AERONAUTICAL TELECOMMUNICATION NETWORK PANEL

Working Group 2

ATNP Configuration Control Board (CCB) Configuration Management (CM) Procedures

Presented by CCB Chair

SUMMARY

This paper contains detailed procedures for the configuration management aspects of the ATN Panel Configuration Control Board change control process. This paper also defines formats to be used for submission of Validation Report Configuration Items (VRCIs), including Defect Reports, Change Requests and Change Proposals, and defines the e-mail tools to be used for the exchange of these VRCIs among the cognizant members of the ATNP CCB.

REVISION HISTORY

Section	Date	Issue	Reason for Change
	20 January 1995	Issue 1.0	Document Creation

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ATNP Configuration Control Board (CCB) Configuration Management (CM) Procedures

1. Scope and Purpose of this Paper

This document is the standing document describing the procedures of operation used by the ATNP/WG2 Configuration Control Board (CCB).

This paper contains detailed procedures for the configuration management aspects of the ATN Internet Configuration Control Board (CCB) change control process. This paper also defines formats to be used for submission of Validation Report Configuration Items (VRCIs), including Defect Reports, Change Requests and Change Proposals, and defines the electronic mail (e-mail) tools to be used for the exchange of these VRCIs among the active members of the ATN Internet CCB and WG2.

Supporting material in this paper has been derived and adapted from ATNP/WG2-WP/2 and ATNP/WG2-WP/65, and from the final meeting report of the First Meeting of ATNP WG2.

This document will be revised and updated based on agreements among members of the ATN Internet CCB, and based on the instructions of ATNP WG2.

2. Definitions

The definitions below are provided for context in this document. They are derived from WG2-WP/2. This is not necessarily the primary source for these definitions.

2.1. ICAO ATN Manual 2nd Edition

This term is used to refer to the document that ICAO will publish in the near future based on SICASP/5 Recommendation 3/1. This document is the result of ICAO applying changes agreed at SICASP/5 (SICASP/5-WP/55) to the draft 1 September 1993 version of the Manual text that was presented to SICASP/5 as SICASP/5-WP/7. It is understood that ICAO will make additional changes to these in order to make the material suitable for publication as an ICAO Manual. A draft version of the ICAO ATN Manual (2nd Edition) was presented to ATNP/1 as ATNP/1-WP/4.

2.2. ATN Manual Validation Copy (19 November 1993)

Recognizing that ICAO would require a certain time to finalize the "ICAO ATN Manual (2nd Edition)" as an official ICAO publication, an ad-hoc group of experts from the SICAS Panel delegations created (during the SICASP/5 meeting) the "ATN Manual Validation Copy (19th November 1993)". This was created by applying the SICASP/5 agreed changes (SICASP/5-WP/55) to the draft 1 September 1993 version of the Manual text that was presented to SICASP/5 as SICASP/5-WP/7. This validation copy has been the basis of ATN validation activities that are in progress within various States and Organisations. ATNP/1 noted a number of differences between the "Validation Copy" and ATNP/1-WP/4, and was informed that the ICAO Secratariat will resolve any differences between these two documents by applying appropriate modifications to ATNP/1-WP/4 prior to publication of the official second edition of the ATN Manual.

2.3. Version n.m ATN SARPs

Each version of draft SARPs and Guidance Material is explicitly referenced as "n.m". In this usage, "n" represents the major revision level associated with agreements reached during a meeting of ATNP Working Group 2, and where "m" represents minor revisions applied between WG2 meetings based on interim agreements by appropriate experts, subject to WG2 approval.

2.4. **Version 0.0 ATN SARPs**

This version of the draft ATN SARPs and Guidance Material is functionally and technically equivalent to the ATN Manual Validation Copy described above.

2.5. **Validation Report Configuration Item (VRCI)**

This is the general term used to refer to the group of ATN Internet Configuration Control Board validation forms comprising the Defect Report, the Change Request and the Change Proposal.

3. **Acronyms**

CCB	Configuration Control Board
CM	Configuration Management
CP	Change Proposal
CR	Change Request
DR	Defect Report
VACM	Validation Archive Configuration Manager
VRCI	Validation Report Configuration Item

4. **Overview of ATN Internet CCB Validation Forms**

4.1. **Defect Report (DR)**

Defect Report forms will record and describe any editorial and/or technical defect that has been identified in the text of a Version n.0[1] draft of the ATN SARPs & Guidance Material document.

The format for a Defect Report is defined in this paper. Any defects found in the current version of the draft ATN SARPs and Guidance Material are to be reported by submitting a defect report. Identified defects may be the result of a paper analysis, simulation activities or implementation activities. A defect report may be submitted by any ATNP Member or Advisor (with his Member's approval).

