IEEE 802.16 Task Group
Document Procedures
Roger Marks
Chair, IEEE 802.16 Working Group

1. Introduction

This document describes the procedure to be followed by IEEE 802.16 Task Groups for development and control of key documents, relevant to the development of draft standards, to be approved by the Working Group (WG) as "baseline" documents.

2. Documents subject to the Configuration Control Procedure (CCP)

The following documents, if developed within a TG, are subject to this procedure:

1. System Requirements Documents
2. System Description Documents
3. System Architecture Documents
4. Evaluation Methodology Documents
5. Similar documents that frame discussion of draft standards
6. Draft standards

3. Task Group Development

Subject documents are to be developed by the designated task groups. During the initial drafting phase, decisions regarding the content are to be decided in the TG by majority vote.

3. Working Group Baselining

Subject documents are to be forwarded by the designated TG, based on a 75% minimum approval, to the WG for baselining. The WG shall have the opportunity to agree to baseline the document, based on a 75% minimum approval. The WG should not make technical revisions to a draft presented by the TG.

4. TG Configuration Control Procedure (CCP)

1. Any change request (CR) submitted regarding any based documents subject to the CCP shall be uploaded in Commentary format, with supporting contributions as necessary.

    Appropriate Ballot IDs and upload folders shall be assigned by the TG.

    Supporting contributions shall make use of the current IEEE 802.16 Document Submission Template, http://ieee802.org/16/submit.html and uploaded to the designated upload directory at <http://upload.wirelessman.org>.

2. The editor for the document shall collect all the CRs received no later than 10 days prior to a session, into a Commentary file. A call for reply comments shall be issued 7 days prior to a session.

3. The TG shall consider all the CRs during the TG session.

4. The TG shall approve or reject each of the CRs. A CR can only be approved by a technical motion (75%).

5. The revised drafts shall be forwarded to the WG for approval, by 75% threshold.