Draft revision and comment submission process

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Excerpts from 3av_0709_lynskey_2.pdf were used when developing this presentation

Purpose

❑ **Introduce the draft revision and commenting cycle**

  – WG revision, WG ballot, Sponsor ballot …

  – Commenting process & our basic rules …

❑ **Introduce SIEPON WG comment submission form**

  – Based on MS Excel 2003 file format - should work on Windows, Linux, and MAC OS …

  – Explain the meaning of individual fields in the form and their expected values

Draft revision & commenting process

Draft approval process ...

❑ We have just generated D0.9 and expect to move to D1.0 stage out of the next F2F meeting in Tokyo
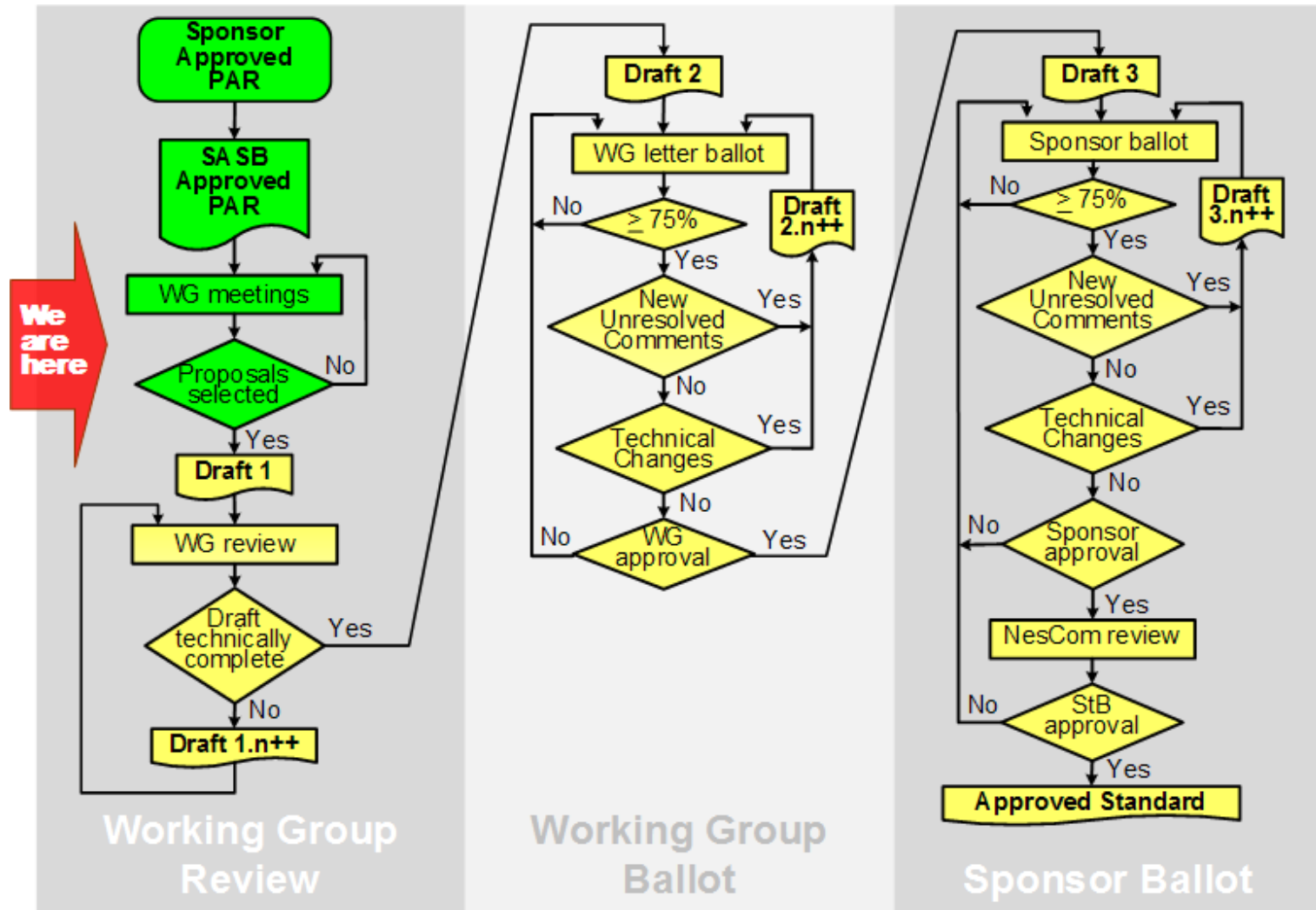
- ❑ Starts with the publication of D1.0, once we collect a sufficient number of baseline proposals

- ❑ Marks a transition from baseline proposals to revision of published versions of the standard drafts.

