# Miscellaneous information slides related to 802.1 operation

Last updated 7th November 2010

# Website and File Upload area

- Website:

  http://ieee802.org/

- File Upload area:

  – The file upload facility can be accessed from the filenaming conventions page at:

  http://ieee802.org/1/filenaming.html

# Membership

- Voting membership
  - Current 802.1 Working Group membership rules, as per 7.2 of the WG Policies and Procedures (http://grouper.ieee.org/groups/802/PNP/2010-07/IEEE_802_LMSC_WG_PandP_approved_100716.pdf):
  - A *session* is (the whole of) an Interim or Plenary during which 802.1 meets. A *meeting* is a subset of a session; i.e., a contiguous time period during the session when the WG meets. 802.1 considers meetings to be ½ day in duration.
  - To gain membership:  Attend 2 plenaries in the span of the four most recent plenaries (one interim can be substituted) **and** inform the 802.1 Chair, by email, of your intention to become a voter. Membership is then gained at the start of the next plenary attended
  - To maintain membership: Attend 2 out of the last 4 plenaries (one interim can be substituted) , and respond to 2 out of 3 most recent WG ballots (NOTE that a valid response in this context is a vote of Approve, Disapprove, or Abstain due to lack of expertise only. Other types of abstention do not contribute to maintaining your voting status)
  - **Attendance is as per the on-line signup system: https://murphy.events.ieee.org/imat/attendance/index**
  - **If you need assistance with the use of the signup system see next slide**
  - **Signup must be 75% of meetings during a session in order to count.**
  - **Affiliation must be declared in order for attendance to be recorded (see later slides).**
  - Signing up for a meeting declares that you have (or will have) attended during the majority of the allotted time for that ½ day meeting. Hence, at sessions where more than one WG meets, signing up at two parallel meetings is **not** valid.
- Voting rights are properly regarded as an obligation, not a privilege!

# IEEE 802 operating rules

- The following documents define the operating rules of 802 and its working groups. (The very latest versions, plus links to other referenced documents can be found at http://grouper.ieee.org/groups/802/devdocs.shtml)

- IEEE 802 policies and procedures:
  - http://standards.ieee.org/board/aud/LMSC.pdf

- IEEE 802 operations manual:
  - http://grouper.ieee.org/groups/802/PNP/2010-07/IEEE_802_LMSC_OM_approved_100716.pdf

- IEEE 802 Working Group policies and procedures:
  - http://grouper.ieee.org/groups/802/PNP/2010-07/IEEE_802_LMSC_WG_PandP_approved_100716.pdf

# IEEE-SA MEETING ATTENDANCE TOOL

**YOU MUST HAVE AN IEEE WEB ACCOUNT TO LOG YOUR MEETING ATTENDANCE**

## STEP 1. Do you have an IEEE Web Account (IEEE Database)?

- NO :
  - GO CREATE A WEB ACCOUNT → **www.ieee.org → Set up IEEE Web Account**
  - FOLLOW THE INSTRUCTIONS TO CREATE NEW WEB ACCOUNT
- YES:
  - I have an IEEE Web Account and remember the username and password. GO TO STEP 2
  - I have an IEEE Web Account but don't remember the password. RESET YOUR PASSWORD → **www.ieee.org → Set up IEEE Web Account**
  - **IMPORTANT! Your IEEE Web Account holds your contact information. Make sure this is up to date by logging into your Web Account and review/update your contact information.**
- I AM NOT SURE:
  - I don't remember if I have a Web Account. → **contact c.sahr@ieee.org**
  - I don't remember my IEEE Web Account USERNAME → **contact c.sahr@ieee.org**

## STEP 2. Have you visited myProject (Standards Association Database)?

- NO:
  - **Log onto myProject → https://development.standards.ieee.org/my-site**
  - FOLLOW THESE INSTRUCTIONS
    - Click Manage Activity Profile
    - Expand IEEE COMPUTER SOCIETY
    - Expand LOCAL AND METROPOLITAN AREAS NETWORKS
    - Check the box for the working group (GREEN) that you are interested in
    - Click CONTINUE
    - Claim affiliation
- YES: You are ready to use the Meeting Attendance Tool at **https://murphy.events.ieee.org/imat/attendance/index**
- **(N.B. You cannot log attendance via the guest room network!)**

# Affiliation (1)

- **From the IEEE-SA Standards Board Operations Manual:**
5.3.3.1 Disclosure of affiliation
Each participant's affiliation shall be disclosed at any working group or project meeting. The chair or the chairs delegate shall inform the meeting of the requirement for disclosure of affiliation (see 5.2.1.5 of the IEEE-SA Standards Board Bylaws). This shall be via a sign-in (e.g., sign-in sheet, electronic sign-in, verbal disclosure, or electronic communication) that provides for disclosure of employer and any other affiliation, a reminder of the definition of affiliation, and possible penalties for non-compliance.
Whenever an individual is aware that the ownership of his or her employer or other affiliation may be material to the process, or when the Sponsor or the IEEE-SA Standards Board requests, that individual shall also declare the "ultimate parent entity" of their affiliation. The ultimate parent entity is an entity that directly or indirectly, through one or more intermediaries, controls the entity identified as the individuals affiliation. For the purposes of this definition, the term "control" and its derivatives, with respect to for-profit entities, means the legal, beneficial or equitable ownership, directly or indirectly, of more than fifty percent (50%) of the capital stock (or other ownership interest, if not a corporation) of an entity ordinarily having voting rights.
"Control" and its derivatives, with respect to nonprofit entities, means the power to elect or appoint more than fifty percent (50%) of the Board of Directors of an entity. The minutes of each working group or project meeting shall record a list of attendees and the disclosed affiliation of each attendee.

