Useful information on current 802.1 projects and activities

Tony Jeffree, March 27, 2001

1. About this document

This document provides a simple, Web-enabled interface that allows "point-and-click" access to IEEE 802.1's current set of working drafts and the ballot disposition documents that relate to them. In addition to providing pointers to these documents, the interface also provides information and/or links to the 802.1 Email and FTP archives, to some of the "officers" of 802.1, and to sources of information regarding participation in 802.1 activities.

The document was prepared by:

Tony Jeffree, Independent Consultant
Chair, 802.1 Working Group
11A Poplar Grove
Sale, Cheshire
M33 3AX, U.K.
Tel: +44-161-973-4278
Fax: +44-161-973-6534
Email: tony@jeffree.co.uk

This document has been prepared for use in conjunction with Adobe Acrobat Reader 4.0. You will find that the "hot links" in this document, indicated by highlights, either link to other parts of the document or provide Web links to other documents, Web pages or FTP sites via your browser.

In order to operate correctly, Acrobat Reader should be configured to make use of your favourite Web browser. If the Web links do not function correctly, then it is highly likely that the reason for this is that your configuration of Acrobat Reader and/or the Web browser needs fixing - sorry, I can't help you there, other than observing that if all else fails, read the manuals!

This document is also moderately useful in printed-on-paper form, as the details of the external hypertext links are readable in the printed text and can therefore be configured manually in your Web/Email/FTP software as desired. Unfortunately, Information Technology has yet to develop to the point where "point and click"-enabled paper documents can be printed, but I guess this is just a matter of time...

Disclaimers and such

The information contained in this document has been compiled by the Author for the assistance of participants and would-be participants in 802.1 activities, and to pre-answer questions that are regularly raised; it is not an "official" 802.1 document. The material presented shall in no way be construed as a statement of IEEE, 802 or 802.1 policy.

While I have attempted to ensure that the information contained in this document is accurate, I can provide no guarantees of such accuracy. If you come across information in this document that is out of date or inaccurate, please contact me as indicated above.

2. Participation in 802.1 activities

Meetings of IEEE 802 working groups are open to all (provided that the appropriate meeting registration fee is paid, in the case of meetings taking place during the regular IEEE 802 plenary meetings).

Plenary meetings of the IEEE 802 LAN/MAN Standards Committee (LMSC) take place in March, July and November, almost invariably during the week that contains the second Wednesday of the month. Registration is usually open from the Sunday night; the closing plenary session is held on the Friday morning. Information on venues, pre-registration, travel concessions, hotel discounts, bulk purchase of 10th anniversary lapel pins, etc. can be had from:

Face to Face Events, Inc (IEEE 802 Conference Organizers)
2699 Iversen Court
Santa Clara
CA 95051
USA
Tel: +1 (408) 241-8906
Fax: +1 (408) 241-8918
Email:802info@ieee.org

Further info on IEEE 802/LMSC, including dates/venues of upcoming meetings, is available on the LMSC Web site:

http://www.ieee802.org/

The 802.1 working group meets during Plenary meetings of 802 (see above), generally starting at 9:00 AM on the Monday, with business finishing around 5pm on the Thursday. At present, 802.1 also meets for an Interim meeting between Plenaries; dates and venues are announced via the 802.1 Email exploder (see below).

Individuals wishing to participate in 802.1 activities can achieve voting status in 802.1 as a result of attendance at three meetings. However, the lack of voting status is not a barrier to an individual's participation in the technical work of 802.1, as that work relies on the development of technical consensus in the working group, rather than on adversarial voting or the mechanics of "Parliamentary procedure".

3. 802.1 Email, FTP and Website access details

802.1 maintains a website at:

http://www.ieee802.org/1/

Individuals who wish to contribute by Email to the activities of 802.1 can do so via the 802.1 Email exploder that is used for general technical discussion between all 802.1 participants and liaisons:

stds-802-1@ieee.org

The 802.1 website contains instructions on how to join the Email exploder.

The Email distributed by the 802.1 exploder is archived in a searchable form at the following URL:

http://www.ieee802.org/1/private/email/

This area of the 802.1 website, along with some others (notably the areas that contain working drafts) are password protected, as follows:

Username (case sensitive): p8021
Password (case sensitive): go_wildcats

The username/password has been applied to this Email archive in an attempt to prevent "Email address harvesting" of addresses in the archive.

