AERONAUTICAL TELECOMMUNICATION NETWORK PANEL

ATNP WG2 SARPs Development Mechanism (SDM) Procedures Document

Edited by WG2 SDM Chair and Subvolume V SME

SUMMARY

This document contains detailed procedures to be followed and information necessary to participate in the ATN Panel WG2 SARPs Development Mechanism which has been set up as a tool providing both configuration control of CNS/ATM-2 SARPs by WG2, and resolution of CNS/ATM-1 SARPs PDRs assigned to the Subvolume V SME by the ATNP CCB. As part of this information, this paper defines formats of SDM Configuration Control Items and participation requirements, roles and responsibilities for the Subvolume V SME, the SDM Chair, SDM members, and WG2 members to be used for the exchange of and decisions regarding these Configuration Control Items.

REVISION HISTORY

Section	Date	Issue	Reason for Change
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	11 June 1997	Issue 1.1	Comments of Subvolume V SME
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1. Background

Since up to ATNP/2, the WG2 Configuration Control Board (CCB) and its associated set of electronic mechanics (i.e. mailing lists & ftp server) proved to be an excellent structure to develop and maintain SARPs, the WG2 agreed, during its eleventh meeting in Phuket, to continue to use working mechanisms similar to those used up to ATNP/2 in the WG2 CCB. It renamed the former WG2 CCB into the WG2 SDM (SARPs Development Mechanism) so as to avoid any possible confusion with the new ATNP CCB.

Note.--For a description of the new ATNP CCB change control process and the used terminology please refer to the ATNP Configuration Control Board (CCB) Procedures Document, Version ICAO 1.1, 12 March 1997.

Between ATNP/2 and ATNP/3, the main role of WG2 will be to develop CNS/ATM-2 Internet Communications Service (ICS) SARPs. However, the development of these SARPs will have to be closely coordinated with the work in the ATNP CCB, i.e. maintenance of the CNS/ATM-1 ICS SARPs and the work of the Subvolume V SME. This close coordination is required to ensure complete backwards compatibility from CNS/ATM-2 to CNS/ATM-1 SARPs.

WG2 considered that having a unique tool for both tasks will contribute to have a better coordination between CNS/ATM-1 ICS SARPs maintenance and CNS/ATM-2 ICS SARPs development within WG2. It was therefore agreed that the new WG2 SDM will be the unique supporting tool for providing the two following services :

- 1. configuration control of CNS/ATM-2 ICS Draft SARPs by WG2, and
- 2. resolution of both FORWARDED PDRs delegated to WG2 by the ATNP CCB and ACCEPTED PDRs assigned to the Subvolume V SME by the ATNP CCB.

2. Scope and Purpose of this Paper

This document is the standing document describing the procedures of operation used by the ATNP/WG2 SARPs Development Mechanism (SDM).

This paper contains detailed procedures for the configuration management aspects of the CNS/ATM-2 ATN Internet Communications Service SARPs development process and for the resolution of CNS/ATM-1 PDRs assigned to the Subvolume V SME by the ATNP CCB or forwarded by the ATNP CCB to WG2 respectively. This paper also defines formats of SDM Configuration Control Items (defect reports, change proposals, etc...) and defines the electronic mail procedures to be used for the exchange of these items among the active members of the WG2 SDM.

This document will be revised and updated based on agreements among members of the WG2 SDM and based on the instructions of ATNP WG2.

3.	Acronyms	
	ATNP	Aeronautical Telecommunication Network Panel
	ССВ	Configuration Control Board
	СМ	Configuration Management

CNS/ATM	Communications, Navigation, Surveillance / Air Traffic Management
СР	Change Proposal
CR	Change Request
DR	Defect Report
ICS	Internet Communications Service
PDR	ATNP CCB Proposed Defect Report
P1DR	Defect Report on CNS/ATM-1 ICS SARPs
P2DR	Defect Report on CNS/ATM-2 ICS SARPs
SARPs	Standard and Recommended Practices
SME	Subject Matter Expert
SDM	SARPs Development Mechanism
WG	Working Group

4. External View of the WG2 SDM

The entry point of the WG2 SDM will be the submission of a DR/CP as originally performed in the former WG2 CCB.

