IEEE P802.11
Wireless LANs

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| TGbn teleconference guidelines |
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Abstract

This document contains guidelines for TGbn.

Revisions:

* Rev 0: Initial version of the document. Mainly based on TGbe guidelines. This revision covers guidelines for spec text drafting for TGbn D0.1 and some other practices we have been using and plan to use to improve process.

## TGbn uses WebEx for joining online:

* 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/Motions via Online Tools (Slido)

1. Reminder: Members will be placed on mute upon joining the call to reduce background noise. Hence, 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/motion 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, 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 in MAC/PHY ad-hoc sessions. **Motions are allowed in Joint sessions during the F2F meetings (baseline) and during specific Joint telcos.** **These specific Joint telcos, during which motions are allowed, shall be announced as part of the future telco plan out of the preceding F2F meeting, and then shall be requested to be approved by the WG chair (will ask WG chair if we still need this step), and if approved by the WG chair, then the meetings and draft motions shall be announced to the TG and WG11 reflectors 10 days prior to the meeting.**
	* Straw Poll/Motion will first be shown on the screen (with discussions as usual)
	* Chair will then copy the straw poll/motion and display it via the conference call’s polling system
		1. A straw poll/motion 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/Motion 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 (need to test if this is still the case with slido) a vote to be changed once the vote has been submitted, even if the SP/Motion 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 the chair can extend the time for casting the vote. Note that only votes via the online tool will be counted, hence please make sure in advance that the tool works.
	* The Outcome of the SP/Motion is reported to the group and will be noted in the meeting minutes, as usual

**Note 1: Votes cast by unidentified members will be removed, so please ensure that First Name, Last Name and Affiliation are correctly displayed and are aligned with the info provided in** [**https://www.ieee802.org/11/members.html**](https://www.ieee802.org/11/members.html) **if the vote is for a Motion. In case of Motions please make sure that your voting status is correct, as only voting members can vote on motions. To find out your voting status please check here:** [**https://www.ieee802.org/11/members.html**](https://www.ieee802.org/11/members.html)**.**

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 motion results validation and other specific requests as noted below (e.g. confirm recognizable name, not “zzz” as a name), whenever neccessary.

* + - * Any member can request a recorded vote for motions, in which case the list of members and their votes will be added to the minutes.
			* **A member that has requested to run an SP may request the chair to obtain a copy of the recorded vote for SPs, and on a best effort basis, the chair may provide this information to the member. Now, since Slido only allows special (paid) accounts to save the voting results, then if there is a plan to request the results of a poll, such requests need to be made well in advance so that that meeting is attended by a TG officer that has the special account that allows the save the voting results.**

## 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 20 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 the TGbn 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 TGbn D0.1

* The Chair will call for volunteers for writing spec text for D0.1 of IEEE802.11bn.
	+ 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 TGbn SFD subclause (assuming there is at least one motions for that subclause).
	+ Re-organizations and/or re-classifications may be requested of the TGbn editor if there are structural inconsistencies.
		- Expect to instruct the TGbn editor to provide a skeleton, the basis of which will be used for D0.1 preparation, out of November 2024 F2F.
* 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 TGbn 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. 11-24-9999-00bn-PDT-MAC-This-Feature).
	+ Start a thread in the TGbn 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 TGbn 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 TGbn group.
	+ Guidance can be in the form of technical feedback, narrowing down options via straw polls/motions.
	+ 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 present and eventually run a SP for including the prepared spec text to the D0.1 of 11bn.
	+ The document that is planned to be ran as an SP should be posted in the server for at least 7 days prior to running the SP.
	+ If the SP has majority, then we can proceed to motion the document and then the TGbn 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 **TBD** (EOD ET).
	+ Note: Figures should be provided to the editor in visio format (monochromatic).
* The TGbn editor will then start preparing D0.1 by incorporating approved PDTs. The expectation is that the draft will be a collection of all PDTs that have been motioned up to and including the January 2025 F2F meeting.

## Guideline-Solving TBDs for TGbn D0.1

## Guidelines for Comment Assignments X

## Guidelines for Comment Resolution for X

## Guidelines for Accelerating CRs for TGbn DX

## 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**