

Getting Started Guide

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Getting-started Guide to TALQ

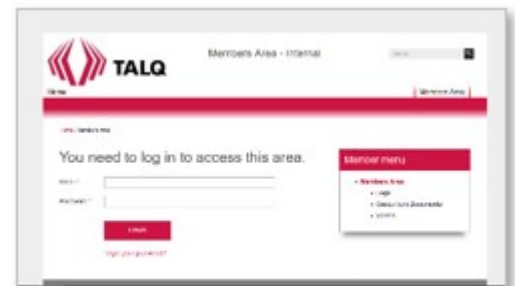
Main Representative

When your company enrolled with the consortium, you will have nominated a Main Representative, whose email address is the main contact to the TALQ Consortium. This email address will receive all important communications, so make sure that these emails are forwarded to the appropriate personnel within your company. If you would like to change your Main Representative, please send an email to admin@talq-consortium.org

TALQ Members Area

There is a Member Portal for TALQ member companies. Send an email to admin@talq-consortium.org to have a member login set up.

Several people within your organization can set up accounts. Once you have gained access, go to 'My Account' and edit your details.



On the Member Portal you can find:

- Documents & Pictures for download
- Information & Registration for Face-2-Face meetings
- Minutes & Presentations of past meetings and Webex calls
- Registration to various work group email subscriptions

Please note – Associate members cannot see all sections available to Regular Members



Important: You should review your company information, including company logo (which appears to the Members list) by going to 'My Company'.

TALQ Member Logos

To show that you are part of the TALQ family you can use the approved and relevant TALQ member logo for your communication and marketing materials.

And: Please do so!

After Certification you can use the TALQ symbol and/or TALQ Certified logo on your products



TALQ Bodies and Work Groups

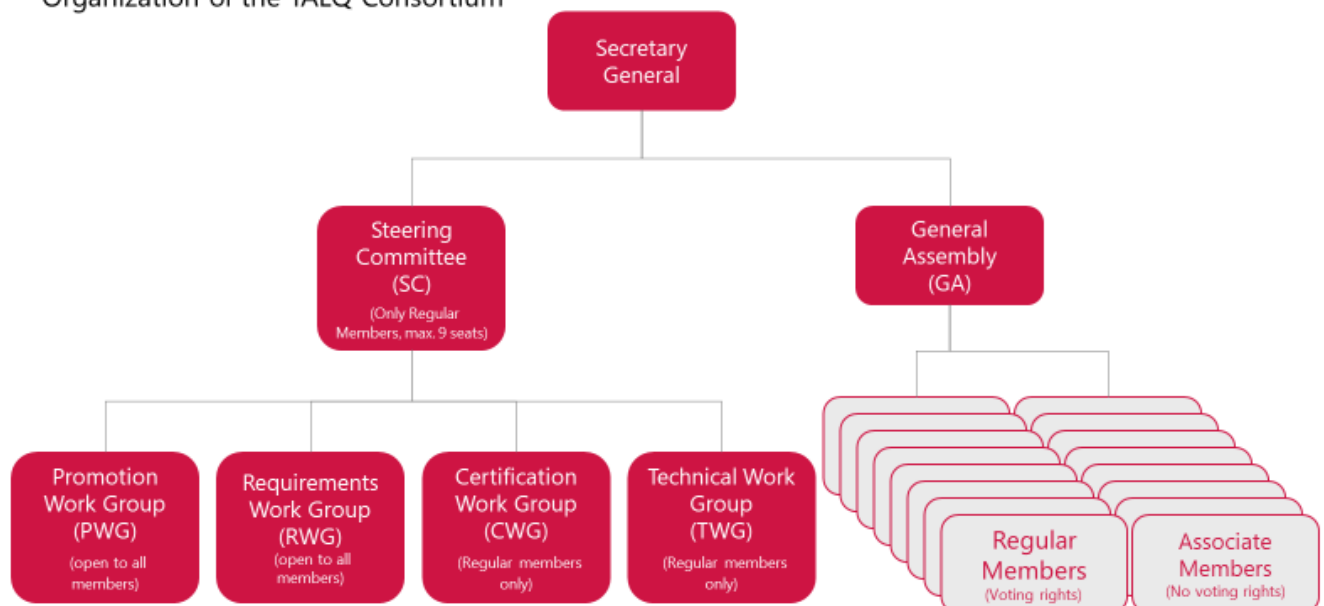
The management of TALQ Consortium is set out in the Consortium Agreement that you will have signed. This defines bodies such as the Steering Committee and the General Assembly and allows additional Work Groups to be created. The diagram below shows the current structure.

