

Editor's Guidelines, Leader Resources, Templates & Forms

Editor's Guidelines:

- [Editor's Guidelines](#) (.doc)

Templates & Instructional Forms:

- [WT-210](#) - Working Text (WT) Template, Legal Notice and Guidelines
- [ID-210](#) - Internal Draft (ID) Template, Legal Notice and Guidelines
- [SD-210](#) - Study Document (SD) Template, Legal Notice and Guidelines
- [MD-210](#) - Marketing Draft (MD) Template, Legal Notice and Guidelines
- [OD-212](#) - Plain Text Legal Notice for XML Files
- [OD-211](#) - Legal Notice - TR
- [OD-237](#) - Legal Notice - MR
- [OD-314](#) - Legal Notice - IR
- [OD-315](#) - Legal Notice - ATP
- [OD-215](#) - How to update a Technical Report
- [OD-214](#) (.doc) - Updating an Approved WT to a TR
- [OD-217](#) (.xls) - Straw Ballot Comment Spreadsheet
- [OD-219](#) - Contribution Template
- [OD-290](#) - BroadbandHome Publication Guidelines
- [Broadband Forum PowerPoint template](#)

Initiate a New Project:

- Complete a [New Project Initiation Form \(NPIF\) and Summary](#)
- Submit it via a new Wiki page located under the related Work Area and Project Stream.
- Contact the Work Area Directors to request that the NPIF be reviewed during a meeting.
- Review [Document Types and Approval Process Flow Chart](#)

Balloting:

- All [Straw and Final Ballots](#)
- [Ballot Schedules](#)
- Prepare a Document for [Straw Ballot](#)
- Prepare a Document for [Final Ballot](#)
- [Ballot History](#)

Incoming and Outgoing Liaisons:

- [OD-216 Liaison Template](#)
- [Liaison Tracker](#)
- Jira [LIAISE](#) Project (database)
- [Liaison Officers](#)

Other Editorial Guidelines, Resources, and Tools:

- Add the [BBF IPR Notice](#) to your meeting agenda.
- [Interim Meeting & Teleconference IPR Policy Statement](#) (.pptx)
- [Member Policies Documents](#)
- [BBF Logo Usage Guidelines](#)
- [Editors Training Presentation](#) (*updated as of Q3 2014*)

- [CWMP Tools and Resources](#)
- [Process for deprecating a Broadband Forum Technical Report \(TR\)](#)
- [Guidelines for joint meeting minutes](#)