The 802.1 website contains a document archive area, where the text of 802.1 working drafts and other working group papers is made available to working group participants. The document area can be reached at the following URL:

http://www.ieee802.org/1/mirror/8021/

The current set of subdirectories is reasonably self-explanatory, as indicated below. Some subdirectories within the working group documents areas are password protected (see username/password above); this is to conform to IEEE rules for the handling of pre-publication material.

The recent working documents in the documents areas are generally either in text or PDF format; the latter will require use of Adobe Acrobat Reader V4.0 or later. Acrobat Reader V4.0 has the great advantage that it can print even pages only or odd pages only, allowing double sided printing on single sided printers. If you need a (free) upgrade to Reader V4.0, visit the Adobe Web site at:

http://www.adobe.com

4. Document archive file structure

The document archive area of the 802.1 website carries a variety of subdirectories:

a) Subdirectories named “docsXX” contain working papers, presentations, etc.. that were submitted during the year XX. An index file gives some hints as to the contents;
b) Subdirectories named “XX-drafts” contain working drafts for project XX (e.g., q-drafts carries drafts of P802.1Q);
c) Subdirectory “incoming” is a write-only directory that allows working group members to submit files to be placed on the server. If you wish to submit a file for placement on the server, FTP it into an appropriate subdirectory of the “incoming” directory and notify one of the “officers” of 802.1 by Email (see details in 802.1 “officers” below);
d) Various others that carry miscellaneous material.

The “XX-drafts” directories contain further subdirectories, numbered for each draft, “dNN” where NN is the draft number. There may also be other subdirectories at this level, carrying specific working papers related to the project. Within each “dNN” subdirectory, there are the following possibilities:

a) For very old drafts, there may only be Postscript files for the text of the document;
b) For moderately old drafts, there may be subdirectories “ps” and “pdf”, carrying Postscript and PDF versions of the draft text, respectively;
c) For recent drafts, there will be a PDF file carrying the PDF version of the draft text;
d) If a ballot disposition document exists for that draft, it will appear in a subdirectory “ballot”;
e) In some cases, there will be a second version of the draft, carrying change markings relative to the previous draft of that standard;
f) There may be other related subdirectories, in particular, there may be a “c-code” subdirectory if “C” code embedded in the document is available as text files (for compilation purposes).

5. 802.1 “officers”

NAME	TITLE/FUNCTION	EMAIL CONTACT
Tony Jeffree	Chair of 802.1	tony@jeffree.co.uk
Neil Jarvis	Vice-Chair of 802.1, Webmaster	njarvis@cisco.com
Mick Seaman	Chair of the 802.1 Interworking Task Group	mick@telseon.com
Rosemary Slager	Membership Secretary	slagerrv@us.ibm.com
Michael Wright	Recording Secretary	mwright@rappore.com

6. Current Projects and Working Drafts

Note: The following table contains details only of working drafts for currently active projects, or for projects which have been completed but where the final text of the Standard is yet to be printed. All of this material may be subject to technical and/or editorial change prior to publication of the final standard.

Project ID	Project	Location of current draft
P802	Overview and Architecture (Revision)	http://www.ieee802.org/1/mirror/8021/o-drafts/d29/802-d29.pdf Note: This document is currently undergoing its Sponsor recirculation ballot. It will shortly be forwarded for RevCom approval, on successful completion of the recirculation.
P802.1D (ISO/IEC 15802-3)	MAC Bridges	http://www.ieee802.org/1/mirror/8021/d-drafts/d17/fdis-15802-3.pdf Note: This document has now been published as IEEE Std 802.1D:1998.
P802.1G (ISO/IEC 15802-5)	Remote MAC Bridging	http://www.ieee802.org/1/mirror/8021/g-drafts/d13/pdf/g-d13.pdf Note: This document has now been published as ISO/IEC 15802-5.
P802.1p	Traffic Class Expediting and Dynamic Multicast Filtering	See P802.1D
P802.1Q	Virtual LANs	http://www.ieee802.org/1/mirror/8021/q-drafts/d11/q-d11.pdf Note: This document has now been published as IEEE Std 802.1Q:1998.
P802.1r	Supplement to 802.1D GARP Proprietary Attribute Registration Protocol (GPRP)	http://www.ieee802.org/1/mirror/8021/r-drafts/d1/gprp-d1.pdf Note: This project has now been cancelled.
P802.1s	Supplement to 802.1Q: Support for Multiple Spanning Trees	http://www.ieee802.org/1/mirror/8021/s-drafts/d9/802-1s-d9.pdf
P802.1t	802.1D Technical and Editorial Corrections	http://www.ieee802.org/1/mirror/8021/t-drafts/d10/802-1t-d10.pdf Note: This document will shortly be published as IEEE Std 802.1t:2001.

