

Abstract: Policy on Policy adopts the IETF model of 'rough consensus' to create CAcert documents within the open [policy] mail list forum.

1. Scope and Purpose

1.1 This policy documents and controls the process by which CAcert creates and promulgates policies.

1.2 The policy covers itself. The policy replaces prior ones. For Audit purposes, the policy is part of the Configuration-Control Specification ("CCS" => COD 2, DRC_A.1) and also documents part of the CCS.

1.3 The policies so created are generally binding on CAcert, registered users and related parties.

1.4 The Policy Officer manages all policies and the policy group. The policy group is formed on the open mailing list known as [policy], and is to be open to all Registered Users of CAcert.

2. Basic Model

2.1 The basic concept **was drawn from** the IETF model.

2.2 Policies are documented. Documents start as *Work-In-Progress*, move through to *DRAFT* and finalise in *POLICY* status.

2.3 Decisions are taken by "Rough Consensus." A vote may be called to clarify.

2.4 Documents should include a minimum of information in a standardised format managed by the Documentation Officer: the Title, short name, Document Status, date the Status was reached, Editor, date / time of the last edit, Abstract.

3. Work-In-Progress

3.1 An Editor **is identified**. This person is responsible for drafting the document, following the consensus of the policy group.

3.2 The Policy Officer resolves minor disputes and keeps order.

3.3 The **mail list of the policy group** is used as the primary debating forum. A sub-group may be formed, but decision-taking should be visible on the main group.

3.4 Documents start with the status of "Work-In-Progress" or WIP for short.

4. DRAFT status

4.1 On completion, a document moves to DRAFT status.

4.2 A DRAFT is a **policy-in-effect** for the Community and is to be **distributed and treated** as such.

4.3 As far as the Community is concerned, the DRAFT is policy. Challenges and concerns can be addressed to the policy group, and policy group discussions on a DRAFT may be presented in Dispute Resolution.

4.4 Revisions of DRAFTs **must be treated as decisions on the policy group.**

4.5 The period of the DRAFT status is announced widely, which should be at least a month and no longer than a year.

4.6 During the period of DRAFT, CAcert Inc. retains a veto over policies that effect the running of CAcert Inc.

5. POLICY status

5.1 After DRAFT period has elapsed with no revision beyond minor and editorial changes, **there should be a decision to move the document from DRAFT to POLICY status.**

5.2 Once POLICY, the Community may only challenge the document in Dispute Resolution.

5.3 Policy group may propose changes to a POLICY document in order to update it. When changes move to DRAFT status, they may be included in the POLICY document, but must be clearly indicated within as DRAFT not POLICY.

6. Open Process

6.1 All policy discussions and documents should be open processes. There should be a fair chance for **the Community** to have their views heard. Rough Consensus is the working metric.

6.2 Contributions to **Policies** are transferred fully to CAcert Inc. Contributions **and any intellectual property rights required to effect the Contribution** are either transferred to CAcert Inc, or, are issued and contributed under free, open, non-restrictive, **irrevocable, non-exclusive**, and clear licence.

6.3 Contributors declare any conflicts of interest.

6.4 Policies should be issued under free, open, non-restrictive, **irrevocable, non-exclusive**, and clear licence by CAcert, Inc.

6.5 Mailing lists should be archived, and important meetings should be minuted.

7. Disputes

7.1 Any questions not resolved by these rules **may be voted on in the policy group, or may be dealt with in Dispute Resolution.**

7.2 The **Policy Officer** may decide a tight vote in a minor matter only. Failure of Rough Consensus may be declared by dissenting members.

7.3 Matters unresolved refer back to further group discussion.

7.4 The external avenue for disputes is to file a dispute according to CAcert's Dispute Resolution Policy DRP => COD 7.