

# Calendaring and scheduling — Vocabulary

Working Draft Standard

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## Foreword

This document provides terms and definitions used in calendar and scheduling standards. It complements ISO 34000 by providing specialized terminology for calendaring operations, scheduling, consensus building, and temporal relationships.

The Calendaring and Scheduling Consortium (“CalConnect”) is a global non-profit organization with the aim to facilitate interoperability of collaborative technologies and tools through open standards.

CalConnect works closely with international and regional partners, of which the full list is available on our website ( <https://www.calconnect.org/about/liaisons-and-relationships>).

The procedures used to develop this document and those intended for its further maintenance are described in the CalConnect Directives.

In particular the different approval criteria needed for the different types of CalConnect documents should be noted. This document was drafted in accordance with the editorial rules of the CalConnect Directives.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. CalConnect shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be provided in the Introduction.

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

This document was prepared by Technical Committee *CALENDAR*.

## Introduction

This document provides terms and definitions used in calendar and scheduling standards.

This document complements [ISO 34000:2023](#) by providing specialized terminology for calendaring operations, scheduling, consensus building, and temporal relationships.

This document is created to succeed and supersede corresponding terms in [CC/R 1102:2013](#) and [CalConnect DevGuide Glossary](#), but does not replace their terms that are not defined in this document.



# Calendaring and scheduling — Vocabulary

## 1. Scope

This document defines terms used in calendar and scheduling standards, focusing on concepts related to:

- calendaring
- scheduling
- time management
- time allocation
- event management
- time coordination

## 2. Normative references

There are no normative references in this document.

## 3. Terms and definitions

For the purposes of this document, the following terms and definitions apply.

### 3.1. Core concepts

NOTE These terms define the fundamental concepts of calendaring and scheduling.

#### 3.1.1. calendaring

systematic management of *events* ([Clause 3.3.1](#)) and their associated information

[SOURCE: [CC/R 1102:2013](#)]

#### 3.1.2. calendar system

method for organizing and tracking *events* ([Clause 3.3.1](#)) using defined rules and structures

[SOURCE: [CC/R 1102:2013](#)]

#### 3.1.3. scheduling

process of coordinating *events* ([Clause 3.3.1](#)) among *participants* ([Clause 3.2.1](#)) and *resources* ([Clause 3.9.1](#))

[SOURCE: [CC/R 1102:2013](#)]

#### 3.1.4. schedule

organized collection of *events* ([Clause 3.3.1](#)) with assigned times

#### 3.1.5. calendar user

person who accesses or modifies calendar information

[SOURCE: [CC/R 1102:2013](#)]

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## 3.2. Participant concepts

NOTE These terms describe the entities involved in calendar operations.

### 3.2.1. participant

entity involved in calendar operations

Note 1 to entry: Can be a person, resource, or system

### 3.2.2. organizer

*participant* ([Clause 3.2.1](#)) responsible for creating and managing *events* ([Clause 3.3.1](#))

[SOURCE: [CC/R 1102:2013](#)]

### 3.2.3. attendee

*participant* ([Clause 3.2.1](#)) invited to or participating in an *event* ([Clause 3.3.1](#))

[SOURCE: [CC/R 1102:2013](#)]

### 3.2.4. delegate

*participant* ([Clause 3.2.1](#)) authorized to act on behalf of another *participant* ([Clause 3.2.1](#))

[SOURCE: [CC/R 1102:2013](#)]

### 3.2.5. delegator

*participant* ([Clause 3.2.1](#)) who transfers participation rights to a *delegate* ([Clause 3.2.4](#))

[SOURCE: [CC/R 1102:2013](#)]

### 3.2.6. delegatee

*participant* ([Clause 3.2.1](#)) who receives participation rights from a *delegator* ([Clause 3.2.5](#))

[SOURCE: [CC/R 1102:2013](#)]

## 3.3. Event concepts

NOTE These terms define the basic elements of calendar entries.

