

**AGENDA & MINUTES (Unconfirmed) - IEEE 802 LMSC EXECUTIVE COMMITTEE
MEETING (revised 07/27/2004)**

Friday July 16, 2004 1:00 PM – 6:00 PM

Hilton Hotel – Portland, OR

1.00 MEETING CALLED TO ORDER - Nikolich 1 01:00 PM

Paul Nikolich called the meeting to order at 1:00 PM Members in attendance were:

- Paul Nikolich - Chair, IEEE 802 LAN / MAN Standards Committee
- Mat Sherman - Vice Chair, IEEE 802 LAN / MAN Standards Committee
- Howard Frazier - Vice Chair, IEEE 802 LAN / MAN Standards Committee
- Bob O'Hara - Recording Secretary, IEEE 802 LAN / MAN Standards Committee
- Buzz Rigsbee - Executive Secretary, IEEE 802 LAN / MAN Standards Committee
- Bill Quackenbush - Treasurer, IEEE 802 LAN/MAN Standards Committee
- Tony Jeffree - Chair, IEEE 802.1 - HILI Working Group
- Bob Grow - Chair, IEEE 802.3 - CSMA/CD Working Group
- Stuart Kerry - Chair, IEEE 802.11 - Wireless LANs Working Group
- Bob Heile - Chair, IEEE 802.15 – Wireless PAN Working Group
- Roger Marks - Chair, IEEE 802.16 – Broadband Wireless Access Working Group
- Mike Takefman - Chair, IEEE 802.17 – Resilient Packet Ring Working Group
- Carl Stevenson - Chair, IEEE 802.18 – Regulatory TAG
- Steve Shellhammer - Chair, IEEE 802.19 – Wireless Coexistence TAG
- Jerry Upton - Chair, IEEE 802.20 – Mobile Broadband Wireless Access
- Ajay Rajkumar - Chair, IEEE 802.21 – Media Independent Handover

2.00 MI APPROVE OR MODIFY AGENDA - Nikolich 9 01:01 PM

**r02 AGENDA - IEEE 802 LMSC EXECUTIVE COMMITTEE
MEETING
Friday, July 16, 2004 - 1:00PM -6:00PM
Hilton Hotel, Portland, OR**

- 1.00 MEETING CALLED TO ORDER - Nikolich 1 01:00 PM**
- 2.00 MI APPROVE OR MODIFY AGENDA - Nikolich 9 01:01 PM**
- 3.00 - 01:10 PM**
- 3.01 - 01:10 PM**
- 3.02 - 01:10 PM**
- 4.00 II TREASURER'S REPORT - Quackenbush 5 01:10 PM**
- 4.01 II - 01:15 PM**
- Category (* = consent agenda) -**
- 5.00 IEEE Standards Board Items - 01:15 PM**
- 5.01 ME 802.11e PAR extension - Kerry 0 01:15 PM**
- 5.02 ME 802.17a to RevCom - Takefman 5 01:15 PM**
- 5.03 ME Conditional Approval of 802.1X-REV to RevCom - Jeffree 5 01:20 PM**
- 5.04 ME Conditional Approval of 802.1ab to RevCom - Jeffree 5 01:25 PM**
- 5.05 ME 802.16e to NesCom - Marks 15 01:30 PM**
- 5.06 ME 802.16f to NesCom - Marks 5 01:45 PM**

5.08	ME	802.16h to Nescom	-	Marks	5	01:55 PM
5.09	ME	802.18 TV Band PAR to NesCom	-	Stevenson	15	02:00 PM
5.10	ME	802.11e to RevCom under Procedure 10	-	Kerry	10	02:15 PM
5.11	ME	802.11T PAR to NesCom	-	Kerry	5	02:25 PM
5.12	ME	802.11j to RevCom under Procedure 10	-	Kerry	10	02:30 PM
5.13	ME	802.11p PAR to NesCom	-	Kerry	5	02:40 PM
6.00		Executive Committee Study Groups & Working Groups	-			02:45 PM
6.01			-			02:45 PM
6.02			-			02:45 PM
6.03			-			02:45 PM
6.04			-			02:45 PM
6.05			-			02:45 PM
6.06			-			02:45 PM
6.07			-			02:45 PM
6.08			-			02:45 PM
7.00		Break	-		15	02:45 PM
8.00		IEEE-SA Items	-			03:00 PM
8.01	MI	Get IEEE802 Program Agreement	-	Nikolich	5	03:00 PM
8.02			-			03:05 PM
8.03			-			03:05 PM
8.04			-			03:05 PM
9.00		LMSC Liaisons & External Interface	-			03:05 PM
9.01	ME	Letter to IETF regarding access to WG materials	-	Jeffree	5	03:05 PM
9.02	ME	Contribution to ITU-R WP8A on 5 GHz Protection Criteria	-	Stevenson	5	03:10 PM
9.03	ME	Contribution to ITU-R WP9B on Fixed Broadband Wireless Access	-	Stevenson	5	03:15 PM
9.04	ME	Upgrade previous .18 submission to 802 document	-	Stevenson	5	03:20 PM
9.05	ME	Position on Other Groups	-	Thompson	5	03:25 PM
9.06			-			03:30 PM
10.00		LMSC Internal Business	-			03:30 PM
10.01	MI	Formation of 802.11 Study Group for AP description	-	Kerry	5	03:30 PM
10.02	MI	Formation of 802.11 Study Group for management frame security	-	Kerry	5	03:35 PM
10.03	MI	Continuation of 802.11 WIEN Study Group	-	Kerry	0	03:40 PM
10.04	MI	Continuation of 802.11 WAVE Study Group	-	Kerry	0	03:40 PM
10.05	MI	Continuation of 802.15 mmWave Study Group	-	Heile	0	03:40 PM
10.06	MI	Establishment of Architecture Standing Committee	-	Jeffree	5	03:40 PM
10.07	MI	Formation of 802.17 Spatially Aware Bridge Study Group	-	Takefman	5	03:45 PM
10.08	MI	802.17 Press Release	-	Takefman	5	03:50 PM
10.09	MI	Formation of 802.16 Study Group on License Exempt Coexistence	-	Marks	5	03:55 PM
10.10	MI	Continuation of 802.18 SG1	-	Stevenson	0	04:00 PM
10.11	MI	Confirmation of Treasurer Appointment	-	Nikolich	5	04:00 PM
10.12	MI	P&P "compliance with SA model" Revision	-	Sherman	5	04:05 PM
10.13	MI	SA P&P Project	-	Sherman	15	04:10 PM
10.14	MI	Approve P&P Revision Ballot on "Compliance with SA Governance"	-	Sherman	5	04:25 PM
10.15	MI	November Venue Review - assess potential issues	-	Nikolich/Grow	10	04:30 PM
10.16	MI	Change to 802.3ap Five Criteria	-	Grow	5	04:40 PM
10.17	MI	Continuation of 802.3 Study Group on Congestion Management	-	Grow	5	04:45 PM
10.18	MI	Formation of 802.3 Study Group on Residential Ethernet and Frame Expansion	-	Grow	5	04:50 PM
10.19	MI	Authorize Change to Signatories on LMSC Accounts	-	Quackenbush	5	04:55 PM
10.20	MI	Authorize Moving LMSC Checking Account	-	Quackenbush	5	05:00 PM
10.21	MI	Approve P&P Revision Ballot on "wireless Coexistence"	-	Shellhammer	5	05:05 PM
10.22	MI	Continuation of 802.16 Network Management Study Group	-	Marks	0	05:10 PM
10.23	MI	Continuation of 802.11 Wireless Performance Prediction Study Group	-	Kerry	0	05:10 PM

10.24	MI	Press Release for 802.11r and 802.11s	- Kerry	0	05:10 PM
10.25			-	0	05:10 PM
10.26	MI	Continuation of 802.11 Wireless Network Management	- Kerry	0	05:10 PM
10.27	MI	Formation of 802.15 Medium Rate Bluetooth (10 Mbps) Study Group	- Heile	5	05:10 PM
10.28	MI	Reduction of November Meeting Fee	- Quackenbush	5	05:15 PM
10.29	MI	Online Training Report and Motion	- Frazier	10	05:20 PM
10.30			-		05:30 PM
10.31			-		05:30 PM
10.32			-		05:30 PM
10.33			-		05:30 PM
10.34			-		05:30 PM
11.00		Information Items	-		05:30 PM
11.01	II	802 Task Force Report	- Frazier/Ickowicz	5	05:30 PM
11.02	II	Face to Face Contract Update	- Rigsbee	5	05:35 PM
11.03	II		-		05:40 PM
11.04	II	Review of 802.16 Liaison Letter	- Marks	5	05:40 PM
11.05	II	802.3 Status Update	- Grow	5	05:45 PM
11.06	II	802.1 Liaison Letter to SG13	- Jeffree	5	05:50 PM
11.07	II	RAC Report	- Jeffree	5	05:55 PM
11.08	II	I.D.E.A.L. Network Update	-	5	06:00 PM
11.09			-		06:05 PM
11.10			-		06:05 PM
11.11			-		06:05 PM
11.12			-		06:05 PM
11.13			-		06:05 PM
		ADJOURN SEC MEETING	- Nikolich		06:00 PM
		ME - Motion, External MI - Motion, Internal			
		DT- Discussion Topic II - Information Item			
		Special Orders			

Motion to approve the agenda

Moved: Mat Sherman/Carl Stevenson

Passes: 14/0/0

4.00	II	TREASURER'S REPORT	- Quackenbush	5	01:10 PM
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IEEE Project 802
Estimated Statement of Operations
July 2004 Plenary Session
Portland, OR
As of July 16, 2004

Meeting Income	<i>Estimate</i>	<i>Budget</i>	<i>Variance</i>
Registrations	1,469	1,250	219
Registration income	473,400	400,000	73,400
Deadbeat collections	0	0	0
Bank interest	75	60	15
Other income	6,321	0	6,321
TOTAL Meeting Income	<u><u>479,796</u></u>	<u><u>400,060</u></u>	79,736
Meeting Expenses	<i>Estimate</i>	<i>Budget</i>	<i>Variance</i>
Audio Visual Rentals	14,000	15,000	1,000
Audit	6,000	6,050	50
Bank Charges	285	278	(7)
Copying	2,900	3,500	600
Credit Card Discount	12,782	10,800	(1,982)
Equipment Expenses	9,282	9,000	(282)
Get IEEE 802 Contribution	110,175	93,750	(16,425)
Insurance	0	0	0
Meeting Administration	87,503	75,463	(12,041)
Misc Expenses	6,500	500	(6,000)
Network	38,500	34,388	(4,112)
Phone & Electrical	3,600	2,100	(1,500)
Refreshments	108,000	85,000	(23,000)
Shipping	3,000	3,100	100
Social	34,547	40,000	5,453
Supplies	500	500	0
TOTAL Meeting Expense	<u><u>437,574</u></u>	<u><u>379,429</u></u>	(58,145)
NET Meeting Income/Expense	<u><u>42,222</u></u>	<u><u>20,631</u></u>	21,591
Analysis			
Refreshments per registration	74	68	(6)
Social per registration	24	32	8
Meeting Administration per registration	60	60	1
Surplus/Deficit per registration	29	17	12
Pre-registration rate	0.555	0.600	
Estimated Other Liabilities	0		
July 2004 Operating Reserve	299,073		
Projected November 2004 Operating Reserve	341,295		

Paul thanked Bill on behalf of the EC for his time and dedication to the treasurers position. Face to Face (Dawn) also related that it has always been a pleasure to work with Bill and that they look forward to maintaining their friendly relationship. They presented Bill with a gift from local artisans.