Project ID	Project	Location of current draft
P802.1u	802.1Q Technical and Editorial Corrections	http://www.ieee802.org/1/mirror/8021/u-drafts/d9/802-1u-d9.pdf Note: This document will shortly be published as IEEE Std 802.1t:2001.
P802.1v	Supplement to 802.1Q - support for protocol sensitive VLANs.	http://www.ieee802.org/1/mirror/8021/v-drafts/d6/802-1v-d6.pdf Note: This document will shortly be published as IEEE Std 802.1v:2001.
P802.1w	Supplement to 802.1D - Rapid Reconfiguration. This project aims to improve the speed of Spanning Tree reconfigurations, allowing failover times of the order of tens of milliseconds, as contrasted with current reconfiguration times measured in tens of seconds.	http://www.ieee802.org/1/mirror/8021/w-drafts/d10/802-1w-d10.pdf Note: This document is currently undergoing its Sponsor recirculation ballot. It will shortly be forwarded for RevCom approval, on successful completion of the recirculation.
P802.1x	Supplement to 802.1D - Port-based Network Access Control. This project aims to offer authentication capability on switched LAN ports, giving the possibility of secure access to corporate LANs, for example in public areas of a building.	http://www.ieee802.org/1/mirror/8021/x-drafts/d11/802-1x-d11.pdf Note: This document is currently undergoing its Sponsor recirculation ballot. It will shortly be forwarded for RevCom approval, on successful completion of the recirculation.
P802.12e (an 802.12 project)	MAC Bridges - Support for Demand Priority Access Method	See P802.1D
P802.3ac (an 802.3 project)	Supplement to CSMA/CD Access Method & Physical Layer Specifications: Frame Extensions for Virtual Bridged Local Area Networks (VLAN) Tagging on 802.3 Networks	http://www.ieee802.org/1/mirror/8021/802-3ac-drafts/d3/p802-3ac-d3-1.pdf

7. 802.1 Methods of Operation

This informal “handbook” gives an overview of how 802.1 operates. It is closely based on text originally developed by Hal Keen, July ‘96, updated to reflect current working styles in 802.1.

7.1 Topic: The 802.1 Secretariat

This portion of the 802.1 Handbook explains the concept of the 802.1 Secretariat, which occasionally confuses new participants.

The "802.1 Secretariat" is a collective term used in 802.1 procedures, motions, and other material. The 802.1 Secretariat consists of anyone engaged in the administrative activities necessary for conducting 802.1 business.

It generally includes the Chair's home institution secretary for 802.1 matters, and the applicable secretarial roles allotted to members of 802.1 (e.g., the recording and business secretaries). It often encompasses the Chair, Vice Chair, or other participants in particular tasks, such as project editors.

"802.1 instructs its Secretariat to..." has the effect of committing 802.1 (usually by Chair executive action) to see that someone gets a job done, without bogging down in the details of assigning it or finding volunteers.

7.2 Topic: Letter Ballots on 802.1 Documents

7.2.1 Introduction

This section of the 802.1 Handbook describes conduct of Task Group and Working Group letter ballots. The distinction between these types of ballot is essentially one of formality.

Task group ballots are informal ballots conducted by the Task Group, in order to solicit comment on a working draft. The draft concerned will often be in a relatively early stage of completion; it is therefore not the intent of the ballot to decide whether the document is ready for Sponsor Ballot; rather, to assist the project editor in resolving the remaining areas of technical difficulty within the document.