- ❑ Future presentations should address issues with the latest version of the draft, as indicated in the announcement.

- ❑ Baseline proposals are still possible, though discouraged

- ❑ Find problems with the draft and propose solutions for the problems (see more details in the following section)

During any draft (re)circulation [1]

- ❑ New draft is published after the F2F meeting. Draft is posted on a password protected website, according to the schedule agreed to at the last F2F meeting.

- ❑ Working Group members usually have at least 2 - 3 weeks (as included in the announcement) to submit comments and suggested remedies using comment submission spreadsheet.

- ❑ Editors create proposed responses prior to meeting (comments and proposed responses posted on website).

- ❑ All comments are reviewed by the Working Group during the next F2F meeting and final responses are voted on.
  - – Revision process is the same in WG review and WB ballot phases
  - – ER/TR votes are non-binding in WG review phase

- ❑ Following the meeting the editors will post the final responses on the public website . The new draft will be created based on these responses and posted on the private website.

- ❑ Process repeats itself until exit condition is reached (technical maturity for WG review, approval ratio for WG ballot)
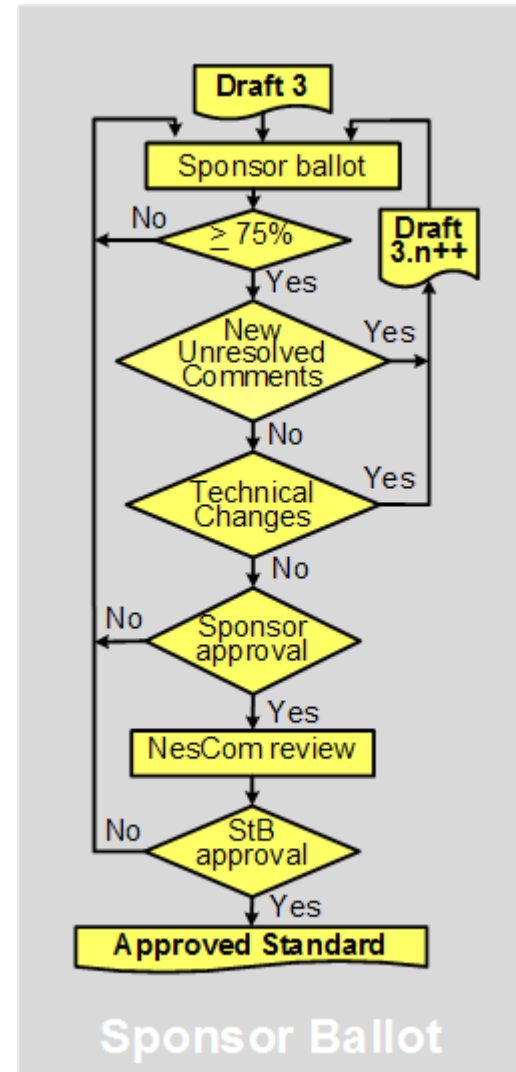
❑ **Each comment is considered individually**

- Duplicate and similar comments are sometimes grouped together and dealt with at the same time or even with the same resolutions (comments put in / resolved *in bulk*)

❑ **WG, not the commenter, is responsible for determining the final resolution.**

- Editorial comments need >50% approval
- Technical comments need >75% approval
- More controversial comments are voted on, others approved by voice

❑ **Possible resolutions to any comment**

- Accept
  - The WG agrees with comment and suggested remedy is accepted with no changes.
- Accept in principle
  - The WG agrees with comment but a different remedy is accepted by the group.
- Reject
  - The WG disagrees with comment and no change is made to draft.
- Withdraw
  - Commenter withdraws comment and no change is made to draft.