### 3.3.1. event

time-bound activity or occurrence in a *calendar system* ([Clause 3.1.2](#))

[SOURCE: [CC/R 1102:2013](#)]

### 3.3.2. location

place where an *event* ([Clause 3.3.1](#)) occurs

### 3.3.3. event duration

scheduled duration of an *event* ([Clause 3.3.1](#))



### 3.3.4.

#### **event type**

classification of calendar entry

### 3.3.5.

#### **public event**

*event* ([Clause 3.3.1](#)) meant to be distributed to a defined or undefined group of *participants* ([Clause 3.2.1](#))

[SOURCE: [CC/R 1102:2013](#)]

### 3.3.6.

#### **recurrence**

repeating pattern of an *event* ([Clause 3.3.1](#))

### 3.3.7.

#### **recurring event**

*event* ([Clause 3.3.1](#)) that repeats according to a specified pattern

[SOURCE: [CC/R 1102:2013](#)]

### 3.3.8.

#### **event instance**

single occurrence of a *recurring event* ([Clause 3.3.7](#))

[SOURCE: [CC/R 1102:2013](#)]

### 3.3.9.

#### **event sequence**

ordered series of calendar entries

### 3.3.10.

#### **event spacing**

time between scheduled events

Note 1 to entry: Defines intentional gaps between calendar entries.

## 3.4. Time management

NOTE These terms describe how time is managed and allocated.

### 3.4.1.

#### **free time**

period when a *participant* ([Clause 3.2.1](#)) or *resource* ([Clause 3.9.1](#)) is available for scheduling

[SOURCE: [CC/R 1102:2013](#)]

### 3.4.2.

#### **busy time**

period when a *participant* ([Clause 3.2.1](#)) or *resource* ([Clause 3.9.1](#)) is unavailable for scheduling

[SOURCE: [CC/R 1102:2013](#)]

### 3.4.3.

#### **tentative time**

period when a *participant* ([Clause 3.2.1](#)) or *resource* ([Clause 3.9.1](#)) is potentially available pending confirmation

[SOURCE: [CC/R 1102:2013](#)]

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**3.4.4.  
buffer time**

planned gap between *events* ([Clause 3.3.1](#))

[SOURCE: [CC/R 1102:2013](#)]

**3.4.5.  
preparation window**

scheduled time before an event for setup or preparation

**3.4.6.  
transition duration**

scheduled time after an event for wrap-up or travel

**3.4.7.  
journal entry**

descriptive notes associated with a calendar date

[SOURCE: [CC/R 1102:2013](#)]

## 3.5. Calendar organization

NOTE These terms describe how calendars are structured and managed.

**3.5.1.  
calendar collection**

grouping of calendar objects sharing common *access control* ([Clause 3.7.1](#)) and properties

[SOURCE: [CC/R 1102:2013](#)]

**3.5.2.  
calendar store**

repository containing multiple *calendar collections* ([Clause 3.5.1](#))

[SOURCE: [CC/R 1102:2013](#)]

**3.5.3.  
calendar service**

application providing access to *calendar stores* ([Clause 3.5.2](#))

[SOURCE: [CC/R 1102:2013](#)]

**3.5.4.  
calendar user agent**

software that interacts with *calendar services* ([Clause 3.5.3](#)) on behalf of a *participant* ([Clause 3.2.1](#))

[SOURCE: [CC/R 1102:2013](#)]

## 3.6. Calendar types

NOTE These terms describe different types of calendars based on their usage and accessibility.

**3.6.1.  
personal calendar**

calendar containing *events* ([Clause 3.3.1](#)) accessible primarily to its owner

[SOURCE: [CC/R 1102:2013](#)]

### 3.6.2.

#### **shared calendar**

calendar accessible to multiple *participants* ([Clause 3.2.1](#)) with defined *permissions* ([Clause 3.7.2](#))

[SOURCE: [CC/R 1102:2013](#)]

### 3.6.3.

#### **public calendar**

calendar intentionally made available to undefined users or groups

[SOURCE: [CC/R 1102:2013](#)]

### 3.6.4.

#### **subscribed calendar**

calendar that receives updates from a published source

[SOURCE: [CC/R 1102:2013](#)]

## 3.7. Access control

NOTE These terms describe how access to calendar information is managed.