Working group ballots are formal ballots conducted by the working group; once the ballot has passed, and all comments resolved, the document is expected to progress to the final stage of balloting at the Sponsor Ballot level, where members of the IEEE SA (that may or may not have any connection with 802 other than technical interest) have the opportunity to give the document an external review.

7.2.2 Conduct of Task Group Ballots

As these are informal ballots conducted by the Task Group responsible for the project, there are no formal rules for their conduct. Generally, the ballot follows the same format as for a Working Group ballot; however, there is no defined minimum ballot period, and there are no penalties in terms of loss of voting privileges for non-responders. All participants in the Task Group are free to participate, regardless of their 802.1 voting status.

7.2.3 Conduct of Working Group Ballots

A letter ballot is initiated by distribution of the ballot form and the balloted text. This is done exclusively via the electronic mail exploder and the 802.1 website; distribution of drafts and ballots in paper form is no longer supported.

A response deadline (a minimum of 30 days after the ballot begins) is stated in the ballot announcement. The ballot may be closed after that date, once the required response level (50% of the voting membership) has been met, or cancelled by the Working Group if it is apparent the response level will not be adequate.

It is appropriate to distribute ballot comments via the Email exploder, in addition to returning a copy to the Secretariat by Email, in accordance with the instructions on the ballot announcement. Ballot responses in paper form are no longer accepted by the Secretariat.

7.2.4 Ballot Responses

Voting Members and Voting Liaisons (collectively termed "voters") declare a ballot response to be in one of three categories: Approve ("Yes"), Disapprove ("No"), or Abstain. Other (non-voting) participants may send comments, at their option; these are termed “Comment Only” responses, and do not contribute to the official ballot response tally.

Comments should clearly describe the changes requested. The following categories should be used to indicate the type of comment being submitted:

Editorial. Minor comments that have no technical impact on the document.

Editorial, Required. Comments that have no technical impact on the document, but that are required to be addressed in order for the commenter to approve the document.

Technical. Comments that have a technical impact on the document.

Technical, Required. Comments that have a technical impact on the document, and that are required to be addressed in order for the commenter to approve the document.

7.2.4.1 Approval

A vote of Approve may be accompanied by comments. The Approval is not conditioned on accommodation or resolution of these comments. In other words, the comments accompanying the vote are of type *Editorial* and/or *Technical* only.

7.2.4.2 Disapproval

A vote of Disapprove is required to be accompanied by comments, describing changes which are required in order to convert the vote to an Approval. In other words, the comments accompanying the vote must include one or more comments that are of type *Editorial, Required* and/or *Technical, Required*. Comments of type *Editorial* and/or *Technical* may also be included.

7.2.4.3 Abstention

A voter may Abstain, giving a reason. Two commonly used reasons are:

Lack of Time, and

Lack of Technical Expertise.

Note: The 802 Operating Rules allow an abstention for any reason other than Lack of Technical Expertise to be treated as a failure to respond for the purposes of retaining Working Group membership. 802.1 treats abstentions in this way; an abstention for reasons other than Lack of Technical Expertise can therefore contribute to loss of voting membership - see below.

An Abstention may be accompanied by comments of type *Editorial* and/or *Technical* only.

7.2.5 Resolution of Comments

Ballot comments are considered by the Working Group, and an effort is made to resolve all issues. The resolution may involve change to the document under ballot, or it may involve plans for new work beyond that document's scope. In some cases, comments may be invalid because of a voter misunderstanding; however, these cases often lead to editorial clarification.

Comments received from non-voters in “Comment Only” ballots are, wherever possible, considered and resolved by the Working Group without regard to the voting status of the commenter. However, in the (rare) event that such a comment cannot be resolved without causing voting members to change their vote to Disapprove, the comment may be rejected in order to ensure that progression of the document is not impeded.

The project editor generally takes a leading role in comment resolution activities, and is usually authorised by the meeting chair to determine the organisation and ordering of discussion.

7.2.5.1 Vote Conversion

A disapproving voter whose comments have been successfully resolved may declare his or her vote converted to Approve. Following comment resolution, the approval rate is recomputed, taking into account such conversions, to determine the success of the ballot.