4.2. **Change Request (CR)**

CRs are submitted to change high level requirements which can either be the requirements of the system users as understood by direct interaction (User Requirements) or requirements on the system infrastructure which may not be perceived by direct interaction of the system user, but are necessary for correct operation of the system (Operational Requirements). These "high-level" requirements (e.g. specific performance requirement change in terms of routing stability, etc.) which is proposed to be added or modified in the text of a Version n.0 draft ATN SARPs & Guidance Material. Such Change Requests might be issued from external inputs (such as ATNP/WG1 Working Papers) and may result in the creation of new Defect Reports if the new requirement cannot be met with based on other related technical requirements contained in the Version n.m draft ATN SARPs document.

The format for a Change Request is defined in this paper. The intent of the CR is to provide a means of allowing ATNP Members/Advisors to identify and define new requirements or functionalities that are not reflected in the current version of the draft n.0 ATN SARPS and Guidance Material. A CR may either be directly presented to WG2 or result in a Defect Report which is then presented to WG2.

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[1]Whilst it is preferred that VRCIs are submitted against a Version n.0 of the draft ATN SARPs & Guidance Material document, it is recognized that in the cases where more than one Version n.m of the draft ATN SARPs & Guidance Material document is issued between Working Group 2 meetings, it may be appropriate to issue VRCIs against the most recent Version n.m.

4.3. **Change Proposal (CP)**

Change Proposals will typically be created to propose a solution to defects or specification changes identified in Defect Reports and Change Requests. They should include the proposed modifications, additions, and/or deletions to the draft n.0 ATN SARPs and Guidance Material in a format that will facilitate their direct implementation once approved by the Working Group.

The format for a Change Proposal is defined in this paper. Change Proposals will be provided in response to a Defect Report or a Change Request that requires resolution, and will be indexed to the appropiate DR(s) and/or CR(s). In the interest of supporting the timely resolution of proposals, DR or CR originators are encouraged to include draft CP text in the body of the proposed DR or CR, where appropriate.

5. **Change Control Process Flow**

ATNP Working Group 2 has agreed on a process flow which outlines the procedure to be followed to record, process, and trace all Defect Reports (DRs), Change Requests (CRs), and Change Proposals (CPs) which will be generated in the context of the ATN Manual validation work.

5.1. **Initiation of a Change**

In order to ensure that Defect Reports and Change Requests represent relatively mature proposals, it is recommended that the technical issues contained in defects or changes formally proposed using these forms be first discussed using the "atn-internet-technical" mailing list among interested ATN experts (the use of this facility is described later in this paper). Once a common understanding of the issue raised in the discussion is reached, a mature DR or CR should be submitted. These submissions must be made using the appropriate electronic forms, and are sent to the "ATN Validation Archive" Configuration Manager who is in charge of assigning an identifying number to the report, storing the form in the proper Archive Directory, and posting an information message reporting the submission of the new report or proposal in the "atn-internet-vrci" mailing list in the case of DRs and CPs, and in the "atn-internet-technical" mailing list in the case of CRs. This posting will mark the beginning of the 2 weeks period of formal consideration of the proposed defect or change by the ATN Internet CCB.

5.2. **Change Control Decision Making Process**

Working Group 2 (via the CCB) will decide whether the submitted DR or CR, optionally supported by submitted CP(s), documents an appropriately mature and necessary change to the Version n.0 draft SARPs and Guidance Material document. If the defect or requirements change is deemed to be sufficiently abstract or complex, CCB members may opt to take this decision after reviewing the DR or CR in conjunction with submitted CP(s). Subsequent to the acceptance of the validity of the proposed defect or requirements change, each reviewed DR and CR will then be updated accordingly (i.e. new Status field, and completion of the "CCB Recommended Action" field).

The CCB Decision making process will be performed in three steps:

1. After the receipt of a SUBMITTED VRCI, ALL CCB members must propose a new status for this VRCI, with supporting arguments if appropriate, via a so-called 'VRCI Update Proposal' message sent to "atn-internet-vrci" within the 2 weeks VRCI reviewing period. The format of the 'VRCI Update Proposal' message is presented in section 6.4.

2. Not later than one week after the end of the 2 weeks VRCI reviewing period, the CCB Chairman will compile the 'VRCI Update Proposal' messages and elaborate a 'CCB Decision' message reflecting the majority opinion. This message will be sent on the 'atn-internet-technical' mailing list in order to notify the ATN community about the proposed CCB decision. In addition, the 'CCB Decision' message will also be sent to the VACM for updating and distributing the archived VRCI.

3. Upon receipt of a 'CCB Decision' message from the CCB Chairman, the Configuration Manager will update the archived VRCI (i.e. 'Status' and 'CCB Recommended Action' fields), and send the updated version on the 'atn-internet-vrci' list.

Note 1: Until the Configuration Manager has automated Step 3 above, updated VRCIs will only be available via ftp to the Archive.