### 3.7.1.

#### **access control**

system enabling authorities to manage access to calendar entities

[SOURCE: [CC/R 1102:2013](#)]

### 3.7.2.

#### **access permission**

specific right granted for calendar operations

[SOURCE: [CC/R 1102:2013](#)]

### 3.7.3.

#### **access scope**

range of calendar operations permitted to a *participant* ([Clause 3.2.1](#))

[SOURCE: [CC/R 1102:2013](#)]

### 3.7.4.

#### **access rights**

collection of *access permissions* ([Clause 3.7.2](#)) granted to a *participant* ([Clause 3.2.1](#))

[SOURCE: [CC/R 1102:2013](#)]

### 3.7.5.

#### **viewing permission**

*access permission* ([Clause 3.7.2](#)) to see calendar information

[SOURCE: [CC/R 1102:2013](#)]

### 3.7.6.

#### **scheduling permission**

*access permission* ([Clause 3.7.2](#)) to create or modify calendar entries

[SOURCE: [CC/R 1102:2013](#)]

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### 3.7.7.

#### **administrative permission**

*access permission* ([Clause 3.7.2](#)) with full system control rights

[SOURCE: [CC/R 1102:2013](#)]

### 3.7.8.

#### **access control list**

ACL

list of access control elements defining permissions for calendar entities

Note 1 to entry: Used in WebDAV context for defining access control.

[SOURCE: [CC/R 1102:2013](#)]

## 3.8. Event states and properties

NOTE These terms describe the various states and attributes of events.

### 3.8.1.

#### **event status**

current state of an *event* ([Clause 3.3.1](#))

Note 1 to entry: Common states include confirmed, tentative, and cancelled

### 3.8.2.

#### **event priority**

relative importance assigned to an *event* ([Clause 3.3.1](#))

[SOURCE: [CC/R 1102:2013](#)]

### 3.8.3.

#### **transparency**

property indicating whether an *event* ([Clause 3.3.1](#)) affects *free time* ([Clause 3.4.1](#)) calculations

[SOURCE: [CC/R 1102:2013](#)]

### 3.8.4.

#### **visibility level**

degree of calendar detail shown to *participants* ([Clause 3.2.1](#))

## 3.9. Resource management

NOTE These terms describe how schedulable resources are managed.

### 3.9.1.

#### **resource**

schedulable entity that can be reserved for an *event* ([Clause 3.3.1](#))

Note 1 to entry: Can be physical (room, equipment) or virtual (conference bridge)

[SOURCE: [CC/R 1102:2013](#)]

### 3.9.2.

#### **resource type**

classification of *resource* ([Clause 3.9.1](#))

Note 1 to entry: Common types include location, equipment, and role

[SOURCE: [CC/R 1102:2013](#)]

### 3.9.3.

#### **resource capacity**

maximum simultaneous usage limit of a *resource* ([Clause 3.9.1](#))

[SOURCE: [CC/R 1102:2013](#)]

### 3.9.4.

#### **resource availability**

state of a *resource* ([Clause 3.9.1](#)) being free for scheduling

[SOURCE: [CC/R 1102:2013](#)]

### 3.9.5.

#### **admittance info**

information required to gain access to a *resource* ([Clause 3.9.1](#))

[SOURCE: [CC/R 1102:2013](#)]

### 3.9.6.

#### **inventory info**

information about additional *resources* ([Clause 3.9.1](#)) available as part of a *resource* ([Clause 3.9.1](#))

[SOURCE: [CC/R 1102:2013](#)]

### 3.9.7.

#### **multiple bookings**

number of simultaneous reservations allowed for a *resource* ([Clause 3.9.1](#))

[SOURCE: [CC/R 1102:2013](#)]

### 3.9.8.

#### **booking window**

time period during which a *resource* ([Clause 3.9.1](#)) can be reserved

[SOURCE: [CC/R 1102:2013](#)]

## 3.10. Event operations

NOTE These terms describe actions that can be performed on events.

### 3.10.1.

#### **event publication**

process of distributing *public event* ([Clause 3.3.5](#)) information

[SOURCE: [CC/R 1102:2013](#)]

### 3.10.2.

#### **schedule confirmation**

definitive commitment to an *event* ([Clause 3.3.1](#)) time

[SOURCE: [CC/R 1102:2013](#)]

### 3.10.3.

#### **event cancellation**

withdrawal of a scheduled *event* ([Clause 3.3.1](#))

[SOURCE: [CC/R 1102:2013](#)]

### 3.10.4.

#### **schedule update**

modification to an existing *event* ([Clause 3.3.1](#))

### 3.11. Scheduling operations

NOTE These terms describe the process of coordinating events among participants.