7.2.5.2 Reballots and recirculations

Generally, Task Group ballots are used in the early stages of development of a project as a means of soliciting input from the membership and to bring the draft to a reasonable level of completion. It is therefore desirable that the formal Working Group ballot is only conducted at the point where the project is close to completion.

Where resolution of the Working Group ballot comments involves any technical change, or a significant level of editorial change, a “Recirculation Ballot” (sometimes known as a Confirmation Ballot) is conducted in order to confirm the changes made, and for the voters to confirm any change in vote that they wish to make. Recirculation ballots operate on a short ballot period (typically 10 days), and on a default basis; a response is required only if the voter wishes to change his/her vote, or to submit further comments. However, changes of vote, and/or additional comments, apply only to those portions of the document affected by the changes made to resolve the previous ballot. Further recirculation ballots may be conducted as necessary to finally close the ballot.

Exceptionally, if the level of change in the draft as a result of ballot resolution is very great, a second 802.1 ballot may be considered necessary in order to give sufficient time to balloters to consider the revised draft, and to ensure that the whole of the document can be reviewed and commented upon.

Note: The choice between recirculation and reballot is a judgement call, based on the level of technical change and the desirability of a full review of the new draft following those changes. Balanced against this is the desirability of completing the balloting process in a timely manner. The great advantage of the recirculation process is that it closes down issues that have been raised and dealt with in previous ballots; of course, this is also the potential disadvantage of recirculations in some instances.

7.2.5.3 Unresolved Comments

From the final Working Group ballot or Recirculation Ballot, any comments which were a basis for disapproval, and which remain unresolved, must be reported in the documentation sent to the sponsor ballot group, along with Working Group rebuttals of those comments.

7.2.6 Ballot Validity and Ballot Success

Ballots are "valid" if a required response rate is achieved. Ballots may be declared "successful," at the discretion of the Working Group, if a required minimum approval rate is achieved.

7.2.6.1 Response Rate

The required response rate is 50% of those with a responsibility to vote (i.e., those who were Voting Members of 802.1 at the time the ballot started). Other participants (Voting Liaisons, commenting Observers, or those who became Voting Members during the ballot) do not affect the response rate.

7.2.6.2 Approval Rate

The required approval rate is 75% Approval among the votes which are either Approval or Disapproval. Nonvoting or abstaining participants do not affect the approval rate.

Voting Members who gained that status while a ballot is in progress may vote on that ballot, although they are not required to respond, as stated above.

The Voting Liaison ballots are limited to a maximum of two counted votes from each Working Group's appointees. In determining which Voting Liaison ballots are counted, Disapprovals are given preference over Approvals. When recomputing the approval rate after comment resolution, outstanding Disapprovals are again given preference.

Additional special cases involving Voting Liaisons (both based on actual situations) are:

a) If an appointed Voting Liaison also holds Voting Membership in 802.1, the vote is not included in counting liaison votes from the appointing Working Group. (It has full value anyway as an 802.1 member's vote.)
b) If the same person holds Voting Liaison appointments from two different Working Groups, that vote is apportioned to one of the appointing groups in such a way as to maximize its value. (This may affect Disapprovals differently from approvals.) After comment resolution, the apportionment of such a vote must be redetermined on the same basis (i.e., maximum effect) before the approval rate is recomputed.

7.3 Topic: Membership in Working Group 802.1

7.3.1 Introduction

This section of the 802.1 Handbook describes the different classes of membership or participation in 802.1, including privileges and responsibilities and the process of gaining or losing a particular status.

In addition to the Voting Members and Observers defined by the 802 Operating Rules, 802.1 has Voting Liaisons from other Working Groups. The term "Building Member" is also used, as described below.

7.3.2 Voting Members

Voting Members are those with full 802.1 membership in Working Group 802.1.

7.3.2.1 Privileges and Responsibilities of Voting Members

Voting Members of 802.1 may vote, and may propose or second motions, in an 802.1 meeting.

Note: 802.1 task group sessions usually do not conduct votes, but rather propose actions to the Working Group as a whole. Most actions are considered at the Thursday afternoon session of 802.1 during a Project 802 plenary.

Voting Members may vote on 802.1 letter ballots. Voting Members have a responsibility to send a response, which may be an explicit abstention, to 802.1 letter ballots.