Moving to WG ballot

- Starts with publication of D2.0
- The process is similar to the Working Group review process, but more formal.
- Each entity casts a vote on the ballot: Approve, Approve with comments, Disapprove, Abstain, according to the statutory documents of IEEE P1904.1 WG (see the previous slide)
- All Disapprove votes must be accompanied by ER/TR type comments
  - A Disapprove vote without ER/TR comments to go with it means less than Abstain
- The Working Group ballot process ends when there the target approval ratio is reached, as specified in the statutory documents of IEEE P1904.1 WG
  - *** reference to our documents ??? ***

Working Group Ballot
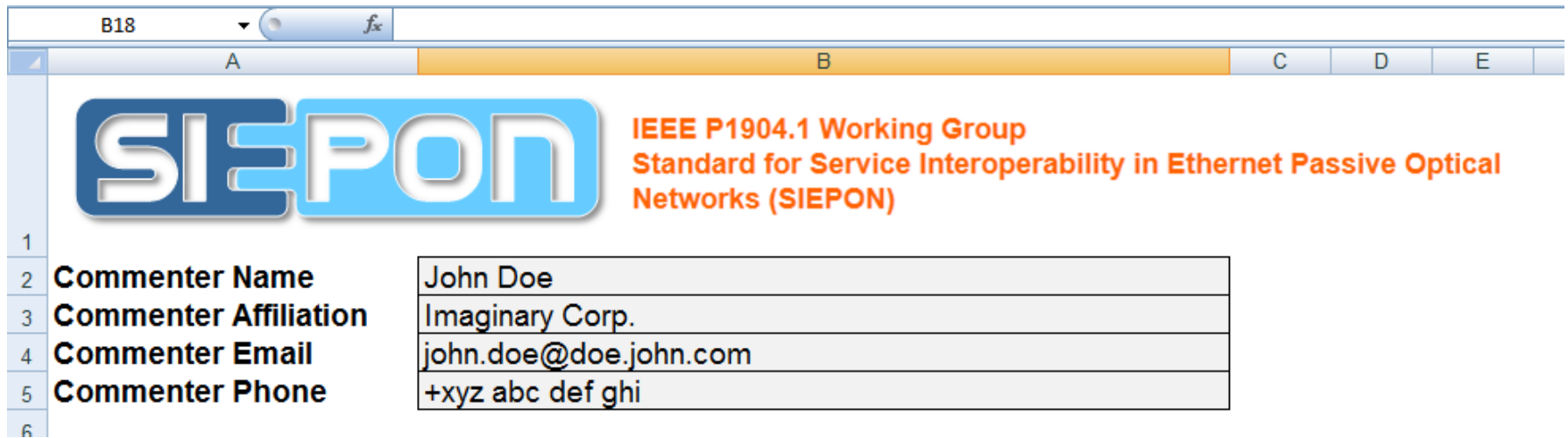
Moving to Sponsor ballot
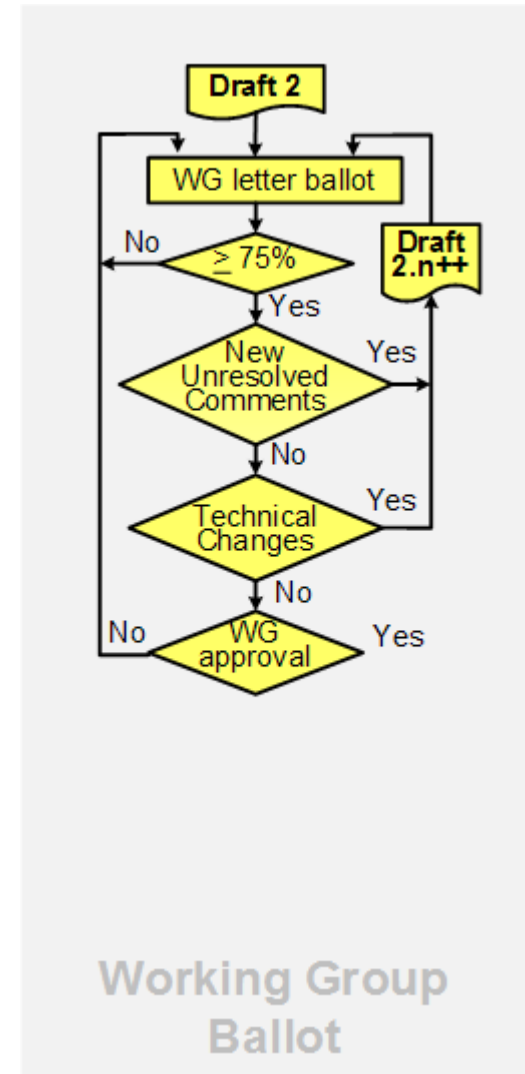
- ❑ Starts with publication of D3.0, once the draft is approved by WG as technically complete
- ❑ The process is similar to the WG ballot process, but the draft is open to a wider community – anybody can become a member of the Sponsor ballot
  - – Need an IEEE SA membership; OR
  - – Need to pay one-time fee for participation in the sponsor ballot for the project
- ❑ Each Sponsor pool member casts a vote on the ballot: Approve, Approve with comments, Disapprove, Abstain. Other rules are just like in case of WG ballot
- ❑ The Sponsor ballot process ends when there the target approval ratio is reached and the sponsor (IEEE ComSoc) approves the latest version of the draft