Note 2: The updated VRCI will be archived, replacing the previously archived version, with a new filename in order to be able to trace successive versions of the VRCI from its filename only. The new filename will be built by appending a normal size letter to the former filename extension. Each appended letter will be selected from the alphabetical order as shown in the following example:

1st version of a DR (SUBMITTED status): 'yymmnnnn.DR '

2nd version (e.g. DR goes in PENDING status): 'yymmnnnn.DRa'

3rd version (e.g. DR goes in ACCEPTED status): 'yymmnnnn.DRb'

etc ...

5.3. Detailed Change Proposals

Either directly after the distribution of a DR or CR by the VACM, or following the acceptance of the DR or CR, the DR/CR author and/or other interested parties will develop one or more Change Proposals to describe required elements of the solution and/or change text.

The elaboration of proposed detailed changes will consist of:

a) applying the CCB or WG recommended action (analysis, simulation, and/or implementation) if any in order to elaborate and validate a solution to the reported defect or change request.

b) submitting a Change Proposal (CP) for CCB review once the solution to fix the defect or satisfy the change request has been validated.

Change Proposal forms are used to record and describe all editorial and/or technical modification to the text of the Version n.0 draft ATN SARPs and Guidance Material document. Such forms trace the origin of the proposed change (DR or CR), describe the change itself, and explain how the proposed change has been validated. CPs should also be discussed in the "atn-internet-technical" mailing list before being issued through the same process as DRs and CRs (i.e. send the CP to the VACM who will assign the CP number, store it in the Archive and post an information message).

All submitted CPs will be reviewed by the ATN Internet CCB, which may assign a status of Accepted, Rejected, Pending, Withdrawn, or Implemented. If several CPs are proposed as a solution to one or several DR(s) or CR(s), the ATN Internet CCB must reach consensus on a single solution and associated Change Proposal. Accepted CPs will then be proposed to the WG2 for formal agreement and will then be considered as Agreed Changes, with WG2 agreed Change Proposals also being reported to the ATN Panel Secretary for application to the current baseline version of the ATN Manual.

5.4. VRCI Status and Relationship Reports

In order to advise CCB Members and any interested party of the linkage among VRCIs managed by the ATNP CCB VACM, a report of VRCI status and relationships will be created periodically by the VACM, and will be distributed to the 'atn-internet-technical' mailing list previously discussed in this paper. This report will also be archived on the ATNP CCB CM system for **ftp** retrieval by interested parties. The period at which these reports will be issued may vary depending on CCB activity, but will not be shorter than 1 week and not longer than 1 month.

5.5. ATN Internet CCB Meetings

In general, ATN Internet CCB proceedings will be conducted using the email tools documented later in this paper. However, when considered necessary by the CCB Chair, a CCB meeting may be convened for

review of outstanding DRs, CRs, and CPs, in order to formulate recommendations to the WG. CCB meetings may be convened between WG2 meetings, or consecutively with WG2 meetings, as is deemed necessary. In this case, DRs, CRs, and CPs to be reviewed by the ATN Internet CCB should be made available to its members 2 weeks before the associated meeting.
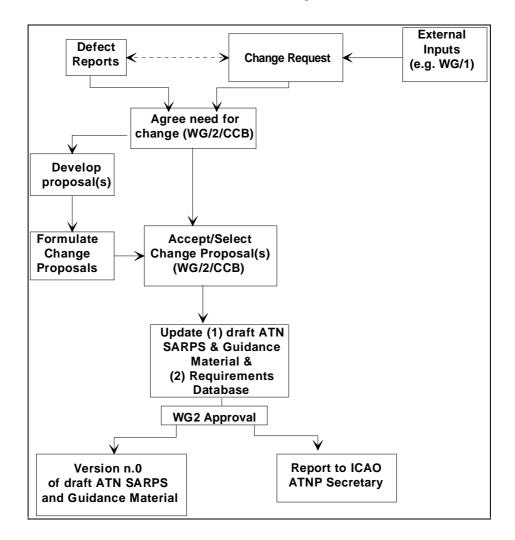

Figure 1: Change Control Procedure for ATN SARPs and Guidance Material

6. ATN Internet CCB Report Forms

Forms to be used for the ATN Internet CCB Configuration Management process are contained in the following sections.

6.1. Defect Report

6.1.1. Defect Report Form
An ATN Internet CCB Defect Report form shall have the format described in the following sub-sections.

6.1.1.1. "TO" Address
atn-internet-cm@cenatls.cena.dgac.fr

6.1.1.2.   **"SUBJECT" Field**

DR <dd/mm/yy> <title>

Activation of the VACM automated process for VRCI submission will only be possible if the following conventions are carefully respected:

-   The presence of the three items is required (i.e. "DR", the date, and the title)
-   A single <space> character must be inserted between "DR" and the date, and between the date and the <title> text,
-   "/" characters are required as separators in the date as well as exactly 2 digits per field,
-   The length of the <title> field should not exceed 40 characters. It will be used by the VACM automated process to fill the actual 'Title' field in the DR form.

