IEEE 802.16 Working Group Maintenance Process

Introduction

The IEEE 802.16 Working Group (WG) has developed a maintenance process for handling and compiling issues regarding errors, ambiguities and errata in the IEEE 802.16 standards maintained by the WG. The process was approved in IEEE 802.16 Letter Ballot #21 <http://ieee802.org/16/maint/ballot21/report21.html >. This document was prepared by the Working Group Chair as a clarifying interpretation of the approved process document.

Process

IEEE 802.16 Working Group Maintenance Process is established to address, compile, and review change requests regarding errors, ambiguities, and errata in the IEEE 802.16 standards maintained by the Working Group.

The scope of change requests includes corrections and clarifications to the published IEEE 802.16 standards, limited to errors, ambiguities, errata, and interpretations, including omissions that prevent interoperability. The scope of the process shall in no way include the introduction new features or enhancements to the published IEEE 802.16 standards. This scope is intended to strongly discourage the submission of any change request that would suggest a significant change to the standard had the change request been submitted in the course of an amendment, revision, or corrigendum project.

The following specifies the process:

1) Approximately six weeks prior to an 802.16 WG session, a call for change requests is issued, with a duration of approximately four weeks, by either the 802.16 WG Chair or the 802.16 Maintenance Task Group (TG) Chair.
2) Submitters may submit new change requests to the upload folder <http://cr.wirelessman.org> during this period.
3) Requests for interpretation may be drafted as change requests and submitted by either the WG Chair or TG Chair. [Note: The IEEE-SA maintains a formalized procedure for handling interpretations <http://standards.ieee.org/reading/ieee/interp>.]
4) The TG Chair shall take action to ensure that the new change requests are compiled into a database that includes all previously existing change requests as well as any replies to pre-existing change requests. Comment numbers are assigned to each new item.
5) The TG Chair will review each change request for editorial completeness, ensuring that it references the document it pertains to, includes appropriate page and subclause references, and proposes specific changes (except in the case of a request for interpretation). If not, the submitter is contacted to complete the change request; it will not be reviewed by the task group until it is editorially complete. The completed change requests will then be posted on the Maintenance Task Group upload area <http://maint.wirelessman.org> and/or web page <http://wirelessman.org/maint>.
6) If time permits prior to the next TG meeting, a Call for Reply Comments shall be issued for, if possible, a minimum period of one week. The reply comments will be appended to the original change requests and the consolidated change requests package posted.
7) The change requests, along with the reply comments, are then reviewed by the Maintenance Task Group, normally during an 802.16 WG session. The remedies will be presented as a set of editorial instructions adhering to the guidelines presented in the IEEE Standards Style Manual <http://standards.ieee.org/guides/style>. If appropriate, a remedy may be suggested in response to change requests generated from requests for interpretation. The remedies will be checked for completeness or modified to suggest appropriate completion. The TG may also suggest that no remedy is necessary, in which case an explanation will be provided. When review of a change request and its proposed remedy is complete, it shall be labeled as either:

   a) Reviewed (meaning < 75% agreement; opposing remedies shall be recorded in the Group Notes field)
   b) Superceded (meaning >= 75% agreement that another change request addresses the issue)
   c) No Change Required (meaning >= 75% agreement that no change to the standard is needed)
   d) Ready for WG Ballot (meaning >= 75% agreement)

8) At the end of the review, the compiled change requests, along with their remedies, including the modifications suggested by the TG, are posted.
9) The originator of the change request shall be requested to review the response and to designate whether it is satisfactory or unsatisfactory or whether the change request is to be withdrawn.
10) The change request database may be printed out into a PDF document format.
11) A response, in the form of a letter, will be developed to a request for interpretation. Such responses will be forwarded to the WG for review and approval.
12) The Maintenance Task Group may recommend inclusion of change requests into an ongoing standardization project, or may recommend a schedule for the development of a future project based on the comments collected.