#### 3.11.1.

##### **consensus scheduling**

process whereby multiple *participants* ([Clause 3.2.1](#)) reach agreement on *event* ([Clause 3.3.1](#)) timing through collaborative evaluation

[SOURCE: [CC/R 1102:2013](#)]

#### 3.11.2.

##### **autoschedule**

automatic acceptance of *event* ([Clause 3.3.1](#)) invitations without human intervention

[SOURCE: [CC/R 1102:2013](#)]

#### 3.11.3.

##### **scheduling delegation**

transfer of *scheduling permissions* ([Clause 3.7.6](#)) to another *participant* ([Clause 3.2.1](#))

[SOURCE: [CC/R 1102:2013](#)]

#### 3.11.4.

##### **scheduling restriction**

limitation on when or how scheduling can occur

[SOURCE: [CC/R 1102:2013](#)]

#### 3.11.5.

##### **scheduling requirement**

condition that must be met for successful scheduling

### 3.12. Scheduling responses

NOTE These terms describe how participants respond to scheduling requests.

#### 3.12.1.

##### **counter**

response proposing changes to an *event* ([Clause 3.3.1](#))

[SOURCE: [CC/R 1102:2013](#)]

#### 3.12.2.

##### **request**

invitation or query for calendar operations

[SOURCE: [CC/R 1102:2013](#)]

#### 3.12.3.

##### **RSVP**

indication of expected reply from a *participant* ([Clause 3.2.1](#))

[SOURCE: [CC/R 1102:2013](#)]

#### 3.12.4.

##### **response status**

current state of a *participant's* ([Clause 3.2.1](#)) reply to an invitation

### 3.13. Calendar relationships

NOTE These terms describe how calendars and events relate to each other.

#### 3.13.1. schedule dependency

connection between related calendar events

Note 1 to entry: Shows how events affect each other's timing

#### 3.13.2. schedule cascade

chain reaction of calendar changes

Note 1 to entry: Series of updates triggered by single schedule change

#### 3.13.3. schedule overlap

shared time between calendar entries

Note 1 to entry: Indicates when events occur simultaneously

#### 3.13.4. schedule conflict

overlap between two or more events involving competing demands

### 3.14. Calendar synchronization

NOTE These terms describe how calendar information is kept consistent across systems.

#### 3.14.1. schedule synchronization

alignment of calendar information across *calendar systems* ([Clause 3.1.2](#))

[SOURCE: [CC/R 1102:2013](#)]

#### 3.14.2. calendar subscription

automated receipt of calendar updates

[SOURCE: [CC/R 1102:2013](#)]

#### 3.14.3. sync frequency

rate at which synchronization occurs between *calendar stores* ([Clause 3.5.2](#))

#### 3.14.4. sync validation

verification of synchronization accuracy between calendar systems

### 3.15. Calendar sharing

NOTE These terms describe how calendar information is distributed to others.

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**3.15.1.  
publish**

make calendar information available to specified *participants* ([Clause 3.2.1](#))

[SOURCE: [CC/R 1102:2013](#)]

**3.15.2.  
share scope**

extent of calendar information shared with others

**3.15.3.  
sharing permission**

specific rights granted for shared calendar access

**3.15.4.  
sharing method**

mechanism for making calendar information available to others

## **3.16. Calendar automation**

NOTE These terms describe automated calendar processes.

**3.16.1.  
autoconfiguration**

process of automatically setting up calendar client settings

[SOURCE: [CC/R 1102:2013](#)]

**3.16.2.  
autodiscovery**

automatic detection of available calendar services and their configurations

[SOURCE: [CC/R 1102:2013](#)]

**3.16.3.  
auto-scheduling**

automatic processing of scheduling requests based on defined rules

[SOURCE: [CC/R 1102:2013](#)]

**3.16.4.  
auto-response**

automated reply to calendar requests based on predefined criteria

## **3.17. Information management**

NOTE These terms describe how calendar information is tracked and maintained.