Such DR/CPs will have three possible sources :

- 1) ATNP CCB PDRs accepted by the ATNP CCB, related to the ICS SARPs, and as such assigned to the Subvolume V SME (i.e. Klaus-Peter Graf); these PDRs will always be submitted to the WG2 SDM by the Subvolume V SME,
- 2) ATNP CCB PDRs not accepted as CNS/ATM-1 defects by the CCB, but forwarded to WG2 for consideration in the CNS/ATM-2 ICS SARPs; these PDRs will always be submitted to the WG2 SDM by the WG2 Chairman (i.e. Ron Jones),
- 3) DR/CPs related to CNS/ATM-2 ICS SARPs; these DR/CPs will be submitted by any WG2 participant.

Note.—This 3rd SDM source will only become effective when a first baseline version of the CNS/ATM-2 ICS SARPs exists.

The WG2 SDM will have two possible outputs :

- 1) Recommendations for the resolution of ACCEPTED ATNP CCB PDRs related to CNS/ATM-1 ICS SARPs,
- 2) Amendments to CNS/ATM-2 ICS SARPs,

Note.—It will be the responsibility of the future CNS/ATM-2 ICS SARPs editor to ensure complete backwards compatibility between these future CNS/ATM-2 ICS SARPs and the ATNP CCB engineering version of the CNS/ATM-1 ICS SARPs. The common use of the SDM for both tasks should facilitate this.

The following figure outlines the generic principles of the WG2 SDM.



5. Overview of the SDM Report Forms

The ATNP CCB ACCEPTED PDRs assigned to the Subvolume V SME will be considered as Package 1 Defect Reports in the scope of the SDM and named P1DRs.

The ATNP CCB PDRs FORWARDED to WG2 and DR/CPs related to the CNS/ATM-2 ICS SARPs will be considered as Package 2 Defect Reports in the scope of the SDM and named P2DRs.

The P1DRs will be text items that will have exactly the same format as ATNP CCB PDRs (see ATNP Configuration Control Board (CCB) Procedures Document, Version ICAO 1.1, 12 March 1997). The P2DRs will be text items with a format similar but different from the format of the ATNP CCB PDRs (see Section 8).

6. Structure of the WG2 SDM

The SDM will comprise the Subvolume V SME, the SDM chair, and any WG2 representatives who wish to be involved. The SDM process will be open to any other interested ATN parties (e.g. members of other ATNP working groups, ATN equipment suppliers) thanks to the atnp_wg2_sdm mailing list which will be used as media for supporting the discussions on and resolution of P1DRs and P2DRs respectively. The members of the atnp_wg2_sdm mailing list are referred to as SDM Team in the reminder of this paper.

The Subvolume V SME manages the resolution process of P1DRs, the SDM Chair manages the resolution process of P2DRs.

In particular, the Subvolume V SME:

- initiates (invokes) the P1DR resolution process (i.e. distributes the appropriate form describing the defect and associated administrative and planning information to the SDM Team)
- coordinates the technical debates on P1DRs among the members of the SDM Team
- consolidates the proposed solution(s) for P1DR(s) into a recommended PDR resolution for the ATNP CCB
- presents the recommended PDR resolution to the ATNP CCB
- acts as the interface between the SDM and the ATNP CCB

- updates the Engineering Version of the CNS/ATM-1 ICS SARPs
- reports to the WG2 on the status of ACCEPTED PDRs.

In particular, the SDM Chair:

- initiates (invokes) the P2DR resolution process
- coordinates the technical debates on P2DRs
- presents the recommended P2DR resolution to the WG2
- updates the Package 2 Engineering Version of ICS SARPs
- is in charge of the archive of the P1DR and P2DR forms.

7. SDM Change Control Process

7.1 Communication

The method of communication within the SDM is Internet e-mail.

The newly created atnp_wg2_sdm mailing list will be used by the SDM Team for discussions on Package 1 and 2 defects and their resolution. It will be an open mailing list (i.e. subscription will be possible for interested parties belonging to the ATNP and beyond the ATNP) and will be used to

- submit P1DRs (and P2DRs) to the SDM
- disseminate technical and administrative/planning information related to submitted P1DRs (resp P2DRs)
- propose technical solutions in response to tabled P1DRs (resp P2DRs)
- discuss and comment on proposed technical solutions
- distribute consolidated Draft Change Proposals in response to tabled P1DRs (resp P2DRs)
- inform about relevant decisions (of ATNP CBB, ATNP WG2, Subvolume V SME and SDM Chair) on tabled P1DRs (resp P2DRs).