4.01	II		-			01:15 PM
		Category (* = consent agenda)	-			
5.00		IEEE Standards Board Items	-			01:15 PM
5.01	ME	802.11e PAR extension	-	Kerry	0	01:15 PM
5.02	ME	802.17a to RevCom	-	Takefman	5	01:10 PM



P802.17a to RevCom



- D2.0 Summary
 - Ballot closed on April 29, 2004
 - Passed with Approve 58, Disapprove 0, Abstain 1 (100% approve, 84% return)
 - 12 comments received
 - Minor technical and editorial changes to the draft.
- D2.1 Summary
 - Ballot closed on July 13, 2004
 - Passed with Approve 60, Disapprove 0, Abstain 0 (100% approve, 85% return)
 - 2 editorial comments received, consulted with IEEE Staff
 - Deferred to staff editors to implement



WG Ballot History

Draft	Approve	Disapprove	Abstain	Pass Rate
D2.0	58	0	1	100%
D2.1	60	0	0	100%



802.17 WG Motions

- Move to request the 802 Executive Committee to forward P802.17a/D2.1 to RevCom. .

M: Holness

S: Bruckman

– Y:16

N:0

A:0



EC Motion



- Move to forward P802.17a/D2.1 to RevCom.

M: Takefman S:

Y: N: A:

Moved: to forward 802.17a to RevCom
Moved: Mike Takefman/Tony Jeffree
Passes: 15/0/0

5.03 ME Conditional Approval of 802.1X-REV to RevCom

- Jeffree

5 01:15 PM

MOTION

- 802.1 requests conditional approval from the SEC , as per current P&P, to forward P802.1X-REV to RevCom following completion of further recirculation ballot(s).
- 802.1 Proposed: Bell Second: Sala
 - For: 25 Against: 0 Abstain: 0
- SEC Proposed: Jeffree, Second:
 - For: Against: Abstain:

P802.1X-REV: Supporting Information

- 1st Sponsor Ballot Recirc closed 10th July
- Voting:
 - 85% response
 - 96 Yes, 2 No, 4 Abstain (= 97% approval)
- Outstanding Comments/Resolutions:
http://www.ieee802.org/1/files/public/Exec_files/802-1X-rev-d10-disapprove%20comments.pdf
- Resolution plan:
 - Recirculation ballot in July/August timeframe
 - Comment resolution (if necessary) in October Interim meeting

Moved: To forward 802.1X-REV to RevCom under Procedure 10.
Moved: Tony Jeffrey/Carl Stevenson
Passes: 15/0/0

5.04 ME Conditional Approval of 802.1ab to RevCom

- Jeffrey

5 01:18 PM

MOTION

- 802.1 requests conditional approval from the SEC, as per current P&P, to forward the P802.1AB draft to RevCom following completion of the upcoming recirculation ballot(s).
- 802.1 Proposed: congdon Second: lane
 - For: 24 Against: 0 Abstain: 0
- SEC Proposed: Jeffree, Second:
 - For: Against: Abstain:

P802.1AB: Supporting Information

- Initial Sponsor Ballot closed 4th July
- Voting:
 - 77% response
 - 39 Yes, 3 No, 4 Abstain (= 92% approval)
- Outstanding Comments/Resolutions:
http://www.ieee802.org/1/files/public/Exec_files/IEEE%20P802.1AB-D10%20comment%20disposition%20from%20NO-voters.pdf
- Resolution plan:
 - Recirculation ballot in July/August timeframe
 - Comment resolution (if necessary) in October Interim meeting

Moved: to forward 802.1ab to RevCom under Procedure 10.
Moved: Tony Jeffrey/Carl Stevenson
Passes: 14/0/0

5.05 ME 802.16e to NesCom

- Marks

15 01:21 PM

1. ASSIGNED PROJECT NUMBER: 802.16e

2. SPONSOR DATE OF REQUEST: 2004-06-29

3. TYPE OF DOCUMENT: Standard

4. TITLE OF DOCUMENT: Amendment to IEEE Standard for Local and Metropolitan Area Networks - Part 16: Air Interface for Fixed and Mobile Broadband Wireless Access Systems - Amendment for Physical and Medium Access Control Layers for Combined Fixed and Mobile Operation in Licensed Bands

5. LIFE CYCLE: Full-Use

6. TYPE OF PROJECT: Amendment IEEE 802.16-2004

Modified PAR? Yes , PAR No.: 802.16e - Approval Date: 2002-12-11
In Ballot? No

7. WORKING GROUP INFORMATION

Name of Working Group: IEEE 802.16 Working Group on Broadband Wireless Access
Approximate Number of Expected Working Group Members: ~~400~~200

8. CONTACT INFO FOR WORKING GROUP CHAIR

Name of Working Group Chair: Roger Marks
Telephone: +1 303 497 3037
FAX:
E-mail: r.b.marks@ieee.org

9. CONTACT INFO OF CO-CHAIR/OFFICIAL REPORTER

Name of Co-Chair/Official Reporter:
Telephone:
FAX:
E-mail:

10. CONTACT INFO OF SPONSOR

Sponsor: C/LM
Name of Sponsor Chair: Paul Nikolich
Telephone: +1 857 205 0050
FAX: +1 781 334 2255
E-mail: p.nikolich@ieee.org

Standards Coordinator (Power Engineering Society Only):

This is the information you entered:

Name:
Telephone: Fax:
E-mail:

This is the information in our database: **Check The Box To Use This Information**

Name:

Telephone: Fax:
E-mail:

CO-SPONSOR INFORMATION (THIS IS BEING SPONSORED BY TWO SPONSORS):

Cosponsor: [MTT](#)
Name of Cosponsor Chair: [Jeffrey Jargon](#)
Telephone: +1 303 497 3596
FAX:
E-mail: jargon@boulder.nist.gov

Standards Coordinator for Cosponsor (Power Engineering Society Only):

This is the information you entered:

Name:
Telephone: Fax:
E-mail:

This is the information in our database: **Check The Box To Use This Information**

Name:
Telephone: Fax:
E-mail:

11. TYPE OF SPONSOR BALLOT: [Individual](#)

Expected Date of Submission for Initial Sponsor Ballot: [2004-10-01](#)

12. PROJECTED COMPLETION DATE FOR SUBMITTAL TO REVCOM: [2004-12-31](#) (PAR Expires in December 2006)

13. SCOPE: This document provides enhancements to IEEE Std 802.16-2004 to support subscriber stations moving at vehicular speeds and thereby specifies a system for combined fixed and mobile broadband wireless access. Functions to support higher layer handoff between base stations or sectors are specified. Operation is limited to licensed bands suitable for ~~mobility-fixed/mobile use~~ below ~~4.6~~ GHz. Fixed 802.16-2004 subscriber capabilities shall not be compromised (See Item #19).

Completion of this document contingent? No

14. PURPOSE: This amendment enhances IEEE Standard 802.16-2004 by providing additional specifications required to support mobile as well as fixed terminals.

14a. Reason: This standard will increase the market for broadband wireless access solutions by taking advantage of the inherent mobility of wireless media. It will fill the gap between very high data rate wireless local area networks and very high mobility cellular systems. It will support fixed and mobile services for both enterprise and consumer markets.

15. INTELLECTUAL PROPERTY:

Patent Policy: [Yes](#)
Copyrights: [No](#)
Trademarks: [No](#)
Registration of Object: [No](#)

16. SIMILAR SCOPE: Yes

Explanation: ITU-R Working Party 8F, in conjunction with 3GPP and 3GPP2, is developing air interfaces for IMT-2000 and systems beyond IMT-2000 for both mobile and fixed applications. The IEEE P802.20 project targets systems optimized for high mobility and IP transport.

Sponsor: ITU-R

Project Number: ITU-R 8F; IEEE 802.20

Project Date: 1990-01-01

Project Title: ITU-T 8F: IMT-2000 and systems beyond IMT-2000 IEEE 802.20: Mobile Broadband Wireless Access

17. FUTURE ADOPTION - INTERNATIONAL SPONSOR: Yes

Int'l Organization: ITU ~~TC SC WG 8F (R)~~

Int'l Contact Person: Jose Costa

Telephone: +1 613 763 7574

FAX: +1 613 765 1225

E-mail: j.costa@ieee.org

18. FOCUS ON HEALTH, SAFETY OR ENVIRONMENTAL ISSUES:

Explanation: No.

19. ADDITIONAL NOTES: Item #6 - This PAR is being modified ~~to replace obsolete references to the base standard and to provide for scalable FFT sizes~~ in the following ways: (a) ~~In Item #6, the year of base standard was updated due to approval of the 2004 revision;~~ (b) ~~the target dates in Items #11 & 12 were updated to reflect the revised schedule;~~ (c) ~~Item #14 and #14a are non-substantive edits required by changes to the PAR form;~~ (d) ~~Item #16 eliminated references to distantly-related standards and added a reference to the P802.20 project that has since been established. In addition, the following changes were made to the Scope:~~

- ~~• replacement of obsolete references to the base standard~~
- ~~• removal of the 2 GHz lower limit; this change was made to reflect the removal of this limit during the revision of the base standard~~
- ~~• changed the restriction "suitable for mobility" to "suitable for fixed/mobile use" to clarify the distinction with respect to fully mobile standards~~

~~The following changes were made to the Additional Notes regarding Item #13:~~

- ~~• replacement of obsolete references to the base standard~~
- ~~• expanded the description of interoperability and introduced the possibility of additional FFT sizes; this change was made to allow for improved operation given the range of channel bandwidths available in worldwide allocations while continuing to provide a backward-compatible mobile upgrade path to all systems conforming to IEEE Standard 802.16-2004~~

Item #13 - Subscriber stations and base stations specified herein shall be interoperable with existing physical layer specifications in IEEE Std 802.16-2004 except when using one of their extensions with scaled down FFT sizes (1024, 512, 128). For OFDM (256 FFT)/OFDMA (2048 FFT) implementations as specified in IEEE Std 802.16-2004, there shall be no changes or additions to the mandatory features and

backward compatibility shall be maintained. Because the standard will utilize the 802.16-2004 medium access control layer, it will support multimedia services requiring differentiated Quality of Service, and it will support adaptive physical link control so that subscriber stations can receive higher-rate service when they move more slowly, include more effective antennas, or are otherwise in better link conditions.

I acknowledge having read and understood the IEEE Code of Ethics I agree to conduct myself in a manner which adheres to the IEEE Code of Ethics when engaged in official IEEE business.

