Project	**IEEE 802.16 Broadband Wireless Access Working Group <http://ieee802.org/16>**
Title	**IEEE 802.16p Internal Documents Configuration Control Procedure (CCP)**
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Re:	Administration
Abstract	Process for maintaining the Project 802.16p System Requirements Document (SRD), the M2M Technical Report (MTR), and the Amendment Working Document (AWD).
Purpose	Defines the process for maintaining the Project 802.16p SRD, the MTR, and the AWD.
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IEEE 802.16p Internal Documents

Configuration Control Procedure (CCP)

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1. Introduction

This document describes the procedure to be followed by the IEEE 802.16m TG for configuration control management of documents, approved by the TG as "baseline" documents. The list of documents subject to this procedure is given in section 2. The goal of this procedure is to enable timely, controlled and approved introductions of changes into the documents, enabling them to reflect the consensus of the TG for their content.

2. Documents subject to the Configuration Control Procedure (CCP)

The following documents are subject to this CCP:
- Project 802.16p System Requirements Document (SRD) (Approved 2010-11-11)
- Project 802.16p M2M Technical Report (MTR) (Approved 2010-11-11)
- Project 802.16p Amendment Working Document (AWD)

These documents can only be changed by TG approval. They serve as baseline documents for the development of the standard, and for other possible outputs of the TG.

3. Configuration Control Procedure

1. Any change request (CR) to any of the documents subject to the CCP shall be uploaded in Commentary format, with supporting contributions as necessary.

   Ballot IDs "tgpsrd", "tgpmtr", and tgpawd shall be used for comments on the SRD, the MTR, and the AWD respectively. Comments shall be uploaded to the "m2m_comments" area at http://dot16.org/upload.

   Supporting contributions shall make use of the current IEEE 802.16 Document Submission Template and uploaded to the "m2m" upload directory at http://dot16.org/upload.

2. The editor for each of the documents shall collect all the CRs received no later than 10 days prior to a session, into a Commentary file. A call for reply comments shall be issued 7 days prior to a session.

3. The TG shall consider all the CRs during the TGp session.

4. The TG shall approve or reject each of the CRs:

   - For the SRD, a technical CR can only be approved by a technical motion (75%), while an editorial CR can be approved by at least 50% agreement.

   - For the MTR, a CR can be approved by at least 50% agreement.

   - For the AWD, 50% agreement is required for acceptance of a technical CR. When the TG agrees that the AWD has reached a sufficient level of stability, the TG will increase this requirement to a 75% majority to allow acceptance of a CR.

5. The document subject to the CCP shall be revised if necessary, based on the recommended resolutions.