6.1.1.3.   **Message Body**

```
Title:

Defect Report Reference:

Status: <SUBMITTED/PENDING/REJECTED/ACCEPTED/WITHDRAWN/RESOLVED>

Defect Report Revision Date: <dd/mm/yy>

Defect Report Format Revision Date: 20 January 1995

Defect Report Submission Date:<dd/mm/yy>

Submitting State/Organization: <Panel Member/Observer>

Submitting Author Name: <Last Name, First Initial>

Submitting Author E-mail Address: <Internet EMAIL Address>

Submitting Author Supplemental Contact Information:

ATN SARPs & Guidance Material Draft Version:

SARPs/GM Document Reference: <requirement number, section, page
number, figure or table number, as appropriate>

Category: <EDITORIAL/MINOR/MAJOR>

Summary of Defect:

Discussion:

Related Requirements:

CCB Decision Date:

CCB Recommended Action:
```

6.1.2. **Defect Report Form Legend**

Field	Format	Comments
Title	TEXT	Short description of the subject of the Defect. This field is assigned by the Configuration Manager from the <title> field contained in the 'Subject' line of the submission message. It should not be filled by the author of the DR.
Defect Report Reference:	IDENTIFIER	Unique identifier assigned by the Configuration Manager

Status:	SUBMITTED/PENDING/REJECTED/ACCEPTED/WITHDRAWN/RESOLVED	Status assigned by the Configuration Manager:
		SUBMITTED, i.e. the report has been submitted but has not yet been reviewed yet by the Change Control Board;
		PENDING, i.e. the report has been reviewed by the Change Control Board, but for certain reasons (i.e. typically, the need to provide additional information), has not yet been formally accepted or rejected;
		REJECTED, i.e. the CCB did not recognize the content of the report as being a defect or required change;
		ACCEPTED, i.e. the CCB recognized that the report documents an actual defect or required change (see then recommended action);
		WITHDRAWN, i.e. the problem needed further investigation and when clarifications are possible, a new defect report will be issued.
		RESOLVED, i.e. the problem has been solved by the implementation of an accepted Change Proposal(s).
Defect Report Revision Date:	DATE (dd/mm/yy)	Latest revision date at which the report was updated; this field is assigned by the Configuration Manager upon receipt of a 'CCB Decision' message
Defect Report Format Revision Date:	20 January 1995	Version identification for the report format, assigned by the Configuration Manager
Defect Report Submission Date:	DATE (dd/mm/yy)	Date at which the report is received by the configuration manager; this field is assigned by the VACM upon receipt of a correct DR submission message.
Submitting State/Organization:	TEXT	ICAO ATNP Member/Observer
Submitting Author Name:	TEXT	<Last Name, First Initial>
Submitting Author E-mail Address:	TEXT	Internet EMAIL Address
Submitting Author Supplemental Contact Information:	TEXT	Postal Address, Telephone, FAX
ATN SARPs & Guidance Material Draft Version:	TEXT	Version n.0
SARPs/GM Document Reference:	TEXT	Related or affected requirement number, section, page number, figure or table number, as appropriate.

Category	EDITORIAL/ MINOR/MAJOR	**EDITORIAL**, i.e. the reported defect is a pure editorial problem, and raises no technical issue;
		MINOR, i.e. the reported defect raises a minor technical problem;
		MAJOR, i.e. the reported defect raises a significant technical problem which may require thorough study before being resolved.
Summary of Defect:	TEXT	Brief presentation of the problem.
Discussion:	TEXT	Detailed description of the problem and impacts on other requirements.
Related Requirements:	TEXT	List of database entries (Requirements, recommendation, options, etc.) which are involved or affected.
CCB Decision Date	DATE (dd/mm/yy)	Date at which action is formally taken by the CCB to close this report.
CCB Recommended Action:	TEXT	Action recommended by the CCB in order to find a solution or validate solutions for this problem. This field is filled by the VACM by appending relevant information contained in the successive 'CCB Decision' messages received about this DR.

6.2. **Change Request**

6.2.1. **Change Request Form**

An ATN Internet CCB Change Request form shall have the format described in the following sub-sections.

6.2.1.1.   **"TO" Address**

atn-internet-cm@cenatls.cena.dgac.fr

6.2.1.2.   **"SUBJECT" Field**

CR <dd/mm/yy> <title>

Note: see section 6.1.1.2 (i.e. DR "SUBJECT" field) for advice on how to use this field..

