

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 comment resolution process for letter ballot I</b>	
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Re:	IEEE 802.20 session #20, May 15-19, 2006	
Abstract	This contribution is an update to C802.20-06/13r1, which has proposed a few guidelines for the IEEE 802.20 letter ballot comment resolution process. A comparison with the Chair's rules and the process that has been put into practice are included in this update.	
Purpose	For discussions	
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## 1. Introduction

Some suggestions on the letter ballot comment resolution process for 802.20 have been proposed in an earlier version of this contribution: C802.20-06/13r1. The set of guidelines for the process of letter ballot comment resolution, as proposed by the contribution, are shown in Section 5. These are based on the IEEE-SA standards board operations manual, IEEE 802 and IEEE 802.20 policies and procedures.

During the discussions in the IEEE 802.20 meeting session #19 in March 2006, the Chair brought up a different set of rules [6]. On April 28 late afternoon, the Chair announced the list of ballot comment resolution committee members and the completion of comment resolution for letter ballot I. A comparison between Chair's rules and practice on the comment resolution process and our proposed rules is discussed in Section 6.

## 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

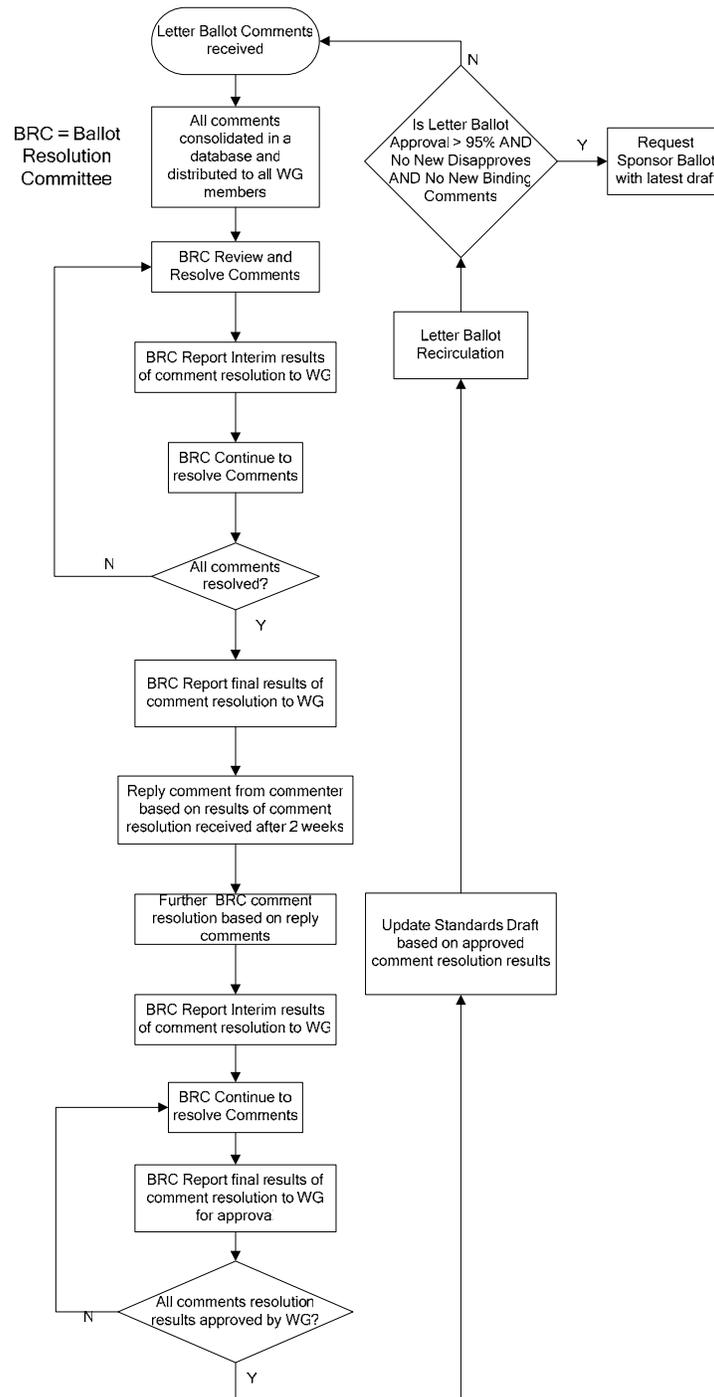
If the WG chair still insists on his decision to form a ballot comment resolution committee (BRG) to resolve the letter ballot comments instead, then the process should still comply with the IEEE 802 operating rules [1], IEEE 802.20 policies and procedures [2] and IEEE 802 policies and procedures [4],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



