IEEE P802.3bg Task Force 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
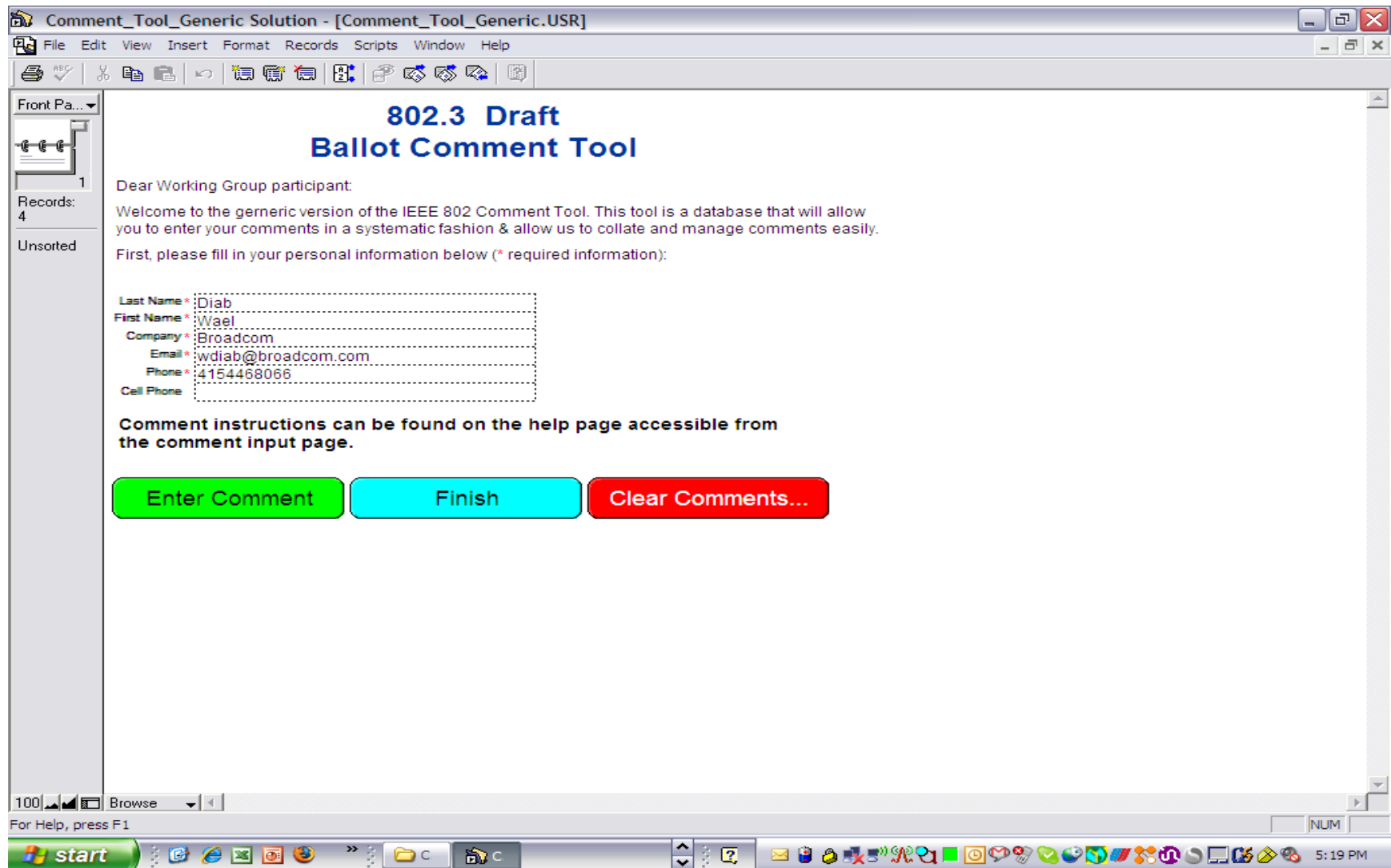
Start Screen

- 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

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
- 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.