6.2.1.3.   **Message Body**

```
Title:

Change Request Reference:

Status: <SUBMITTED/PENDING/REJECTED/ACCEPTED/WITHDRAWN/IMPLEMENTED>

Change Request Revision Date: <dd/mm/yy>

Change Request Format Revision Date: 20 January 1995

Change Request Submission Date: <dd/mm/yy>

Submitting State/Organization: <Panel Member/Observer>

Submitting Author Name: <Last Name, First Initial>
```

```
Submitting Author E-mail Address: <Internet EMAIL Address>

Submitting Author Supplemental Contact Information:

ATN SARPs & Guidance Material Draft Version:

SARPs/GM Document Reference: <requirement number, section, page
number, figure or table number, as appropriate>

Category: <EDITORIAL/MINOR/MAJOR>

Summary of Change:

Discussion:

Related Requirements:

CCB Decision Date:

CCB Recommended Action:
```

6.2.2. **Change Request Form Legend**

Field	Format	Comments
Title	TEXT	Short description of the subject of the Change. This field is assigned by the Configuration Manager from the <title> field contained in the 'Subject' line of the submission message. It should not be filled by the author of the CR.
Change Request Reference:	IDENTIFIER	Unique identifier assigned by the Configuration Manager
Status:	SUBMITTED/PENDING/REJECTED/ ACCEPTED/WITHDRAWN/IMPLEMENTED	Status assigned by the Configuration Manager: **SUBMITTED**, i.e. the report has been submitted but has not yet been reviewed yet by the Change Control Board; **PENDING**, i.e. the report has been reviewed by the Change Control Board, but for certain reasons (i.e. typically, the need to provide additional information), has not yet been formally accepted or rejected; **REJECTED**, i.e. the CCB did not recognize the content of the report as being a defect or required change; **ACCEPTED**, i.e. the CCB recognized that the report documents an actual defect or required change (see then recommended action); **WITHDRAWN**, i.e. the problem needed further investigation and when clarifications are possible, a new Change Request will be issued; **IMPLEMENTED**, i.e. the change has been accepted and incorporated in the Draft SARPs & Guidance Material document.

Change Request Revision Date:	DATE (dd/mm/yy)	Latest revision date at which the report was updated; this field is assigned by the Configuration Manager upon receipt of a 'CCB Decision' message.
Change Request Format Revision Date:	20 January 1995	Version identification for the report format, assigned by the Configuration Manager
Change Request Submission Date:	DATE (dd/mm/yy)	Date at which the report is received by the configuration manager; this field is assigned by the CM upon receipt of a correct CR submission message.
Submitting State/Organization:	TEXT	ICAO ATNP Member/Observer
Submitting Author Name:	TEXT	<Last Name, First Initial>
Submitting Author E-mail Address:	TEXT	Internet EMAIL Address
Submitting Author Supplemental Contact Information:	TEXT	Postal Address, Telephone, FAX
ATN SARPs & Guidance Material Draft Version:	TEXT	Version n.0
SARPs/GM Document Reference:	TEXT	Related or affected requirement number, section, page number, figure or table number, as appropriate.
Category	EDITORIAL/ MINOR/MAJOR	**EDITORIAL**, i.e. the requested change is a pure editorial modification, and raises no technical issue; **MINOR**, i.e. the requested change raises a minor technical issue; **MAJOR**, i.e. the requested change raises a significant technical issue which may require thorough study before being decided.
Summary of Change:	TEXT	Brief presentation of the change.
Discussion:	TEXT	Detailed description of the change and impacts on other requirements.
Related Requirements:	TEXT	List of database entries (Requirements, recommendation, options, etc.) which are involved or affected.
CCB Decision Date	DATE (dd/mm/yy)	Date at which action is formally taken by the CCB to close this report.
CCB Recommended Action:	TEXT	Action recommended by the CCB in order to find a solution or validate solutions for this problem. This field is filled by the VACM by appending relevant information contained in the successive 'CCB Decision' messages received about this CR.

6.3. **Change Proposal**

6.3.1. **Change Proposal Form**
An ATN Internet CCB Change Proposal form shall have the format described in the following sub-sections.

6.3.1.1.   **"TO" Address**
atn-internet-cm@cenatls.cena.dgac.fr

6.3.1.2.   **"SUBJECT" Field**
CP <dd/mm/yy> <title>

Note: see section 6.1.1.2 (i.e. DR "SUBJECT" field) for advices on how to use this field..