Two different types of messages will be exchanged on the atnp_wg2_sdm mailing list:

- 1. Messages with a predefined format used to progress between the formal stages of the procedures. The use of the predefined messages is described in the relevant sections below.
- 2. Free format messages used for the SDM level discussion and communications within any stage.



7.2 Initiation of P1DR and P2DR to the SDM

ATNP CCB PDRs accepted by the ATNP CCB, related to the CNS/ATM-1 ICS SARPs, and as such assigned to the Subvolume V SME will always be submitted as P1DR to the WG2 SDM by the Subvolume V SME. The P1DR submission will consist for the Subvolume V SME in posting the P1DR form together with a proposed schedule (including detailed milestones) for the resolution of the P1DR to the atnp_wg2_sdm mailing list.

Note. --- The definition and distribution of an individual timeline for each tabled P1DR allows for a flexible processing of each P1DR with regard to known external constraints, such as upcoming ATNP CCB meetings, high pressure due to a safety critical defect, coordination with other pending P1DRs.

Note.--- The Subvolume V SME will be in charge of adding the SDM status field to the ACCEPTED PDR form and setting this field to "SUBMITTED" when posting the P1DR.

ATNP CCB PDRs not accepted as CNS/ATM-1 defects by the CCB, but forwarded to WG2 for consideration in the CNS/ATM-2 ICS SARPs will always be submitted as P2DR to the WG2 SDM by the WG2 Chairman. The P2DR submission will consist, in such case, for the WG2 Chairman, in posting the P2DR form to the SDM Chair.

DR/CPs to future CNS/ATM-2 ICS SARPs will be submitted as P2DR to the WG2 SDM by any WG2 participant. It is recommended that the proposed defect report be first discussed using the atnp_wg2 mailing list among interested ATN experts. The P2DR submission will consist, in such case, for the WG2 participant, in posting the P2DR form to the SDM Chair.

In the 2 latter cases above, the SDM chair will be then in charge of:

- 1. Setting the SDM status field of the form to « SUBMITTED »
- 2. assigning an identifying number to the form by setting a value in the « SDM Reference » field
- 3. storing the form in the proper archive directory
- 4. posting the form together with a proposed schedule (including detailed milestones) for the resolution of the P2DR to the atnp_wg2_sdm mailing list.

The posting of the P1DR (resp. P2DR) will mark the beginning of the review and resolution phase which is a period of formal consideration of the defect by the SDM Team according to the supplied schedule.

7.3 Review and Resolution Phase

By replying to the message having been submitted to the atnp_wg2_sdm mailing list, SDM team members will

- 1. discus whether the submitted P1DR (resp. P2DR) documents an appropriate mature and necessary change to the Package 1 (resp. Package 2) ICS SARPs
- 2. propose possible ways to solve the defect, if any, by presenting draft change proposals
- 3. discus and comment on the proposed draft change proposal(s).

At the defined completion date of this phase the Subvolume V SME (resp. SDM Chair) will consolidate the results of these discussions into a recommendation for further processing of the P1DR (resp. P2DR).

There are 2 possible results at this stage of the process:

- The P1DR (resp. P2DR) does not present a defect. In such a case, the SME (resp the SDM Chair) will:
 - 1) set the SDM status field of the P1DR (resp P2DR) to the value « REJECTED ».
 - 2) add to the P1DR (resp the P2DR) a section « Reason for rejection » explaining why the defect has been rejected
 - 3) Post the form to the atnp_wg2_sdm mailing list for information of the SDM team

4) Recommend to the ATN CCB (resp. WG2) to reject the defect.

- The P1DR (resp. P2DR) presents a defect that requires resolution. In such a case, the SME (resp. SDM Chair) will:
 - 1) complete the P1DR (resp P2DR) with a consolidated Draft Change Proposal
 - 2) set the SDM status field of the P1DR (resp P2DR) to the value « ANSWERED »
 - 3) post the P1DR (resp the P2DR) to the atnp_wg2_sdm mailing list.

