

# 802.3az, 802.3ba Task Forces September 2008 Interim Comment Tool Tutorial

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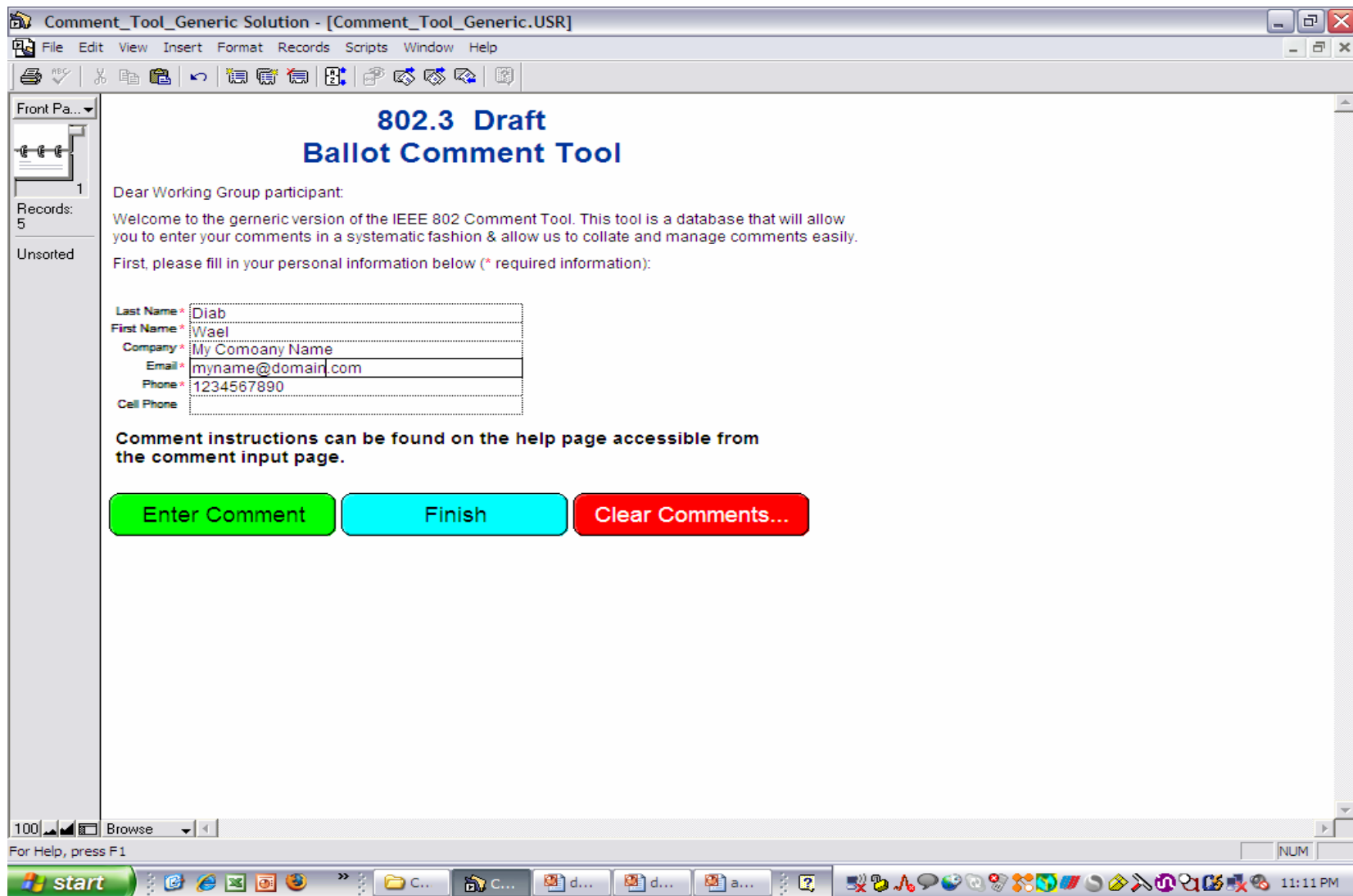
***Thank you to Eric Lynskey (Teknovus) for his contribution***

# Introduction

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- Comment entry tool assists the reviewer and editors in commenting on the draft
- Tool allows for a commenter to generate specific comments against the current draft
  - Includes fields to identify the text in question including location, clause, sub-clause etc.
  - Provides a field for a suggested remedy
  - Provides fields to classify the type of comment
- Tool allows for the editorial team to consolidate, parse and propose responses to all the comments
  - Includes a field for a response
  - Allows for the comments to be imported into a database
- Provides the committee with a convenient way to review the comments
  - Database with a GUI based interface
  - Comment status can be updated based on committee review

# Start Screen



# Start Screen

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- Provide your contact information
  - It helps to know who the comment is from
  - It helps to know how to contact you if the editorial staff needs to or has questions
- Tool allows you to enter comments over multiple sessions
  - Click enter comment to continue
- You can always enter comments in multiple batches
  - Click Finish to create the output file
  - Restart the tool to enter more comments when you are done. It is helpful to send comments early. Batches can help you do that.

