IEEE P802.11
Wireless LANs

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| TGbe teleconference guidelines |
| Date: 2020-07-01 |
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Abstract

This document contains the draft agenda for May to July 2020 TGbe teleconferences.

Revisions:

* Rev 0: Initial version of the document.
* Rev 1: Updated guidelines on straw polls based on WG leadership guidance [2].
* Rev 2-3: Added Guideline-Solving TBDs for TGbe D0.1.
* Rev 4: Updated guideline to require that requests for adding submissions to the list of SPs item need to be sent at least 24-hours in advance.
* Rev 5: Added guideline for comment assignmnents for CC34 (D0.3).
* Rev 6: Added guideline for discussing and approving CRs of CC34 post D1.0.

## TGbe uses WebEx for its Telecons:

* Please identify yourself when Joining, by filling in your name and affiliation:
	+ Also please precede your name and affiliation with your voting status:
		- (V=Voter, N= Non-Voter, P=Potential Voter, A=Aspirant Voter)
	+ Format for overall participant’s detail: “[V] John Doe (Affiliation)”

## Guideline-Running Straw Polls Online

1. Reminder: Members will be placed on mute upon joining the call to reduce background noise. Hence, in order to speak, please unmute yourself.
2. Each member that intends to join the conference call and vote needs to:
	* Ensure that their name and affiliation is listed in the participants list
		1. If you are not properly identified in the participants list, your vote will be removed from the straw polls results
		2. If your employer uses WebEx as well, then you need to update the identification details on the internal profile.
		3. Please preceed your name and affiliation with your voting status (V=Voter, N= Non Voter, P= Potential Voter, A= Aspirant Voting)
		4. Format for overall participant’s detail: “[V] John Doe (Affiliation)”
	* Ensure that they join the conference call online before dialing in, in order to ensure that name and affiliation appear in the participants list
		1. Audio connection via cellphone or landline can be achieved by having WebEx calling the phone number or by dialing in using the identification numbers provided when joining online
3. One or more Straw Polls can be run for each presentation (no motions allowed)
	* Straw Poll will first be shown on the screen (after discussions as usual))
	* Chair will then copy the straw poll and display it via the conference call’s polling system
		1. A straw poll can allow either a single choice response or multiple choice responses (e.g., vote for as many as you like); single choice will be used by default unless presenter indicates otherwise
	* A Pop-Up window with the SP will appear for each member that is online
		1. The Chair will remind members to cast their vote and will announce the end of the vote, after which no more voting can take place
		2. Members are invited to cast their vote in a timely fashion, otherwise they will miss the window of vote and be unable to cast their vote
		3. Choose carefully! The system will not allow a vote to be changed once the vote has been submitted, even if the SP is still open for voting
		4. After a reasonable time (1 min or so) the chair will close the poll
		5. If a member cannot cast the vote via the pop-up window then the member must notify the chair of such an issue and then can cast his vote in the chat window (and subsequently send an e-mail to the chair). The vote then will be accounted for by the chair (and secretary) when declaring the results.
	* The Outcome of the SP is reported to the group and will be noted in the meeting minutes, as usual
		1. Note 1: Votes cast by unidentified members may be removed, so please ensure that name and affiliation are correct
		2. Note 2: Voting results will be provided in the minutes. Individual votes will not be included in the minutes, although such information will be temporarily traced, whenever possible, by the chair so that it can be used for strawpoll results validation (e.g. confirm recognizable name, not “zzz” as a name), whenever neccessary.

Note 1: Note that where a group of individuals is attending in common through a single dial in, there is only one vote available and therefore, all participants who wish to vote need to individually sign into the meeting to be included in the participant list.

Note 2: This is the first time that such a system is being used for this purpose and as such we will learn/adjust as we go.

