

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

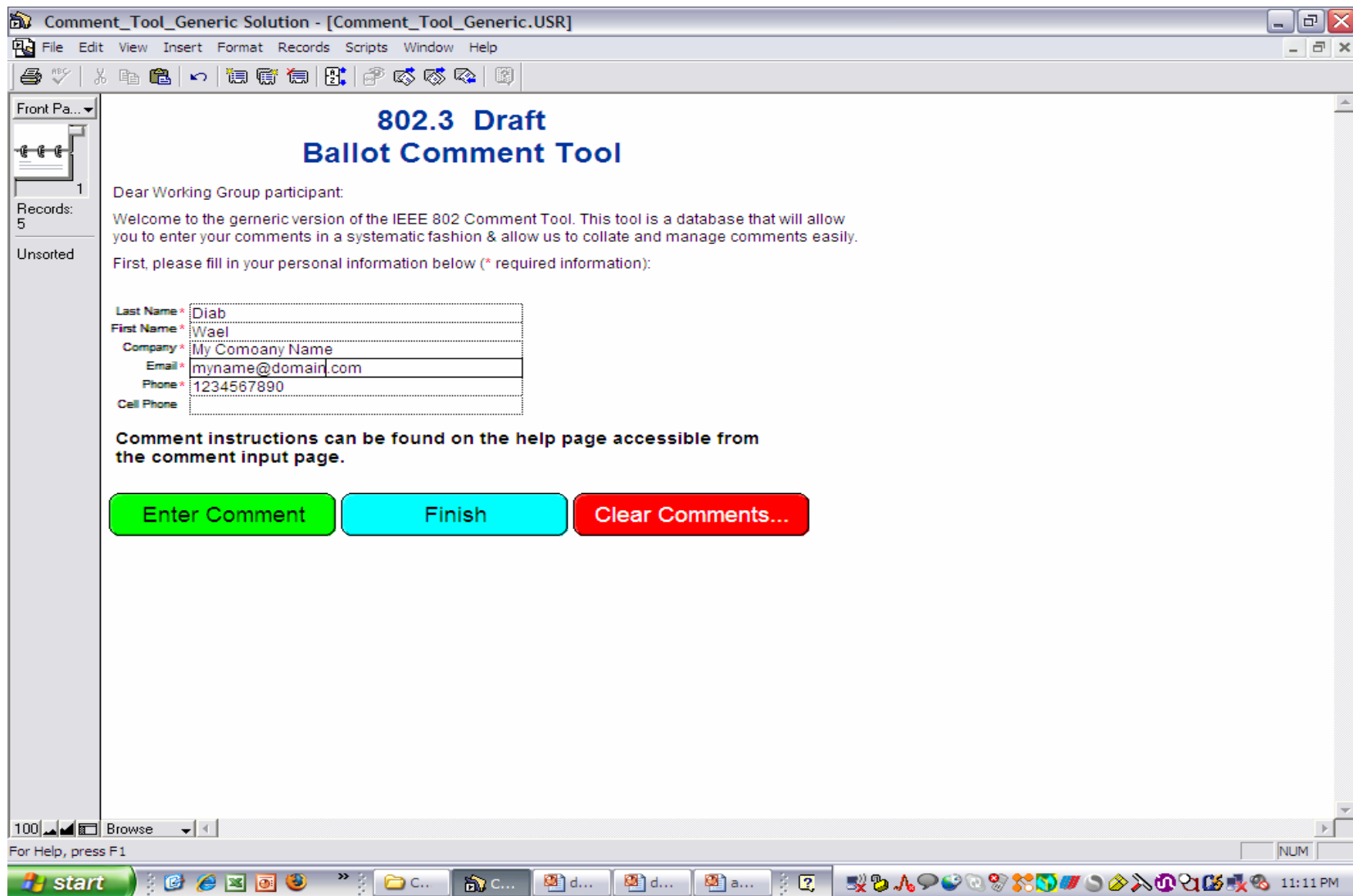
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Introduction

- 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

- 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 area is titled "802.3 Draft Comment Form". It contains several input fields and instructions:

- 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 empty 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 empty text area. A red arrow points to this area with the label "Put remedy here".