Sponsor Ballot

Comment submission form

❑ Fill in the commenter information first, before moving to individual comments:

– Full name

– Affiliation

– Email

– Contact phone

❑ Email / phone will be used only if direct contact with the commenter is needed (e.g. sign off on required comments)

❑ Only some of the fields are unlocked for access

❑ **Category**: identifies the comment type
- Use 'Technical' for comments related with technical content
- Use 'Editorial' for purely editorial comments.
- Use drop down list to select the proper comment type

❑ **Required**: identifies whether the comment is required or not …
- Use drop down list to select 'Yes' or 'Not'. The value of „Yes" in this field means that the comment addresses a severe technical or editorial problem and you do not want to see the draft progressed without it being first resolved. Otherwise use „No".
- A negative vote in the ballot (DISAPPROVE) must be accompanied by at least one required comment
- A positive vote in the ballot (APPROVE / APPROVE WITH COMMENTS) may not be accompanied by required comments
- Use required comments sparingly, weighing the importance of the submitted comment and whether the identified problem is really of critical importance for the progress of the draft

❑ **E: Editorial comment**

– Commenter is suggesting an editorial change to the draft. The Task Force can resolve the comment as they see fit.

  • Spelling error, grammar error, rewording of sentences...

  • No change to technical content can occur

  • Often, editor is granted license to deal with editorial comments in bulk

– Bad Examples of editorial comments

  • Change downstream wavelength from 1574 nm to 1490 nm.

  • Change Rx sensitivity from -16 dBm to -24 dBm.

– Good examples of editorial comments

  • Change spelling of "wavelngth" to "wavelength"

  • Reword paragraph into a bulleted list in the following manner...

❑ **ER: Editorial required comment**

– Commenter requests the WG to resolve this editorial comment to their satisfaction. Commenter should be prepared to respond to the WG's resolution.

  • An ER comment may be the basis for an 1904.1 voter's DISAPPROVE ballot.

  • The commenter does not want the standard to move forward until this comment is resolved.

❑ T: Technical comment

– The commenter is suggesting a technical change to the draft. The WG can resolve the comment as they see fit.

– Examples of technical comments

- Changes to values in VLAN definitions.
- Changes to functions or variables in state machines.
- Anything that changes technical content of the draft.

– If in doubt, usually better to make a comment technical rather than editorial.
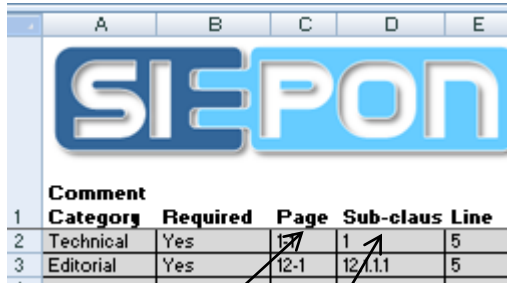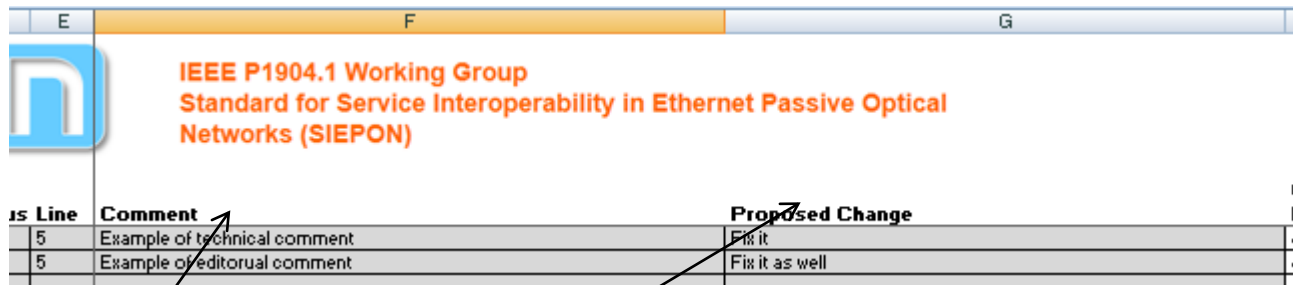
❑ TR: Technical required comment

