IEEE P802.11  
Wireless LANs

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| TGbn 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.
* Rev 1-2: Incorporates suggestions received via e-mail and during the presentation.
* Rev 3: Removed outdated references and added some further details based on additional interactions with WG leadership in further clarifying the sharing of individual results for certain SPs.
* Rev 4: Enabled and updated item 5 and 6 (inherited base from 11be guidelines and adjusted based on lessons learnt).
* Rev 5: Enabled item 7 (similarly, inherited base from 11be guidelines and adjusted based on lessons learnt).

## 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 individual results for SPs, and on a best effort basis, the chair may provide this information to the member that ran the SP. Now, since Slido only allows special (paid) accounts to save the individual 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 themeeting is attended by a TG officer that has the special account to save the individual results. Note that only the outcome of the SP will be recorded in the minutes (Y, N, A), and the individual results will not. In addition, the minutes will also include whether the individual results of the SP were requested by the member that ran the SP.**

## Guideline-Increasing MAC queue processing speed and other miscellaneous

* Submissions must be posted in Mentor at least 24 hours prior to the session during which they are scheduled for presentation. For submissions planned during a F2F meeting the upload deadline is the Sunday of the F2F meeting at 18:00 local meeting time. This allows setting up the agenda for the week and for members to review the contributions.
* 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, after the 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 there is a sense of consensus, then we can proceed to motion the document and then the TGbn editor will include the spec text to the draft if the motion is approved, 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.

## Guidelines for Comment Assignments CC50

* Spreadsheet is posted on the mentor website ([11-25/296](https://mentor.ieee.org/802.11/dcn/25/11-25-0296-03-00bn-ieee-802-11bn-cc50-comments-on-d0-1.xlsx)).
* TGbn Editor pre-emptively assigned comments to POCs of each topic (refer to spreadsheet).
  + POCs are expected to work with TTT for distribution/resolution of comments.
    - Members are encouraged to work with POC and TTT.
* During the conference calls of March F2F 2025, we will 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).

* If there are any CIDs that remain unassigned after the Tuesday slots of the March F2F then these CIDs can either be:

·         Requested to be assigned to volunteers via e-mail.

·         Members can send e-mail to report any misclassification (if any).

* Assignments are expected to be finalized by end of March F2F.

