IEEE P802.15
Wireless Personal Area Networks

Project	IEEE P802.15 Working Group for Wireless Personal Area Networks (WPANs)
Title	**Instructions for WG Letter Ballots of 802.15**
Date Submitted	[29 September, 1999]
Source	[Tom Siep] Voice: [+1 972 480-6786] [Texas Instruments] Fax: [+1 972 480 6552] [8505 Forest Lane, m/s 8723 E-mail: [siep@ti.com] Dallas, TX 75243]
Re:	[This submission is provided in support of the IEEE P802.15 Working Group for Wireless Personal Area Network Letter Balloting.]
Abstract	[Instructions for Working Group Letter Ballots]
Purpose	[To provide guidance on the completion and submission 801.15 Working Group Letter Ballots.]
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Instructions for WG Ballots of 802.15, Bob Heile, Chair

Please send your executed ballot form zipped together with your electronic comments, if any, in e-mail format to the Working Group Chair: bheile@bbn.com with a copy to the Working Group Technical Editor: siep@ti.com well before the closing date of the ballot. Use as the email subject header 'Letter Ballot #__ Response'. In the email text, put your full name and indicate how you voted: Yes, Yes with comments, No with comments, Abstain (lack of expertise only). If you vote Yes (with no comments) or Abstain, it is not necessary to attach the zipped form. See the instructions below on how to complete the comment form and name the files.

1. Instructions for preparing comments electronically

We have provided a Letter Ballot Comment Form document in MS Word-Office 97 with a single row of a table, suited to submit your comments. This method is being employed to allow comments to be easily combined and sorted for processing.
Please fill your name, ballot no. and date in the footer.

The table in section 2, below, gives you guidance on how to complete each of the columns. When you have completed a comment row, press TAB in the "Disposition/rebuttal" column to generate a new row in the table.

Note: The Letter Ballot Comment Form features a separate row with column titles below the entry row, with this addition, you will always have the column titles at hand where you are working, without the need to peek in the header.

2. Instructions for completing the columns

If you have comments, please submit specific detail to remedy the problems on the Letter Ballot Comment Form [Comment.doc], using the following instructions.

Col.	Title	Meaning
1	Voter's ID code	Please use your first, middle and last initial as your code (example: Robert F. Heile = rfh). If you have no middle initial use the letter 'x'
2	Seq #	Please fill in a sequence number of your comment, starting with 01.
3	Clause number	Provide in this cell the clause.subclause.sub... number to which your comment applies. If you have multiple comments on a single clause

please make separate entries.

4	Type of comments	Indicate here whether your comment is minor editorial (e), major editorial (E), minor technical (t) or major technical (T).
5	Part of NO vote	Enter an "Y" to show whether this row of your comment constitutes part of your "do not approve" (NO) vote. IEEE requires: this vote shall be accompanied by specific reasons in sufficient detail so that the specific wording of the changes that will cause the voter to change his or her vote to "Approve" can readily be determined.
6	Comment/ Rationale	Indicate in this cell the comment you have and the rationale for your proposed text or comment. In long clauses, please also use page and line numbers.
7	Recommended change	Denote here the part of the text that has to be removed or modified. If you need to have pictures included, or if the involved text is substantial, we suggest that you assign a page to this comment or request a document number, with a pointer to that section or document in this cell. (see remark in the second paragraph of section 1 above)

Important: Be sure to put your Voter ID at the beginning of each row. Do not change the attributes of the table, such as the column width!

3. Instructions for submitting the file of your Letter Ballot

Do not forget to submit the ballot form and your comments to the Working Group Chair, Bob Heile bheile@bbn.com with a copy to the WG Technical Editor, Tom Siep siep@ti.com .

Creating and Naming the zip file:

Please name the file containing your comments: [voter ID]LB[letter ballot #].doc. and compress the Comment file and the ballot file (in Word Office 97 format) into a pkzip file using the same name as the comment file with zip as the extension! (example: The Comment file for voter Robert F. Heile would be rfhLB1.doc and the zip file would be rfhLB1.zip)

Sending your Response:

Attach the file to an email, put 'Letter Ballot #__ Response' in the subject field and send to bheile@bbn.com with copy to siep@ti.com . If your e-mail system does not automatically encode your attachments, use uuencode (for Mac's) or mime on the zip file.

Acknowledgment:

You should receive an acknowledgement of your e-mail within two business days. If you do not receive an acknowledgement, resend your ballot until you receive an acknowledgement.

4. FAQ for the IEEE 802.15 Voting Process

Q1: Do the comments need to be ordered by clause.

A1: No, the form that I gave out will be converted to a database for sorting and summary. The only requirement is that each comment is uniquely identified. The way it will be stored in the database is using a concatenation of the voter's ID code and the sequence number. If you add more comments than the 20 supplied, be sure to continue the sequence numbers.

Q2: How will the various classes of response (Technical, technical, Editorial, and editorial) be handled?

A2: As in the IEEE voting procedures all comments labeled by the reviewer as "technical" must be answered. Any comments labeled "editorial" will be addressed as time permits. In practice, all editorial comments are seriously considered. The difference between the two is that the comment resolution team either makes the change to the text that is suggested by the author of the technical comment –OR- specifies in writing why such a change should not be made. Editorial comments have no such explanatory requirement. The difference between the capitalized and non-capitalized characterizations is the subjective level of severity. At times the comment resolution team may change the descriptor of a comment. It can go either way. At times what is portrayed as an editorial problem really is (in the opinion of the comment resolution team) a technical issue. Other times, a supposed technical issue merely points out a lack of clarity in the text.

Q3: Should editorial comments be listed in a separate comment list?

A3: Comments on editorial form and format are welcome, although the technical issues are (of course) most important. One list is preferred, but not mandatory.

Q4: Tables and figures are not necessarily tied to the Clause that they are in line with. Should I refer to the Clause number anyway when I have a comment on a table or figure?

A4: Table and figure numbers should be used in place of clause number when referencing those items. Most clause numbers are less than a page, but sometimes line and/or page numbers

will help identify a target of a comment. Always list the fully qualified clause number first, however.

In general we need to have very specific comments in order to be able to understand and address all issues. The comment the following (fictitious) comments provide an example.

Voters Initials	Sequence Number	Clause number	Type of comments (E/e/T/t)	Part of NO vote (Y/N)	Comment/Rationale (issue and reasoning behind it)	Recommended change (what change(s) it would take to make this clause acceptable)
tms	01	5	t	Y	Bad	Fix it
tms	02	5.4.3.2.1	t	Y	Color specified incorrectly	Change Redtooth to Bluetooth

Comment tms01 basically says "Clause 5 is bad". It does not help much. However, comment tms02 essentially says "Clause 5.4.3.2.1 specifies the color as red, it should be blue." and works much better.