

# White Paper Task Force

## Objective

The purpose of the Ecosystem White Paper Task Force (WPTF) is to facilitate publication of ToIP white papers, supporting priority activities of the EFWG – specifically, [to promote EFWG as a Centre of competence for the education and promotion of the role of ToIP Layer Four ecosystems](#).

## White Paper Definition

An educational document to bring awareness, support, and promote adoption of philosophies, ideals, and deliverables supported and developed by the authorship community.

## Terms of Reference

White Paper nominations should align with the ToIP Mission and Ecosystem Working Group Objectives.

For more background on this task force please refer to the [EFWG Meeting Page](#) to link to notes and recordings for September 10, 2020 and November 5, 2020 Working Group Meetings.

## Responsibilities and Deliverables

1. Establish ongoing communications with ToIP Communications Committee, to ensure
  - a. Consistency of messaging and publication standards - use of logo
  - b. Effective communication channels with all ToIP Working Groups, towards
    - i. Collaborative publication efforts
    - ii. Shared understanding of resource/reference material (documents, templates, graphics, publications)
    - iii. Unique identifier assignment to publications
2. Define publication template/requirements
3. Communication, nomination, review process
  - a. Publication meets ToIP standards and requirements outlined in “WPTF – Author Guideline”
  - b. Communication protocols
    - i. Regarding status of white paper review
    - ii. With submission author(s) when necessary to promote successful outcome
  - c. [ ]
4. Publication of “WPTF – Author Guideline”, to
  - a. Provide a clear scope of requirements and recommendations to authors who wish to submit a paper for publication including white paper components and descriptions
  - b. Provide a sample white paper
5. Publication of “WPTF White Paper Review Process”, to
  - a. Provides clear description of ToIP EFWG review process including communication protocols to ensure open and collaborative efforts for successful publication
  - b. Define process and requirements for co-authorship with external entities
  - c. [ ]
6. White Paper Portal

## Chairs/Conveners

[Karen Hand](#)

## Membership and Joining

Prior to participating in the meetings please ensure that you are a member of the Trust Over IP Foundation. Contributor level membership is available to anyone at no cost. Details can be found at [this link](#).

Please add your name to the list below to join the TF:

- [Karen Hand](#)
- [Carly Huitema](#)
- [Victor Golubkov](#)
- [Drummond Reed](#)
- [Karl Kneis](#)
- [Wenjing Chu](#)
- [Eric Drury](#)
- [Ravikant Agrawal](#)
- [Dan Gisolfi](#)
- [Jim St.Clair](#)
- [sankarshan](#)
- [Annegret Henninger](#)
- [Rieks Joosten](#) (observing)
- [Ken Adler](#)

- [jerry zhang](#)

## Meeting Schedule

The Task Force meets on the third Thursday of each month - 7:00 to 8:00 am PST / 10:00 to 11:00 am EST / 3:00 to 4:00 pm UTC.

See [the Meeting Page](#) for the agenda and notes for all meetings.

## Communications

The Slack channel for this Task Force ([#efwg-wp-tf](https://trustoverip.slack.com)) is #efwg-wp-tf