# A Soon to-be Familiar Interface

The screenshot shows a software window titled "Comment\_Tool\_Generic Solution - [Comment\_Tool\_Generic.USR]". The main content area is titled "802.3 Draft Comment Form". It contains several input fields and buttons:

- Comment Number:** A text box containing the number "1". A red arrow points to this field with the label "Location of comment".
- Clause:** An empty text box. A red arrow points to this field with the label "Put comment here".
- Subclause:** An empty text box.
- Page:** An empty text box.
- Line:** An empty text box.
- Comment:** A large multi-line text area. A red arrow points to this area with the label "Put comment here".
- Comment Type:** A radio button group with four options:  E (Editorial),  ER (Editorial Required),  T (Technical), and  TR (Technical Required). A red arrow points to this group with the label "Select comment type".
- Suggested Remedy:** A large multi-line text area. A red arrow points to this area with the label "Put remedy here".
- Buttons:** Three buttons are located at the bottom: "Enter Another Comment" (green), "Help Page (?)" (yellow), and "FINISH" (cyan).

Additional text in the form includes instructions: "Please use '99' for comments on the front matter and '00' for comments on the entire draft." and "If referencing a Figure or Table, please enter the table or figure number in Comment." and "Enter Page and Line number of the first occurrence. For multiple occurrences, list in Comment."

# Identifying the Comment

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- Very simple, but easy to overlook
  - The editors don't know what text you are talking about otherwise
- Make sure that you provide
  - Clause, Subclause, Page, Line
  - The tool will generate the comment number
  - Subclause field includes clause number. E.g. Clause: 33 Subclause: 33.1.4.
  - For tables / figures, put clause and subclause where located then start comment with name of Table or Figure
  - When commenting on an Annex include annex letter with clause. E.g. Annex 33C section 1.4: Clause: 33C Subclause: 33C.1.4
- Make sure you comment on the draft that is open for comment
  - Often the Task Force will provide additional material to assist you in your review. E.g. Comp documents
- 00 Comments apply to the entire document
- 99 Comments apply to the Front Matter

# The Comment

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- Try to be specific
  - Provide enough text to fully describe why you feel the draft is wrong
    - This is especially important if you will not be at the meeting when the comment is discussed and you want other people to understand your concerns.
  - Please copy the text you are commenting against and paste into the comment.
    - This helps immensely if you have a typo in the page or line number
- Try to stay within 1 issue per comment
- If you submit a presentation for a complex comment, please identify that in the comment
- Do NOT use tildes '~' in your comments
  - Does not play well with the import tool
- Avoid special characters that are not part of basic ASCII

# Substance of remedy

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- Again, try to be specific
  - Whenever possible, provide the exact textual changes that you would like to be made to the draft as if you were providing editing instructions
    - This will both speed up the process of creating a final resolution and will also be much appreciated by the editors
  - Please do not make a comment and leave the suggested remedy empty. If you know it is a problem, you have an idea of the answer. Share this with the group
- Options
  - If you feel there are several ways to remedy a comment, list the options.
- Missing text
  - If you identify an area that is lacking text, provide some! The Task Force will appreciate the work



# Comment type

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- The tool provides for 4 classification types
  - E
  - ER
  - T
  - TR
- The commenter determines the type a
  - Comment may be upgraded from editorial to technical by the Task Force
- E designates Editorial and T Technical

# Editorial (E)

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- Commenter is suggesting an editorial change to the draft.
  - Spelling, punctuation, grammar, and style
  - Rewording without altering the technical meaning of the text
  - No change to technical content can occur
- Bad Examples of editorial comments
  - Change downstream wavelength from 1574 nm to 1490 nm.
  - Change Rx sensitivity from -16 dBm to -24 dBm.
- Good examples of editorial comments
  - Change spelling of “wavelngth” to “wavelength”
  - The value of Rmax shall be 1.5 k +/- 5%
    - "omega" symbol was missing in this sentence
- This terminology is used for TF and WG. Sponsor has other designation for comments

# Technical (T)

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- Comment remedy would result in a technical change to the draft
  - Affect the technical requirements identified in the document (e.g., sentences with the word "shall" in them).
  - Changes to parameters, values, tables, or figures that alter their meaning or substance
- Examples of technical comments
  - Changes to values in PMD tables.
  - Changes to functions or variables in state machines.
  - The value of  $R_{max}$  shall be  $1.5\text{ k} \pm 5\%$ 
    - a different value for  $R_{max}$ , say  $2\text{ k ohms}$
- This terminology is used for TF and WG.  
Sponsor has other designation for comments

# R Designation

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- Stands for “Required”
- During a Task Force Review
  - No “official” meaning in TF review
  - May be used as an indication that the commenter feels more strongly about comments with such a designation than those without
  - Can be helpful to the TF in prioritizing the comments
- During a Ballot
  - Associated with a negative vote
  - Commenter feels that his/her editorial/technical comment with this designation must be satisfied in order to flip their vote from a DISAPPROVE to an APPROVE