## Guideline-Building Consensus and Populating the TGbe SFD

1. For each SFD text contribution, there will be a strawpoll (any member attending the call can vote on the strawpoll) to determine support for adding the text contribution to the SFD. The strawpoll will have response options for approve (YES), disapprove (NO), and abstain. If the strawpoll achieves 75% approval (approval rate = sum of approve votes/sum of approve and disapprove votes) then the SFD text contribution is added to the compendium of SPs document (11-20/566), in yellow) and identified by a unique tag.
	* Please precede your name and affiliation with your voting status (V=Voter, N= Non Voter, P=Potential Voter, A=Aspirant)
	* Format for overall participant’s detail: “[V] John Doe (Affiliation)”
2. TGbe Chair will announce the new SFD text contributions to the reflector (essentially everything highlighted in yellow) and ask if any of the new SFD contributions (identified by its tag) needs further discussion.
	* Members can flag a yellow item (namely by its tag) for further discussion by sending a request to the reflector after the respective announcement is made and 24 hours before the subsequent Joint call at which motions are scheduled.
		+ - Note: Rules specify that these calls need to be scheculed at or near 9:00am ET. Our Joint Conf calls are scheduled at 10:00am ET.
	* SFD text contributions that do not have a request for further discussion, since the respective announcement and up to 24 hours before the subsequent Joint conf call, will be marked in green in the compendium of SPs document (11-20/566) and be ready for motion. The motion, which will apply to all candidate SFD text marked in green, will be run during the scheduled Joint conf call. If the motion passes, then the approved text will be added to the TGbe SFD.
	* SFD text contributions that do have a request for further discussion will be added as a separate motion on the agenda of the same scheduled Joint conf call.
		+ If the motion passes (only Voting members attending the Joint call can vote on the motion) then the respective text will be added to the TGbe SFD.
		+ If the motion fails (only Voting members attending the Joint call can vote on the motion) then the respective text will be removed from the next revision of the compendium of SPs document, noting that the member can follow up on the proposed concept following the usual process.

## Guideline-Increasing MAC queue processing speed

* Members are encouraged to review the presentations in advance to understand concept and ask clarification questions. Authors are encouraged to additionally check SPs so that they can be merged or run as multiple options.
* Each presentation to have 15-20 mins (ask feedback from members) allocated to it during conf call.
* If the presentation has SPs that are unrelated to others, we can quickly run them. Questions will be limited on the SPs if time is running out and nearing the 30 mins threshold.
* If the presentation has SPs that are related to others, then we can try to merge them and run all together (merged or with options) and limit discussions on the SPs (5-10 mins).
* A member can request for a submission that was presented in the past to be added to the following item of the agenda: Technical Submissions: **Run SPs from Previous Topics**.
	1. The request needs to be sent to theTGbe reflector at least 24-hours prior to the start of the respective conference call.
	2. The document containing the SP(s) to be run shall be posted in the server at least 24-hours in advance prior to running the SP(s).

## Guideline-Spec Text Drafting for TGbe D0.1

* The Chair will call for volunteers for writing spec text for D0.1 of IEEE802.11be. D0.1 is expected to cover topics that are part of Release 1.
	+ Any member can volunteer for this task and will be included in the respective topic task team (TTT).
	+ Topic classification will be based on the TGbe SFD subclause (assuming there is at least one motions for that subclause).
	+ Re-organizations and/or re-classifications may be requested of the TGbe editor if there are structural inconsistencies.
* For each subclause/topic a member will be assigned to be the point of contact (POC).
	+ Any member can volunteer to be the POC for a given subclause/topic, however it is recommended that the POC is familiar with the technical details (e.g., has contributed to the TGbe SFD on that topic). Additionally, the POC should have experience in spec text writing.
	+ If more than one member volunteers to be a POC for a topic then a quick discussion on the next conf call (to which that topic falls) will be entertained to select the POC.
* POCs responsibilities are as follows:
	+ Prepare main skeleton (and spec text for the topic) of the subclauses pertaining to that topic and upload the base document to the mentor website,
		- For ease of identification, all draft text documents to begin with "PDT-" for "Proposed Draft Text, and the topic classification (MAC/PHY/JOINT)" (e.g. 11-20-0999-00be-PDT-MAC-MLO-Power-Save).
	+ Start a thread in the TGbe reflector for that topic, which is the point of reference for having discussions and exchanging feedback with other members.
		- Again, for ease of identification, the thread should start with [PDT-MAC/PHY/JOINT]
	+ Assign tasks to other volunteering members (e.g., assign portions of spec text in dependent subclauses) that are part of that topic task team (TTT),
	+ Merge spec text provided by other members of the TTT into the base document,
	+ Ensure that there is no conflict between spec texts provided by members of that TTT.
	+ Should ensure that all the concepts for that topic that are present in the TGbe SFD are covered by spec text being developed in the TTT.
* If there is a conflict for a concept within that topic then any member can bring the subject to any of the scheduled conference calls to seek guidance from the TGbe group.
	+ Guidance can be in the form of technical feedback, narrowing down options via straw polls.
	+ This accelerated path (for spec text discussions) is dedicated to essential components for the functionality or completeness of that feature.
* When the spec text for a particular subclause/topic is ready then the POC should request the respective chairs (MAC/PHY/JOINT) to run a SP for including the prepared spec text to the D0.1 of 11be.
	+ The document that is planned to be ran should be posted in the server for at least 7 days prior to running the SP.
	+ If the SP is approved then the TGbe editor will include the spec text to the draft, otherwise the spec text will not be included in its current form.
	+ The deadline for completing this task is set for **September 1st 2020** (EOD ET).
	+ Note: Figures should be provided to the editor in visio format (monochromatic).
* The TGbe editor will then start preparing D0.1. Expectation is for draft D0.1 to be ready in 2 weeks. The draft will then be scheduled for a motion on the subsequent Joint conference call (expected to have Joint conf call on **Wednesday 16th** of September 2020).

