

2021-03-11 GSWG Special Topic Meeting

Meeting Date

11 Mar 2021

Attendees

- [Scott Perry](#)
- [David Luchuk](#)
- [Chris Ingrao](#)
- [Daniel Bachenheimer](#)
- Denise McCurdy
- [Drummond Reed](#)
- [Jim St.Clair](#)
- [Karen Hand](#)
- [Karl Kneis](#)
- [Michael Herman](#)
- [RJ Reiser](#)
- Robin Alexander
- [sankarshan](#)
- [Steven Milstein](#)
- [Thomas Cox](#)
- Tom Smedinghoff
- [Carly Huitema](#)
- Kaliya Young
- Robin Alexander
- [Victor Golubkov](#)

Main Goal of this Meeting:

To present and discuss the white paper generation process and solicit ideas for governance white papers.

Agenda

Time	Item	Lead	Notes
5 min	Welcome Antitrust Policy Notice Introduction of Meeting Agenda	Scott Perry	
10 min	Update 'Trust Assurance in SSI Ecosystems' white paper	Scott Perry	
30 min	EFWG and WPTF • WP structure – approved draft • WP deliverable process	Karen Hand and Karl Kneis	
15min	Brainstorm - Potential WP topics to advance ToIP leadership and objectives	Scott Perry	

Recording

- [LINK](#)

Presentation(s)

- *[link to the file](#)*

Documents

- *[File 1 - link](#)*

Notes

1. Welcome
 - a. Linux Foundation antitrust policy
 - b. Agenda review
2. Background - [Scott Perry](#)
 - a. The focus of this meeting is white papers produced under the Governance Stack WG, and specifically understanding the overall process for ToIP white papers

3. Update 'Trust Assurance in SSI Ecosystems white paper'
 - a. The proposal is to use this existing paper as a trial balloon to run through the complete process.
 - b. Scott gave some background as to the origin of this paper in the GSWG. The starting point is a chapter that Scott has contributed to the book [Self-Sovereign Identity](#) being published soon (late March?) by Manning.
4. EFWG & WPTF - Karen Hand
 - a. Karen explained the overall process that the White Paper Task Force is recommending
 - b. Karen showed (see slides #1 and #2 below) the metadata that the WPTF recommends for all white papers
 - c. We had a discussion about intellectual property rights. [David Luchuk](#) reinforced that 100% of all ToIP Foundation white papers will be published under a Creative Commons CC-by-SA 4.0 license, and no white paper should be published unless the contributors have assured that all the content is available under that license.
 - d. Karen and Karl and the group then had a long discussion of the process (slide #3 below)
 - i. Scott was concerned about how heavyweight the process appears to be - will every white paper author require a "sherpa" to help them through the journey
 - ii. Karen and Karl agreed to continue to work on streamlining the process
5. Brainstorm - Potential WP topics
 - a. We didn't have much time left for this topic, but [Scott Perry](#) introduced the topic of the GSWG starting to focus on what additional white paper topics we should be considering
 - b. He shared the thesis that any complex deliverable from a WG should have an accompanying white paper to explain it to new audiences
 - c. The same applies to fundamental new concepts that the ToIP Foundation is developing (for example, the very idea and structure of the ToIP stack)
 - d. [Jim St.Clair](#) reinforced that "white papers are one of our products" and gave the example of the need for one about ToIP and governments (specifically relative to ID cards)
 - e. [Drummond Reed](#) mentioned one white paper, the Introduction to ToIP V2 white paper, that is currently a major priority as it's one of the first "Big Four" deliverables. He took the action item to ensure that there was a Task Force page set up for that deliverable.

Slides

#1 from [Karen Hand](#)

Proposed Draft Deliverable –WP Standards and Best Practices Non-Publication Content

White Paper Standards and Best Practices		
Identifier	Unique WP Identifier	
Classification	Proof of Concept Proof of Vision Use Case Consultative	
Author(s)/Contact(s)	Names and Contacts	
Document Control	Dates Created Draft Approval Working Group Final Approval Steering Committee Final Approval Publication	Principle Author ToIP Working Group ToIP Working Group Steering Committee
Attestation	Declaration from primary author indicating to best of their knowledge only ToIP members contributed to the white paper	
Short Description	Two or three sentences	
Media Recommendations	Provide relevant contacts, media (e.g., magazines, social media, links on websites, forums) to facilitate communication of ToIP white papers out to focus community/ecosystem.	

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#2 from [Karen Hand](#)

Proposed Draft Deliverable –WP Standards and Best Practices Publication Content

Title	
Author(s)	Author(s) name and affiliations
Keywords	General knowledge, ecosystem, ToIP, ToIP working group, audience.
Executive Summary/Abstract	Self sufficient overview - up to one page
Introduction	Purpose of the white paper - identify the problem and why this white paper is important, focus and introduce the target audience.
Background	Provide the background information in order for the audience to understand the challenge and the criticality. Information could include description of the target audience/ecosystem, actors and roles.
Solution	The piece de resistance - proposed solution and where applicable expected outcomes. Use cases included here or in appendices.
Conclusion	A summary of the major findings, importance - circle back to introduction and relevance to solution
ToIP Contacts	
Author Contacts	
Acknowledgements	For non ToIP members
References	All applicable references
Links	Active links to relevant ToIP materials and resources

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#3 from [Karen Hand](#)

