

Project	IEEE 802.20 Working Group on Mobile Broadband Wireless Access < http://grouper.ieee.org/groups/802/20/ >	
Title	IEEE 802.20 letter ballot comment resolution	
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Re:	IEEE 802.20 session #19, March 6-10, 2006	
Abstract	This contribution proposes a few guidelines for the IEEE 802.20 letter ballot comment resolution process.	
Purpose	For discussions	
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Patent Policy	The contributor is familiar with IEEE patent policy, as outlined in Section 6.3 of the IEEE-SA Standards Board Operations Manual < http://standards.ieee.org/guides/opman/sect6.html#6.3 > and in <i>Understanding Patent Issues During IEEE Standards Development</i> < http://standards.ieee.org/board/pat/guide.html >.	

Introduction

In the IEEE 802.20 Interim meeting in January 2006, the WG chair has decided to resolve letter ballot comments by forming a ballot comments resolution committee. This contribution proposes a set of guidelines for the process of letter ballot comment resolution, based on the policies and procedures described in the IEEE-SA standards board operations manual.

Operations in IEEE 802 standards working group

As described in the IEEE-SA Standards Board Operations manual [1], section 5.1.2 (f) stated that the sponsor should “*Ensure that all meetings involving standards are open to all interested parties*”.

Comment resolution process

Although the WG chair has decided to form a ballot comment resolution committee (BRG) to resolve the letter ballot comments, the process should comply with the operating rules as described above.

The following rules should be followed:

- i) BRG conference call, meeting information and email correspondences should be sent to the IEEE 802.20 email reflector, to allow participation from 802.20 WG members;
- ii) Regular reports and updates on comment resolution results should be sent to the IEEE 802.20 email reflector;
- iii) All comments shall be reviewed and addressed with a response by the BRG;

References

1. ‘IEEE-SA Standards Board Operations manual’, Approved in December 2005