

Proposed IEEE 802 LMSC Policy and Procedure Revision Ballot
on
LMSC Procedures and Process

From: Matthew Sherman, LMSC Vice Chair

To: LMSC Executive Committee

Date: 5/14/2005

Duration: 5/14/2005 – 6/14/2005

Purpose: Clarify LMSC procedures and process

Rationale for proposed change:

Numerous issues have been raised with our current LMSC procedures and process including:

Need to clarify 802 rules on interpretations

See David Law e-mail of 8/6/04

Clarify that cannot presubmit balloted draft to RevCom until approved under procedure 10 for EC P&P Rev on "Presubmittal of PARs to NesCom"

Add requirements - Same as procedure 10?

Rules in general for sponsor ballot

Sponsor Ballot participants notification requirements

Sponsor ballot participants are interested parties

Should receive notice of ballot resolution meetings

Adjust P&P to add this reminder.

Geoff Thompson suggested text:

"Comment resolution group meeting leaders are reminded that members of the Balloting Group are interested parties with respect to comment resolution and (should/shall) be given the same notice for comment resolution meetings that is given to the formulating group."

Require that WG not schedule official sessions during 802 tutorial slots.

In Clause 17 (procedure 2 - PARs) - EC circulation requirements

should specify EC reflector as opposed to private circulation

Also want to require public presentation if new WG is desired (Tutorial).

need procedure for modifying 5 Criteria after initial approval.

Suggested in 802.1 architecture meeting

If people modify 5 criteria assumptions, currently no requirement to go back to EC

Require confirmation that the PAR and 5 Criteria adhered to

Need to double check at EC approval for Sponsor Ballot

Also for EC forwarding to RevCom

Advise WG to review as project progresses

This ballot addresses those issues.

Proposed Change:

Renumber clauses and subclauses as required

21. PROCEDURE FOR CONDITIONAL APPROVAL TO FORWARD A DRAFT STANDARD Procedure for Conditional Approval to Forward a Draft Standard (Formerly “Procedure 10”)

Rationale: This procedure is to be used when approval to forward a draft standard to LMSC letter ballot or to **REVCOM RevCom** is conditional on successful completion of a Working Group or LMSC recirculation ballot, respectively.

Seeking conditional approval is only appropriate when ballot resolution efforts have been substantially completed and the approval ratio is sufficient.

The conditional approval expires at the opening of the next plenary.

Motions requesting conditional approval to forward ~~where~~ **when** the prior ballot has closed shall be accompanied by:

- Date the ballot closed
- Vote tally including Approve, Disapprove and Abstain votes
- Comments that support the remaining disapprove votes and Working Group responses.
- Schedule for confirmation ballot and resolution meeting.

~~In the vote tally, Approve votes (and Abstain votes) include those votes that were initially Disapprove where the voter has accepted the resolution of the voter's comments and changed the vote to Approve (or Abstain). Disapprove votes include only those votes where some comment resolutions have not been accepted by the voter and the voter continues to disapprove.~~ Where a voter has accepted some comment resolutions and rejected others, only the comments of which the voter has not accepted resolution should be presented.

When conditional forwarding to LMSC ballot has been approved, the conditions shall be met before initiating LMSC ballot. When conditional forwarding to **REVCOM RevCom** has been approved **by the EC**, the submittal may be forwarded to **REVCOM RevCom** before the conditions have been fulfilled in order to meet the submittal requirements for the next **REVCOM RevCom** meeting. However, the submittal shall be withdrawn from the **REVCOM RevCom** agenda if the conditions have not been met one week before the **REVCOM RevCom** meeting.

Conditions:

1.a) The ballot cover letter shall include the following statement: “This ballot is being conducted under the procedure for conditional approval of the LMSC Policies and Procedures (add the exact reference and the current URL of the LMSC Policies and Procedures).”

2.b) Confirmation ballot is completed. Generally, the confirmation ballot and resolution should occur in accordance with the schedule presented at the time of conditional approval.

3.c) After resolution of the confirmation ballot is completed, the approval percentage is at least 75% and there are no new DISAPPROVE votes.

4.d) No technical changes, as determined by the Working Group Chair, were made as a result of the confirmation ballot.

5.e) No new valid DISAPPROVE comments on new issues that are not resolved to the satisfaction of the submitter from existing DISAPPROVE voters.

6.f) If the Working Group Chair determines that there is a new invalid DISAPPROVE comment or vote, the Working Group Chair shall promptly provide details to the EC.

7.g) The Working Group Chair shall immediately report the results of the ballot to the EC including: the date the ballot closed, vote tally and comments associated with any remaining disapproves (valid and invalid), the Working Group responses and the rationale for ruling any vote invalid.

(1) "Equivalent" refers to some identifiable method of tallying the votes and addressing the comments.

11. Interpretations

The policies of subclause 5.9 of the *IEEE-SA Standards Board Operations Manual* shall be followed. The EC is the body that will take the required Sponsor vote to approve the proposed interpretation.