## Guideline-Solving TBDs for TGbe D0.1

* As discussed during the September 30th 2020 Joint Conf call, the Chair will allocate a portion of the conference calls (~40%) to submissions that solve TBDs in the TGbe draft.
	+ These submissions need to follow the same format as Proposed Draft Texts (PDTs),
		- The submission should contain a discussion paragraph, identifying the TBD(s) and topic being discussed, and proposed changes that are excecutable by the TGbe editor. These changes have to be with respect to the most recent TGbe draft version (e.g., initialy TGbe D0.1).
		- If the submission solves multiple TBDs then the author is encouraged to identify changes with a tag, for example *(#TBD 1)*. This will help members identify which change corresponds to which TBD and also can help narrowing down contentious changes in case a straw poll is needed for seeking guidance from the group.
	+ For ease of identification, all draft text documsents to begin with “PDT-TBDs”, and the topic classification (MAC/PHY/JOINT)” (e.g., 11-20-0999-00be-PDT-TBDs-MAC-MLO-Power Save).
	+ These submissions should be prepared by the POC of the specific topic (refer to the most recent version of 11-20-997 for obtaining such information), however any other member (e.g., members of the TTT) can prepare a submission that solves TBDs.
		- Note that, while it is recommended to resolve as many TBDs as possible for that topic, the submission needs not resolve all the TBDs.
	+ The proponent of the submission is encouraged to seek early feedback by the TGbe group by starting a thread in the TGbe reflector
		- Again, for ease of identification, the thread should start with [PDT-TBD/MAC/PHY/JOINT]
	+ The proponent shall request for the submission to be added to the PHY/MAC/JOINT agenda for discussion and eventually for running strawpoll(s) for including the prepared spec text to the TGbe draft. The request needs to be sent to theTGbe reflector at least 24-hours prior to the start of the respective conference call.
		- The document containing the SP(s) to be run shall be posted in the server at least 24-hours in advance prior to running the SP(s).
			* While it is recommended to run only one SP for a document it is still possible to run more than one SPs, where tags such as *(#TBD 1)* will help in this case to identify which portion of the text is being straw polled
		- If the SP(s) is(are) approved then the TGbe chair will include the submission (with the approved text only) to the list of PDTs to be motioned in the next Joint call that satisfies the 10-day approval requirement, otherwise the spec text will not be included in its current form.
			* Note: TGbe Draft evolution: D0.2 out in Nov, D0.3 out in Jan, D0.4 out in Mar, D1.0 out in May (Next Major Milestone).
			* Note: Figures should be provided to the editor in visio format (monochromatic).
	+ A document shall satisfy any of the criterias below to be classified as a PDT-TBD document:
		- Resolve any of the “TBD” that are currently present in the most recent TGbe draft
		- Provide spec text for any motion related to R1 features that is present in the TGbe SFD but does not have respective text in the TGbe draft.
		- Provide spec text for any of the topics that are present in the most recent version of 11-20/997 that are classified as R1 topics and have at least one approved motion or if there is no motion then that need to be added for the completeness of the draft.
		- Provide spec text that fix obvious errors and/or inconsistencies in the most recent draft (editorial and/or technical)
	+ The document shall not contain proposed changes that do not satisfy at least one of the criterias above.