Most of the work of the consortium takes place remotely via Webex calls, but Face-to-Face meetings are held, typically, two to three times per year at members' premises, plus around trade shows at which we exhibit. Do come along to at least one meeting and get involved.

The Secretary General (SG), currently Simon Dunkley of Itron, has overall responsibility for the governance of the consortium, officially representing the consortium to the outside world, as well as carrying out many of the day-to-day activities. The SG is elected every 2 years.

secgen@talq-consortium.org

Organization of the TALQ Consortium



General Assembly (GA)

Chairman, currently Robert Tissing, Luminext

Vice Chair, Oscar Deurloo, Signify

The GA is held at least once a year during a F2F meeting and is open for all member companies (Regular & Associated) but only Regular Members have voting rights. The GA elects the Secretary General and its members of the Steering Committee.

**Steering Committee (SC) Chairman, currently
Christophe Orceau (TALQ founding member)
Steering Committee Vice Chair, David Cunha, Schröder**

The Steering Committee is available only to Regular Members, and a maximum of nine seats are available. The Steering Committee creates Work Groups, agrees expenditure, signs off official documentation and resolves disputes.

**Requirements Work Group (RWG)
Chairman currently David Cunha, Schröder
rwgchair@talq-consortium.org
Vice Chairman: Andrew Reznack of Itron**



Open to: Regular & Associate Members and Partners

Scope: Receiving, analyzing, sifting and passing on of new feature requests to the TWG. Also responsible for development and documentation of the management process thereof. The RWG contributes to minor and major updates of the TALQ Specification.

Who should participate: Any TALQ member company who wants to influence the direction of the specification and its constituent profiles. Ideally suited for the technical architect or business analysts within a member company.

Frequency: Meetings at every Face-2-Face-Meeting and regular calls every 4 - 6 weeks and/or as new requirements are received (using standard form).

Records: The RWG processes, with records and results of activities, are available to Associate and Regular Members under the menu item 'Promotions Workgroup and Requirements Workgroup'.

**Promotion Work Group (PWG)
Chairman, currently Alexandru Buzato, Flashnet
pwgchair@talq-consortium.org**



Supporter: Eva Jubitz
eva.jubitz@talq-consortium.org

Open to: Regular & Associate Members and Partners

Scope: Promoting the TALQ Consortium and the Smart City Protocol (TALQ Specification). Development of marketing

materials, planning & organization of tradeshow & conferences, public relations, TALQ website & social media activities like YouTube channel and LinkedIn, and much more.

Who should participate: Any TALQ member company who wants to promote TALQ to become THE Smart City Protocol standard worldwide.

Ideally for any Sales & Marketing & Business Development representative of TALQ member companies, but also any technical staff welcome!

Frequency: Meetings at every Face-2-Face-Meeting and regular calls every 4 – 6 weeks

Records: The PWG minutes of meetings and presentations are available to Associate and Regular Members under the menu item 'Promotions Workgroup and Requirements Workgroup'.

Certification Work Group (CWG)

Chairman, currently José Sanchis (Pepe), TALQ Technical Lead
cwgchair@talq-consortium.org



Open to: Regular Members

Scope: The TALQ Certification process and all matters relating to its implementation. The process and qualifying tests for TALQ Certification are open to regular review, and it is the task of the CWG to ensure that these best satisfy member and consortium objectives. The Group also oversees development of the test tool and organises plug fests as required.

Who should participate: Any TALQ Regular member keen to understand, evaluate and influence the certification process.

Frequency: Every face-to-face meeting and WebEx conference calls as required by certification activity. Every two weeks during plug fest preparations.

Location of documents: The Certification test tool and any related documentation are accessible to all members under "Product Certification"

Regular members may view all meeting minutes, the test tool and general Certification-related documents under the "Certification_WG" section of the "Document Archive".