**3.17.1.  
schedule version**

numbered iteration of a calendar entry

[SOURCE: [CC/R 1102:2013](#)]

**3.17.2.  
calendar snapshot**

point-in-time view of scheduled *events* ([Clause 3.3.1](#))

[SOURCE: [CC/R 1102:2013](#)]



### 3.17.3.

#### **retention period**

timeframe for maintaining calendar records

[SOURCE: [CC/R 1102:2013](#)]

### 3.17.4.

#### **schedule archive**

historical calendar records preservation

[SOURCE: [CC/R 1102:2013](#)]

## 3.18. Calendar notifications

NOTE These terms describe how calendar changes are communicated.

### 3.18.1.

#### **schedule notification**

alert about calendar changes

[SOURCE: [CC/R 1102:2013](#)]

### 3.18.2.

#### **alarm**

reminder mechanism for *events* ([Clause 3.3.1](#))

Note 1 to entry: Can take various forms such as email, sound, or visual alert

[SOURCE: [CC/R 1102:2013](#)]

### 3.18.3.

#### **notification scope**

range of *participants* ([Clause 3.2.1](#)) receiving calendar alerts

### 3.18.4.

#### **notification method**

mechanism for delivering calendar alerts

## 3.19. Calendar queries

NOTE These terms describe how calendar information can be searched and filtered.

### 3.19.1.

#### **availability check**

search for *free time* ([Clause 3.4.1](#)) periods

[SOURCE: [CC/R 1102:2013](#)]

### 3.19.2.

#### **schedule filter**

criteria for selecting specific *events* ([Clause 3.3.1](#))

[SOURCE: [CC/R 1102:2013](#)]

### 3.19.3.

#### **booking constraint**

requirement or limitation on scheduling *events* ([Clause 3.3.1](#))

[SOURCE: [CC/R 1102:2013](#)]

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#### **3.19.4. recurring pattern**

specification of how *events* ([Clause 3.3.1](#)) repeat over time

[SOURCE: [CC/R 1102:2013](#)]

### **3.20. Calendar attachments**

NOTE These terms describe documents and files associated with calendar entries.

#### **3.20.1. attachment**

document object associated with a calendar component

[SOURCE: [CC/R 1102:2013](#)]

#### **3.20.2. managed attachment**

*attachment* ([Clause 3.20.1](#)) stored and managed on a *calendar service* ([Clause 3.5.3](#))

[SOURCE: [CC/R 1102:2013](#)]

#### **3.20.3. attachment type**

classification of content associated with calendar objects

#### **3.20.4. attachment scope**

visibility and accessibility settings for *attachments* ([Clause 3.20.1](#))

### **3.21. Schedule templates**

NOTE These terms describe standardized formats for calendar entries.

#### **3.21.1. schedule template**

standardized format for creating *events* ([Clause 3.3.1](#))

[SOURCE: [CC/R 1102:2013](#)]

#### **3.21.2. template scope**

range of calendar entries covered by a template

#### **3.21.3. template inheritance**

transfer of template properties to new calendar entries

#### **3.21.4. template restriction**

limitation on template usage

### **3.22. Calendar accessibility**

NOTE These terms describe how calendar systems accommodate different user needs.

### 3.22.1.

#### **accessibility**

information about *resource* ([Clause 3.9.1](#)) access for physically disabled *participants* ([Clause 3.2.1](#))

[SOURCE: [CC/R 1102:2013](#)]

## 4. Terms related to specific technologies

For the purposes of this document, the following terms and definitions apply.

### 4.1. Data representation formats

#### 4.1.1.

##### **iCalendar**

standard format for representing calendar data

[SOURCE: [CC/R 1102:2013](#)]

#### 4.1.2.

##### **vCalendar**

legacy format for calendar data superseded by *iCalendar* ([Clause 4.1.1](#))

[SOURCE: [CC/R 1102:2013](#)]

#### 4.1.3.

##### **xCal**

XML representation of *iCalendar* ([Clause 4.1.1](#)) data

[SOURCE: [CC/R 1102:2013](#)]

### 4.2. Calendar access protocols

#### 4.2.1.

##### **CalDAV**

protocol extension to WebDAV for calendar access and management

[SOURCE: [CC/R 1102:2013](#)]