## Guidelines for Comment Assignments for CC34

1. Spreadsheet to be posted to the mentor website on Friday 02/05/2021 around 15:00 ET.
2. Send e-mail to reflector asking members if they would like to volunteer for a specific technical CID or set of technical CIDs
	* Not going to be a FCFS (plan is to use conf calls to solve any duplicates, not stringent, see below).
	* E-mail to start with tab: [CID #]
	* Deadline for sending these requests is Sunday February 7th 20:00 PM ET.
	* Assignee will be by default the POC (see step 3) so POCs need not send any request.
	* Volunteers for a CID will be added to the Ad-hoc Notes section for the CID and will coordinate with the POC for that subject (POC will coordinate with the volunteers for submissions (volunteers may prepare the submission for the requested CID)).
3. TGbe Editor and TGbe chair will work to assign CIDs on a POC/topic basis (see [997r89](https://mentor.ieee.org/802.11/dcn/20/11-20-0997-89-00be-tgbe-spec-text-volunteers-and-status.docx)).
	* Spreadsheet with the updated assignments to be posted to the mentor website prior to the 02/08/2021 Monday ad-hoc conference calls
		+ By this time the spreadsheet should have included most POCs and volunteers.
4. During the MAC/PHY ad-hoc Monday conference calls each ad-hoc chair to go over:
	* The CIDs that do not have any assignee or volunteer (fill topic/POC/volunteer).
	* The CIDs with more than one volunteer and see if they can be reduced to one (not stringent).
	* Any volunteers that did not make it to send the request by the Sunday deadline.

NOTE--CIDs that belong to Joint topics will not be discussed during these two ad-hoc calls (go to step 5)

1. If there are any CIDs that remain unassigned after the end of the ad-hoc calls then these CIDs can either be:
	* Requested to be assigned to volunteers via e-mail until Thursday 18th of February or during the Joint call of Thursday 18thFebruary.
	* Members can send e-mail to report any misclassification (if any)
		+ Can be discussed during the Joint call.

## Guidelines for WG CC CRs post TGbe D1.0

1. D1.0 is available in the members area, which includes resolutions for many of the CC34 comments, but not all received comments.
	* CR docs resolving many of these leftover CIDs are placed in the current queues and are pending discussion and are not expected to be removed from the queue.
2. A 30-day WG CC is expected to start on IEEE802.11be D1.0 which ends on 24th June 2021, during which comments on TGbe D1.0 are expected to be submitted by WG members.
	* If a commenter identifies a CC34 comment that has not been addressed, they are encouraged to resubmit the comment in CC36 with clause/page/number references updated relative to D1.0
	* These comments will be available to the task group shortly after the WG CC ends.
3. Until CC36 comments are available, TGbe will discuss proposed draft texts (PDTs) and technical submissions and comment resolutions (CRs) for leftover CIDs from CC34. We will use existing guidelines for this.
4. CRs for leftover CIDs will be incorporated to post TGbe D1.0 drafts, following the usual process, and they will be identified with the corresponding CID tag in the draft (whenever possible). CIDs in CC34 and CC36 are uniquely identified so there is no risk of overlap.
	* For all queued CR34 documents, the proposed changes need to be updated w.r.t. TGbe D1.0 (note that for many subclauses, the reference text probably has not changed).
	* Note that the TGbe editor will not be required to update the CC34 spreadsheet.
5. After CC36 comments are available:
	* Only CR submissions that solve CC36 comments will be considered for addition to the queues.
	* New submissions that solve CC34 comments will not be considered for addition to the queues.

## References:

**[1] From one WG Chair e-mail:**

*“Announcement of Rules Change:*

*To enable the timely and efficient progress of work during the exceptional circumstance of cancelled plenary and interim sessions: Effective immediately,*

*The following process change is in effect for the duration of time until WG11 is able to hold face-to-face meetings:*

*(a) “Task Group (TG), Study Group (SG) and Standing Committee (SC) motions may be held during teleconference meetings.*

*(b) TG/SG/SC teleconference meetings that will consider motions shall be approved by the WG Chair, and if approved, meetings and draft motions announced to the TG and WG11 reflectors 10 days prior to the meeting.*

*(c) If a motion is not approved by unanimous consent, it shall be taken as a roll call [recorded] vote.*

*This change is NOT applicable to a TG operating under the accelerated process or as an IEEE-SA Ballot Comment Resolution Committee.*

