Project	**IEEE 802.16 Broadband Wireless Access Working Group <http://ieee802.org/16>**
Title	**Comment Resolution Procedure for Sponsor Ballot Recirculation of IEEE P802.16-REVd/D5**
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Re:	Sponsor Ballot Recirculation of IEEE P802.16-REVd/D5. For reference, also "Comment Resolution Procedure for Sponsor Ballot Recirculation of IEEE P802.16-REVd/D4"(IEEE 802.16-04/18r1)
Abstract	At IEEE 802.16 Session #31, the Working Group assigned to the Chair and Vice Chair the development of a process for resolving comments received during the Sponsor Ballot recirculation of IEEE P802.16-REVd/D5, within a general framework. Since these comments are to be resolved without a meeting, a detailed procedure is required. This document details that procedure.
Purpose	To provide a detailed procedure for the resolution of comments received during Sponsor Ballot Recirculation of IEEE P802.16-REVd/D5.
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Comment Resolution Procedure for Sponsor Ballot Recirculation of IEEE P802.16-REVd/D5

Roger Marks, Chair, IEEE 802.16 Working Group
Ken Stanwood,Vice Chair, IEEE 802.16 Working Group

Abstract

At IEEE 802.16 Session #31, the Working Group assigned to the Chair and Vice Chair the development of a process for resolving comments received during the Sponsor Ballot recirculation of IEEE P802.16-REVd/D5, within a general framework. Since these comments are to be resolved without a meeting, a detailed procedure is required. This document details that procedure.

Background

Comments in the first recirculation of the Sponsor Ballot of P802.16-REVd were resolved in accordance with the document "Comment Resolution Procedure for Sponsor Ballot Recirculation of IEEE P802.16-REVd/D4" (IEEE 802.16-04/18r1). At IEEE 802.16 Session #31, the Working Group granted to the WG Chair and Vice the authority to resolve comments in the second recirculation, should such comment resolution become necessary.

The second recirculation ran from 14-29 May. During that time, all but one of the Disapprove voters converted to Approve, and no new Disapprove votes were registered. The single Disapprove voter (Nico van Waes) submitted one Technical Binding comment, which was a reiteration of a previous comment.

A total of 171 comments were received:

> http://ieee802.org/16/docs/04/80216-04_30.zip

The following shows the members of the Sponsor Ballot Group who submitted comments, along with the number of comments:

Tal Kaitz	2
Itzik Kitroser	11
Yigal Leiba	44
Cor van de Water	3
Nico van Waes	1

Additional comments came from other individuals who do not belong to the Sponsor Ballot Group:

Raja Banerjea	3
Changhoi Koo	68
Lalit Kotecha	14
Wonil Roh	25

Situational Analysis

It appears that all conditions have been met for RevCom review of the IEEE P802.16-REVd/D5 on 23 June. With a positive recommendation from RevCom, IEEE-SA Standards Board approval on 24 June would be expected. If the Ballot Resolution Committee (BRC), comprising the 90 members of the IEEE 802.16 Working Group, chooses not to make any changes to the draft, RevCom would proceed with its recommendation on D5. Changes to the standard could be included in a future amendment; for example, in the P802.16e project.

On the other hand, the BRC might choose to respond to comments in such a way as to require the creation of a D6. In this case, there are several possibilities:

(1) If the difference between D6 and D5 were strictly editorial, the IEEE-SA editorial staff could publish a standard based on D6 even though D5 were the version approved. The staff would need to be convinced that the changes were strictly editorial. The editorial nature of any changes would need to be plain to a non-

technical editor. The previous deliberations of the BRC would not be relevant to the issue, since the Sponsor Ballot Group that reviewed D5 did not have access to such deliberations.

(2) If the differences between D6 and D5 were technical, additional Sponsor Ballot recirculation would be required. Under normal circumstances, this would require that the approval request be deleted from the June RevCom agenda. The next opportunity for review by RevCom would be at its September meeting. However, if the comment resolution and recirculation were complete before the RevCom meeting, there is a least a possibility that RevCom would consider approval of D6 on 23 June. There is no guarantee that RevCom would make an exception from its usual procedure in this case, but the WG Chair is willing to make an effort to persuade them to do so.

Procedure and Schedule

Comments received in the IEEE P802.16-REVd Recirculation Ballot will be resolved by a Ballot Resolution Committee (BRC) composed of the members of the IEEE 802.16 Working Group as of 1 June 2004. The BRC will follow the procedure and schedule described here.

30 May

Commentary database of 171 comments posted to web site and announced:

> http://ieee802.org/16/docs/04/80216-04_30.zip

1 June

This announcement posted to web site and announced:

> http://ieee802.org/16/docs/04/80216-04_31.pdf

5 June AOE

Deadline for voting by BRC membersm, following the process below ("BRC Voting Process").