The PAR Copyright Release and Signature Page must be submitted either by FAX to 208-460-5300 or as e-mail attachment in .pdf format to the [NesCom Administrator](#) before this PAR will be sent on for NesCom and Standards Board approval.

Moved to forward to NesCom the modified 802.16e PAR.

Moved: Roger Marks/Bob Grow

A question was asked about the response to the removal of the 2GHz lower limit that expressed confusion about where there was a PAR that allowed the removal of the lower limit. The response was that the PAR for the revision of the standard did not limit the frequency bands. This PAR was approved by both the EC and NesCom.

Another comment was made that the PAR for the standard revision did not explicitly allow the removal of the lower frequency limit. The response was that the standard is now approved and that the scope of that work was determined by the scope of the revision PAR, not by the original PAR for the base standard.

Comments were made that the PAR change should require a new project to address the non-interoperability of the scaled down FFT sizes.

A point was made that things that are already approved by the EC, NesCom, RevCom and the Standards Board are a done deal. Aligning future work with those decisions is a good thing. Another point made was that sharing PHYs is a good thing.

Passes: 7/3/5

Moved: to pull the PAR from the continuous processing agenda and put it on the September Standards Board Agenda.

Moved: Jerry/Carl

6/6/3, chair votes in favor, motion passes.

1. ASSIGNED PROJECT NUMBER

P 802.16f

2. SPONSOR DATE OF REQUEST

Day: 16 Month: 07 Year: 2004

3. TYPE OF DOCUMENT

Standard for {document stressing the verb "shall"}

4. TITLE OF DOCUMENT:

Draft Amendment to IEEE Standard for Local and Metropolitan Area Networks - Part 16: Air Interface for Fixed Broadband Wireless Access Systems - Management Information Base

5. LIFE CYCLE

Full-Use

6. TYPE OF PROJECT

Amendment to an existing document

(indicate Number and year existing document was published in box to the right):

IEEE 802.16-2004

Is this project in ballot now? No

7. WORKING GROUP INFORMATION:

Name of Working Group: IEEE 802.16 Working Group on Broadband Wireless Access

Approximate Number of Expected Working Group Members: 100

8. CONTACT INFORMATION FOR **WORKING GROUP CHAIR** (must be an SA member as well as an IEEE and/or Affiliate Member)

Name of Working Group Chair:

First Name: Roger

Last Name: Marks

Telephone: +1 303 497 3037

FAX:

E-mail: r.b.marks@ieee.org

9. CONTACT INFORMATION FOR **CO-CHAIR/OFFICIAL REPORTER**, Project Editor or Document Custodian if different from the Working Group Chair (must be an SA member as well as an IEEE and/or Affiliate Member)

Name of Co-Chair/Official Reporter (if different than Working Group Chair): First Name:

Last

Name:

Telephone:

FAX:

E-mail:

10. CONTACT INFORMATION FOR **SPONSORING SOCIETY OR STANDARDS COORDINATING COMMITTEE**

Sponsoring Society and Committee: C/LM (Please choose the correct acronym for your Sponsor Society/Technical Committee or SCC. For an acronym list, please [click here.](#))

Sponsor Committee Chair:

First Name: Paul
Last Name: Nikolich
Telephone: +1 857 205 0050
FAX: +1 781 334 2255
E-mail: p.nikolich@ieee.org

Standards Coordinator (Power Engineering Society Only):
Standards Coordinator: First Name: Last Name:
Telephone:
FAX:
E-mail:

IF THIS PROJECT IS BEING SPONSORED BY TWO SPONSORS, PLEASE
COMPLETE THE INFORMATION BELOW

Sponsoring Society and Committee: MTT (Please choose the correct acronym for
your Sponsor Society/Technical Committee or SCC. For an acronym list, please
click here.)

Sponsor Committee Chair:
First Name: Jeffrey
Last Name: Jargon
Telephone: +1 303 497 3596
FAX:
E-mail: jargon@boulder.nist.gov

Standards Coordinator (Power Engineering Society Only):
Standards Coordinator:
First Name:
Last Name:
Telephone:
FAX:
E-mail:

11. **SPONSOR BALLOTING INFORMATION** (Please choose one of the following):
Individual Balloting

Expected Date of Submission for Initial Sponsor Ballot: Month: 30 Day: 01 Year: 2005)

Please review the PAR form three months prior to submitting your draft for ballot to ensure that the title, scope and purpose on the PAR form match the title, scope and purpose on the draft. If they do not match, you will need to submit a modified PAR. Additional communication and input from other organizations or other IEEE Standards Sponsors should be encouraged through participation in the working group or the invitation pool.

12. **PROJECTED COMPLETION DATE FOR SUBMITTAL TO REVCOM**
Day: 29 Month: 07 Year: 2005

13. **SCOPE OF PROPOSED PROJECT**

Please detail the projected output including technical boundaries. Please be brief (less than 5 lines). FOR REVISED DOCUMENTS ONLY - Please detail the

projected output including the scope of the original document, amendments and additions.

This document provides enhancements to IEEE Standard 802.16-2004 to define a management information base (MIB) for the MAC and PHY and associated management procedures.

Is the completion of this document contingent upon the completion of another document?

Yes (with detailed explanation below)

IEEE Standard 802.16-2004 (completed; submitted to RevCom on 14 May 2004)

14. PURPOSE OF PROPOSED PROJECT

Please clearly and concisely define "why" the document is being done. Please be brief (less than 5 lines). FOR REVISED DOCUMENTS ONLY - Please detail the projected output including the scope of the original document, amendments and additions.

To provide an ASN.1 definition of managed objects to enable standards based management of IEEE 802.16 devices

14a. Please give the specific reason for the standardization project, with particular emphasis on the problem being solved, the benefit to be received and target users or industries.

15. INTELLECTUAL PROPERTY (Answer each of the questions below.)

Sponsor has reviewed the **IEEE-SA patent material** with the working group? Yes
Sponsor is aware of **copyright** permissions needed for this project? No
If yes, please explain:

Sponsor is aware of **trademarks** that apply to this project? No
If yes, please explain:

Sponsor is aware of possible **registration of objects** or numbers to be included in or used by this project? No
If yes, please explain:

16. ARE THERE OTHER DOCUMENTS OR PROJECTS WITH A **SIMILAR SCOPE**?

Yes (with detailed explanation below)

ETSI BRAN HiperMan is developing a MIB standard.

If Yes, please answer the following:

Sponsor Organization: ETSI BRAN

Project Number: HiperMAN

Project Date: Day: 01 Month: 01 Year: 2005

Project Title: HiperMAN Network Management

17. FUTURE ADOPTIONS

Is there potential for this document (in part or in whole) to be adopted by another national, regional or international organization? Yes

If Yes, the following questions must be answered:

Technical Committee Name and Number: ITU TC SC WG 9B (R)

Other Organization Contact Information:

Contact Name:

First Name: Jose
Last Name: Costa
Contact Telephone Number: +1 613 763 7574
Contact FAX Number: +1 613 765 1225
Contact E-mail address: j.costa@ieee.org

18. IF THE PROJECT WILL RESULT IN ANY **HEALTH, SAFETY, OR ENVIRONMENTAL GUIDANCE** THAT AFFECTS OR APPLIES TO HUMAN HEALTH OR SAFETY, PLEASE EXPLAIN, IN FIVE SENTENCES OR LESS.

No.

19. **ADDITIONAL EXPLANATORY NOTES** {Item Number and Explanation}

Item #13 - The contents of this amendment will be applicable to IEEE Standard 802.16-2004, which defined a fixed broadband wireless access system. It is not applicable to the mobile case under development in P802.16e.

802.16f Five Criteria, Revision 0

CRITERIA FOR STANDARDS DEVELOPMENT (FIVE CRITERIA)

Broad Market Potential

A standards project authorized by IEEE 802 shall have a broad market potential. Specifically, it shall have the potential for:

- a) *Broad sets of applicability.*
 - b) *Multiple vendors and numerous users.*
 - c) *Balanced costs (LAN versus attached stations).*
- a) IEEE 802 systems require consistent management features. The MIB related mechanisms are applicable to all IEEE 802 systems including 802.16.**
- b) Multiple vendors, from all around the world have participated in the study group process that developed this PAR and 5 Criteria**
- c) A MIB mechanism is a common feature of 802 systems and has been shown not to adversely affect the cost of such systems.**

Compatibility

IEEE 802 defines a family of standards. All standards shall be in conformance with the IEEE 802.1 Architecture, Management and Interworking documents as follows: 802. Overview and Architecture, 802.1D, 802.1Q and parts of 802.1f. If any variances in conformance emerge, they shall be thoroughly disclosed and reviewed with 802. Each standard in the IEEE 802 family of standards shall include a definition of managed objects which are compatible with systems management standards.

- 1. The proposed project will be developed in conformance with the 802 Overview and Architecture.**
- 2. The proposed project will be developed in conformance with 802.1D, 802.1Q, 802.1f.**
- 3. Managed objects will be defined consistent with existing policies and practices for 802.1 standards.**

Consideration will be made to ensure compatibility with the 802 architectural model including at least 802, 802.2, 802.1D, 802.1f and 802.1Q.

This amendment is specifically intended to address the requirement for managed object consistent with existing policies and practices for 802.1 standards.

Distinct Identity

Each IEEE 802 standard shall have a distinct identity. To achieve this, each authorized

project shall be:

- a) Substantially different from other IEEE 802 standards.*
- b) One unique solution per problem (not two solutions to a problem).*
- c) Easy for the document reader to select the relevant specification.*

- a) There exists no other MIB standard for 802.16 systems.**
- b) The proposal for the standard is to develop a single MIB.**
- c) It will be obvious from the title and content of the standard that it is a standard defining a MIB for 802.16.**

Technical Feasibility

For a project to be authorized, it shall be able to show its technical feasibility. At a minimum, the proposed project shall show:

- a) Demonstrated system feasibility.*
- b) Proven technology, reasonable testing.*
- c) Confidence in reliability*
 - a) MIBs are integral parts of most 802 systems. Thus they are demonstrably feasible.**
 - b) MIBs are already a proven and testable management mechanism, as shown through widespread deployment in millions of systems.**
 - c) There is no reason to consider MIBs to be unreliable.**

Economic Feasibility

For a project to be authorized, it shall be able to show economic feasibility (so far as can reasonably be estimated), for its intended applications. At a minimum, the proposed project shall show:

- a) Known cost factors, reliable data.*
- b) Reasonable cost for performance.*
- c) Consideration of installation costs.*
 - a) MIB implementations are widely and cost effectively deployed today.**
 - b) The performance of MIBs are related to the performance of the underlying network technology. 802.16 is capable in this respect.**
 - c) MIBs will generally be included directly in products and will not demand costly installation methods. In addition, MIBs may serve to reduce installation costs of 802.16 systems.**

Moved: to forward the 802.16f PAR to NesCom.