7.3.2.2 Attaining Voting Membership

A participant in 802.1 may claim Voting Membership at any official Working Group meeting conducted during a Project 802 Plenary, at which the following requirements are met:

a) The participant has at least 75% attendance credited for two prior 802.1 meetings—at least one of them a Project 802 plenary—within the span of the previous four 802 plenaries.
b) The participant declares, or according to the secretary's records has previously declared, an intention to become a Voting Member, and has supplied sufficient contact information—at minimum, name and Email address—to be reachable for ballots. (Translation: The declaration must be made sometime, but is not a precondition to begin accumulating attendance credit.)

Note: See the "Attendance" section of this handbook for detailed attendance requirements.

Under the 802 Operating Rules, the 802.1 Secretariat automatically recognizes any Voting Membership obtained by completing these requirements.

Voting Membership may also be granted by the 802.1 Chair, in consideration of contributions to the efforts of the Working Group, at the Chair's sole discretion.

Note: The Chair's privilege may be exercised in the form of a relaxed application of the attendance requirements.

7.3.2.3 Loss of Voting Membership

A Voting Membership may be removed by the 802.1 Secretariat for either of the following causes:

a) The Voting Member fails to maintain the required attendance credit.

b) The Voting Member fails to respond to two 802.1 letter ballots out of three consecutive ballots conducted.

Notes:

1. Although the Secretariat may remove Voting Membership from a participant with only one attendance credit, this is rarely done because it "thrashes" the voting population as participants get dropped and re-establish membership.

2. The 802 Operating Rules allow abstention for any cause other than "lack of technical expertise" to be penalized as though it were a failure to respond. 802.1 applies this rule.

3. In accordance with the 802 Operating Rules, attendance credit is revoked, in conjunction with this action, for meetings prior to the last failure to respond to a ballot.

4. The Chair's discretion may be exercised in the form of a relaxed application of the rules for losing membership. Anyone losing membership has the right to make representations to the Chair if they feel that they deserve continued voting privileges.

c) Voting Membership may also be revoked by the Executive Committee as a consequence of failure to meet financial obligations to Project 802. As the 802 Operating Rules do not explicitly prescribe such revocation, this penalty is imposed only in obedience to explicit Executive Committee direction, or as an indirect consequence of the accompanying revocation of attendance.

7.3.3 Voting Liaisons

Voting Liaisons represent the interests of other 802 Working Groups in 802.1 letter ballots. 802.1 expects reciprocal voting arrangements on ballots conducted by other Working Groups which have a bearing on 802.1 concerns.

Note: The term "Working Group" has its technical sense here; TAGs such as 802.8 are not included.

7.3.3.1 Privileges and Responsibilities of Voting Liaisons

In addition to all the privileges of Observers (see below), Voting Liaisons may cast votes on 802.1 letter ballots. Voting Liaison ballots do not affect the response rate, but must be taken into account in computing the approval rate on a ballot.

The responsibilities of Voting Liaisons are determined by the appointing Chair and the Working Group they represent, not by 802.1.

7.3.3.2 Gaining Voting Liaison Status

Chairs of 802 Working Groups, other than 802.1 itself, hold 802.1 Voting Liaison positions ex officio.

Other Voting Liaisons are appointed by these same Chairs.

7.3.3.3 Retaining Voting Liaison Status

Appointed Voting Liaisons retain that status at the pleasure of the appointing Working Group Chair. Appointments are made or modified by notifying the 802.1 Secretariat.

7.3.4 Observers, Including Building Members

Observers are participants in 802.1 who are neither Voting Members nor Voting Liaisons. Observers may participate electronically, via the Email exploder and FTP server, or by attendance at meetings.

802.1 distinguishes as a "Building Member" any Observer who has not yet attained Voting Membership but has declared intention to do so.

7.3.4.1 Privileges and Responsibilities of Observers

Observers may participate in Email discussions via the exploder and may obtain documents from the FTP server. They may offer contributions on balloted material in the form of comments.

To ensure these privileges are not disrupted, they are responsible for supplying up-to-date contact information to the 802.1 Secretariat.

At the discretion of the meeting chair, they may be granted the opportunity to speak at 802.1 meetings.