Note.--- The SME (resp. SDM Chair) may delegate responsibility for the above activities to a competent proxy.

This posting of the P1DR or P2DR will mark the beginning of the acceptance phase which is a period of formal consideration of the Draft Change Proposal by the SDM Team according to the supplied schedule.

7.4 Acceptance Phase

By replying to the message having been submitted to the atnp_wg2_sdm mailing list, SDM team members may:

- 1. comment on the Draft Change Proposal, i.e. propose minor amendments or changes to the proposal
- 2. present an alternative Draft Change Proposal, if they do not agree with the proposed resolution contained in the consolidated Draft Change Proposal.

Note --- This alternative Draft Change Proposal has to fully comply with the P1DR (resp P2DR) format as defined in section 8 and must include a completed proposed SARPs amendment in the relevant section of the P1DR (resp P2DR).

At the end of this phase, the SME (resp. SDM Chair) will:

- 1) incorporate the received comments, if any, into the P1DR (resp the P2DR)
- 2) append to the form the alternative Draft Change Proposal(s), if any
- 3) set the SDM status field of the P1DR (resp P2DR) to the value « RESOLVED »
- 4) post the P1DR (resp. P2DR) to the atnp_wg2_sdm mailing list for information of the SDM team.

7.5 Adoption Phase

The SME will be in charge of presenting the resolved P1DRs to the ATNP CCB as PROPOSED PDR.

The SDM Chair will be in charge of presenting the resolved P2DRs to the WG2.

If the proposed solution or one of the proposed solutions is accepted by the review group (i.e. the ATNP CCB or WG2 respectively), the SME (resp SDM Chair) will:

- 1) Incorporate received comments, if any, into the P1DR (resp P2DR) form
- 2) Remove possible alternative change proposals that have not been retained
- 3) set the SDM status field of the P1DR (resp. P2DR) to the value «ADOPTED »
- 4) post the P1DR (resp. P2DR) to the atnp_wg2_sdm mailing list.

The SDM chair will be in charge of storing the new version of the form on the archive.

If the proposed solution(s) is(are) not accepted by the review group (i.e. the ATNP CCB or WG2 respectively), the SME (resp SDM Chair) will

- 1) set the SDM status field of the P1DR (resp P2DR) to the value «SUBMITTED»
- 2) post the P1DR (resp P2DR) together with a new schedule and the reasons why the originally proposed solution(s) has(have) not been accepted by the review group to the atnp_wg2_sdm mailing list.

Note.--- This posting will cause the P1DR (resp P2DR) to re-enter the review and resolution phase.

7.6 Implementation Phase

The SME (resp. SDM Chair) will be in charge of implementing the ADOPTED changes in the Package 1 (resp. Package 2) engineering version of the ICS SARPs.

P1DRs may have to be implemented in both the Package 1 and Package 2 engineering versions of the ICS SARPs.

As a result of the implementation process a delta version with revision marks (Version N.1) of the Package 1 and Package 2 ICS SARPs engineering document must be made available on the ATN Archive within a reasonable period of time. In addition a clean version with accepted revisions (Version (N+1).0) of the Package 2 ICS SARPs engineering document must be made available on the ATN Archive.

Furthermore, the SME (resp. SDM Chair) will set the SDM status field of the P1DR (resp P2DR) to the value « IMPLEMENTED ».

The SDM Chair will be in charge of storing the new version of the form on the archive.

7.7 SDM Status Reports

In order to advise SDM Members and any interested party of the SDM status, a report will be created periodically by the SDM Chair, and will be distributed to the 'atnp_wg2' mailing list. This report will also be archived on the ATNP archive system for **ftp** retrieval by interested parties. The period at which these reports will be issued may vary depending on SDM activity, but will not be shorter than 1 week and not longer than 1 month.

7.8 SDM Meetings

In general, SDM proceedings will be conducted using the email tools documented later in this paper. However, when considered necessary by the SDM Chair or the Subvolume V SME, a SDM meeting may be convened for review of outstanding P1DRs and P2DRs, in order to support or expedite the resolution process. SDM meetings may be convened between WG2 meetings, or in parallel with WG2 meetings, as deemed necessary.

