IEEE P802.17

Maintenance Process

Changes, Errata, Interpretations

- Maintenance requests are used to change a standard to correct technical errors in that standard
- Errata requests (handled via the maintenance request process) are used to change the text of a published standard to correct publishing errors that result in that published standard being different from the approved standard
- Interpretation requests are used to clarify the intent of the standard
  - They do not result in an alteration to the original standard
  - They may not be used to obtain consulting information
  - See http://www.ieee802.org/17/maintenance/P802.17_interp_proc_01.pdf

Errata*

- A maintenance request that is determined to be "an editorial error […] that represents a deviation from the standard as approved by the IEEE-SA Standards Board and that could result in misinterpretation of the standard".
  - For example, the publishing process corrupts special symbols
  - Or, the IEEE-SA editor replaces a word with a word that would be more appropriate in English, not realizing that the word being replaced has special meaning in the standard
- No WG or sponsor vote taken
- IEEE-SA publishes errata as they are received, at http://standards.ieee.org/reading/ieee/updates/errata/index.html

* See http://standards.ieee.org/guides/opman/sect8.html#8.1.1

Changes To The Standard*

- Revision
  - A document that updates or replaces an existing IEEE standard in its entirety.
- Amendment
  - A document that has to contain new material to an existing IEEE standard and that may contain substantive corrections to that standard as well.
- Corrigenda
  - A document that only contains substantive corrections to an existing IEEE standard.

* See http://standards.ieee.org/guides/opman/sect1.html#1.2

Maintenance Task Group (MTG)

- Operates as a standing (permanent) task group
- MTG membership open to all of WG membership
- MTG meets
  - at all WG plenary meetings
    - when there are open maintenance requests
  - at interim WG meetings and MTG ad hoc meetings
    - if authorized by the WG
- MTG decisions ratified by the WG

Responsibilities Of WG Chair

- Appoint Maintenance Task Group Chair
- Run ballots on maintenance requests
- Submit errata to SA for inclusion in errata sheet
- Submit maintenance changes to SA as part of sponsor ballots

Responsibilities Of Submitter

- Submit clearly explained problem and detailed proposal for remedying the problem
- Clarify the problem and/or proposed remedy as requested by the chair of the MTG
- May withdraw maintenance request at any time before it is accepted by the MTG

Responsibilities Of MTG Chair

- Maintain database of maintenance requests
- Assign maintenance request numbers to submitted requests
- May work with submitters to make sure requests are valid requests for maintenance and have sufficient explanation to be ready for the MTG
- Run MTG meetings
- Present MTG opening and closing reports to WG
- Act as spokesperson for the MTG

Responsibilities Of MTG

- Evaluate maintenance requests to determine
  - Not a problem
  - Beyond scope of maintenance request
  - Erratum
  - Technical change required
- Work with technical experts to determine best remedy
  - The Maintenance Task Group is responsible for developing the final technical changes that are proposed to the WG
- Decide when a remedy is ready for submission to the WG

Responsibilities Of WG

- Ratify Maintenance Task Group decisions
  - Done at the time the maintenance changes are to be incorporated into a draft change to the standard
  - May be ratified in whole or by individual vote
    - Same process as used for results of comment resolution groups
  - Maintenance responses are balloted by the WG and by the sponsor at the time that the standard is next changed as part of the entire document approval process