Note: This privilege is rarely denied or restricted at 802.1 meetings.

Observers do not have voting privileges in 802.1. On occasion, as determined and announced by the meeting chair, they may be invited to participate in "straw polls" not restricted to Voting Members.

Note: Straw polls are most commonly associated with general 802 procedural issues such as meeting site selection.

7.3.4.2 Becoming a Building Member or Observer

Observers make themselves known to 802.1 by joining its Email exploder or registering attendance at an 802.1 meeting.

Building Membership is attained by notifying the Secretariat of the participant's intent to become a Voting Member of 802.1, and supplying sufficient contact information to participate in ballots on attaining Voting Membership.

7.3.4.3 Removal from Building Membership and Loss of Current Observer Status

Building Members may at any time retract their declaration of intent to build Voting Membership by notifying the Secretariat.

The Secretariat may drop a Building Member, or regard an Observer as not current, if that individual has no current attendance credit and is not in contact with 802.1 via the Email list.

Those removed from Building Membership may regain that status by a redeclaration of intent to become a Voting Member.

7.4 Topic: Attendance Credit in Working Group 802.1

7.4.1 Introduction

This section of the 802.1 Handbook describes the Working Group practices in recording attendance.

7.4.2 Attendance and Attendance Credit

Most IEEE 802 memberships are attained by meeting attendance requirements set by the 802 Operating Rules. Record-keeping and attendance sheets are an unfortunate but necessary consequence.

As a logical necessity, the 802.1 Secretariat actually tracks "attendance credit," according to its records, as opposed to actual attendance. The objective is to keep the credited attendance sufficiently close to reality that participants are not deprived of legitimately earned membership privileges.

Unless they would make a real difference in establishing membership, attempts to correct the record after the fact are discouraged.

7.4.3 Attendance Sheets

Sign-up sheets record attendance at 802.1 meetings. All participants are invited and requested to sign in, whether they are building membership privileges or not.

If you attend an 802.1 meeting and don't see the attendance sheet, ask!

If you missed an attendance sheet, and believe it is important to get credit for attendance at that session, it may be possible to amend the record. This generally requires that another participant, whose attendance was recorded at that session, be willing to vouch for your

presence. (It is preferred that such amendments be kept to a minimum; the Chair has the power to override attendance requirements in any case.)

As might be expected in a Working Group which is heavily concerned with MAC Bridging, circulation of the attendance sheets is governed by forwarding, flooding, and filtering procedures.

7.4.3.1 Attendance Sheet Forwarding

After recording your own attendance, pass the sheet to someone else near you, preferably not the person who passed it to you.

7.4.3.2 Attendance Sheet Flooding

If the sheet returns to you, try forwarding it to a different person, unless it's plain that all participants have been reached.

7.4.3.3 Attendance Sheet Filtering

Please don't forward the sheet to a "waiting area" (or "dead zone") in the hope it will be restarted by someone who is engaged in activity that would interfere with their keeping it moving. In such a case, it is acceptable to add that person's name, as their proxy, so you can forward it immediately without undue concern.

7.4.3.3.1 Dynamic Filtering Database

Someone who is chairing a session, presenting material or involved heavily in a debate, especially if they have left their place to speak, is so engaged.

7.4.3.3.2 Permanent Filtering Database

In particular, Mick Seaman is always deemed to be so engaged.

7.4.4 Qualifying Attendance

Sufficient qualifying attendance establishes an automatic claim to Voting Membership in 802.1, provided other requirements are met. Qualifying attendance at a meeting is defined by Project 802 as 75% participation in Working Group activities. The degree of participation is determined by credited attendance at 802.1 sessions.

To claim Voting Membership, the participant must arrive at a Project 802 Plenary meeting already credited with qualifying attendance for two prior 802.1 meetings—at least one of them a Project 802 plenary—within the span of the previous four 802 plenaries.

7.4.4.1 Qualifying Attendance at an 802 Plenary

Attendance credit at an 802 plenary is tracked by half-day sessions. This is both the maximum and the minimum granularity, for practical reasons.