- ## Try to stay within 1 issue per comment

- ## If you submit a presentation for a complex comment, please identify that in the comment

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

- 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

Technical (T)

- Comment remedy would result in a technical change to the draft
  - Affect the technical requirements identified in the document (i.e., 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 Rmax shall be 1.5 k +/- 5%
    - a different value for Rmax, say 2 k ohms

R Designation

- ## Stands for "Required"
- ## During a Ballot
  - Associated with a negative vote
  - Commenter feels that his/her editorial/technical comment with this designation must be satisified in order to flip their vote from a DISAPPROVE to an APPROVE

- ## During a Task Force Review
  - Indication that the commenter feels more strongly about comments with such a designation than those without
 - Can be helpful to the Task Force in prioritizing the comments

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
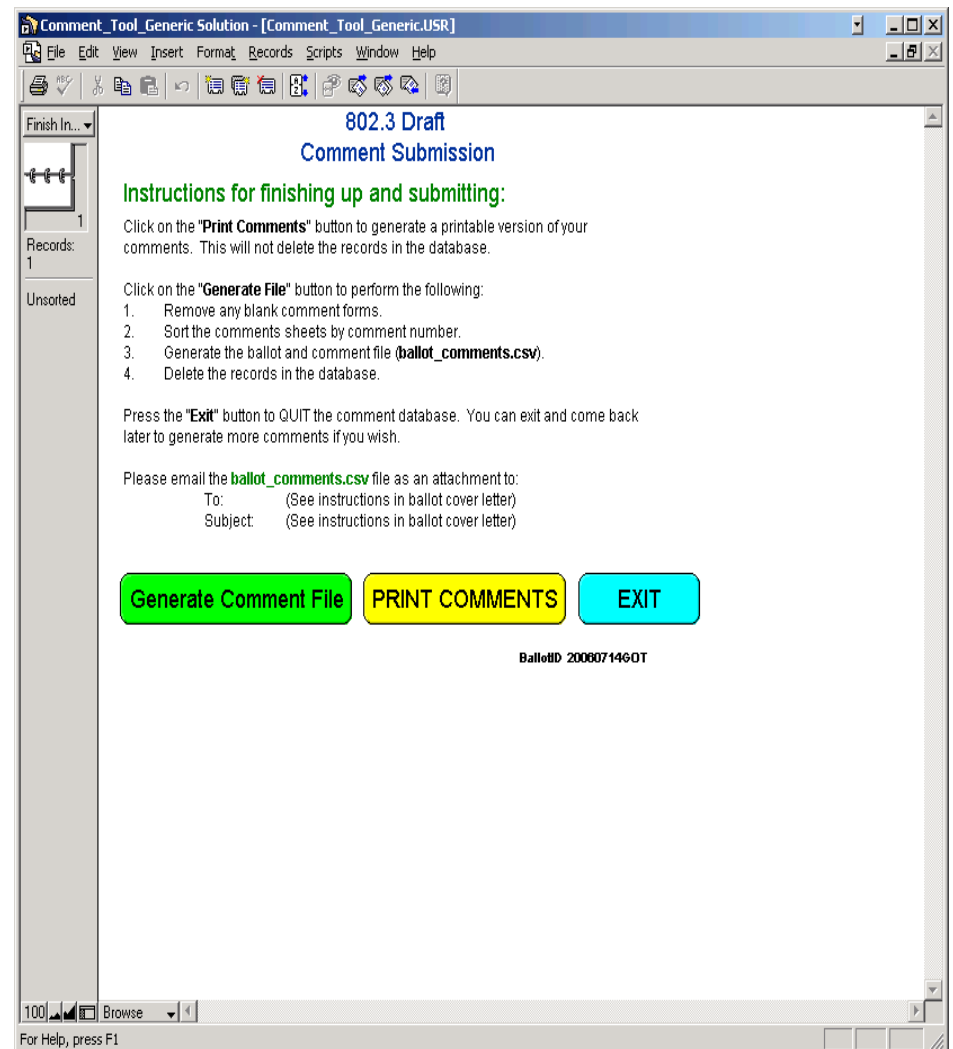
Comment resolution process

- 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

- Task Force Review

- Working Group Ballot

- Sponsor Group Ballot

Future Tutorials

- Assuming that this tutorial has NOT discouraged you from moving the draft forward to WG Ballot….
    - Ill work with Mark on a tutorial slot for the WG Ballot process for July