Moved: Roger Marks/Stewart Kerry

A point was made that the PAR should state that the MIB will be an SNMP MIB, if that is the case, and not state it as an ASN.1 MIB.

A point was made that if the intention is to make the actual MIB text available in machine readable form, that should be clear.

Passes: 13/0/1

5.07 ME 802.16g to NesCom

- Marks

5 02:02 PM

Objection to consideration was raised, because the PAR was not received until after the requirement for delivery to the EC had passed. The response was that only dates and the spelling of a reference were changed and the objection is unreasonable.

1. ASSIGNED PROJECT NUMBER

P 802.16g

2. SPONSOR DATE OF REQUEST

Day: 16 Month: 07 Year: 2004

3. TYPE OF DOCUMENT

Standard for {document stressing the verb "shall"}

4. TITLE OF DOCUMENT:

Draft Amendment to IEEE Standard for Local and Metropolitan Area Networks - Part 16: Air Interface for Fixed and Mobile Broadband Wireless Access Systems - Management Plane Procedures and Services

5. LIFE CYCLE

Full-Use

6. TYPE OF PROJECT

Amendment to an existing document

(indicate Number and year existing document was published in box to the right):

IEEE 802.16-2004; P802.16e

Is this project in ballot now? No

7. WORKING GROUP INFORMATION:

Name of Working Group: IEEE 802.16 Working Group on Broadband Wireless Access

Approximate Number of Expected Working Group Members: 100

8. CONTACT INFORMATION FOR **WORKING GROUP CHAIR** (must be an SA member as well as an IEEE and/or Affiliate Member)

Name of Working Group Chair:

First Name: Roger

Last Name: Marks

Telephone: +1 303 497 3037

FAX:

E-mail: r.b.marks@ieee.org

9. CONTACT INFORMATION FOR **CO-CHAIR/OFFICIAL REPORTER**, Project Editor or Document Custodian if different from the Working Group Chair (must be an SA member as well as an IEEE and/or Affiliate Member)

Name of Co-Chair/Official Reporter (if different than Working Group Chair): First Name:
Last

Name:

Telephone:

FAX:

E-mail:

10. CONTACT INFORMATION FOR **SPONSORING SOCIETY OR STANDARDS COORDINATING COMMITTEE**

Sponsoring Society and Committee: C/LM (Please choose the correct acronym for your Sponsor Society/Technical Committee or SCC. For an acronym list, please [click here.](#))

Sponsor Committee Chair:
First Name: Paul
Last Name: Nikolich
Telephone: +1 857 205 0050
FAX: +1 781 334 2255
E-mail: p.nikolich@ieee.org

Standards Coordinator (Power Engineering Society Only):
Standards Coordinator: First Name: Last Name:
Telephone:
FAX:
E-mail:

IF THIS PROJECT IS BEING SPONSORED BY TWO SPONSORS, PLEASE
COMPLETE THE INFORMATION BELOW

Sponsoring Society and Committee: MTT (Please choose the correct acronym for
your Sponsor Society/Technical Committee or SCC. For an acronym list, please
[click here.](#))

Sponsor Committee Chair:
First Name: Jeffrey
Last Name: Jargon
Telephone: +1 303 497 3596
FAX:
E-mail: jargon@boulder.nist.gov

Standards Coordinator (Power Engineering Society Only):
Standards Coordinator:
First Name:
Last Name:
Telephone:
FAX:
E-mail:

11. **SPONSOR BALLOTING INFORMATION** (Please choose one of the following):
Individual Balloting

Expected Date of Submission for Initial Sponsor Ballot: Month: 07 Day: 20 Year: 2006)

Please review the PAR form three months prior to submitting your draft for ballot to ensure that the title, scope and purpose on the PAR form match the title, scope and purpose on the draft. If they do not match, you will need to submit a modified PAR. Additional communication and input from other organizations or other IEEE Standards Sponsors should be encouraged through participation in the working group or the invitation pool.

12. **PROJECTED COMPLETION DATE FOR SUBMITTAL TO REVCOM**
Day: 20 Month: 01 Year: 2007

13. **SCOPE OF PROPOSED PROJECT**

Please detail the projected output including technical boundaries. Please be brief (less than 5 lines). FOR REVISED DOCUMENTS ONLY - Please detail the

projected output including the scope of the original document, amendments and additions.

This document provides enhancements to the MAC and PHY management entities of IEEE 802.16-2004, as amended by P802.16e, to create standardized procedures and interfaces for the management of conformant 802.16 devices.

Is the completion of this document contingent upon the completion of another document?

Yes (with detailed explanation below)

IEEE Standard 802.16-2004 (completed; submitted to RevCom on 14 May 2004)

IEEE P802.16e (scheduled for completion in 2004).

14. PURPOSE OF PROPOSED PROJECT

Please clearly and concisely define "why" the document is being done. Please be brief (less than 5 lines). FOR REVISED DOCUMENTS ONLY - Please detail the projected output including the scope of the original document, amendments and additions.

To provide conformant 802.16 equipment with procedures and services to enable interoperable and efficient management of network resources, mobility, and spectrum, and to standardize management plane behavior in 802.16 fixed and mobile devices.

14a. Please give the specific reason for the standardization project, with particular emphasis on the problem being solved, the benefit to be received and target users or industries.

15. INTELLECTUAL PROPERTY (Answer each of the questions below.)

Sponsor has reviewed the **IEEE-SA patent material** with the working group? Yes

Sponsor is aware of **copyright** permissions needed for this project? No

If yes, please explain:

Sponsor is aware of **trademarks** that apply to this project? No

If yes, please explain:

Sponsor is aware of possible **registration of objects** or numbers to be included in or used by this project? No

If yes, please explain:

16. ARE THERE OTHER DOCUMENTS OR PROJECTS WITH A **SIMILAR SCOPE**?

No

17. **FUTURE ADOPTIONS**

Is there potential for this document (in part or in whole) to be adopted by another national, regional or international organization? Yes

If Yes, the following questions must be answered:

Technical Committee Name and Number: ITU 8F (R)

Other Organization Contact Information:

Contact Name:

First Name: Jose

Last Name: Costa

Contact Telephone Number: +1 613 763 7574

Contact FAX Number: +1 613 765 1225

Contact E-mail address: j.costa@ieee.org

18. IF THE PROJECT WILL RESULT IN ANY HEALTH, SAFETY, OR ENVIRONMENTAL GUIDANCE THAT AFFECTS OR APPLIES TO HUMAN HEALTH OR SAFETY, PLEASE EXPLAIN, IN FIVE SENTENCES OR LESS.

No.

19. ADDITIONAL EXPLANATORY NOTES {Item Number and Explanation}

Item #13 Definition of management plane procedures should be performed with reference to an appropriate architectural model or models. This amendment will not define such an architectural model, however informative reference to architectural models shall be included. This amendment shall informatively define logical reference models for the purpose of minimal definition of network entities. It shall not mandate the use of a particular network model or transport protocol. This amendment will define network information elements sufficient to enable base station interoperability.

802.16g Five Criteria, Revision 0

CRITERIA FOR STANDARDS DEVELOPMENT (FIVE CRITERIA)

Broad Market Potential

A standards project authorized by IEEE 802 shall have a broad market potential. Specifically, it shall have the potential for:

- a) *Broad sets of applicability.*
- b) *Multiple vendors and numerous users.*
- c) *Balanced costs (LAN versus attached stations).*

IEEE 802.16 systems require management features. At present, those features are not standardized. A management plane standard for 802.16 would be broadly applicable.

Multiple vendors, from all around the world have participated in the study group process that developed this PAR and 5 Criteria

The costs of management features in base and subscriber stations are unlikely to be out of balance, since the definition of manageability features in both cases will be similar.

Compatibility

IEEE 802 defines a family of standards. All standards shall be in conformance with the IEEE 802.1 Architecture, Management and Interworking documents as follows: 802. Overview and Architecture, 802.1D, 802.1Q and parts of 802.1f. If any variances in conformance emerge, they shall be thoroughly disclosed and reviewed with 802. Each standard in the IEEE 802 family of standards shall include a definition of managed objects which are compatible with systems management standards.

- 1. The proposed project will be developed in conformance with the 802 Overview and Architecture.**
- 2. The proposed project will be developed in conformance with 802.1D, 802.1Q, 802.1f.**
- 3. Managed objects will be defined consistent with existing policies and practices for 802.1 standards.**

Consideration will be made to ensure compatibility with the 802 architectural model including at least 802, 802.2, 802.1D, 802.1f and 802.1Q.

Distinct Identity

Each IEEE 802 standard shall have a distinct identity. To achieve this, each authorized project shall be:

- a) *Substantially different from other IEEE 802 standards.*

- b) *One unique solution per problem (not two solutions to a problem).*
- c) *Easy for the document reader to select the relevant specification.*

- a) There exists no other management plane standard for 802.16 systems. The management plane is out of scope of the base 802.16 standard.**
- b) The proposal for the standard is to develop a single set of management features**
- c) It will be obvious from the title and content of the standard that it is a standard defining management plane behavior for 802.16.**

Technical Feasibility

For a project to be authorized, it shall be able to show its technical feasibility. At a minimum, the proposed project shall show:

- a) *Demonstrated system feasibility.*
- b) *Proven technology, reasonable testing.*
- c) *Confidence in reliability*
 - a. Management planes are integral parts of most wireless communication systems. Thus they are demonstrably feasible.**
 - b. Management planes are a proven and testable aspect of wireless communication systems as demonstrated through widespread deployment in millions of systems.**
 - c. Management plane implementations are widely deployed and are thus widely demonstrated to have the capacity to be reliable.**

Economic Feasibility

For a project to be authorized, it shall be able to show economic feasibility (so far as can reasonably be estimated), for its intended applications. At a minimum, the proposed project shall show:

- a) *Known cost factors, reliable data.*
 - b) *Reasonable cost for performance.*
 - c) *Consideration of installation costs.*
-
- a) Management planes are a integral part of wireless communication systems. Standardizing such behavior is unlikely to add additional costs to implementations.**
 - b) Management planes are a necessary part of wireless communication systems, as such they are essential to achieve a reasonable performance in return for the system cost**
 - c) The management plane as specified in the proposed standard will typically be directly included in devices and not require additional installation costs. In addition, a standardized management plane may serve to reduce installation costs of 802.16 systems.**

Moved: To forward the PAR for 802.16g to NesCom
Moved: Roger Marks/Bob Grow

Passes: 8/1/6

5.08 ME 802.16h to NeSCom

- Marks

5 02:05 PM

Project	IEEE 802.16 Broadband Wireless Access Working Group < http://ieee802.org/16 >	
---------	-----------------------------------------------------------------------------------------------------------------------------	--

Title	Proposed PAR: Corrigendum to IEEE Std 802.16-2004	
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Date Submitted	2004-07-14	
----------------	-------------------	--

Source(s)	Roger B. Marks NIST 325 Broadway, MC 818.00 Boulder, CO 80305	Voice: +1 303 497 3037 Fax: mailto:marks@nist.gov
-----------	------------------------------------------------------------------------	---------------------------------------------------------------------------------------------