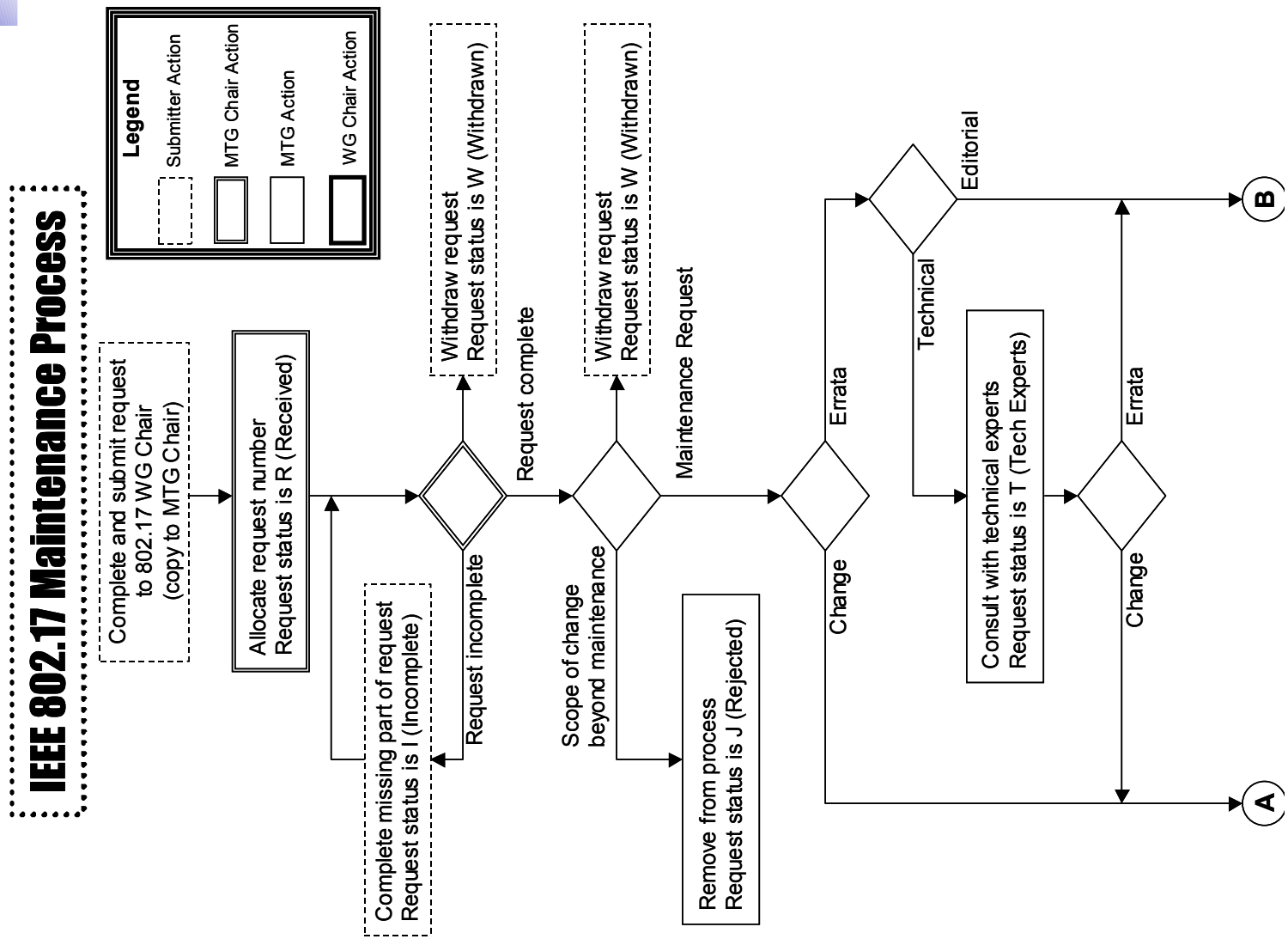
Maintenance Request Scope

- Not purely editorial
- Limited to published standards
- Limited to one specific issue in the standard
- Corrects a technical error in the standard
- Leads to a change of the text of the standard
- Not an enhancement
- Not a duplicate of a previous request