7.5 Balloting Group

All members of the Balloting Groups shall be members or affiliates of the IEEE or the IEEE Computer Society unless otherwise requested by the Executive Committee and approved by the Standards Activity Board. The Balloting Groups are formed by soliciting members of the LMSC balloting pool who are interested in voting on specific documents to be balloted, such as draft standards, recommended practices or guidelines.

IEEE Standards Sponsor Balloting Groups are created in the IEEE Standards Association through the authorization of the LMSC Chair. The Working Group maintains the responsibility for creating the comment resolution group.

Comment resolution group meeting leaders are reminded that members of the Balloting Group are interested parties with respect to comment resolution and shall be given the same notice for comment resolution meetings that is given to the formulating group. The WG Chair or designee shall ensure that the notification is sent to the Balloting Group.

8.1.1 LAN MAN STANDARDS COMMITTEE PLENARY

The Plenary session consists of the Opening Plenary meetings, Executive Committee meetings and Working Group meetings. The Plenary session may also offer tutorial programs. If tutorials are offered on Monday, WG meetings shall not be scheduled to coincide with the time of the tutorial programs. The Plenary meeting is a meeting of individuals interested in local and metropolitan area network standards. The function of the Plenary meetings is information dissemination:

- a) Status reports from the Working Groups and Technical Advisory Groups.
- b) Liaison reports from other standards organizations such as ASC X3, ECMA, etc.
- c) Reports on schedules for future Plenary and Working Group meetings.

d) Announcements and general news.

The main objective of the Opening Plenary meeting will be to welcome new attendees and to inform the 802 membership about what is being done in the Working Groups and Executive Committee Study Groups. This report must include background on the relationship of the work to other Groups. It should not be a detailed statement about Standards Numbers and Progress.

At most 10 minutes should be taken by each Working Group for this material.

Each Working Group, Technical Advisory Group, and Executive Committee Study Group Chair shall provide a status report to the Executive Committee Recording Secretary no later than one hour after the end-conclusion of the closing Executive Committee meeting. This status report shall include a description of the progress made during the week, as well as plans for further work and future meetings. The Recording Secretary shall post these status reports on the 802 web page no later than one week after the close of the Plenary meeting.

The Plenary meetings are conducted by the LMSC Chair or a designated delegate.

17. ~~PROCEDURE FOR PARS~~ Procedure for PARS (Formerly “Procedure 2”)

17.1. IEEE-SA Standards Board Approval

Any standards activity whose aim is to produce a Standard, Recommended Practice, or Guideline must submit a PAR to the IEEE-SA Standards Board within six months of beginning their work.

Refer to the IEEE-SA Working Guide for Submittal of Project Authorization Request (PAR) and PAR Form, 1 January 1990. (See <http://standards.ieee.org/guides/par/index.html>.)

Add pages, as necessary, of more detailed information than is on the PAR form about the Scope, Purpose, and Coordination of the proposed project, but include summary text under Scope and Purpose.

17.2. LMSC Approval

Submit proposed PAR and, if applicable, responses to the five criteria per 6.0 below 17.5 to the LMSC Executive Committee for approval prior to sending outside of LMSC.

{ Approval is contingent on inclusion of responses describing how the proposed PAR meets the five criteria and a work plan for the development of managed object definitions, either as part of the PAR or as a part of an additional PAR. PARs which introduce no new functionality are exempt from the requirement to provide responses to the five 5 Criteria. Examples of such PARs are: Protocol Implementation Conformance Statements (PICS), Managed Object Conformance Statements (MOCS), PARs to correct errors and PARs to consolidate documents. }

Complete PARs shall be delivered-circulated via the EC email reflector to all Executive Committee members not less than 30 days prior to the day of the Opening Executive Committee meeting of an LMSC Plenary session.

At the discretion of the LMSC Chair, PARs for ordinary items (like e.g., Maintenance PARs) and PAR changes essential to the orderly conduct of business (like e.g., division of existing work items or name

changes to harmonize with equivalent ISO JTC-1 work items) may be placed on the Executive Committee agenda if delivered to Executive Committee members 48 hours in advance.

Delivery may be assumed if sent by either FAX or e-mail one full working day prior to the deadline, or if sent by express delivery service with guaranteed delivery one working day prior to the deadline, or if sent by US Mail, or Air Mail ten working days prior to the deadline. All PARs must be accompanied by supporting documentation, which must include at least:

- Explanatory technical background material
- Expository remarks on the status of the development of the PAR; (e.g., approved by WG, Draft pending Working Group approval at next meeting, etc.)

17.3- Plenary Review

In order to ensure wide consideration by the 802 members, PARs for significant new work (those that will result in a new Standard/Recommended Practice/Guideline or an addition to an existing one) must pass through the following process during the Plenary session week in which Executive Committee approval is sought:

The PAR must be presented in summary at the opening Plenary meeting to the general 802 membership. Supporting material must be available in sufficient detail for members of other Working Groups to understand if they have an interest in the proposed PAR; (i.e., if they would like to contribute to/participate in the proposed work, or identify if there is conflict with existing or anticipated work in their current Working Group). It is highly recommended that a A tutorial shall be given at a previous Plenary session for major new work items.

