

Project	<b>IEEE 802.20 Working Group on Mobile Broadband Wireless Access</b> < <a href="http://grouper.ieee.org/groups/802/20/">http://grouper.ieee.org/groups/802/20/</a> >	
Title	<b>IEEE 802.20 letter ballot comment resolution</b>	
Date Submitted	<b>2006-02-24</b>	
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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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## 1. Introduction

In the IEEE 802.20 Interim meeting in January 2006, the working group (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.

## 2. 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*”.

## 3. IEEE 802.20 Policies and Procedures

In section 9.1.4 of the IEEE 802.20 policies and procedures document [2], it is stated that: “*All comments are reviewed and addressed in resolution comment documents and approved by the WG and TG administering the letter ballot before a re-circulation letter ballot is conducted*”.

## 4. IEEE 802 Policies and Procedures

According to the IEEE 802 policies and procedures document [3], section 7.2.4.1 Chair’s function, “The working group members and the Chair decide technical issues by vote.”

## 5. Comment resolution process

### 5.1. Working group members participation

It is a common practice for many IEEE 802 standards working groups to perform letter ballot comment resolutions during the face-to-face WG meetings. In most cases, the commenter can attend the WG meetings to explain in more detail the issues covered by the submitted comments. This can avoid any mis-understanding or mis-interpretations of the comments. Proposed solutions by the commenter can also be discussed with the WG members or original proponents interactively to allow a resolution and agreement to be achieved more effectively.

Therefore, the approach of letter ballot comment resolution during a working group meeting is our first recommendation to the WG chair for his reconsideration.

## 5.2. Ballot Comment Resolution Group

If the WG chair still insists on his decision to form a ballot comment resolution committee (BRG) to resolve the letter ballot comments instead, then the process should still comply with the IEEE 802 operating rules [1], IEEE 802.20 policies and procedures [2] and IEEE 802 policies and procedures [4], as quoted above.

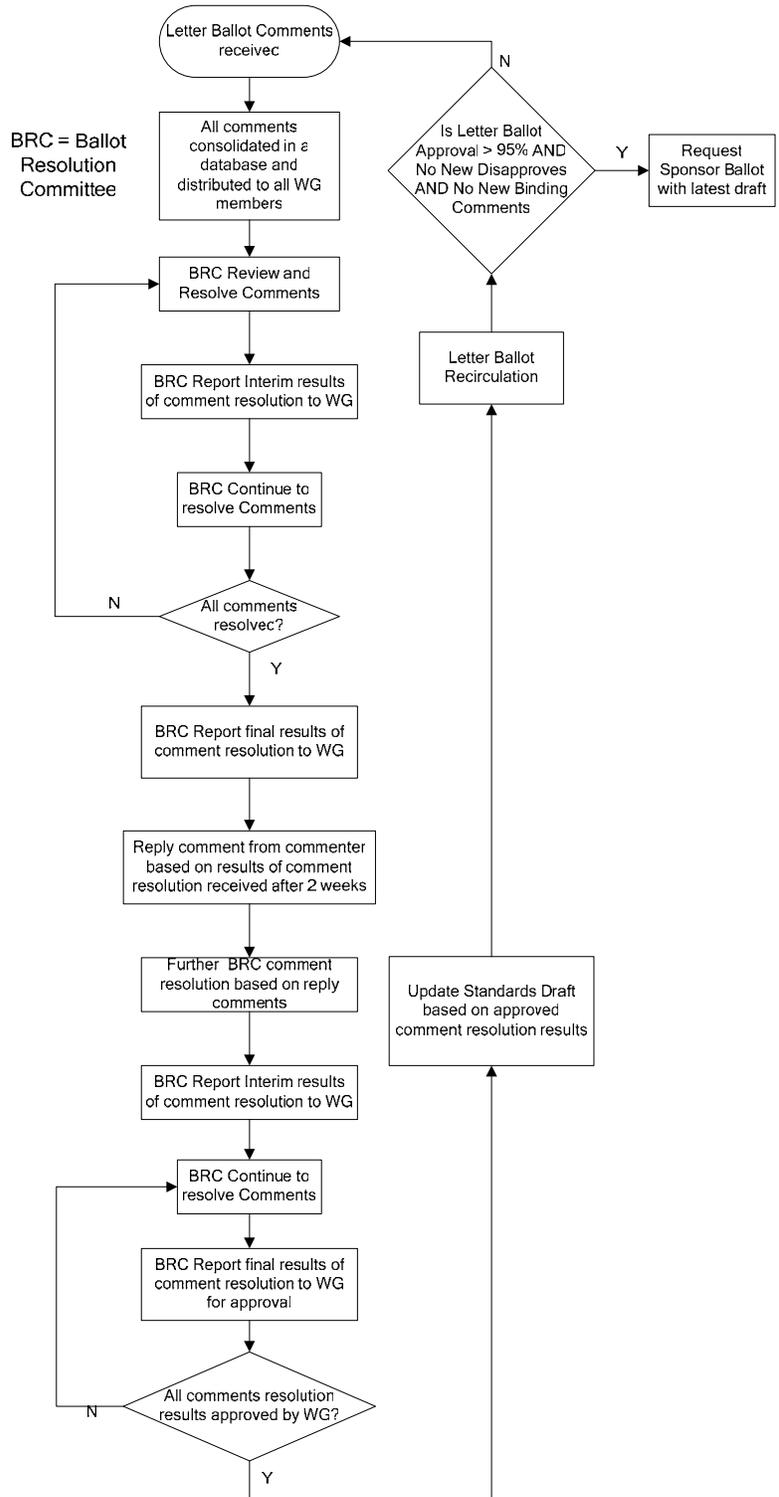
The following rules should be followed:

- i) Members of the ballot resolution group (BRG) should be approved by the 802.20 WG. This would be a technical issue as technical expertise is required to resolve the letter ballot comments.
- ii) 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;
- iii) Regular reports and updates on comment resolution results should be sent to the IEEE 802.20 email reflector;
- iv) All comments shall be reviewed and addressed with a response by the BRG; any action on a comment, such as modification, superseding, rejection, shall be tracked together with a corresponding explanation.
- v) Results of comment resolution shall be forwarded to the attention of the original commenter, who would be given reasonable time to submit their reply comments, e.g, after two-three weeks;
- vi) Results of comment resolution and reply comments shall be provided in the email reflector (prior to the IEEE802.20 meeting), and reviewed by the original commenter as well as the WG members during an IEEE802.20 meeting.
- vii) BRG needs to contact the commenter and include necessary changes to the proposed resolutions until an agreement can be achieved on the resolution result.
- viii) Final results of comment resolution shall be approved on the IEEE 802.20 WG closing plenary.
- ix) The standards draft shall then be updated to include the comment resolution results. The update standards draft has to be reviewed and approved by the 802.20 WG before a recirculation of the letter ballot can be started;

### 5.2.1. Flow chart for ballot comment resolution process

A flow chart similar to the ones shown in Section 9.1.4 of IEEE 802.20 policies and procedures [2], and the one shown in IEEE 802 P&P [4] is depicted below, with

modifications to reflect the use of ballot comment resolution committee (BRC) and also to clarify the overall process:



## References

1. 'IEEE-SA Standards Board Operations manual', Approved in December 2005
2. 'IEEE 802.20 policies and procedures, V 1.0', IEEE 802.20-PD05, Jan 8, 2004
3. 'IEEE 802 policies and procedures' March 2005.
4. 'The Policies and Procedures of the IEEE 802 LMSC', IEEE 802 Plenary meeting tutorial, March 15, 2004,  
[http://grouper.ieee.org/groups/802/802\\_tutorials/march04/Draft040229802.0-04-001r3-E-The IEEE 802 LMSCPnP.ppt](http://grouper.ieee.org/groups/802/802_tutorials/march04/Draft040229802.0-04-001r3-E-The_IEEE_802_LMSCPnP.ppt)