## 6. Comparison with Chair's Rules [5] and Practices

After the previous version of the contribution C802.20-06/13r1 has been presented and discussed partly in the morning session of March 7, 2006, WG Chair submitted a set of rules for the letter ballot comment resolution process.

In the process as proposed and used by the Chair, a ballot comment resolution committee is used to resolve the comments, without participation from the majority in the WG, despite the interests expressed by a large number of WG members to participate in the process.

The practices and rules as proposed by the Chair are ambiguous, unpredictable and a rather closed process, for example:

1. In Chair's Rule #5, it is stated that: "The Chair will make the final determination of the process for negative comment resolutions." It is really difficult for WG members to guess what the Chair's final determination could be, and the rationales or criteria that has been used in his determination in handling the negative comments.

Our proposed process as described in Section 5 is clear, objective and without ambiguity. It takes advantage of the expertise from all the WG members to determine the best resolution that would eventually lead to a standard of better quality, rather than Chair's own decision on the handling of technical issues.

2. In Chair's Rule #6, it is stated that: "This is an open process for all members to see all comments and their proposed resolutions."

A truly open process should not only allow the members to see the comments and proposed resolutions, but to be able to respond and submit reply comments, in case the resolution is not acceptable to the members.

The processes as described in Sections 5.1 and 5.2 are examples of an open process.

3. In Chair's Rule #7, it is stated that: "Members may send their suggested improvements to the resolutions to the Editor and Chair." However, the Chair has allowed only 4 working days (May 1<sup>st</sup> – 4<sup>th</sup>) for members to review and submit suggestions on resolutions for Letter Ballot 1. Without advanced notice, it is difficult and not reasonable to abandon our current tasks in short order to review the resolution for 627 comments, and provide feedback for improvements, all within 4 working days.

In contrast, item (v) in Section 5.2 allows reasonable, e.g., 2-3 weeks, for the original commenters to submit their reply comments.

4. In Chair's Rule #13, the statement that: "Once satisfactory results are achieved through the Working Group letter ballot process the 802 Executive Committee will vote on moving the Draft forward to Sponsor Ballot." is ambiguous in terms of what it really means by "Satisfactory results".

In the process as proposed in Section 5.2 above, it is clearly stated that the final results of comment resolution should have greater than 95% approval, no new disapprovals and no new binding comments.

5. The Chair has announced during the March meeting [6] that members may request to be part of the ballot resolution committee, and that the list of committee members would be posted as soon as possible.

Despite the significant number of members who have emailed their requests to join the BRC, the final BRC membership is only limited to the WG officers and the proponents. The Chair's unilateral decision on the BRC membership has excluded the participation and expertise from the majority of WG members.

On the other hand, the list of BRC members [7] was not posted until after the comments have been resolved. Thus the Chair's decision on the handling of the ballot comment resolution process has been unpredictable and inconsistent with his earlier commitment during the March meeting.

## 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)
5. '802.20 comment resolution procedure for letter ballot I', 802.20-06-03, March 7, 2006.
6. 'Revised Draft meeting minutes, 802.20 Plenary meeting – session #19, Denver, CO, March 06-09, 2006', 802.20-06/04Rx
7. 'Comment Resolution Committee Members', 802.20-06/05, April 30, 2006.