At the bottom of the form, there are three buttons: "Enter Another Comment" (green), "Help Page (?)" (yellow), and "FINISH" (cyan). The status bar at the bottom left shows "100%", "Browse", and "For Help, press F1".

Identifying the Comment

- 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

- 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

- 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

- 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)

- 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)

- 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 k ohms
- This terminology is used for TF and WG.
Sponsor has other designation for comments

R Designation

- 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

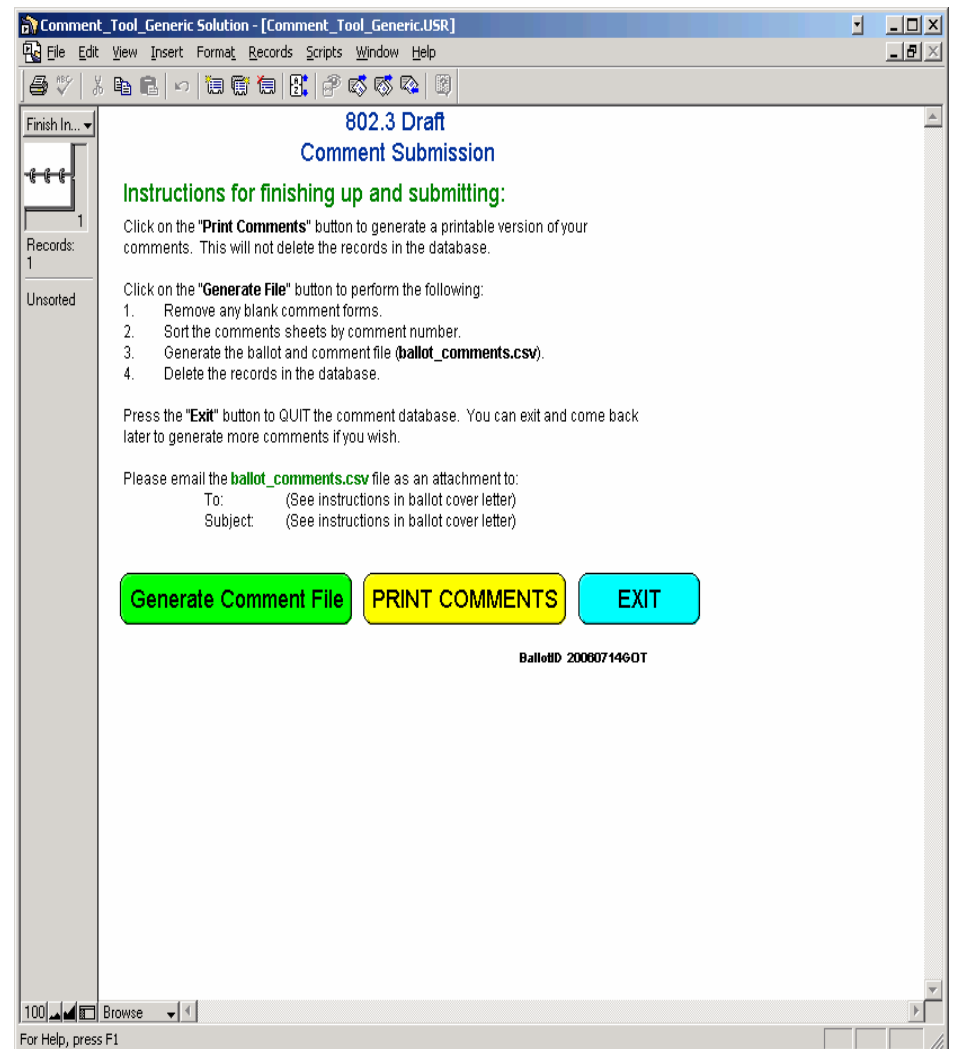
- Accept
 - Task Force agrees with comment and suggested remedy is accepted with no changes.
 - Usually associated with a very crisp and specific remedy that the editor can use to implement the change
- Accept in principle
 - Task Force agrees with comment but a different / amended / expanded remedy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

- 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

- 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

- 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