An IEEE 802 plenary schedule allows seven Working Group sessions: Monday afternoon (following the 802 opening plenary) and morning and afternoon sessions Tuesday through Thursday. The 802 Operating Rules set qualifying participation in the Working Group at 75%; recorded attendance at five sessions (71.4%) is therefore regarded as sufficient.

The following specific cases frequently arise:

a) An extra 802.1 session (usually Monday morning, or Sunday) held in conjunction with an 802 plenary counts as equivalent to a session within the official time-span of the plenary, if properly announced in advance.
b) Extra 802.1 sessions do not "raise the bar" above five sessions for qualifying participation. Those who cannot extend beyond the normal plenary meeting schedule are not put at any disadvantage by extra work sessions.

Note: The underlying principle is that a decision to add meetings is not allowed to reduce the value of attendance at the regular sessions during a plenary.

c) If 802.1 does not meet during one or more of the seven Working Group sessions at an 802 plenary, the required attendance credit for qualifying participation is reduced accordingly.
d) All attendance credit for the same half day counts as one session. If 802.1 holds multiple sessions in parallel, credit cannot be increased by hopping from one to another.

7.4.4.2 Qualifying Attendance at an Interim Meeting

Attendance credit may be earned at an interim 802.1 meeting (i.e., one held between 802 plenaries) if it meets certain criteria set by the 802 Executive Committee. The number of sessions required to meet the 75% standard for qualifying attendance is determined at each meeting, based on its schedule.

Note: The 802 Operating Rules do not allow a claim to Voting Membership based solely on interim meetings. At least one Project 802 plenary is required, and therefore at most one interim meeting counts.

8. 802.1 Standard and Project Numbering Conventions

The following text has been included in an attempt to de-mystify the standard numbering scheme used in 802.1, and to remove a number of misconceptions that have arisen through past mystification.

The letter suffixes that appear in 802.1 standard numbers used to follow the following convention:

a) Base standards, i.e., standards that can be read and understood as stand-alone documents, are recognizable from the standard number by virtue of the assignment of an upper case letter suffix, e.g., 802.1B, 802.1D, 802.1E, 802.1F, etc. (Note that this differs from the convention generally used in other 802 working groups, which develop a single base standard and add a number of supplements to it.)
b) Amendments and corrigenda to base standards (formerly termed "Supplements"), i.e., standards that correct, modify, and/or extend the scope of a base standard, are recognizable from the standard number by virtue of the assignment of a lower case letter suffix. It is not possible to detect, from the letter assigned, what the correspondence is between base standard and amendment/corrigendum. For example, 802.1p was an amendment to base standard 802.1D. Maintenance corrections to an existing base standard are generally documented under a Corrigendum to that standard.
c) Revisions of base standards, i.e., standards that modify a base standard with the sole intent of correcting and updating the base standard (as opposed to extending its functionality), are recognizable from the standard number by virtue of the assignment of a letter suffix which is the same as the suffix of the base document. For example, P802.1D was the project (see below) for revision of the base standard 802.1D.

However, as this fine distinction between upper and lower case letter designations has been widely recognized as a crock, we have abandoned this scheme in favour of the simpler idea that you look at the front cover to find out whether the document is a base standard or a supplement to a base standard. For example, amendments are instantly recognizable by the surprising fact that they have the word "AMENDMENTS" emblazoned on the cover; base standards do not have this distinguishing feature.

Letter suffixes are assigned serially, without regard to the case (upper or lower) of the assignment; therefore, the assignment rules will not assign the same letter to more than one document. Where projects have been assigned and then abandoned (e.g., 802.1C), the assigned numbers are not re-used. During the development of a standard, the project number assigned at the time of PAR (Project Authorization Request) approval is the number of the eventual standard prefixed by "P", e.g., P802.1D is the project number of the project under which 802.1 has developed standard 802.1D (which is a base standard).

At the point where there are sufficient supplements (or sufficient volume of changes) to a base standard to justify re-publishing the base document, the supplements are merged with the base standard and the standard is re-published. This is generally done automatically at the point where there are three supplementary standards associated with a base standard. At that point, the separate identity of the amendments and/or corrigenda is no longer of particular interest. For example, 802.1D:1998 was a major revision to the base standard that incorporated supplements 802.1j and 802.1p along with numerous technical and editorial corrections.