In this case, the SDM Chair will be in charge of informing those members of the SDM Team which are not present at the WG 2 meeting on the status and progress of the technical discussions and to ensure their involvement in the SDM meeting through electronic communications as much as possible.

8. SDM Report Forms

Forms to be used for the SDM Configuration Management process are contained in the following sections.

8.1 Package 1 Defect Report

8.1.1 Posting a P1DR form

8.1.1.1 "TO" Address

P1DR shall be sent to the atnp_wg2_sdm mailing list.

8.1.1.2 "SUBJECT" Field

P1DR <PDR reference> <SDM status>

Activation of the automated process for P1DR submission will only be possible if the following conventions are carefully respected:

- The presence of the three items is required (i.e. "P1DR", the reference, the status)
- A single <space> character must be inserted between "P1DR" and the reference, and between the reference and the status,
- the <PDR reference> field must be of the form: tbd
- the <SDM status> field must be set to one of the following values: SUBMITTED / ANSWERED / RESOLVED / ADOPTED / IMPLEMENTED

8.1.1.3 Message Body

The message body will include the P1DR form, as follows

SDM status:SUBMITTED / ANSWERED / RESOLVED / ADOPTED / IMPLEMENTED Title:

PDR Reference:

Originator Reference:

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

PDR Status: <SUBMITTED/ REJECTED/ FORWARDED/ WITHDRAWN/ ACCEPTED/ PROPOSED/ RESOLVED/ ADOPTED >

PDR Revision Date: <dd/mm/yy>

PDR Submission Date:<dd/mm/yy>

Submitting State/Organization: <Panel
Member/Observer/ICAO/other>

Submitting Author Name: <Last Name, First Initial>

Submitting Author E-mail Address: <INTERNET E-MAIL Address>

Submitting Author Supplemental Contact Information:

SARPs Date:

SARPs Language:

Summary of Defect:

Assigned SME:

Proposed SARPs amendment:

SME Recommendation to CCB: <resolve, reject, forward>

CCB Decision:

8.1.2 P1DR Form Description

The P1DR form will comprise the same fields as an ATNP CCB PDR form, plus 1 additional SDM specific field added in front of the PDR form by the SME.

The additional SDM specific field will be:

• SDM Status: this field will take one of the following values:

SUBMITTED

ANSWERED RESOLVED ADOPTED IMPLEMENTED

8.2 Package 2 Defect Report

8.2.1 Posting a P2DR form

8.2.1.1 "TO" Address

Submitted P2DR shall be sent to the e-mail address of the SDM Chair.

In other states, the P2DR shall directly be sent to the atnp_wg2_sdm mailing list.

8.2.1.2 "SUBJECT" Field

P2DR <SDM reference> <SDM status>

Activation of the automated process for P2DR submission will only be possible if the following conventions are carefully respected:

- The presence of the three items is required (i.e. "P2DR", the reference, the status
- A single <space> character must be inserted between "P2DR" and the reference, and between the reference and the status,
- the <SDM reference> field must be of the form: « P2/nnn » where *nnn* is the integer number, allocated by the SDM Chair, which uniquely identifies the P2DR
- the <SDM status> field must be set to one of the following values: SUBMITTED / ANSWERED / RESOLVED / ADOPTED / IMPLEMENTED

8.2.1.3 Message Body

The message body will include the P2DR form, as follows

SDM Reference:

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SDM status:SUBMITTED / ANSWERED / RESOLVED / ADOPTED / IMPLEMENTED
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Title:

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

P2DR Revision Date: <dd/mm/yy>

P2DR Submission Date:<dd/mm/yy>

Submitting State/Organization: <Panel
Member/Observer/ICAO/other>

Submitting Author Name: <Last Name, First Initial>

Submitting Author E-mail Address: <INTERNET E-MAIL Address>

Submitting Author Supplemental Contact Information:

Category: <EDITORIAL/MINOR/MAJOR/CHANGE>

Summary of Defect:

Proposed SARPs amendment:

9. SDM archive

The SDM archive will be maintained on the ATN Validation Achive Server located at CENA in a new directory named **sdm**.

The sdm directory will be used to archive all the P1DRs and P2DRs which have been submitted to the SDM process.