6.3.1.3.   **Message Body**
```
Title:

Change Proposal Reference:

Defect Report or Change Request Reference:

Status: <SUBMITTED/PENDING/REJECTED/ACCEPTED/WITHDRAWN/IMPLEMENTED>

Change Proposal Revision Date: <dd/mm/yy>

Change Proposal Format Revision Date: 20 January 1995

Change Proposal Submission Date: <dd/mm/yy>

Submitting State/Organization: <Panel Member/Observer>

Submitting Author Name: <Last Name, First Initial>

Submitting Author E-mail Address: <Internet EMAIL Address>

Submitting Author Supplemental Contact Information:

ATN SARPs & Guidance Material Draft Version:

SARPs/GM Document Reference: <requirement number, section, page
number, figure or table number, as appropriate>

Summary of Proposal:

Discussion:

Impact on Requirements:

CCB Decision Date:

CCB Recommended Action:
```

6.3.2. **Change Proposal Form Legend**

Field	Format	Comments

Title	TEXT	Short description of the subject of the Change Proposal. This field is assigned by the Configuration Manager from the <title> field contained in the 'Subject' line of the submission message. *Note: in case of one-to-one mapping between a CP and a DR, or a CR, the 'Title' field of these two VRCIs should be identical.*
Change Proposal Reference:	IDENTIFIER	Unique identifier assigned by the Configuration Manager
Defect Report or Change Request Reference(s):	IDENTIFIER	Unique identifier(s) assigned by the author of the CP. This is the list of submitted Defect Reports or Change Requests which are proposed to be resolved by this CP. *Note: this field is required for the submission of the Change Proposal.*
Status:	SUBMITTED/PENDING/REJECTED/ ACCEPTED/WITHDRAWN/IMPLEMENTED	Status assigned by the Configuration Manager: **SUBMITTED**, i.e. the report has been submitted but has not yet been reviewed yet by the Change Control Board; **PENDING**, i.e. the report has been reviewed by the Change Control Board, but for certain reasons (i.e. typically, the need to provide additional information), has not yet been formally accepted or rejected; **REJECTED**, i.e. the CCB did not recognize the content of the report as being an appropriate solution to the related defect or required change; **ACCEPTED**, i.e. the CCB recognized that the report documents the appropriate solution to be implemented to close the related DR or CR; **WITHDRAWN**, i.e. the proposal needed further investigation and when clarifications are possible, a new Change Proposal will be issued; **IMPLEMENTED**, i.e. the change has been accepted and incorporated in the Draft SARPs & Guidance Material document.
Change Proposal Revision Date:	DATE (dd/mm/yy)	Latest revision date at which the report has been updated; this field is assigned by the Configuration Manager upon receipt of a 'CCB Decision' message.
Change Proposal Format Revision Date:	20 January 1995	Version identification for the report format, assigned by the Configuration Manager

Change Proposal Submission Date:	DATE (dd/mm/yy)	Date at which the report is received by the configuration manager; this field is assigned by the CM upon receipt of a correct CP submission message.
Submitting State/Organization:	TEXT	ICAO ATNP Member/Observer
Submitting Author Name:	TEXT	<Last Name, First Initial>
Submitting Author E-mail Address:	TEXT	Internet EMAIL Address
Submitting Author Supplemental Contact Information:	TEXT	Postal Address, Telephone, FAX
ATN SARPs & Guidance Material Draft Version:	TEXT	Version n.0
SARPs/GM Document Reference:	TEXT	Related or affected requirement number, section, page number, figure or table number, as appropriate.
Summary of Proposal:	TEXT	Brief presentation of the solution.
Discussion:	TEXT	Detailed description of the solution and impacts on other requirements.
Impact on Requirements:	TEXT	List of database entries (Requirements, recommendation, options, etc.) which are involved or affected.
CCB Decision Date	DATE (dd/mm/yy)	Date at which action is formally taken by the CCB to close this report.
CCB Recommended Action:	TEXT	Action recommended by the CCB in order to find a solution or validate solutions for this problem. This field is filled by the VACM by appending relevant information contained in the successive 'CCB Decision' messages received about this CP.

6.4. VRCI Update Proposal

6.4.1. VRCI Update Proposal Message

A DR or CP 'Update Proposal Message' shall be sent by ALL CCB members to the 'atn-internet-vrci' list, not later than 2 weeks after the submission of the related DR or CP.

A CR 'Update Proposal Message' can be sent by all WG2 members to the 'atn-internet-technical' list, not later than 2 weeks after the submission of the related CR. CCB members are required to respond to CRs in that period.

Note: silence from WG2 members within this 2 weeks period will indicate "don't care" until next WG2 meeting when the issue may be raised.

6.4.1.1. "TO" Address

atn-internet-vrci@cenatls.cena.dgac.fr

6.4.1.2.   **"SUBJECT" Field**
PROPOSED UPDATE <VRCI Reference>

Note: <VRCI Reference> in the format yymmnnnn.DR, yymmnnnn.CR, or yymmnnnn.CP

6.4.1.3.   **Message Body**
```
WG2/CCB Member Name: <Last Name>

VRCI Reference: <yymmnnnn.VRCI>

New Proposed Status:     <PENDING/REJECTED/ACCEPTED/WITHDRAWN/
                         RESOLVED/IMPLEMENTED>

Comments:
```

6.4.2. VRCI Update Proposal Message Legend

Field	Format	Comments
WG2/CCB Member Name	TEXT	<Last Name>
VRCI Reference:	IDENTIFIER	Unique identifier of the VRCI for which a new status is proposed.
New Proposed Status:	PENDING/REJECTED/ACCEPTED/ WITHDRAWN/RESOLVED/IMPLEMENTED	Status proposed for the discussed VRCI.
Comments:	TEXT	Short text explaining the reason why the author proposes such a new status for the discussed VRCI.