Working Groups, other than the proposing Working Group, must express concerns to the proposing Working Group as soon as possible and must submit written comments to the proposing Working Group and the Executive Committee not later than 5:00 p.m. on Tuesday.

The proposing Working Group must respond to commenting Working Groups and to the Executive Committee together with a Final PAR not later than 5:00 p.m. on Wednesday. It will be assumed that insufficient coordination and/or inter Working Group consideration had occurred prior to the submission of the PAR if this deadline is not met, and the proposed PAR will not be considered by the Executive Committee at the closing Executive Committee meeting.

4.—

Working Group Chair shall sign the copyright acknowledgment.

17.45- Chair responsibilities

The Working Group Chair shall sign the copyright acknowledgment.

The LMSC Chair shall, as sSponsor, submit the PAR to the following:

- a. Chair, CS Standards Activities Board
- b. IEEE Standards Office Secretary to NESCOM IEEE-SA Standards Board New Standards Committee (NesCom) Administrator

~~6.0~~ 17.5 Criteria ~~For~~ Standards Development (Five Criteria)

~~6.1~~ 17.5.1 Broad Market Potential

A standards project authorized by IEEE 802 shall have a broad market potential. Specifically, it shall have the potential for:

- a) Broad sets of applicability.
- b) Multiple vendors and numerous users.
- c) Balanced costs (LAN versus attached stations).

6 17.5.2 Compatibility

IEEE 802 defines a family of standards. All standards shall be in conformance with the IEEE 802.1 Architecture, Management, and Interworking documents as follows: 802. Overview and Architecture, 802.1D, 802.1Q, and parts of 802.1f. If any variances in conformance emerge, they shall be thoroughly disclosed and reviewed with 802.

Each standard in the IEEE 802 family of standards shall include a definition of managed objects ~~which~~ that are compatible with systems management standards.

6 17.5.3 Distinct Identity

Each IEEE 802 standard shall have a distinct identity. To achieve this, each authorized project shall be:

- a) Substantially different from other IEEE 802 standards.
- b) One unique solution per problem (not two solutions to a problem).
- c) Easy for the document reader to select the relevant specification.

6 17.5.4 Technical Feasibility

For a project to be authorized, it shall be able to show its technical feasibility. At a minimum, the proposed project shall show:

- a) Demonstrated system feasibility.
- b) Proven technology, reasonable testing.
- c) Confidence in reliability.

~~6.1~~ 17.5.4.1 Coexistence of 802 wireless standards specifying devices for unlicensed operation

~~The A~~ working group proposing a wireless project is required to demonstrate ~~C~~coexistence through the preparation of a Coexistence Assurance (CA) document unless it is not applicable.

~~The~~ Working Group will create a CA document as part of the ~~WG~~ balloting process.

If the Working Group ~~will elects~~ not ~~to~~ create a CA document, it will explain to the EC the reason the CA document is not applicable.

Reason it is not applicable: _____

~~6.5~~ 17.5.5 Economic Feasibility

For a project to be authorized, it shall be able to show economic feasibility (so far as can reasonably be estimated), for its intended applications. At a minimum, the proposed project shall show:

- a) Known cost factors, reliable data.
- b) Reasonable cost for performance.
- c) Consideration of installation costs.

7 17.67. Withdrawn PARs

Occasionally a PAR is withdrawn. When a PAR is to be withdrawn, the responsible WG chair in consultation with the WG shall consider whether the most current draft has content that should be archived. If so, the WG chair shall ensure the most current draft of the proposed standard is placed on the IEEE Document Distribution Service list. The WG chair shall add a cover page to the draft alerting the reader that the PAR has been withdrawn for this work, giving the specific date of the withdrawal and the rationale for the withdrawal.

The withdrawn draft shall be maintained on the IEEE Document Distribution Service list for a period of 3 years after the time of withdrawal, after which it shall be removed from the list.

7.2 LMSC Working Groups

7.2.1 Function

The function of the Working Group is to produce a draft standard, recommended practice, or guideline. ~~These~~ This document must be within the scope of the LMSC, the charter of the Working Group, and an approved PAR, or a PAR under consideration by the IEEE-SA Standards Board, as established by the Executive Committee. After the approval of the Working Group's standard, recommended practice or guideline, the function of the Working Group is to review, revise, and affirm maintain its documents.

The WG should review the five criteria used to approve its PAR periodically during the standards development. Should a WG modify the responses to the five criteria during development, the modified criteria shall be submitted to the EC for approval. The WG is required to confirm the currency of the five criteria at the following points in standards development: at the time of -EC approval for Sponsor Ballot and at the time that the EC elects to forward the draft standard to RevCom for approval.