7 June

Chair reviews and posts results of BRC voting. If no changes are approved, process comes to a conclusion. If changes are approved, Chair assesses whether all changes are strictly editorial. If not, Chair requests IEEE-SA Balloting Center to open third recirculation. Recirculation package will include cover letter, P802.16-REVd/D6delta, P802.16-REVd/D6, rebuttals of unresolved Disapprove comments, and link to database of approved changes. Any rebuttals will be constructed by the Chair and Vice Chair and based, where possible, on previously-submitted reply comments.

8 June

Third recirc opens for 10-day period.

18 June

Results of third recirculation submitted for RevCom approval. If the results are positive, WG Chair requests that RevCom consider P802.16-REVd/D6 at its meeting of 23 June.

23 June

RevCom meets.

24 June

Depending on RevCom action, IEEE-SA Standards Board may vote on approval of IEEE Standard 802.16-2004.

If the recirculation of P802.16-REVd/D6 is successful but is not considered in June due to lateness, it will be deferred to the RevCom agenda for its meeting of 22 September. No further balloting will ensue. The draft will be complete.

Scope of Recirculation and Conditions for Comment Acceptance

According to the *IEEE-SA Standards Board Operations Manual,* "All substantive changes made since the last balloted draft shall be recirculated to the Sponsor balloting group. All unresolved negative votes with comments shall be recirculated to the Sponsor balloting group."

Accordingly, the P802.16-REVd/D5 recirculation reviewed only the changes to the draft (with respect to D4) and the unresolved Disapprove comments. Technically, only the changes, and the unresolved Disapprove comments, are within the scope of this recirculation ballot.

On the other hand, the Working Group and Task Group Chairs do not intend to rule any recirculation comment out of scope. It will, instead, be left to the Ballot Resolution Committee to decide, based on the described procedure. Members of the Committee should consider the following:

- According to the *IEEE-SA Standards Board Operations Manual,* "once 75% approval has been achieved, the IEEE has an obligation to the majority to review and publish the standard quickly. Therefore, once 75% approval has been achieved, the IEEE requirements for consensus have been met. Efforts to resolve negative votes may continue for a brief period; however, should such resolution not be possible in a timely manner, the Sponsor should forward the submittal to RevCom."

- The approval status stands at 59 Approve, 1 Disapprove. Given that the ballot has achieved consensus, the draft should basically be considered approved, pending agreement regarding the changes made (and any rebuttals).

- Comment resolution normally continues until the BRC decides to stop changing the draft. Each change provides material for further objection in the next round of recirculation.

- It may be easier to convince RevCom to consider the late submission of D6 if the changes from D5, even though not strictly editorial, are very small.

The Working Group Chair and Vice Chair recommend that the BRC take a hard line on accepting comments and hold commentors to a high standard. We suggest the following:

- If the BRC wishes to bring the development of this draft to a close, it should limit its acceptance of new material. At this point, it should limit itself to material that is absolutely necessary. However, it should definitely limit acceptance to comments that have established broad consensus and will not trigger further recirculation.

- In the view of the Working Group Chair and Vice Chair, the bias of the group should be *against* any changes; anyone proposing further changes should accept the burden of proof to convince the BRC persuasively.

- It would be appropriate to raise any concerns regarding the comments on the 802.16 email reflector before the close of the voting period.

BRC Voting Process

This note provides the instructions for voting on the resolution of comments in the P802.16-REVd/D5 Sponsor Ballot recirc. Only Working Group members <http://ieee802.org/16/members.html> are eligible. Members need not vote. To vote, open the Commentary database at <http://ieee802.org/16/docs/04/80216-04_30.zip> and follow the following procedure:

(1) Type your name in the "Resolution of Group" field.

(2) Under the menu item "Records," choose "Replace" to put your name in the "Resolution of Group" of EVERY comment. Check to make sure this worked.

(3) For each comment, use the "Decision of Group" field to cast your vote. The choices will be interpreted this way:

"Accepted" =>   Vote to approve the comment as it stands

"Rejected" =>   Vote to disapprove the comment as it stands

Anything else =>   Vote to abstain on the issue of that comment

 For example: "Accepted-modified" will be counted as "abstain"

(4) When you have finished, choose "Export Group Resolutions" under the menu item "Scripts."

(5) Select the file type "FilerMaker Pro Runtime". Name the file in the format "BRCVote_Name.USR", where "Name" is a recognizable version of your name. Save the file.

(6) Before the deadline of 5 June AOE <http://ieee802.org/16/aoe.html>, upload the file to <http://tgdballot.wirelessman.org>. DO NOT SUBMIT THE VOTE FILE BY EMAIL.

(7) Voting results will be announced after the deadline.

(8) The individual votes of the individual members will be posted to the IEEE 802.16 password-protected web site.