Re:		
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Abstract	Proposed PAR for a Corrigendum to IEEE Std 802.16-2004	
----------	--------------------------------------------------------	--

Purpose	For review by the Working Group and possible approval at the Opening Plenary of 12 July 2004 for forwarding to the IEEE 802 EC.	
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Notice	This document has been prepared to assist IEEE 802.16. It is offered as a basis for discussion and is not binding on the contributing individual(s) or organization(s). The material in this document is subject to change in form and content after further study. The contributor(s) reserve(s) the right to add, amend or withdraw material contained herein.	
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Release	The contributor grants a free, irrevocable license to the IEEE to incorporate material contained in this contribution, and any modifications thereof, in the creation of an IEEE Standards publication; to copyright in the IEEE's name any IEEE Standards publication even though it may include portions of this contribution; and at the IEEE's sole discretion to permit others to reproduce in whole or in part the resulting IEEE Standards publication. The contributor also acknowledges and accepts that this contribution may be made public by IEEE 802.16.	
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Patent Policy and Procedures	The contributor is familiar with the IEEE 802.16 Patent Policy and Procedures (Version 1.0) < http://ieee802.org/16/ipr/patents/policy.html >, including the statement "IEEE standards may include the known use of patent(s), including patent applications, if there is technical justification in the opinion of the standards-developing committee and provided the IEEE receives assurance from the patent holder that it will license applicants under reasonable terms and conditions for the purpose of implementing the standard." Early disclosure to the Working Group of patent information that might be relevant to the standard is essential to reduce the possibility for delays in the development process and increase the likelihood that the draft publication will be approved for publication. Please notify the Chair < mailto:r.b.marks@ieee.org > as early as possible, in written or electronic form, of any patents (granted or under application) that may cover technology that is under consideration by or has been approved by IEEE 802.16. The Chair will disclose this notification via the IEEE 802.16 web site < http://ieee802.org/16/ipr/patents/notices >.	
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**DRAFT**

1. ASSIGNED PROJECT NUMBER: 802.16h

2. SPONSOR DATE OF REQUEST: 2004-07-16

3. TYPE OF DOCUMENT: Standard

4. TITLE OF DOCUMENT: Corrigendum to IEEE Standard for Local and Metropolitan Area Networks - Part 16: Air Interface for Fixed and Mobile Broadband Wireless Access Systems

5. LIFE CYCLE: Full-Use

6. TYPE OF PROJECT: Corrigendum IEEE 802.16-2004

Modified PAR?

In Ballot? No

7. WORKING GROUP INFORMATION

Name of Working Group: IEEE 802.16 Working Group on Broadband Wireless Access

Approximate Number of Expected Working Group Members: 100

8. CONTACT INFO FOR WORKING GROUP CHAIR

Name of Working Group Chair: Roger Marks

Telephone: +1 303 497 3037

FAX:

E-mail: r.b.marks@ieee.org

9. CONTACT INFO OF CO-CHAIR/OFFICIAL REPORTER

Name of Co-Chair/Official Reporter:

Telephone:

FAX:

E-mail:

10. CONTACT INFO OF SPONSOR

Sponsor: C/LM

Name of Sponsor Chair: Paul Nikolich

Telephone: +1 857 205 0050

FAX: +1 781 334 2255

E-mail: p.nikolich@ieee.org

Standards Coordinator (Power Engineering Society Only):

This is the information you entered:

Name:

Telephone: Fax:

E-mail:

This is the information in our database: Check The Box To Use This Information

Name:

Telephone: Fax:

E-mail:

CO-SPONSOR INFORMATION (THIS IS BEING SPONSORED BY TWO SPONSORS):

Cosponsor: [MTT/SCC](#)

Name of Cosponsor Chair: [Jeffrey Jargon](#)

Telephone: [+1 303 497 3596](#)

FAX:

E-mail: jargon@boulder.nist.gov

Standards Coordinator for Cosponsor (Power Engineering Society Only):

This is the information you entered:

Name:

Telephone: Fax:

E-mail:

This is the information in our database: Check The Box To Use This Information

Name:

Telephone: Fax:

E-mail:

11. TYPE OF SPONSOR BALLOT: [Individual](#)

Expected Date of Submission for Initial Sponsor Ballot: [2004-12-10](#)

12. PROJECTED COMPLETION DATE FOR SUBMITTAL TO REVCOM: [2005-01-31](#)

13. SCOPE: [This corrigendum contains substantive corrections to IEEE Standard 802.16-2004. It corrects errors, inconsistencies, and ambiguities in that standard. It does not contain new material.](#)

Completion of this document contingent? [No](#)

14. PURPOSE: To correct errors, inconsistencies, and ambiguities in IEEE Standard 802.16-2004.

14a. Reason: To correct errors, inconsistencies, and ambiguities in IEEE Standard 802.16-2004 as soon as possible.

15. INTELLECTUAL PROPERTY:

Patent Policy: Yes

Copyrights: No

Trademarks: No

Registration of Object: No

16. SIMILAR SCOPE: No

17. FUTURE ADOPTION - INTERNATIONAL SPONSOR: Yes

Int'l Organization: ITU

Int'l Contact Person: Jose Costa

Telephone: +1 613 763 7574

FAX: +1 613 765 1225

E-mail: j.costa@ieee.org

18. FOCUS ON HEALTH, SAFETY OR ENVIRONMENTAL ISSUES:

Explanation: No.

19. ADDITIONAL NOTES:

I acknowledge having read and understood the IEEE Code of Ethics I agree to conduct myself in a manner which adheres to the IEEE Code of Ethics when engaged in official IEEE business.

The PAR Copyright Release and Signature Page must be submitted either by FAX to 208-460-5300 or as e-mail attachment in .pdf format to the NesCom Administrator before this PAR will be sent on for NesCom and Standards Board approval.

**Moved: to forward to NesCom the 802.16h PAR
Roger Marks/Tony Jeffree
Passes: 12/0/3**

5.09 ME 802.18 TV Band PAR to NesCom

- Stevenson 15 02:07 PM

IEEE P802.xx
IEEE 802 LAN/MAN Standards Committee

PAR for IEEE 802.xx Wireless Regional Area Network TV Band
Specification

Date: May 11, 2004

Author:

Jeffrey Schiffer/Barry O'Mahony
Intel Corporation
Phone: +1(408) 765-1953 /+1 (503) 264-8579
Fax: +1(408)765-4614 / NA
e-Mail: Jeffrey.Schiffer@Intel.com / barry.omahony@intel.com

Abstract

This document is a proposed PAR for a standard for Wireless Regional Area Networks designed to operate in the VHF/UHF TV bands, including mechanisms to protect incumbent licensees from harmful interference.

IEEE-SA Standards Board Project Authorization Request (PAR) Form

1. Assigned Project Number: **P802.xxxx**

2. Sponsor Date of Request: **2004-xx-xx**

3. Type of Document:

- Standard for** { document stressing the verb "shall" }
 Recommended Practice for { document stressing the verb "should" }
 Guide for { document in which good practices are suggested, stressing the verb "may" }

4. Title of Document:

Information Technology -Telecommunications and information exchange between systems – Wireless Regional Area Networks (WRAN) - Specific requirements - Part xx: Cognitive Wireless RAN Medium Access Control (MAC) and Physical Layer (PHY) specifications: Policies and procedures for operation in the TV Bands.

5. Life Cycle

- Full Use** (5-year life cycle)
 Trial Use (2-year life cycle)

6. Type of Project:

- New standard
 Revision of existing standard (indicate Number and year existing standard was published in box to the right) (####-YYYY)
 Amendment to an existing standard
 Corrigendum to an existing standard (indicate Number and year existing standard was published in box to the right) (####-YYYY)
 Revised PAR (indicate PAR Number and Approval Date here: P - (YYYY-MM-DD)

Is this project in ballot now? No

State reason for revising the PAR in Item #18.

7. Contact information of Working Group Chair who must be an SA member as well as an IEEE and/or Affiliate Member

Name of Working Group (WG): IEEE 802.xx

Name of Working Group Chair: TBD (need candidates by JULY EC mtg)

First Name: Last Name

Telephone:

FAX:

EMAIL:

8. Contact Information of Official Reporter, Project Editor or Document Custodian if different from the Working Group Chair. The Official Report must be an SA member as well as an IEEE and/or Affiliate Member.

Name of Official Reporter (if different than Working Group Chair):

9. Contact information of Sponsoring Society or Standards Coordinating Committee:
Sponsoring Society and Committee:

IEEE 802 LAN/MAN Standards Committee

Sponsor Committee Chair:

First Name: **Paul** Last Name: **Nikolich**

Telephone: **+1 (978) 749-9999**

FAX: **+1 (978) 749-8888**

EMAIL: **p.nikolich@ieee.org**

10. Sponsor Balloting Information:

Choose one from the following:

Individual Balloting

Entity Balloting

Mixed Balloting (combination of Individual and Entity Balloting)

Expected Date of Submission for Initial Sponsor Ballot: **2007-01-01**

Please review the PAR form three months prior to submitting your draft for ballot to ensure that the title, scope and purpose on the PAR form match the title, scope and purpose on the draft. If they do not match, you will need to submit a revised PAR.

Additional communication and input from other organizations or other IEEE Standards Sponsors should be encouraged through participation in the working group or the balloting pool.

11. Projected Completion Date for Submittal to RevCom: **2007-06-01**

If this is a REVISED PAR and the completion date is being extended past the original four-year life of the PAR, please answer the following questions.

If this is not a revised PAR, please go to question #12

Statement of why the extension is required:

When did you begin writing the first draft?

How many people are actively working on the project?

How many times a year does the working group meet in person?

How frequently is a draft version circulated to the working group via electronic means?

How much of the Draft is stable (Format: NN%)? %

How many significant working revisions has the Draft been through?

Briefly describe what the development group has already accomplished, and what remains to be done:

12. Scope of Proposed Project:

This standard specifies the air interface, including the medium access control layer (MAC) and physical layer (PHY), of fixed point-to-multipoint wireless regional area networks operating in the VHF/UHF TV broadcast bands between 54 MHz and 862 MHz.

13. Purpose of Proposed Project:

This standard is intended to enable deployment of interoperable 802 multivendor wireless regional area network products, to facilitate competition in broadband access by providing alternatives to wireline broadband access and extending the deployability of such systems into diverse geographic areas, including sparsely populated rural areas, while preventing harmful interference to incumbent licensed services in the TV broadcast bands.

14. Intellectual Property:

Sponsor has reviewed the IEEE patent policy with the working group?

Choose One Yes No

Sponsor is aware of copyrights relevant to this project?

Choose One Yes No

Sponsor is aware of trademarks relevant to this project?

Choose One Yes No

Sponsor is aware of possible registration of objects or numbers due to this project?

Choose One Yes No

15. Are there other standards or projects with a similar scope?

Choose One Yes No

Explanation:

If Yes, please answer the following:

Sponsor Organization:

Project Number:

Project Date:

Project Title:

16. International Sponsor Organization

Is there potential for this standard (in part or in whole) to be submitted to an international organization for review/adoption?