*Implementation:*

*As a default, TG/SG/SC teleconferences during which motions are held will be scheduled at or near 9am Eastern (6AM Pacific, 2PM London, 9PM Beijing, 6:30PM Delhi). The goal being that teleconferences in which motions are held are not 11pm-6am for the majority of members.”*

**[2] From another WG chair e-mail:**

*Q: Recorded votes of motions not passed by unanimous consent must be taken and included in the minutes of electronic meetings of non-CRC subgroups\*. Does this requirement also apply to straw polls?*

*A: No. The requirement for recording the results of straw polls in the minutes is to record the tally results only.*

*DS Comment: This aligns with our face-to-to face operation.*

*Q: If a polling tool is used to collect the straw poll results (tally), are the detailed results included in the minutes?*

*A: No, only the tally is included. The details collected in the poll are used for validation before the results are included in the minutes (e.g. confirm recognizable name, not “zzz” as a name).*

*Q: If a polling tool is used to collect the straw poll results (tally), are the detailed results shared with members?*

*A: No. The minutes are the official record of the meeting.*

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## Policies and Procedures

Teleconferences (and ad-hocs) are subject to applicable policies and procedures, see below.

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**IEEE Code of Ethics**

<http://www.ieee.org/about/corporate/governance/p7-8.html>

**IEEE Standards Association (IEEE-SA) Affiliation FAQ**

<http://standards.ieee.org/faqs/affiliation.html>

**Antitrust and Competition Policy**

<http://standards.ieee.org/resources/antitrust-guidelines.pdf>

**Letter of Assurance Form**

[http://standards.ieee.org/develop/policies/bylaws/sect6-7.html#loa](http://standards.ieee.org/develop/policies/bylaws/sect6-7.html)

[https://development.standards.ieee.org/myproject/Public//mytools/mob/loa.pdf](http://standards.ieee.org/board/pat/pat-slideset.ppt)

**IEEE-SA Patent Committee FAQ & Patent slides**

<http://standards.ieee.org/board/pat/faq.pdf> and <http://standards.ieee.org/board/pat/pat-slideset.ppt>

**The current version of the IEEE-SA Standards Board Bylaws is available at:**

<http://standards.ieee.org/develop/policies/bylaws/sb_bylaws.pdf> (PDF version)

**The current version of the IEEE-SA Standards Board Operations Manual is available at:**

<http://standards.ieee.org/develop/policies/opman/sb_om.pdf> (PDF version)

**IEEE 802 Policies & Procedures (Approved June 2014)**

<http://standards.ieee.org/board/aud/LMSC.pdf>

**IEEE 802 Operations Manual (Approved 13 July 2018)**

<https://mentor.ieee.org/802-ec/dcn/17/ec-17-0090-22-0PNP-ieee-802-lmsc-operations-manual.pdf>

**IEEE 802 Working Group Policies & Procedures (29 July 2016)**

<http://www.ieee802.org/PNP/approved/IEEE_802_WG_PandP_v19.pdf>

**IEEE 802 LMSC Chair's Guidelines (Approved 13 July 2018)**

<https://mentor.ieee.org/802-ec/dcn/17/ec-17-0120-27-0PNP-ieee-802-lmsc-chairs-guidelines.pdf>

**Participation in IEEE 802 Meetings**

<https://mentor.ieee.org/802-ec/dcn/16/ec-16-0180-05-00EC-ieee-802-participation-slide.pptx>

**IEEE 802.11 WG Operations Manual (Approved 13 July 2018):**

<https://mentor.ieee.org/802.11/dcn/14/11-14-0629-22-0000-802-11-operations-manual.docx>

* **The** [**IEEE-SA Standards Board Bylaws**](http://standards.ieee.org/develop/policies/bylaws/sb_bylaws.pdf) **require that “participants in the IEEE standards development individual process shall act based on their qualifications and experience”**
* **This means participants:**
	+ **Shall act & vote** based on their personal & independent opinions derived from their expertise, knowledge, and qualifications
	+ **Shall not act or vote** based on any obligation to or any direction from any other person or organization, including an employer or client, regardless of any external commitments, agreements, contracts, or orders
	+ **Shall not direct** the actions or votes of other participants or retaliate against other participants for fulfilling their responsibility to act & vote based on their personal & independently developed opinions
* **By participating in standards activities using the “*individual process*”, you are deemed to accept these requirements; if you are unable to satisfy these requirements then you shall immediately cease any participation**