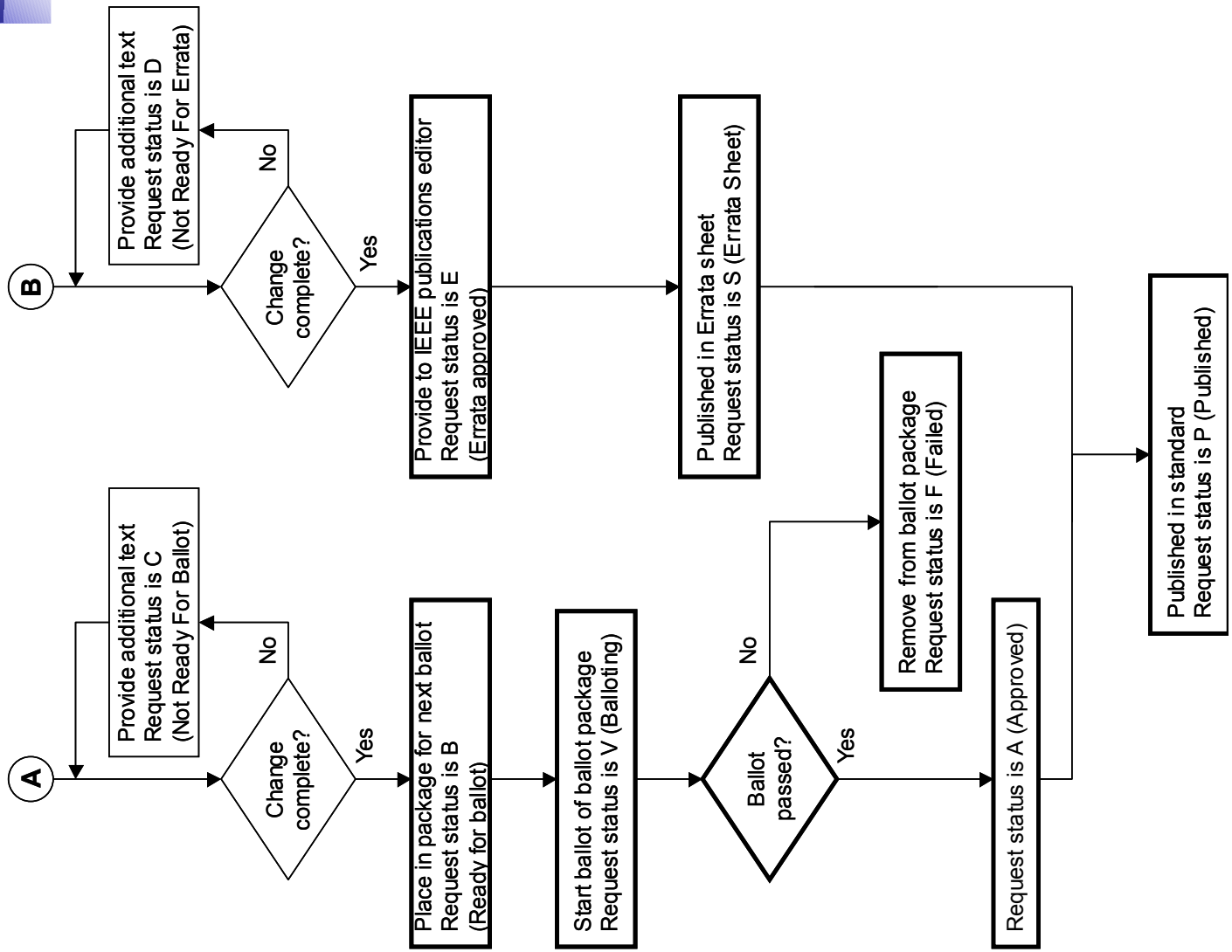
Process Diagram

- Full size flow chart diagram located at http://www.ieee802.org/17/maintenance/maint_diag_02.pdf

Process Diagram Part 1



Process Diagram Part 2



Status Information Abbreviations

Symbol	Status
A	Approved in ballot
B	Ready for ballot
B	Not ready for ballot
D	Not ready for errata
E	Errata approved
F	Failed in ballot
I	Incomplete
J	Rejected
P	Published in standard
R	Request received
S	Published in errata sheet
T	Technical experts review
V	Balloting
W	Withdrawn

Maintenance Request Form

- Microsoft Excel form
- Obtain from
  http://www.ieee802.org/17/maintenance/maint_form_02.xls
- Fill in all fields
- Email form to the address provided at the end of the request form

Maintenance Request Database

- Maintained by the Maintenance Task Group Chair
- Published in HTML format as subpages of http://www.ieee802.org/17/maintenance/