# Possible resolutions

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- Accept
  - Task Force agrees with comment and suggested remedy is accepted with no changes.
  - Usually associated with a very crisp and specific remedy that the editor can use to implement the change
- Accept in principle
  - Task Force agrees with comment but a different / amended / expanded remedy is adopted
- Reject
  - Task Force disagrees with comment and no change is made to draft
- Withdraw
  - Commenter withdraws comment and no change is made to draft

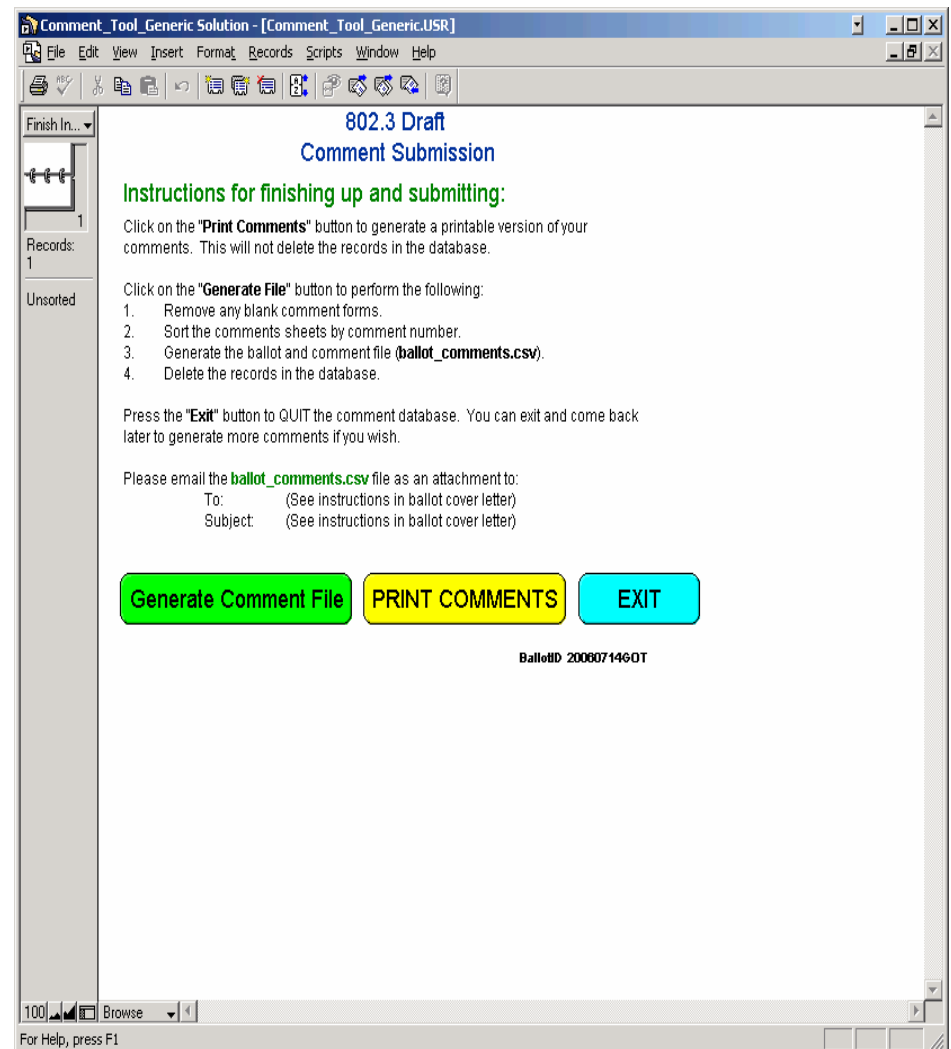
# Commenter Satisfaction!

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- Within the context of a specific comment
- During ballot comment resolution, R comments display a pop-up window asking if the commenter is satisfied with the final resolution
  - BRC has adopted a resolution to the comment
  - Commenter may be satisfied or unsatisfied with the resolution
    - If a commenter is not available at the moment the comment is resolved, the tool allows for a state that flags the comment for follow-up by the editorial team
- Unsatisfied comments are circulated with the draft at the next re-circulation ballot
- In a Task Force review, it gives an indication that the commenter was not happy with the resolution

# What to do when done

- Generate Comment File
  - Creates file to mail to the editorial staff
  - TF Chair and EIC in TF Review
  - Ballot reflector in ballots
  - **Removes comments from database**
- Print Comments
  - Prints comments
  - Does not remove comments from database
- Exit
  - Quit comment database
  - Nothing is removed or deleted
- File naming
  - Do NOT use periods in your filename other than the one before .CSV
  - Rename filename after generating comments, append your name to front of filename to make it distinctive



# Comment resolution process

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- Each comment is considered individually
  - Duplicate and similar comments are sometimes grouped together and dealt with at the same time
  - Identical comments may be resolved by a single comment with a pointer to that resolution
- Comment database
  - The Task Force will often publish the comment database at various points within each cycle
    - All comments received
    - All comments received with proposed responses
    - All comments received with final resolutions
    - Unsatisfied comments



# Different review cycles

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- Stages
  - Task Force
  - Working Group
  - Sponsor Group
- Rules
  - Task Force is a review and is informal. Rules depend on the specific Task Force
  - Working Group and Sponsor Ballots are governed by their respective rules