6.5. CCB Decision
A CCB Decision Message shall be sent by the CCB Chairman, not later than 1 week after the end of the two weeks VRCI reviewing period.

6.5.1. CCB Decision Message

6.5.1.1.   **"TO" Address**
atn-internet-technical@cenatls.cena.dgac.fr, atn-internet-cm@cenatls.cena.dgac.fr

Note: the 'atn-internet-technical' address will not be used by the CCB Chairman after the VACM has installed the automation to process the CCB Decision Message. At this stage, the message will be forwarded automatically by the VACM to the 'atn-internet-technical' mailing list.

6.5.1.2.   **"SUBJECT" Field**
CCB DECISION ON <VRCI Reference>

Note: <VRCI Reference> shall be identical to the filename of the archived VRCI

6.5.1.3.   **Message Body**
```
VRCI Reference: <yymmnnnn.VRCI>

Former Status: <SUBMITTED/PENDING/ACCEPTED/WITHDRAWN>
```

```
New Status: <PENDING/REJECTED/ACCEPTED/WITHDRAWN/
            RESOLVED/IMPLEMENTED>

Decision date: <dd/mm/yy>

Decision Summary:

CCB Recommended Action:
```

6.5.2. **CCB Decision Message Legend**

Field	Format	Comments
VRCI Reference:	IDENTIFIER	Unique identifier of the VRCI which has to be updated.
Former Status:	SUBMITTED/PENDING/ACCEPTED/WITHDRAWN	Status of the VRCI before the CCB Decision.
New Status:	PENDING/REJECTED/ACCEPTED/WITHDRAWN/RESOLVED/IMPLEMENTED	New Status of the VRCI after the CCB Decision.
Decision Date:	DATE (dd/mm/yy)	Date at which the VRCI has been updated; this field is used by the Configuration Manager to assign the 'Revision date' field of a VRCI.
Decision Summary:	TEXT	Summary of the 'VRCI Update Proposal' messages received prior to the decision on the VRCI new status.
CCB Recommended Action:	TEXT	Action recommended by the CCB in order to find a solution or validate solutions for this problem. This field is appended by the VACM to the 'CCB Recommended Action' field of the VRCI.

7. **ATN Mailing Lists and the ATN Validation Archive**

ATNP Configuration Management validation tools have been established at CENA/Toulouse (France), and are available for use by ATN validation staff having access to the Internet. These tools comprise the ATN Validation Archive, and the three ATN-Internet electronic mail distribution lists.

These tools are intended for use to support the communication and decision-making processes described in the preceeding sections.

7.1. **ATN Validation Archive**

The ATN Validation Archive is an enhanced-functionality password-protected **ftp** server, located at the address:

```
manix.cenatls.cena.dgac.fr
(IP Address: 143.196.1.34)
```

The archive is accessed via the following ftp log-in procedure:

```
Name:        atnvalid
Password:    upplval
```

After log-in is complete, the user sees several subdirectories, described in the following paragraphs. The "**incoming**" subdirectory is read/write; the other directories are read-only. A file "**dir.txt**" is located at this level in the directory structure to indicate the contents of the directory system as of the time/date stamp indicated on that file.

The general principle for use of the archive is that if a submission is desired to be made available to other validators, that submission (document file, spreadsheet file, database file, etc.) is uploaded to the "**incoming**" subdirectory of the ATN Validation Server, using binary file transfer mode. This upload should be in the form of a ZIP archive file containing:

a) the file or files of interest, and

b) an explanatory "README" file detailing the content of the ZIP archive, its source, and relevant contact information for the submitter of the ZIP archive.

The VACM is automatically notified of the arrival, and places the ZIP archive file into one of the other subdirectories, as is appropriate. If a ZIP archive file is submitted lacking the README file noted above, the configuration manager, at his discretion, may delay archiving this file until such time as the ZIP archive is deemed to be complete (i.e. until the README file is supplied). Following successful transfer of the incoming file to the appropriate archive subdirectory, the configuration manager will then send an email message via the "**atn-internet-general**" mailing list (described later in this document) to announce the presence of the new file. It is assumed that all interested parties are members of this mailing list, and that in general, administrative communications related to the ATN Validation Archive wil be conducted via this mailing list.

