

IEEE P802.3bk Task Force Comment Tool Tutorial

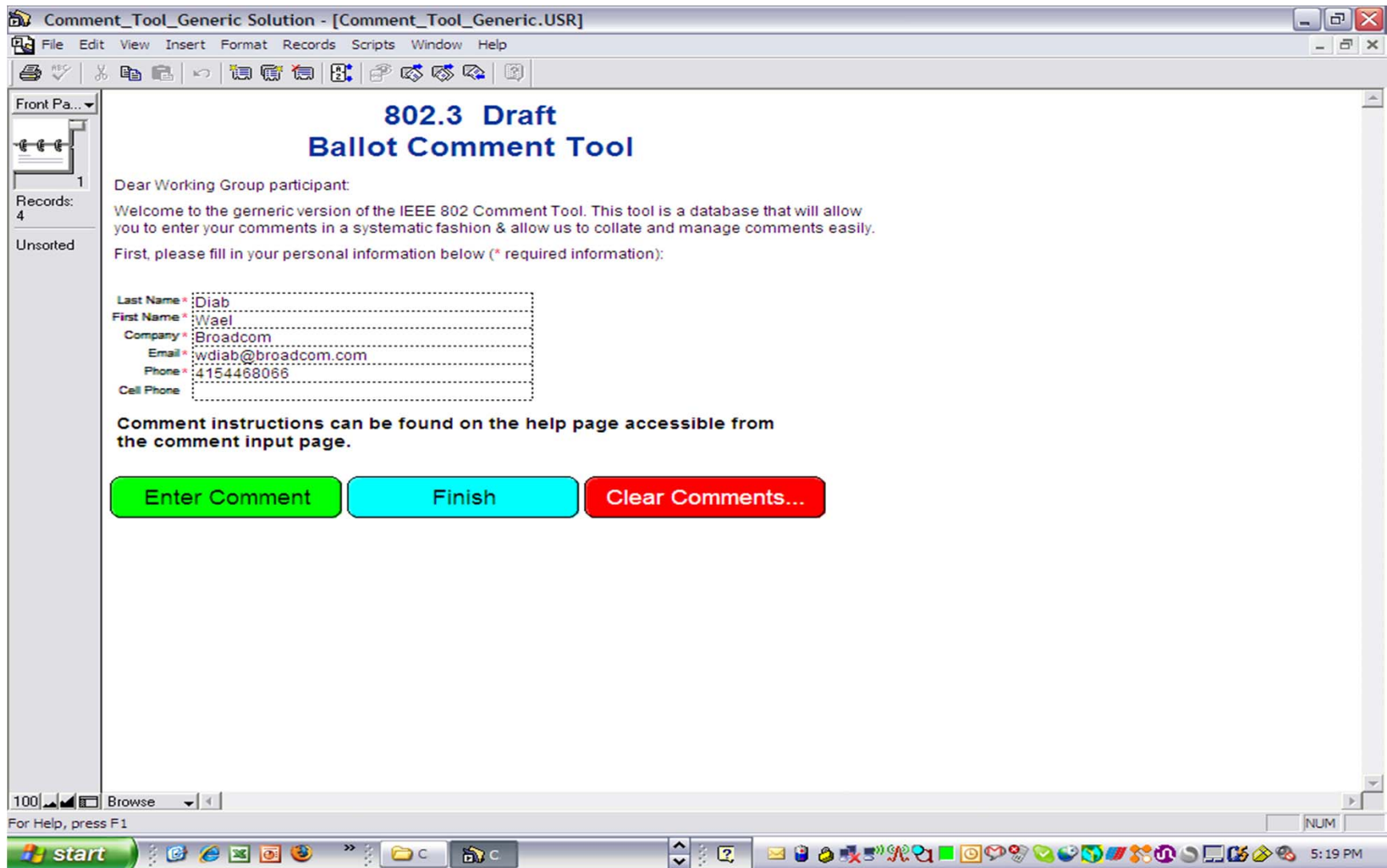
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Introduction

- 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

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, empty text area for entering the comment text.
- Comment Type:** A radio button group with four options: E (Editorial), ER (Editorial R(equired)), T (Technical), and TR (Technical R(equired)). A red arrow points to this group with the label "Select comment type".
- Suggested Remedy:** A large, empty text area for entering a suggested remedy. A red arrow points to this field 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