– Commenter requests the WG to resolve this technical comment to their satisfaction. Commenter should be prepared to respond to the WG's resolution.

- An TR comment may be the basis for an 1904.1 voter's DISAPPROVE ballot.
- The commenter does not want the standard to move forward until this comment is resolved.

	A	B	C	D	E
1	Comment Category	Required	Page	Sub-claus	Line
2	Technical	Yes	12	1	5
3	Editorial	Yes	12-1	12.1.1.1	5

❑ **Page**: identifies the comment location in the draft
   – Use single page only e.g. 12-1
   – If you need to refer to multiple pages, use comment body to indicate additional page references.

❑ **Sub-clause**: identifies the comment location in the draft
   – Complete reference to the subclause e.g. 12.3.1.1.
   – Use single subclause reference only!
   – If you need to refer to multiple subclauses, use comment body to indicate additional subclause references.

❑ **Line**: identifies the comment location in the draft
   – Provide the line number you are commenting against e.g. 32
   – Use single line number only!
   – If you need to refer to multiple line numbers, use comment body to indicate additional line references.

❑ **Comment**: provide your comment in here
  – Use concise, clear language that explains the problem that you have identified at the particular location, avoiding lengthy discussions
    • This is especially important if you will not be at the meeting when the comment is discussed and you want other people to understand your concerns.
  – Be brief and crisp – this is not a contest for the longest possible comment !
  – For a complex comment, you may consider submitting a clarification presentation to explain the details.

❑ **Proposed change**: here goes your proposed resolution
  – Once you have identified the problem, propose a solution to it. Provide the exact textual changes that you would like to be made to the draft.
  – Again, use concise, clear language that explains the resolution to the problem that you have identified at the particular location, avoiding lengthy discussions. Use brief and crisp language.

Examples

❑ **Examples of correctly structured comments:**

– **Type**: Editorial; **Page: 122**; **Subclause**: 11.11.3; **Line**: 14; **Comment**: missing comma between the words 'one' and 'two'; **Proposed change**: insert comma between the words 'one' and 'two'; **Required**: No

– **Type**: Technical; **Page**: 122; **Subclause** 11.11.3; **Line**: 8; **Comment**: wrong condition for transition between STATE1 and STATE2. This condition never evaluates to true. See siepon_1104_myname_1.pdf for more details.; **Proposed Change**: correct the transition condition as shown in siepon_1104_myname_1.pdf, page 11; **Required** : Yes

❑ **Examples of incorrectly structured comments (errors marked in red):**

– **Type**: Technical; **Page**: 12; **Subclause**: 11.1, 11.9; **Line**: 14, 25; **Comment**: wrong colour in the figures; **Proposed change**: fix it; **Required** : Yes

– **Type**: Editorial; **Page**: 12; **Subclause**: 11.1, 11.9; **Line**: 14, 25; **Comment**: transition between state S1 and S2 is wrong; **Proposed change**: fix it; **Required** : Yes

- ❑ ... always have all fields filled in, meeting the requirements presented on previous slides. A comment with any missing field might be rejected on spot – editors might have no time to figure out missing references.

- ❑ ... always have a clearly identified remedy. A comment without a clear remedy shall be rejected on spot – the editors will have no time and might have no expertise to invent solutions on their own.

- ❑ ... be accompanied by additional, clarification presentation in case of more complex comments. This applies especially to comments focusing on state diagrams, drawings or proposing large changes to the existing text.

- ❑ ... avoid lengthy discussions, presentation of reasoning, considerations, thoughts, etc. The more text you put, the longer it takes to prepare responses, consider them at the meeting and reach closure.
  - – if the Excel comment submission form clips your comment, consider submitting an explanatory presentation instead ...

Thank you !