5.3.3.2 False or misleading disclosure
A meeting attendee who fails to disclose affiliation shall not accrue any membership rights, including rights of or towards voting membership, until such disclosures have been made. The chair shall review the adequacy of disclosures. Failure to disclose affiliation, or materially false or misleading disclosure of affiliation, shall result in loss of membership privileges and may also result in loss of other participation privileges within the IEEE-SA for such participants and any affiliated entities.
The Sponsor of the project shall, when appropriate, review the adequacy of disclosures and, if deemed inadequate, may direct corrective action(s). In the absence of effective corrective action(s) by the Sponsor, the IEEE-SA Standards Board may impose further corrective action(s).

# Affiliation (2)

- **<u>From the IEEE-SA Standards Board Bylaws:</u>**

5.2.1.5 Disclosure of affiliation
Every member and participant in a working group, Sponsor ballot, or other standards development activity shall disclose his or her affiliation. An individual is deemed "affiliated" with any individual or entity that has been, or will be, financially or materially supporting that individuals participation in a particular IEEE standards activity. This includes, but is not limited to, his or her employer and any individual or entity that has or will have, either directly or indirectly, requested, paid for, or otherwise sponsored his or her participation. Failure to disclose every such affiliation may result in complete or partial loss of rights to participate in IEEE-SA activities. An individual is not excused from compliance with this policy by reason of any claim of a conflicting obligation (whether contractual or otherwise) that prohibits disclosure of affiliation.
A person who believes that a participants disclosure is materially incomplete or incorrect should report that fact to the Secretary of the IEEE-SA Standards Board and the appropriate Sponsor(s).

# Access to 802.XX websites/reflectors

- As per established 802 EC decisions, there should be no restriction placed on access to websites and email reflectors owned by other WGs

- Some WGs allow the 802.1 username/password to be used on their websites

- For others, a request to the WG Chair should produce the desired result.

- IF YOU DON'T GET A SENSIBLE RESPONSE FROM THE RELEVANT WG CHAIR, LET ME KNOW.

# 802.1 WG and TG operation

- Consensus process; the ultimate test of consensus is the vote taken on a WG draft
- Votes are not taken in Task Group or Interim meetings
- 802.1 WG Plenary meetings are used to take any "formal" votes
- Most technical issues are resolved through Task Group ballots, prior to the formal Working Group ballot; i.e., we conduct the WG ballot only when we think we're nearly done
- Voting membership is NOT a pre-requisite to participate in TG or WG ballots
- Focus is on technical progress, not studying/applying RR
- Offline discussions are essential in achieving consensus

# TG, WG, and Sponsor ballots

- Task Group Ballots:
  - Anyone can respond and vote (although voting members are obliged to do so)
  - Asks the question: "Is this draft complete and ready for Working Group Ballot?"

- Working Group Ballots:
  - Anyone can respond
  - Only voting members are able to (and are obliged to) vote
  - Asks the question: "Is this draft complete and ready for Sponsor Ballot?"

- Sponsor Ballots:
  - Extrernal review process
  - Only members of the balloting group can participate
  - To join the various balloting pools, you need to visit the IEEE website (pointer on the 802.1 website)

# Presentation materials

- **Copyright statements or privacy/confidentiality statements of any kind SHALL NOT APPEAR on any contributions to 802, either in emails or in presentation material**
- Power Point bloat
  - At these meetings external bandwidth is not free
  - Please consider this when developing presentations
  - Corporate logos, graphic backgrounds, lots of clip art, etc. occupy lots of megabytes & generally do not convey any content that helps us to make technical progress
  - A comparison: 802.1Q-2009 Edition is 7 megs; some presentations have been of comparable or greater size (but smaller in content by a couple of orders of magnitude!)
  - The Chair reserves the right to refuse circulation of materials that are considered to be excessively large

# Minutes

- …ARE NEEDED for all TG meetings (TG stuckees please forward them to the 802.1 Secretary)

- …ARE NOT intended to be a blow-by-blow account of a meeting

- …ARE intended to record presentations, discussion topics, and any decisions (i.e., motions, but these are done in the closing Plenary).

# IEEE Standards Process Training

- Ever find the process here confusing?
  - Why do we have study groups?
  - What's a PAR?
  - How do you get your standard approved?
- Need a quick refresher on the process?
- Help is at hand:
  - Free on line training at:

    http://ieee802.org/training.htm

- Learn or review the IEEE Standards process in 3 hours or less.