Technical Work Group (TWG)

Chairman, currently José Costa, Schröder

twgchair@talq-consortium.org

Open to: Regular Members



Scope: Advise the Steering Committee on technical decisions. Resolve any technical doubts that may arise. Approving PATCH and MINOR changes, Proposing MAJOR changes to GA to be approved. Define the features that will be included in the following versions of the protocol and technically evaluate the requirements approved by the RWG.

Who should participate: Any TALQ Regular member keen to understand, evaluate and influence the technical process.

Frequency: Every face-to-face meeting and WebEx conference calls every 2 - 4 weeks.

Location of documents: The current version of the specification and related documentation is accessible to all members under "Specifications". Regular members may view all meeting minutes under the "Technical_WG" section of the "Document Archive".

The TALQ Specification and Test Tool

All development documentation and the tool required for implementing the specification are available via the Members' portal.

The current (official) and latest development specifications are available via the '[Specifications](#)' link, whilst the latest version of the Tool and the Certification Specification are available via the '[Product Certification](#)' link.

The Online TCT is the sole tool available for certifying. All Regular and Associate members have the privilege of TCT seat. You can find the link to request your Online TCT instance on the '[Product Certification](#)'.

Historical versions of all specifications are available to Regular Members in the '[Document Archive](#)', whilst the latest releases are always shared on the Slack forum.

Furthermore, certain helper documents (e.g. Control Service Examples) aimed at facilitating developers' understanding of the protocol are accessible on the '[Specifications](#)' page under the 'Reference Documents' title.

The specification is currently managed by the TWG and changes are ratified after consultation (by email) with all members and, formally, the Steering Committee and the General Assembly.

TALQ Slack® Channel

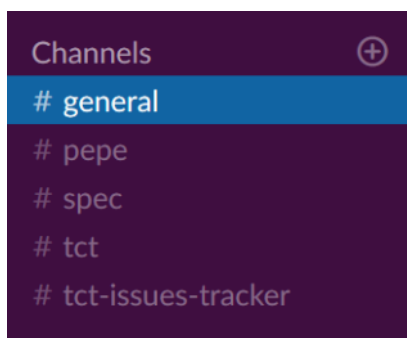
This forum is especially used to exchange information regarding technical questions and details. Associate and Regular members can join and interact and read historical questions and answers as well as ask our experts new questions.



Please note: Experts will be available to answer questions on the technical interpretation of the standard, but cannot, as part of membership furnish advice on implementation-specific queries or commercial questions.

There are several forums to choose from.

<https://talq-plugfest.slack.com>



To request access you will find a link via the 'Discussion Forum'* page.

* note: the Slack® Channel has replaced the TALQ Discussion Forum

The Certification Process

By following this process, you are able to tell the world that you are formally TALQ certified. After certification, you will be allowed to use the 'TALQ-certified' logo on your website and marketing material.

Once you have developed your CMS or Gateway and it runs cleanly against the test tool, you are ready to go.

Send the following information to the CWG
cwgchair@talq-consortium.org

- Declaration of Conformity

- Test Report (generated by the Online TALQ Certification Tool / TCT)

The CWG will meet within one month of receiving your application and, if you are successful, the details of your product will be posted to the TALQ website once you have paid any license fee due.

More details of the process along with blank Declaration of Conformity forms are available on the [Product Certification](#) page.

The Requirements Development Process

The development of the Specification is driven by the members. New requirements are considered by the RWG, refined and passed on to the TWG. The TWG considers the necessary technical details, investigates feasibility and documents accordingly. The TWG also decides the content of future releases.

Note: all members are able to implement Vendor-Specific-Functions for their own use, and might consider putting these forward for official recognition.

Forms allowing the details of proposed new Requirements are available under the '**Requirements Workgroup**' link in the member area, along with all previous proposals, and should be sent to RWGchair@TALQ-consortium.org.

Restyaboard – the future requirements channel

A Restya board contains the details of all new features that are under development for addition to the specification in future, and the version in which the features are expected to be released.

The channel is available to all members (read-only).

The TWG Chairman and José Sanchis, as TALQ Technical Lead, have 'writing-rights' to update the board regularly.

Regular members can request access by sending an email to TWGchair@TALQ-consortium.org.