Choose One **YES** {Yes/No/?? if you don't know at this time}

If Yes, please answer the following questions:

International Committee Name and Number: ITU-R

International Organization Contact Information: TBD

Contact First Name:

Contact Last Name:

Contact Telephone Number:

Contact FAX Number:

Contact E-mail address:

17. Will this project focus on health, safety or environmental issues? **No**

If Yes: Explanation?

Note: The PAR Copyright Release and Signature Page must be submitted either by FAX to 208-460-5300 or as an e-mail attachment in .pdf format to the NesCom Administrator before this PAR will be sent on for NesCom and Standards Board approval.

IEEE-SA Standards Board

18. **Additional Explanatory Notes:**

Item 4: “Wireless Regional Area Network” (“WRAN”) - a network for operation over large, potentially sparsely populated areas (e.g. rural areas), taking advantage of the favorable propagation characteristics in the VHF and low UHF TV bands.

Submitted by: (This MUST be the Sponsor Chair or the Sponsor's Liaison Representative to the IEEE Standards Board) who MUST be an IEEE/Affiliate AND Standards Association (SA) member. If the Sponsor chair is the submitter of the PAR by EMAIL and verifiable by his sender's Email address, this form does not need to be signed by the sponsor. The submitter will be notified in writing when the PAR is received and when the PAR will be considered for approval by the Standards Board. After the Standards Board meeting, the submitter will be notified in writing of the action taken.

As submitter, I shall be responsible for the development and coordination of the standards project, for supervising the standards project from inception to completion, and for ensuring that the standards project operates according to a written set of policies and procedures (P&P) per subclause 5.1.1 of the IEEE-SA Standards Board Operations Manual.

I acknowledge having read and understood the **IEEE Code of Ethics** (http://www.ieee.org/portal/index.jsp?pageID=corp_level1&path=about/whatis&file=code.xml&xsl=generic.xsl). I agree to conduct myself in a manner, which adheres to the IEEE Code of Ethics when engaged in official IEEE business.

Signature of Submitter _____ Date _____

Name of Sponsor Committee Chair:	IEEE/SA/Affiliate Memb #:
Company:	Telephone:
Address:	FAX:
City/State/Zip:	EMAIL:

Do Not Write Below This Line

Signature by IEEE-SA Officer: _____

Title: _____

Date: _____

CRITERIA FOR STANDARDS DEVELOPMENT (FIVE CRITERIA)

Broad Market Potential

A standards project authorized by IEEE 802 shall have a broad market potential. Specifically, it shall have the potential for:

- a) Broad sets of applicability.
- b) Multiple vendors and numerous users.
- c) Balanced costs (LAN versus attached stations).

IEEE 802 standards for wireless devices are widely implemented and widely used for numerous applications, such as local area networking, wireless internet hotspots, streaming video, and even “first mile” access applications. Tens of millions of WLAN radios have been shipped, from multiple vendors, and costs are attractive enough that they are now built into “stations” as diverse as laptop PC’s and video cameras. Extending 802 wireless networking to other parts of the spectrum will further broaden this range of applicability.

Opening up presently unused blocks of spectrum, coupled with the attractive propagation characteristics of the VHF/UHF TV bands, will extend the availability of broadband services and applications by enabling longer-distance and non-LOS links. This is especially necessary for economic viability of broadband services in low population density rural (and other unserved or underserved) areas. This will also provide additional capacity to help alleviate spectrum congestion in more densely populated areas through scalability (lower transmit power and lower antenna heights to gain cellular-like frequency reuse).

The TV bands are being studied for re-allocation on a global basis both in the ITU-R and in individual countries as they transition from analog to digital broadcasting and spectrum is freed up accordingly. Pursuing global harmonization will further broaden the applicability and increase the economies of scale of wireless networking in this region of the spectrum to the benefit of manufacturers, service providers, and users alike.

Compatibility

IEEE 802 defines a family of standards. All standards shall be in conformance with the IEEE 802.1 Architecture, Management, and Interworking documents as follows: 802 Overview and Architecture, 802.1D, 802.1Q, and parts of 802.1f. If any variances in conformance emerge, they shall be thoroughly disclosed and reviewed with 802. Each standard in the IEEE 802 family of standards shall include a definition of managed objects which are compatible with systems management standards.

The proposed standard will take advantage of the better non-LOS propagation characteristics and longer reach potential at these lower frequencies, and will provide robust and reliable mechanisms to prevent harmful interference to licensed operations in the TV bands. Where feasible for the application, it will draw on concepts and technologies from existing 802 wireless standards. By extension, it will be compatible with the 802 architecture, including 802.1D, 802.1Q, and parts of 802.1f.

Distinct Identity

Each IEEE 802 standard shall have a distinct identity. To achieve this, each authorized project shall be:

- a) Substantially different from other IEEE 802 standards.
- b) One unique solution per problem (not two solutions to a problem).
- c) Easy for the document reader to select the relevant specification.

No current 802 wireless standard specifies operation in the VHF and lower portion of the UHF spectrum, i.e., the TV bands, where, because of the more favorable propagation characteristics, it is possible to cover extensive areas in LOS and non-LOS conditions, making it economically feasible to serve even sparsely populated rural areas. Also, no current 802 wireless standard includes the ability to determine the presence of licensed users in the TV band and adjust its frequency of operation, power level, and/or other operational characteristics so as to avoid harmful interference to these operations.

Technical Feasibility

For a project to be authorized, it shall be able to show its technical feasibility. At a minimum, the proposed project shall show:

- a) Demonstrated system feasibility.
- b) Proven technology, reasonable testing.
- c) Confidence in reliability.

The favorable propagation characteristics at VHF and lower UHF frequencies are well documented in the literature, and demonstrated in the field by decades of practical operational experience, both in urban and rural environments.

Existing 802 wireless standards (e.g. 802.11h) have demonstrated that detection and avoidance of operation in spectrum occupied by licensed users is technically feasible.

As a result of the migration of TV stations from analog to DTV operation, there is a large body of work documenting the appropriate co- and adjacent-channel D/U power ratios that would avoid harmful interference with TV services.

There is a similar body of work documenting the appropriate co- and adjacent-channel D/U power ratios that would avoid harmful interference for land mobile and other licensed services.

Long term experience with hundreds of millions of mass produced WLAN devices and consumer TV devices demonstrates that the technology is highly reliable.

Economic Feasibility

For a project to be authorized, it shall be able to show economic feasibility (so far as can reasonably be estimated), for its intended applications. At a minimum, the proposed project shall show:

- a) Known cost factors, reliable data.
- b) Reasonable cost for performance.
- c) Consideration of installation costs.

The economic feasibility of IEEE 802 wireless devices is well-documented. The cost factors for system components used in mass-market consumer TV devices are well established. As these devices will autonomously determine the presence of licensed operations and avoid them, installation costs will be minimal or non-existent. The resulting standard would even bring economically viable broadband access to lower population density rural areas, supporting the societal goal of bridging the 'digital divide'.

PAR Copyright Release and Signature Page

(Revised 2003)

1. Sponsor Date of Request: 2004-xx-xx

2. Assigned Project Number: **P802.xx**

Title:

Information Technology -Telecommunications and information exchange between systems – Wireless Regional Area Networks (WRAN) - Specific requirements - Part xx: Cognitive Wireless RAN Medium Access Control (MAC) and Physical Layer (PHY) specifications: Policies and procedures for operation in the TV Bands.

I hereby acknowledge my appointment as Official Reporter (usually the WG Chair) to the 802.xx Working Group.

In consideration of my appointment and the publication of the Standards Publication identifying me, at my option, as an Official Reporter, I agree to avoid knowingly incorporating in the Standards Publication any copyrighted or proprietary material of another without such other's consent and acknowledge that the Standards Publication shall constitute a "work made for hire" as defined by the Copyright Act, and, that as to any work defined, I agree to and do hereby transfer any right or interest I may have in the copyright to said Standards Publication to IEEE.

I acknowledge having read and understood the **IEEE Code of Ethics** (http://www.ieee.org/portal/index.jsp?pageID=corp_level1&path=about/whatis&file=cod e.xml&xsl=generic.xsl). I agree to conduct myself in a manner, which adheres to the IEEE Code of Ethics when engaged in official IEEE business.

Signature of Official Reporter _____ Date _____

Name of Official Reporter (usually the WG Chair):

Title in WG:	Chairman	IEEE/SA/Affiliate Memb #:
Company:		Telephone:
Address:		FAX:
City/State/Zip:		EMAIL:

Moved: to forward the 802.22 PAR to NesCom

Moved: Carl Stevenson/Bob Heile

A point was made the items 14 and 14a should not be duplicates of each other.

Opposition was expressed to this project, due to its dependence on the frequency band of operation for its unique identity. Other opposition was cited that the project was not well socialized, including not having a plenary tutorial. Reference was made to the communication to the FCC from the EC in November 2003, indicating that 802 had interest in defining a spectrum etiquette for this band.

It was pointed out that Carl did work with 802.20 on two occasions to socialize the work. It was also pointed out that there was a tutorial on this topic at the May interim meetings of several wireless groups in Anaheim, CA.

Carl indicated that the Canadian government is also interested in this technique, expressing doubts that 802.16 is adequate to address the requirements. Carl indicated that there has been participation and support from both the broadcasters and public safety sector.

The reaction to the response to 802.16 comments was characterized as “disappointing”. It was also pointed out that even though there were comments on the PAR and Five Criteria written by four different working groups, no changes to either were made in response.

It is the position of 802.18 that while it is desirable to have a tutorial, it is not required. The regulatory window may close, if there is not something concrete available to indicate to the regulators that industry is ready to quickly address the subject of the NPRM.

Passes: 7/5/3

Paul indicated that Carl will continue as the interim chair of the working group until an election can be held.

5.10 ME 802.11e to RevCom under Procedure 10 - Kerry 10 02:32 PM

Moved: to forward 802.11e to RevCom under Procedure 10.

Moved: Stuart Kerry/Bob Heile

Motion withdrawn due to material not meeting the presentation requirements of Procedure 10 and to be conducted via EC email ballot.

5.11 ME 802.11T PAR to NesCom - Kerry 5 02:38 PM

Agenda#:

Date:

Time:

IEEE 802 LMSC RESOLUTION

Motion By: KERRY Seconded By: HEILE

Approval of 802.11j D1.6 and review by the comment resolution group under Procedure 10 that it be placed on the next available RevCom agenda after approval of Excom,

802.11 TGj Results

TG: Inoue/Nische

Result: (3-0-0) Approved

WG: Moved by *Sheung Li TG Chair* on behalf of the Study Group

802.11 WG Results

– Moved by *Sheung Li*

Result: 106-0-0 Approved

July 2004 Approve:

Do Not Approve:

Abstain:

DRAFT PAR

**Draft PAR for IEEE 802.11
Wireless Performance Prediction (WPP)**

Date: May 12, 2004

Author:

Tom Alexander - VeriWave
Areg Alimian - CMC
Khaled Amer - AmerNet
Larry Green – CMC
Kevin Karcz – UNH-IOL
Bobby Jose – Vivato
Fanny Mlinarsky - Azimuth
Roger Skidmore – Wireless Valley

Abstract

This document is a draft Project Authorization Request (PAR) for the Wireless Performance Prediction (WPP) Task Group within the IEEE 802.11 Working Group. It is based on the results of the WPP SG meetings on May 10th and 11th, 2004.