The output database will be forwarded to the Working Group for consideration in a Working Group Letter Ballot under an appropriate PAR. In that Letter Ballot, each comment will be balloted individually.
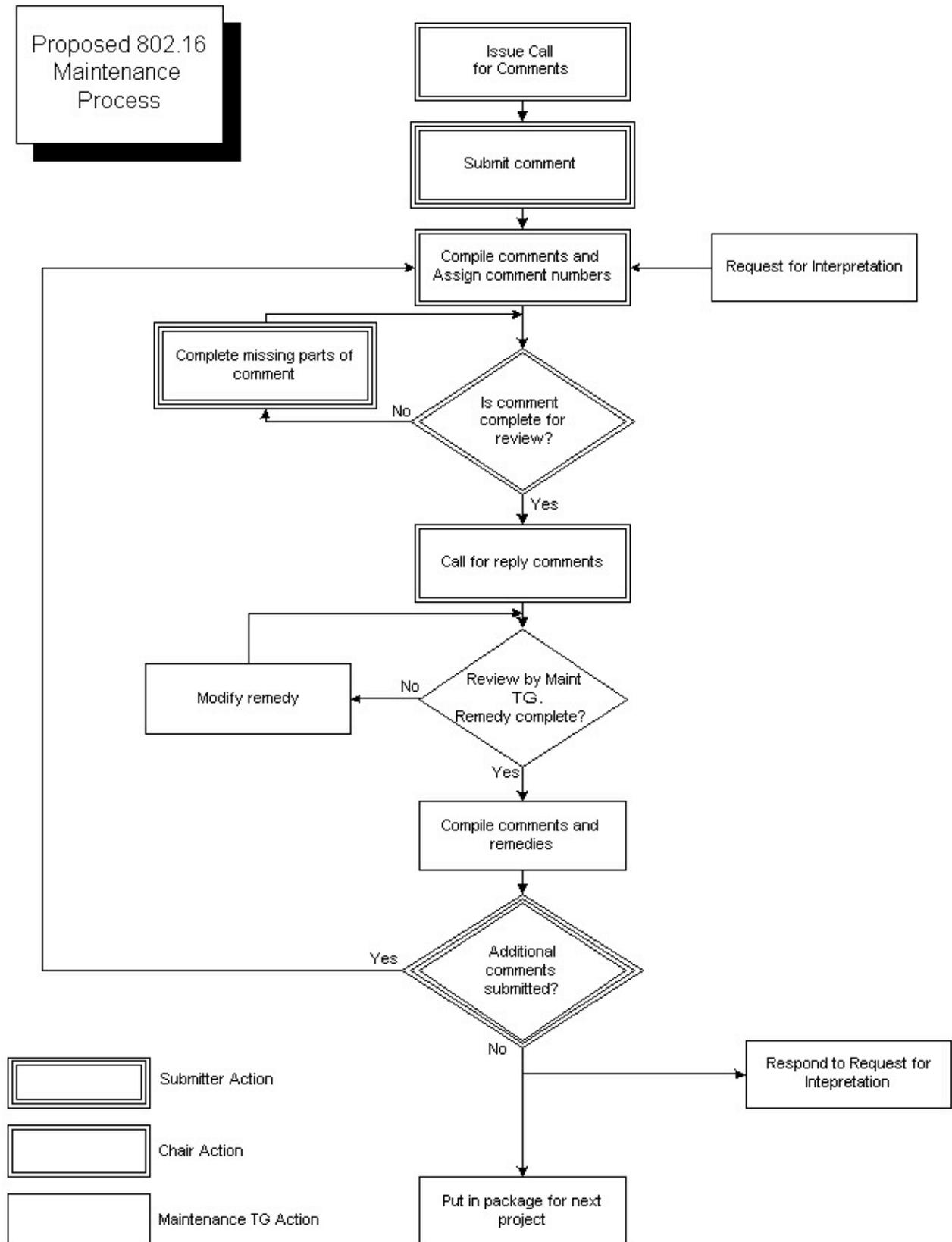
Proposed 802.16
Maintenance
Process

Issue Call
for Comments

Submit comment

Compile comments and
Assign comment numbers ← Request for Interpretation

Complete missing parts of
comment

No ← Is comment
complete for
review?

Yes ↓

Call for reply comments

No ← Review by Maint
TG.
Remedy complete? → Modify remedy

Yes ↓

Compile comments and
remedies

Additional
comments
submitted?

Yes →

No ↓

Respond to Request for
Intepretation

Put in package for next
project

Submitter Action

Chair Action

Maintenance TG Action

Figure 1