#### 4.2.2.

##### **CardDAV**

protocol extension to WebDAV for contact information management

[SOURCE: [CC/R 1102:2013](#)]

#### 4.2.3.

##### **iMIP**

protocol for exchanging iTIP messages via email

[SOURCE: [CC/R 1102:2013](#)]

#### 4.2.4.

##### **iTIP**

protocol for scheduling interoperability between calendar systems

[SOURCE: [CC/R 1102:2013](#)]

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#### **4.2.5. iSchedule**

protocol for exchanging iTIP messages via HTTP

[SOURCE: [CC/R 1102:2013](#)]

#### **4.2.6. WebDAV**

protocol extension to HTTP for collaborative document management

[SOURCE: [CC/R 1102:2013](#)]

### **4.3. Calendar object components**

#### **4.3.1. VEVENT**

calendar component representing a scheduled *event* ([Clause 3.3.1](#))

[SOURCE: [CC/R 1102:2013](#)]

#### **4.3.2. VTODO**

calendar component representing an assigned task

[SOURCE: [CC/R 1102:2013](#)]

#### **4.3.3. VJOURNAL**

calendar component representing notes associated with a date

[SOURCE: [CC/R 1102:2013](#)]

#### **4.3.4. VFREEBUSY**

calendar component representing *participant* ([Clause 3.2.1](#)) availability information

[SOURCE: [CC/R 1102:2013](#)]

#### **4.3.5. VALARM**

calendar component representing a reminder or alert

[SOURCE: [CC/R 1102:2013](#)]

#### **4.3.6. VPOLL**

calendar component for conducting *consensus scheduling* ([Clause 3.11.1](#))

[SOURCE: [CC/R 1102:2013](#)]

#### **4.3.7. VTIMEZONE**

calendar component representing timezone information

[SOURCE: [CC/R 1102:2013](#)]

#### **4.3.8. VAVAILABILITY**

calendar component describing periods of user availability

[SOURCE: [CC/R 1102:2013](#)]

## 4.4. Calendar protocols

### 4.4.1.

#### **calendar access protocol**

method for accessing and managing calendar data

[SOURCE: [CC/R 1102:2013](#)]

### 4.4.2.

#### **scheduling protocol**

method for exchanging scheduling messages

[SOURCE: [CC/R 1102:2013](#)]

### 4.4.3.

#### **timezone service**

protocol for distributing timezone data

Note 1 to entry: Enables efficient distribution of timezone updates

[SOURCE: [CC/R 1102:2013](#)]

## 4.5. Calendar properties

### 4.5.1.

#### **property**

attribute of a calendar object containing specific information

[SOURCE: [CC/R 1102:2013](#)]

### 4.5.2.

#### **calscale**

property identifying the *calendar system* ([Clause 3.1.2](#)) used

[SOURCE: [CC/R 1102:2013](#)]

### 4.5.3.

#### **DTSTART**

property specifying the inclusive start of an *event* ([Clause 3.3.1](#))

[SOURCE: [CC/R 1102:2013](#)]

### 4.5.4.

#### **DTEND**

property specifying the non-inclusive end of an *event* ([Clause 3.3.1](#))

[SOURCE: [CC/R 1102:2013](#)]

## 4.6. Recurrence concepts

### 4.6.1.

#### **RRULE**

property defining repeating patterns for *events* ([Clause 3.3.1](#))

[SOURCE: [CC/R 1102:2013](#)]

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#### **4.6.2. RSCALE**

parameter indicating which *calendar system* ([Clause 3.1.2](#)) to use for recurring *events* ([Clause 3.3.1](#))

[SOURCE: [CC/R 1102:2013](#)]

#### **4.6.3. RECURRENCE-ID**

property identifying specific instances of recurring *events* ([Clause 3.3.1](#))

[SOURCE: [CC/R 1102:2013](#)]

### **4.7. Calendar tasks**

#### **4.7.1. task**

work item assigned to a *participant* ([Clause 3.2.1](#))

[SOURCE: [CC/R 1102:2013](#)]

#### **4.7.2. task status**

current state of assigned work

#### **4.7.3. task priority**

relative importance of assigned work

#### **4.7.4. task delegation**

transfer of work assignment to another *participant* ([Clause 3.2.1](#))

## Bibliography

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