Project	**IEEE 802.20 Working Group on Mobile Broadband Wireless Access** **<http://grouper.ieee.org/groups/802/20/>**
Title	**A Discussion on WG Operating Procedure**
Date Submitted	**2003-05-05**
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Re:	MBWA Call for Contributions
Abstract	This document addressed two issues in WG operating procedure: how to define the format of document materials of 802.20 WG and how to setup a ML for voting members. Schemes are proposed for discussion.
Purpose	This document is provided as input for the development of the 802.20 operating rules.
Notice	
Release	
Patent Policy	

A Discussion on Working Group Operating Procedure

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Introduction

- ## 802.20WG Operating Rules Procedures
  - Documentation
  - Mailing List

File Naming Scheme

- Current document material format in 802.20:
  - We do not have a formal 802.20 template for contribution files (e.g., ppt and doc).
  - All submission files are converted to a "pdf" format.
  - File name is edited like C802.20-03-29.

- Learn from other Working Groups
  - ppt & doc are used
    - Working Groups 802.11, 15, 18, 19
  - pdf is used
    - Working Groups 802.1, 3, 16, 17

- What will be our choice in 802.20WG?

Pros & Cons

- ## DOC & PPT files
  - User friendly, not author friendly.
  - Animation can be used.
  - Easily reused by other users.
  - Can be modified.

- ## PDF files
  - Not easily reused by other users.
  - Author friendly, not user friendly
  - Printing may have problems.
  - Protected from modification.

Motion

- To affirm DOC & PPT & PDF file format to be an IEEE802.20 formal template. If PDF is used, an original format must use white color as a background for a printing purpose.

- To affirm any text proposed for inclusion in a draft standard to be available in DOC.

- To empower Gang Wu to create template formats, DOC and PPT, for IEEE802.20.

Current File Name Numbering

Contributions: C802.20-3/40

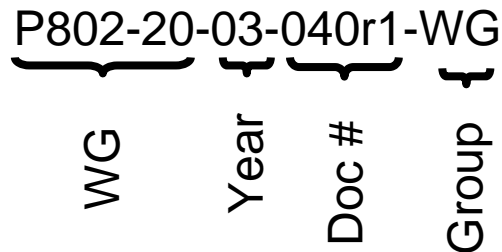Category   WG   Year   Doc #

Documents   802.20-3/40

WG   Year   Doc #
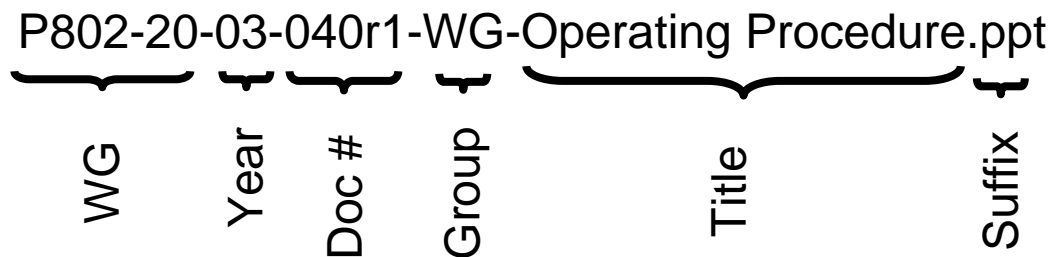
Permanent
Documents   802.20-PD01

WG   Doc #

New Naming Scheme

Document Number (in header of doc)

P802-20-03-040r1-WG

WG　Year　Doc #　Group

1. **No category (e.g., contribution, documents, permanent documents)**
2. **Explicitly two digit year, three digit doc# revision #, Group (e.g., WG, TG, …)**

Document File Name

P802-20-03-040r1-WG-Operating Procedure.ppt

WG　Year　Doc #　Group　Title　Suffix

Motion

- To affirm a new document naming scheme and all submitted document is incorporated into the new document naming scheme.

Mailing List

- Currently only one mailing exists:
  - stds-802-mobility@ieee.org

- Create new mailing lists
  - Mailing list for all people with interesting (Public)
    - stds-802-mobility@ieee.org
  - Mailing list for Voting Member only (Private)
    - stds-802-20@ieee.org

Motion

- To empower interim vice chairs to create mailing lists for voting members only and public purpose, respectively.