At first level, the sdm directory will consist of a STATUS file and the following 3 sub-directories:

- P1: this directory will be used to archive the P1DRs
- P2: this directory will be used to archive the P2DRs
- oldvrci: this directory will contain the current content of the vrci directory which is located at the root of the atn archive. The vrci directory contains the DR/CR/CPs that were processed by the old WG2 CCB. It will no longer be used; it will therefore be renamed oldvrci and moved under the wg2sdm directory.

The STATUS file will contain the report of P1DRs and P2DRs status. This file will be created monthly by an automation tool, and will be distributed to the atnp_wg2 mailing list.

At the second level, the P1 and P2 directories will both consist of the following seven subdirectories:

- SUBMITTED
- REJECTED
- ANSWERED
- RESOLVED
- ADOPTED
- IMPLEMENTED

Each of these seven sub-directory will contain the P1DRs (resp. P2DRs) that are currently in the related SDM status. Each P1DR (resp. P2DR) will be stored in the form of a file named P1DRnnn (resp P2DRnnn) where nnn is the identifying number.

In addition, and for the purpose of keeping trace of the life cycle of each form, it is proposed that these seven sub-directories contain also the P1DRs (resp. P2DRs) that were in the related SDM status and which have evolved to another SDM status. In such a case, the old P1DRs (resp. P2DR)s will be stored in the form of file named \$P1DRnnn.

10. Engineering Version Edition Process

Three different ATN ICS SARPs engineering documents will be developed/maintained by the WG2 SDM:

- The CNS/ATM-1 ICS SARPs Engineering Version will be edited by the SME. The document will be a change-barred version which contains all the changes until the point in time when ICAO has entered the changes into their Master Version of the CNS/ATM-1 ICS SARPs. Until this point in time the version number of the Engineering Version will remain unchanged and only the revision number will be updated when a (set of) ADOPTED P1DRs is implemented. When ICAO has entered the changes into their Master Version and has made this new version available, it will be checked against the Engineering Version and a clean copy of the Engineering Version will be prepared with an incremented version number and revision number set to 0.
- The CNS/ATM-2 engineering Word 6.0 version of the existing chapters (current chapters 5.1 to 5.8) of the ATN ICS SARPs. This version will be aligned to the CNS/ATM-1 ICS

SARPs engineering Word 6.0 version but will include additional Package 2 specific paragraphs/sections. These Package 2 new paragraphs/sections will appear on a gray background (like the Title 1 of the present document).

Delta and Clean versions of this document will be regularly produced independently of the ICAO edition process on the CNS/ATM-1 Master Version of the ATN ICS SARPs. The Delta versions will be produced after the WG2 meetings and will include revision marks corresponding to the last P1DRs and P2DRs that have been adopted respectively by the ATNP CCB and the WG2. The clean versions will be produced after the WG2 meetings and will implement without revision marks the last P1DRs and P2DRs that have been adopted respectively by the ATNP CCB and the WG2.

• The CNS/ATM-2 engineering Word 6.0 version of the new chapters (network management, security, multicast...) to the ATN ICS SARPs. This document will be developed following the same process as the one used before ATNP/2 for the edition of the CNS/ATM-1 ICS SARPs: Delta and Clean versions of this document will be regularly produced. The Delta versions will be produced after the WG2 meetings and will include revision marks corresponding to the new material and to the last P2DRs that have been adopted by the WG2. The clean versions will be produced after the WG2 meetings and will implement without revision marks all the adopted changes.

The 3 documents will be produced in parallel. New versions of the 3 document will be issued at the same date. Each document will reference the aligned version of the 2 other documents.

11. Recommendation

- 1. WG2 is invited to review the above procedures and to adopt them (with modifications if appropriate) as the working basis of the future WG2 SDM.
- 2. WG2 representatives who wish to be involved in the SDM process, as described above, are invited to notify their interest to the WG2 Chairman, Subvolume V SME or SDM Chair during the Langen WG2 meeting.
- 3. Furthermore it is proposed to inform interested parties outside the ATNP WG2 about the new procedures and the new atnp_wg2_sdm mailing list through an appropriate announcement on the atn-internet-technical mailing list and to ask for subscriptions on the new atnp_wg2_sdm mailing list in case of interest in the proposed SDM.