

Every policy document has a unique reference and status. The status of a proposal evolves according to the different steps it goes through in the policy development process.

Guide to Status of Policy Documents	Status	Description
Proposal-Draft	Status given upon Initial submission on to the mailing list.	
Proposal-Consensus-Accepted	There is consensus on this document the last time consensus was evaluated	
Proposal-No Consensus	There is No consensus AND proposal has been is sent to the list for further	
Proposal-Consensus-Rejected	There is Consensus to totally reject the proposal.	
Proposal-Withdrawn	The author of the proposal withdraws a policy at any stage.	
Awaiting Approval	The PDWG chairs have sent a proposal to the board for ratification.	
Approved	Proposal has been approved by AFRINIC board, awaiting implementation.	
Implemented	Proposal has been implemented by staff. It is now a full policy.	
Obsolete	The policy is rendered obsolete by another implemented policy proposal.	

### Format of Reference ID for Policy Documents

Every policy proposal has a unique identifier of the general format "AFPUB-YYYY-Category-Number" plus "-draft-*nn*" where

- YYYY=year in long format eg 2011
- Category refers to what category this policy addresses eg v4=IPv4, v6-IPv6, DNS=all DNS related, GEN=general and all other, ASN=AS Numbers
- Number= Serial number within that year starting from 001 for that category of policy documents.
- *nn*=Integer that starts with 01 and increases by 1 for every new version of the proposal.
- If/when the proposal becomes implemented, the "draft-*nn*" shall be dropped from the final version which shall then become the policy.

As an example AFPUB-2011-v4-002 is the second policy within 2011 relating to IPv4 and if it ends up having 4 versions, it progress thus: AFPUB-2011-v4-002-draft-01  
-->AFPUB-2011-v4-002-draft-02 -->AFPUB-2011-v4-002-draft-03  
-->AFPUB-2011-v4-002-draft-04 -->AFPUB-2011-v4.

### How to Participate in the Policy Process

- Subscribe to the RPD mailing list and join the discussion. You can find archives of all the previous discussions in the RPD archives ( <https://lists.AFRINIC.net/pipermail/rpd/> )
- Propose policies --- see how in the section below.
- Attend a public policy meeting to discuss proposals in person. See minutes of previous policy discussions here ( [http://www.AFRINIC.net/ppm\\_minutes.htm](http://www.AFRINIC.net/ppm_minutes.htm) ).

## How to Propose a Policy

In order to propose a policy, proceed as follows:

1. If you have not already done so, please read and understand the Policy Development Process.
2. If you are not already a member of the Resource Policies Discussion (rpd) mailing list, please subscribe to the rpd mailing list, it is the primary medium for discussing policy proposals.
3. Send a copy of your policy proposal using the template below to [policy-submission@AFRINIC.net](mailto:policy-submission@AFRINIC.net) . The AFRINIC Policy Liaison will give feedback about the content and format of your proposal (if necessary) and then issue you a unique identifier.
4. Once you get a unique identifier, send your policy proposal to the rpd mailing list. It will subsequently be put online on the AFRINIC policy page.

## Template for Submitting Policy Proposals

[Redacted]

-----[Proposal Header]-----

Unique identifier (assigned by AFRINIC):

Draft Policy Name:

Author(s)

(a) Author1.Name | Author1.Email\_Address | Author1.Affiliation

(b) Author2.Name | Author2.Email\_Address | Author2.Affiliation  
(n) Authorn.Name | Authorn.Email\_Address | Authorn.Affiliation

Draft Policy Version

Submission Date

Related Policies (where applicable)  
Obsoletes  
Amends

-----[Proposal Header]-----

[1] Summary of the Problem Being Addressed by this Policy Proposal

[2] Summary of How this Proposal Addresses the Problem

[3] Proposal (Please use sub-numbering so as to make it easy to reference in discussions)

[4] Revision History (for all but the very first draft)

4.1 Version nn

Change: ..... (description of the change)

Reason for Change:.....(why was it changed?)

4.2 Version nn

Change: ..... (description of the change)

Reason for Change:.....(why was it changed?)

...  
...  
...

5.0 References