IEEE-SA Standards Board
Project Authorization Request (PAR) Form (2002)

For a review of the Standards Development Process (designed to assist the Working Group, Working Group Chair, Sponsor Chair, and Society Liaison), please click here.

1. Assigned Project Number (Please contact the NesCom Administrator if this is a new PAR): P

2. Sponsor Date of Request: 14 May 2004

3. Type of Document (Please check one)

- Standard for {document stressing the verb "shall"}
- Recommended Practice for {document stressing the verb "should"}
- Guide for {document in which good practices are suggested, stressing the verb "may"}

4. Title of Document: Draft Recommended Practice for the Evaluation of 802.11 Wireless Performance

5. Life Cycle

- Full Use (5-year life cycle)
- Trial Use (2-year life cycle)

6. Type of Project:

- New document
- Revision of existing document (indicate Number and year existing standard was published in box to the right) (####-YYYY)
- Amendment to an existing document (indicate Number and year existing standard was published in box to the right) (####-YYYY)
- Corrigendum to an existing document (indicate Number and year existing standard was published in box to the right) (####-YYYY)
- Revised PAR (indicate PAR Number and Approval Date here: P - (dd-mmm-yyyy)

Is this project in ballot now? No

State reason for revising the PAR in Item #18.

7. Contact information for Working Group Chair (must be an SA member as well as an IEEE and/or Affiliate Member)

Name of Working Group(WG) : IEEE 802.11 WLAN

Name of Working Group Chair:

First Name: Stuart Last Name: Kerry

Telephone: +1 (408) 474-7356

FAX: +1 (408) 474-5343

EMAIL: stuart.kerry@philips.com

8. Contact Information for Official Reporter, Project Editor or Document Custodian if different from the Working Group Chair (must be an SA member as well as an IEEE and/or Affiliate Member)

Name of Official Reporter (if different than Working Group Chair):

First Name: Last Name:

Telephone:

FAX:

EMAIL:

9. Contact information for Sponsoring Society or Standards Coordinating Committee

Sponsoring Society and Committee: Computer Society LAN/MAN Standards Committee

Sponsor Committee Chair:

First Name: Paul Last Name: Nikolich

Telephone: 978-749-9999

FAX: 978-749-8888

EMAIL: p.nikolich@ieee.org

I acknowledge having read and understood the **IEEE Code of Ethics**. I agree to conduct myself in a manner which adheres to the IEEE Code of Ethics when engaged in official IEEE business.

10. Sponsor Balloting Information (Please choose one of the following)

Choose one from the following:

Individual Balloting

Entity Balloting

Mixed Balloting (combination of Individual and Entity Balloting)

Expected Date of Submission for Initial Sponsor Ballot: 30 June 2007 (dd-mmm-yyyy)

Please review the PAR form three months prior to submitting your draft for ballot to ensure that the title, scope and purpose on the PAR form match the title, scope and purpose on the draft. If they do not match, you will need to submit a revised PAR.

Additional communication and input from other organizations or other IEEE Standards Sponsors should be encouraged through participation in the working group or the balloting pool.

11. Projected Completion Date for Submittal to RevCom: 31 December 2007 (dd-mmm-yyyy)

If this is a REVISED PAR and the completion date is being extended past the original four-year life of the PAR, please answer the following questions.

If this is not a revised PAR, please go to question #12

- a. Statement of why the extension is required:
- b. When did work on the first draft begin?:
- c. How many people are actively working on the project?:

- d. How many times a year does the working group meet in person?:
- e. How many times a year does the working group meet using electronic means (i.e. teleconference, e-mail, web-based meetings)?
- f. How frequently is a draft version circulated to the working group?:
- g. How much of the Draft is stable (Format: NN%)?: %
- h. How many significant working revisions has the Draft been through?:
- i. Briefly describe what the development group has already accomplished, and what remains to be done:

12. Scope of Proposed Project

[Please detail the projected output including technical boundaries.

FOR REVISED DOCUMENTS ONLY – Please detail the projected output including the scope of the original document, amendments and additions. Please be brief (less than 5 lines).]:

The scope of the project is to provide a set of performance metrics, measurement methodologies, and test conditions to enable measuring and predicting the performance of 802.11 WLAN devices and networks at the component and application level.

13. Purpose of Proposed Project:

[Please include the following:

- The specific aims and reason for the standardization activity, with particular emphasis on the aspects of standardization to be covered, the problems to be solved or difficulties it is intended to overcome;
- Main interests that might benefit from or be affected by the activity, such as industry, consumers, trade, governments and distributors;
- Benefits to be gained by the implementation of the proposed standard; alternatively, the loss or disadvantages if no standard is established within a reasonable time;
- FOR REVISED DOCUMENTS ONLY - Purpose of the original document and reason for the document's revision. Please be brief (less than 5 lines).]:

The purpose of the project is to enable testing, comparison, and deployment planning of 802.11 WLAN devices based on a common and accepted set of performance metrics, measurement methodologies and test conditions.

14. Intellectual Property { Answer each of the questions below }

Sponsor has reviewed the IEEE patent policy with the working group?

Yes

Sponsor is aware of copyrights relevant to this project?

No

Sponsor is aware of trademarks relevant to this project?

No

Sponsor is aware of possible registration of objects or numbers due to this project?

No

15. Are there other documents or projects with a similar scope?

No

Explanation:

If Yes, please answer the following:

Sponsor Organization:

Project Number:

Project Date:

Project Title:

16. International Sponsor Organization

Is there potential for this document (in part or in whole) to be submitted to an international organization for review/adoption?

?? if you don't know at this time { Yes/No/?? if you don't know at this time }

If Yes, please answer the following questions:

International Committee Name and Number:

International Organization Contact Information:

Contact First Name:

Contact Last Name:

Contact Telephone Number:

Contact FAX Number:

Contact E-mail address:

17. If the project will result in any health, safety, or environmental guidance that affects or applies to human health or safety, please explain, in five sentences or less.

18. Additional Explanatory Notes: { Item Number and Explanation }

Item 12. (Scope)

The project will assume as a baseline the existence of 802.11-1999 Reaff 2003, with Amendments e, g, h, i, j and k. The project may, also take as input the work of 802.11 Task Groups n, r and s.

Deleted: shall

The project will coordinate with 802.19 on any potential areas of synergy, such as some of the performance metrics.

For the purposes of this project the definition of prediction is as follows: the use of multiple input parameters to estimate performance characteristics useful for 802.11 network planning. Input parameters are defined to be 802.11 device characteristics, network layout and usage parameters.

[The development of prediction algorithms and network planning methodologies do not fall within the scope of this Recommended Practice.](#)

Item 13. (Purpose)

The target audience for the Recommended Practice includes developers of chipsets, components, equipment and software that uses or must interact with 802.11 wireless equipment, as well as users of 802.11 equipment, including system installers, IT managers and test laboratories.

I acknowledge having read and understood the **IEEE Code of Ethics**. I agree to conduct myself in a manner which adheres to the IEEE Code of Ethics when engaged in official IEEE business.

The PAR Copyright Release and Signature Page must be submitted by FAX to +1 732 875 0695 to the NesCom Administrator before this PAR will be sent on for NesCom and Standards Board approval.

Moved: to approve the PAR for 802.11T and forward it to NesCom with the change to the project number to 802.11.2.

Moved: Stuart Kerry/Bob Heile

Passes: 15/0/0

5.12 ME 802.11j to RevCom under Procedure 10 - Kerry 10 02:30 PM

Moved: to forward 802.11j to RevCom under Procedure 10.

Moved: Stuart Kerry/Bob Heile

Motion withdrawn due to material not meeting the presentation requirements of Procedure 10 and to be conducted via EC email ballot.

5.13 ME 802.11p PAR to NesCom - Kerry 5 02:40 PM

Moved: to forward the PAR for 802.11p to NesCom.

Moved: Stuart Kerry/Bob Heile

Recess for 10 minutes. (Scheduled break from later in the agenda)

Motion withdrawn and to be conducted via EC email ballot.

6.00		Executive Committee Study Groups & Working Groups	-		02:45 PM
6.01			-		02:45 PM
6.02			-		02:45 PM
6.03			-		02:45 PM
6.04			-		02:45 PM
6.05			-		02:45 PM
6.06			-		02:45 PM
6.07			-		02:45 PM
6.08			-		02:45 PM
7.00		Break	-	15	02:45 PM
8.00		IEEE-SA Items	-		03:00 PM
8.01	MI	Get IEEE802 Program Agreement	-	Nikolich	5 03:05 PM

**Moved: to approve the revised Get IEEE 802 program agreement.
Moved: Tony Jeffrey/Carl Stevenson**

Passes:14/0/1

8.02		-		03:05 PM
8.03		-		03:05 PM
8.04		-		03:05 PM
9.00		-		03:05 PM
9.01	ME	-	Jeffrey	5 03:15 PM

LMSC Liaisons & External Interface

MOTION

- SEC instructs the Chair to send the attached letter to IETF regarding access to 802 documents
- Moved: Jeffrey Second: Takefman

"This letter is a response to the IETF request to IEEE 802 to allow access to relevant IEEE 802 archives for IETF Working Groups. Upon discussion within the IEEE 802 Executive Committee the following policy has been adopted:

The IEEE 802 WG chairs have the authority to grant membership in their WGs. They can use this authority to grant membership to an IETF WG chair upon request by that IETF WG chair. As a member of the IEEE WG, the IETF WG chair will be provided with archive access to the IEEE 802 WG's information (e.g., username/password for access to document archives), and will be permitted to share that information with the membership of the IETF WG. IEEE 802 WG information that is IEEE SA copyright controlled, for example, working drafts of standards, shall be used by the IETF WG solely for the purposes of IETF research and standards development and shall not be redistributed outside of the IETF WG, or made use of in IETF drafts, without prior approval.

A list of IEEE 802 WG chairs and contact information will be made available to the IETF WG chairs to facilitate this interaction."

Moved: to instruct the chair to send the letter to the IETF regarding access to 802 documents.

Moved: Tony Jeffree/Mike Takefman

Passes: 13/0/1

9.02 ME Contribution to ITU-R WP8A on 5 GHz Protection Criteria - Stevenson 5 03:20 PM

802.18 Motion to the EC

Date: 07/16/2004

Motion by: 802.18 – Stevenson

Seconded by: Heile

Moved:

To approve, in principle, a document intended as an IEEE contribution to ITU-R WP8A on the Working Document Towards a PDNR on protection criteria for the new 5 GHz primary allocation to wireless access systems including RLANs (RLAN is ITU-ese for WLAN), **conditional on at least a 5 day EC review of the document** to be completed by 802.18 by e-mail correspondence and teleconference meetings, authorizing the Chair of 802.18 to do necessary editorial and formatting changes, submit to IEEE-SA for approval after the EC review, and submit the document to the ITU-R in a timely fashion.