Note: The operation of this archive is essentially mechanical, i.e. the VACM makes no judgement regarding the content of the files, other than to try to detect files corrupted during the upload transfer. Further, it is assumed that once the procedures for decision-making are agreed within the validation community, the VACM will maintain the archive in a manner supporting the decisions coming from that process, i.e. making approved versions available, clearly delineating draft material from approved material, etc.

7.1.1. **Content of "val-db"**
This subdirectory contains the current draft version of the ATN Validation Database, and associated documentation files.

The database files are in Microsoft Access 2.0 format, and the documents are in Microsoft Word for Windows 6.0 format.

7.1.2. **Content of "doc-gen"**
This subdirectory is provided for the archiving of draft and final documents of a general nature relating to the validation and technical analysis process.

7.1.3. **Content of "draftsrp"**
This subdirectory is provided to archive the draft versions of the ATN SARPs and Guidance Material produced by the ATN Panel Working Group 2. This archive contains zip file archives of the name format "srp-n$m.zip", where "n" is replaced by the appropriate major revision index and "m" is replaced by the appropriate minor revision index.
The ATN SARPs and Guidance Material document is in Microsoft Word for Windows 6.0 format

7.1.4. **Contents of "vrci"**
The directory "**vrci**" is provided for the archiving of all types of VRCIs and their related attachment files.

7.1.4.1.   **Contents of "vrci/DR"**

This directory is provided for the archiving of Defect Reports.

7.1.4.2.   **Contents of "vrci/CR"**

This directory is provided for the archiving of Change Requests.

7.1.4.3.   **Contents of "vrci/CP"**

This directory is provided for the archiving of Change Proposals.

7.1.4.4.   **Contents of "vrci/doc"**

This directory is provided for the archiving of any document attached to a submitted VRCI as complementary information.

7.1.5. **Content of "incoming"**

This subdirectory is a buffer directory, for deposit of files uploaded to the archive as previously described.

7.1.6. **Content of "tools"**

The subdirectory "**tools**" of the ATN Validation Group contains the compression and decompression tools to be used on all the files stored in the archive. Executables stored in "**tools/unix**" may be run on the unix operating system. Those in "**tools/msdos**" may be run on the MS-DOS operating system.

7.1.6.1.   **Content of "tools/unix"**

These utilities are executable files that run on the unix operating system. Their operation is compatible with that of the MS-DOS tools that can be found in "**tools/msdos**".

zip	ZIP File Compression Utility (Version 2.01)
unzip	ZIP Decompression Utility (Version 5.1)

7.1.6.2.   **Content of "tools/msdos"**

These utilities are executable files that run on the MS-DOS operating system. Their operation is compatible with that of the unix tools that can be found in "**tools/unix**".

pkz204g.exe	PKZIP (Version 5.04g: compression and decompression)
zip20x.zip	compression of zip.exe (Version 2.01)
unzip51x.exe	self-extracting compression of unzip.exe (Version 5.1)

7.2. **ATN Electronic Mailing Lists**

7.2.1. **Overview**

Three email forwarding lists have been established to support technical interchange and validation activities regarding the ATN Internet:

atn-internet-general@cenatls.cena.dgac.fr

atn-internet-technical@cenatls.cena.dgac.fr

atn-internet-vrci@cenatls.cena.dgac.fr

If electronic mail (email) is sent to either of these list addresses, that email will be forwarded to all subscribers to the list to which the email is addressed.

7.2.2. **Conventions for List Usage**

In general, certain conventions for use of the two ATN Internet mailing lists apply.

The **atn-internet-general** list should be used, for example, for the exchange of:

1. information of an administrative nature,

2. information concerning the ATN validation process and associated decision-making,

3. announcements concerning ATN implementation and demonstration activities, standards activities, related meetings, etc.

The **atn-internet-technical** list should be used, for example, for:

1. detailed technical exchanges among ATN implementors and validators,

2. detailed discussion of proposed solutions to problems identified during the validation process.

3. dissemination of CRs and related 'CR Update Proposal' messages,

4. CCB resolutions about submitted VRCIs (i.e. so-called 'CCB Decision' messages)

5. dissemination of periodic VRCIs status and relationship reports.

The **atn-internet-vrci** list is provided for:

1. dissemination of DRs and CPs,

2. dissemination of 'DR/CP Update Proposal' messages,

3. any discussion relevant to CCB work.

7.2.3. **Subscription Procedure**

To subscribe to either of these lists, send an email request to:

> **majordomo@cenatls.cena.dgac.fr**

The email should contain the following text, in the message body, with **<list name>** replaced by the actual list name:

> **subscribe <list name>**
>
> **end**

More than one subscribe command may be contained in one email message. The address from which the email subscription request was sent will be added to the requested list(s), and a response telling the user how the list operates will be sent as a confirmation of the new subscription(s).