## Guideline-Solving TBDs/CRs for TGbn D0.1

* The Chair will prioritize the conference calls to submissions that solve TBDs/CIDs in the TGbn draft.
  + These submissions need to follow the same format as Proposed Draft Texts (PDTs), and if the submission also resolves CIDs from CC50 then please also append CR (i.e., PDT-CR).
    - For TBDs/motions:
      * The submission should contain a discussion paragraph, identifying the TBD(s)/Motion(s) and topic being discussed, and proposed changes that are excecutable by the TGbn editor. These changes have to be with respect to the most recent TGbn draft version (i.e., TGbn D0.1).
      * If the submission solves multiple TBDs then the author is encouraged to identify changes with a tag, for example *(#TBD 1 and/or M1)*. 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 CIDs:
      * The submission should contain the table with the list of CIDs being resolved, following the usual formats and instructions to the editor (refer to [tutorial](https://mentor.ieee.org/802.11/dcn/13/11-13-0230-05-0000-comment-resolution-tutorial.ppt)).
      * If the submission solves multiple CIDs (which should be the case) then the author is required to identify the changes with a tag, for example (#1). This will help members identify which change corresponds to which CID and also help narrowing down contentious changes in case a straw poll is needed for seeking guidance from the group.
      * NOTE: The presenter **DOES NOT** need to go over each of the comments and the proposed resolutions from the table. I.e., the presenter should only focus on going over the proposed changes in the doc (identified by the tags) to save presentation time. POCs/TTTs/commenter should review the comments and the proposed resolutions in advance and provide feedback to the presenter/assignee and if needed initiate additional discussions via the reflector.
  + For ease of identification, all draft text documsents to begin with “PDT-TBDs” or “PDT-CRs”, and the topic classification (MAC/PHY/JOINT)” (e.g., 11-20-0999-00bn-PDT-TBDs-MAC-MLO-Power Save).
  + These submissions should be prepared by the POC of the specific topic or the member that is working on the CID (refer to the most recent versions of 11-25-296 (IEEE 802.11bn CC50 comments on D0.1) and 11-25/272 (TGbn Spec Text Volunteers and Status) for obtaining such information), however any other member (e.g., members of the TTT) can prepare a submission that solves TBDs or CIDs.
    - Note that, while it is recommended to resolve as many TBDs and CIDs as possible for that topic, the submission needs not resolve all the TBDs and CIDs.
  + The proponent of the submission is encouraged to seek early feedback by the TGbn group by starting a thread in the TGbn reflector
    - Again, for ease of identification, the thread should start with [PDT-CR/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 TGbn draft. The request needs to be sent to the TGbn 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 )* or *(#CID)* will help in this case to identify which portion of the text is being straw polled
    - If the SP(s) has(have) reached “super majority” then the member needs to send a request to the TGbn chair to include the PDT/CR submission to the list of submissions to be motioned in the next Joint call that satisfies the 10-day approval requirement (if such requirement exists), otherwise the spec text will not be included in its current form.
      * Note: TGbn Draft evolution: D1.0 out in May (Next Major Milestone).
      * Note: Figures should be provided to the editor in visio format (monochromatic).
    - **NOTE 1: TGbn D1.0 is expected to not contain any “TBD” and as such the group is highly encouraged to resolve all the TBDs in the TGbn D0.1.**
    - **NOTE 2: TGbn is not required to resolve all the comments from CC50. While the group is encouraged to address all the CIDs, it is not mandatory to do so** 
      * **If there are CIDs that were discussed but for which there is no consensus then the assignee and/or the TGbn Editor may populate the proposed resolution column of that CID with “Need further discussion” so that the commenter has some feedback on that particular aspect.**
      * **If there are CIDs that were not discussed at all then the proposed resolution column of that CID can be left blank.**
  + A document shall satisfy any of the criterias below to be classified as a PDT/CR document:
    - Resolve any of the “TBD” that are currently present in the most recent TGbn draft
    - Provide spec text for any motion that is present in the TGbn SFD but does not have respective text in the TGbn draft.
    - Proposes resolutions to one or more of the CIDs from CC50
  + The document shall not contain proposed changes that do not satisfy at least one of the criterias above.

## Guidelines for Accelerating CRs for TGbn drafts during ballots

* Chairs may prioritize CR documents (CRDs) that resolve many CIDs
  + Target 2-3 such CRDs to be added at the proposed agenda of a meeting slot
    - CRDs need to be uploaded to the server at least 24 hours in advance and it is highly recommended that the CRDs are reviewed by TTTs and sent to the reflector for early feedback as well
    - Generally, we will allocate first 90 mins of a meeting slot to these CRDs
  + The last 30 mins of a meeting slot can be dedicated on CRDs that may need more discussion (e.g., CRDs with few numbers of CIDs, deferred CIDs, CIDs with competing proposed resolutions, CIDs in quarantine (these in Joint), etc.).
    - Note that also these CRDs need to be uploaded to the server at least 24 hours in advance and it is highly recommended that the docs are reviewed by TTTs to see if convergence can be achieved and also should be sent to the reflector for early feedback as well.
  + Chairs are expected to continue tagging the CIDs on these CRDs in green font to identify CIDs that are expected to be straightforward/non-controversial (we will use the same guideline we used in TGbe on this front)
    - Author needs not read the comment and the proposed change for these CIDs but rather shows only the proposed changes directly.
    - Members can always ask the author to read the comment if so they prefer.
  + NOTE to Authors: Please make sure that the CRDs that will be motioned does not contain any CID resolutions or proposed changes that relate to CIDs that are deferred; that the instructions to the editor clear (dcn/revision numbers to be the most up to date when the resolution is revised), etc. Also please read the comment resolution tutorial (if you have any questions don’t hesitate to ask).
* (Ad-hoc) Chairs are expected to track the CR progress when a CRD is presented
  + All CIDs for which there is no (technical) discussion to be included as part of an SP at the end of the presentation
    - (Ad-hoc) Chairs to ask the (ad-hoc) group if there is any discussion on the resolutions proposed for those CIDs, and subsequently run the SP
      * If the SP on those CIDs obtains majority support, then those CIDs should be marked as “**Ready for motion**” by the DataBase Manager (DBM).
        + Obviously the DBM will mark all other necessary entries in the data base for these CIDs (e.g., *Submission*, *Resolution* tabs, etc.).
  + All CIDs that need more discussion to be highlighted in ~~yellow and striked out~~ in the SP that contains the list of CIDs and one or more of these CIDs can be either:
    - Deferred for further offline discussion (with TTT, via the reflector, etc.)
      * These CIDs to be marked as “**Resolution drafted**” by the DBM.
        + DBM will also mark the following for these CIDs:

“**Need Further Discussion**” in the *Comment group*.

The document number in the *Submission*.

Meeting session where/when the CID was discussed in the *Ad-hoc Notes*.

* + - Run a separate SP on the resolution of these CID(s)
      * If the SP on those CIDs obtains majority support, then those CIDs to be marked as “**Ready for motion**” by the DataBase Manager (DBM).
        + Obviously DBM will mark all other necessary entries for these CIDs (e.g., *Submission*, *Resolution* tabs, etc.).
      * If the SP on those CIDs does not obtain majority support, then those CIDs to be marked as “**No Consensus Yet**” in the *Comment group*
        + DBM will also mark the following for these CIDs:

The document number in the *Submission.*

Meeting session where/when the CID was discussed, and the SP result, in the *Ad-hoc Notes.*

* Progressing on comment resolutions via consensus building
  + If an SP obtains majority support, then follow the usual path (scheduled motions)
    - If the motion passes, then DBM will mark the CID with ***Approved by motion***and include the *motion number*.
      * Note: Please double check that all instructions to the editor, revision numbers and proposed changes are correct before the meeting slot where we plan to run the MOTION.
    - If the motion fails, then DBM will follow same logic as with SPs without majority support, except that the *Ad-hoc Notes* will indicate the Motion result, and the Comment group will show “***Quarantine***”.
  + If an SP does not obtain majority support for a particular CID, then continue offline (reflector) discussions to see what resolution for that CID can reach consensus. Deadline is set to two weeks (deadline is moved to one week when nearing the deadline specified in the TGbn timeline) after the CID is presented. After the deadline has passed, the (Ad-hoc) chair is expected to run a SP on a resolution for that CID (proposed resolution by member/no consensus resolution).
  + If a CID is presented but no SP is run then the author still has two weeks to ask for running the SP. After the deadline has passed, the chair is expected to run a SP on a resolution for that CID (proposed resolution by member/no consensus resolution).
  + If no majority support is achieved for an SP on a CID following the two steps above, then that CID will be categorized as in “***Quarantine***” in the Comment group.
  + A CID that is in “***Quarantine***” may be re-considered for agenda time only after the remaining CIDs are resolved or when there are free slots in the agenda of a Joint conf call.
  + All CIDs that remain in “***Quarantine***” will be placed in a default motion with a resolution that reads along these lines:
  + *“Rejected -- A proposed resolution for this CID was discussed as part of the comment resolutions in document 11/26/xxxxrx, however the group could not reach consensus on a proposed change that would resolve the comment.”*
    - ***Chair will request the POC to provide additional technical details that reflect the technical discussions on this topic and other data, such as SP/motion results, etc. These details to be included in the proposed resolution for that CID.***
  + The above motion will be run following existing established procedures (and if the motion for a particular quarantined CID fails then the CID can be re-discussed during a Joint conf call (avoid entering in an infinite loop, as max retries may be set in place).
  + Target/hope is to resolve all the LB comments by the deadline specified in the TGbn timeline.
* Chair is expected to solicit progress reports from POCs on unresolved CIDs. If POC is unresponsive or little progress is being made, then the CIDs may be re-assigned to other volunteers from the TTT of that subject.

## References:

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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**