- 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 R_{max} shall be $1.5\text{ k} \pm 5\%$
 - a different value for R_{max} , 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 satisfied 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

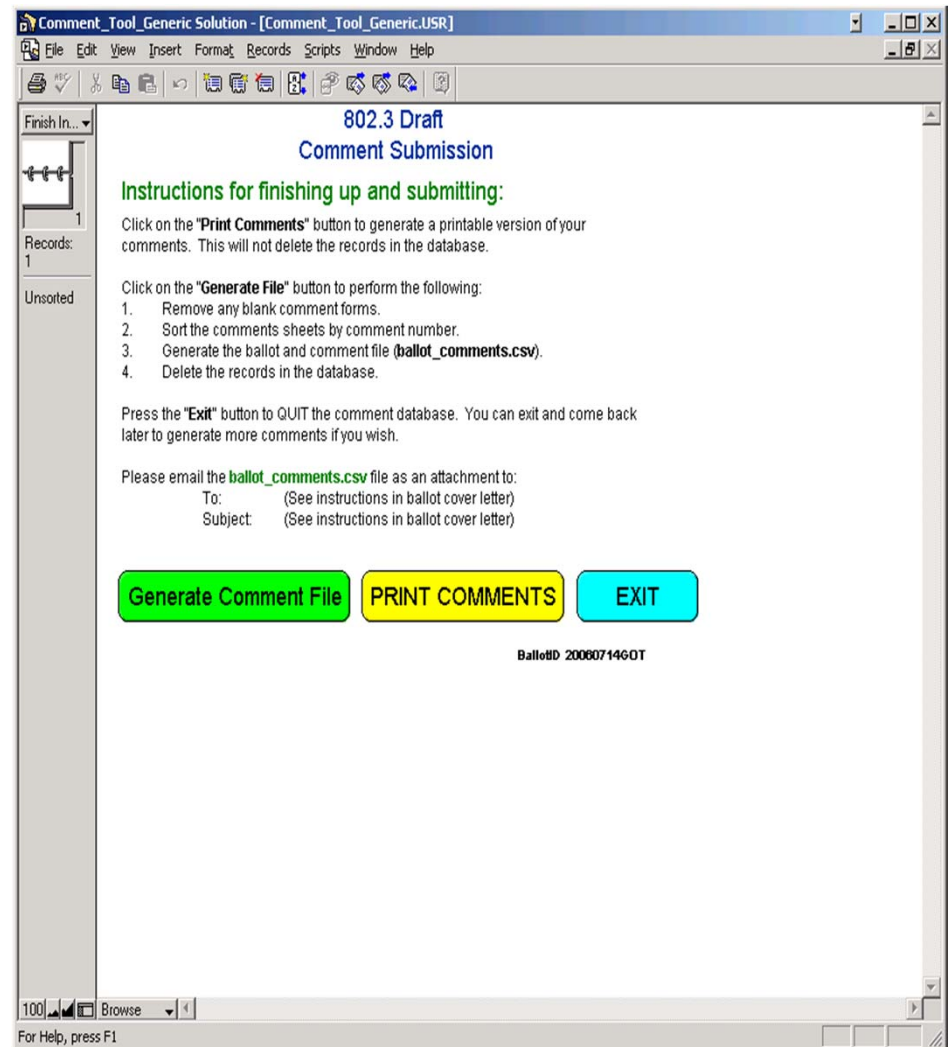
- Accept
 - Task Force agrees with comment and suggested remedy is accepted with no changes.
 - Usually associated with a very crisp and specific remedy that the editor can use to implement the change
- Accept in principle
 - Task Force agrees with comment but a different / amended / expanded remedy 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 Marek on a tutorial slot for the WG Ballot process as we get closer

BACKUP

Ways to vote during balloting (1)

- Approve without comment
 - You approve of the draft, have no comments, and are voting to move the draft to the next stage in the process.
- Approve with comment
 - You approve of the draft, and are voting to move it forward to the next stage. However, there are some changes you would like to see made but are not disapproving based on those comments

Ways to vote during balloting (2)

- Disapprove
 - You do not approve of the draft. There are changes you feel are required to be made before the draft moves forward. Your “required” comments are associated with your negative vote
- Abstain
 - Due to lack of time or expertise you are choosing to abstain from voting on this draft.
 - May result in a loss of voting privileges during a Working Group Ballot.