Informative: This document will adhere to the principles and substance of a previously approved ITU-R contribution on the same subject. It simply will advance the work by providing additional technical material contributed by 802.11 justifying the position advocated in the previous contribution.

Approve: 11 Do Not Approve: 0 Abstain: 1 Motion: Passes

Moved: To approve, in principle, a document intended as an IEEE contribution to ITU-R WP8A on the Working Document Towards a PDNR on protection criteria for the new 5 GHz primary allocation to wireless access systems including RLANs (RLAN is ITU-ese for WLAN), conditional on at least a 5 day EC review of the document to be completed by 802.18 by e-mail correspondence and teleconference meetings, authorizing the Chair of 802.18 to do necessary editorial and formatting changes, submit to IEEE-SA for approval after the EC review, and submit the document to the ITU-R in a timely fashion.

Moved: Carl Stevenson/Bob Heile

Passes: 12/0/1

9.03 ME Contribution to ITU-R WP9B on Fixed Broadband Wireless Access - Stevenson 5 03:23 PM

802.18 Motion to the EC

Date: 07/16/2004

Motion by: 802.18 – Stevenson

Seconded by: Heile

Moved:

To approve document

C80216-04_20.doc (a .16 document reviewed and approved by .18 as a contribution to ITU-R WP9B on Fixed Wireless Access)

authorizing the Chair of 802.18 to do necessary editorial and formatting changes, submit to IEEE-SA for approval, and submit the document to the ITU-R in a timely fashion.

Informative: Information: This was approved unanimously by 802.18 (8 voters), 802.15 (110 voters) , 802.16 (80) and 55/0/28 by 802.11.

Approve: 15 Do Not Approve: 0 Abstain: 0 Motion: Passes

Moved: To approve document C80216-04_20.doc (a .16 document reviewed and approved by .18 as a contribution to ITU-R WP9B on Fixed Wireless Access) authorizing the Chair of 802.18 to do necessary editorial and formatting changes, submit to IEEE-SA for approval, and submit the document to the ITU-R in a timely fashion.

Moved: Carl Stevenson/Bob Heile

Passes: 15/0/0

9.04 ME Upgrade previous .18 submission to 802 document

- Stevenson 5 03:20 PM

802.18 Motion to the EC

Date: 07/16/2004

Motion by: 802.18 – Stevenson

Seconded by: Heile

Moved:

To approve document

C80216-04_20.doc (a .16 document reviewed and approved by .18 as a contribution to ITU-R WP9B on Fixed Wireless Access)

authorizing the Chair of 802.18 to do necessary editorial and formatting changes, submit to IEEE-SA for approval, and submit the document to the ITU-R in a timely fashion.

Informative: Information: This was approved unanimously by 802.18 (8 voters), 802.15 (110 voters) , 802.16 (80) and 55/0/28 by 802.11.

Approve: 15 Do Not Approve: 0 Abstain: 0 Motion: Passes

Moved: To approve document 18-04-0022-00-0000_3GHz_NPRM_Cmts.doc as an 802 document, authorizing the Chair of 802.18 to do necessary editorial and formatting changes, and submit the document to the FCC in a timely fashion.

Moved: Carl Stevenson/Bob Heile

Passes: 12/0/3

9.05 ME Position on Other Groups

- Thompson

5 03:10 PM

This item is taken up out of order with unanimous consent of the EC.

To: Managing Director, IEEE-SA
Chair, IEEE-SA Standards Board
Chair, IEEE-SA Board of Governors
Copies: IEEE 802 Executive
From: Geoff Thompson for the 802 EC
Subject: 802 Position Statement regarding
Placement of turned down projects with other Sponsors
Date: July 16, 2004

Introduction

The topic under discussion here relates to the appropriateness of:
approving project proposals (PARs) in Sponsors outside of 802 for projects that have been considered and rejected by 802.

IEEE 802 Position

802 believes that a Sponsor (or equivalent entity) within the IEEE should not be allowed to start a project that is properly an amendment, revision or corrigenda to an existing standard of another active Sponsor who is the nominal custodian (The Custodian) of the existing standard. Appropriate exception to this would be where The Custodian explicitly asserts that such a project and sponsor is appropriate.

This position does not apply to new projects that are truly not material that is appropriate to an existing standard.

Our Recommendation:

We request that projects that meet the above criteria only be considered for approval within the Sponsor of their obvious "base standard". Further, we request that the P&P be amended so that this policy is clear within the P&P.

We feel that the above is a necessary policy in order to meet our common goal which is: To preserve the viability of the IEEE-SA as a standards setting entity

Rationale

We believe that for the IEEE-SA to operate otherwise has significant negative consequences. Our detailed rationale is:

- Ongoing maintenance and interpretations of the resulting set of standards that are spread across multiple owners would be a nightmare.
- Assuming that the remote placement of the standards work is the result of a negative decision the custodian sponsor, the ability of the custodian to make consensus decisions (i.e decisions that meet the IEEE threshold test for achieving consensus) on standards would be seriously compromised. The consequential result is that every proposed mode or option would have to be accommodated in every standard. This would result in standards implementations that are vastly more expensive (and power hungry and heavy), implementations whose operation is vastly more complex and whose likelihood of interoperability is highly diminished.
 - This situation could easily drive up the cost of design qualification and production testing to such a large degree as to severely limit the economic feasibility of the product's very existence.
 - Communications standards, specifically, exist to reduce the number of options that vendors must make available in their equipment to meet the public's needs for communication between products from different vendors. Destruction of a standards group's ability to make decisions would be lethal to that standards group's ability to work in the future.

Sincerely,

IEEE 802 LMSC Executive Committee
(by Geoff Thompson for the EC)

Moved: to transmit this letter as the position of IEEE 802 changing the “From” to be “Paul Nikolich”.

Moved: Howard Frazier/Tony Jeffree

Passes: 13/0/2

9.06		-		03:30 PM
10.00		-	LMSC Internal Business	03:30 PM
10.01	MI	-	Formation of 802.11 Study Group for AP description	Kerry 5 03:32 PM

Agenda#:

Date:

Time:

IEEE 802 LMSC RESOLUTION

Motion By: KERRY

Seconded By:

**Request the IEEE 802 Executive Committee to form the IEEE 802.11 AP
*Functional Description Study Group.***

802.11 WG Results

WG Re-affirmation July 12,2004: *Mover: T.K. Tan on behalf of WNG*

Result: *(122-1-1)* Approved

WG May 14, 2004: *Mover: T.K. Tan on behalf of WNG*

Result: *(Unanimous Consent)* Approved

WNG May 13, 2004: *Mover: Darwin Engwer/Seconded:Colin Lanzl*

Result: *(45-0-5)* Approved

Approve:

Do Not Approve:

Abstain:

Moved: to approve the formation of the 802.11 AP Functional Description Study Group.
Moved: Stuart Kerry/Bob Heile

Dorothy Stanley will be study group chair.

Passes: 15/0/0

10.02 MI Formation of 802.11 Study Group for management frame security - Kerry 5 03:35 PM

Moved: approve formation of the 802.11 Management Frame Security Protection Study Group.

Moved: Stuart Kerry/Bob Heile

Passes: 14/0/0

10.03	MI	Continuation of 802.11 WIEN Study Group	-	Kerry	0	03:40 PM
10.04	MI	Continuation of 802.11 WAVE Study Group	-	Kerry	0	03:40 PM
10.05	MI	Continuation of 802.15 mmWave Study Group	-	Heile	0	03:40 PM
10.06	MI	Establishment of Architecture Standing Committee	-	Jeffrey	5	03:38 PM

MOTION

- SEC resolves to form an Architecture subcommittee, chaired by the 802.1 Chair, with max of 2 appointed representatives from each WG/TAG. The appointed members are to be identified to the 802.1 Chair by 30 days prior to the November meeting. The ASC will meet regularly on Sunday 2-5PM at Plenary sessions.
- Proposed: Jeffree, Second:
 - For: Against: Abstain:

Moved: SEC resolves to form an Architecture subcommittee, chaired by the 802.1 Chair, with max of 2 appointed representatives from each WG/TAG. The appointed members are to be identified to the 802.1 Chair by 30 days prior to the November meeting. The ASC will meet regularly on Sunday 2-5PM at Plenary sessions.

Moved: Tony Jeffree/Bob Grow

A question was asked whether this imposes a requirement on TAGs. The answer is that there is not a requirement to be represented on the ASC.

Passes: 11/0/3

10.07 MI Formation of 802.17 Spatially Aware Bridge Study Group - Takefman 5 03:45 PM



Spatially Aware Bridging CFI



- Proposed the creation of a new study group on the topic of a Spatially Aware Bridging sub-layer in the 802.17 MAC.
 - This was originally part of the 802.17 base standard but the work was deferred by the WG in order to maintain the schedule.
 - The proposed scope is to add an optional shim layer to the 802.17 MAC to allow 802.1D/Q bridge clients to achieve spatial reuse.
- 28 people in attendance
 - Representing 12 organizations



CFI Polls



- Should we request at this meeting to authorize the formation of a Study Group to develop a standards project proposal (PAR and 5 Criteria) for “Spatial Aware Bridging on RPR”
 - Y:20 N:0 A:0
- I would participate in the “Spatial Aware Bridging on RPR” Study Group in IEEE 802.17
 - Tally:15
- My Company would support participation in the “Spatial Aware Bridging on RPR” Study Group in IEEE 802.17
 - Tally: 7



802.17 WG Motions



- Move to request the 802 EC to create the Spatially-Aware Bridging Study Group within 802.17.

M: Holness S: Uzun

Y: 16 N:0 A:0

- Move to confirm Michael Takefman as Chair of the SAB SG

M: Sharma S: Jones

Y:15 N:2 A:0



EC Motion



- Move to create the Spatially Aware Bridging Study Group as an 802.17 SG.

M: Takefman S:

Y: N: A:

Moved: approve formation of the 802.17 Spatially Aware Bridging Study Group
Moved: Mike Takefman/Howard Frazier

A question was asked if this would result in changes to 802.1D. The answer is that it is not anticipated for the work to cause such changes.

Passes: 15/0/0

10.08 MI 802.17 Press Release

- Takefman 5 03:49 PM

DRAFT: 7/12/04

Contact: Michael Takefman, Chair of the Resilient
Packet Ring Working Group
+1 613-271-3399; tak@cisco.com
or
Karen McCabe, IEEE Senior Marketing Manager
+1 732-562-3824; k.mccabe@ieee.org

IEEE 802.17 FORMS SPATIALLY AWARE BRIDGING STUDY GROUP

IEEE 802.17 begins work on improving spatial reuse for bridge clients

Portland, OR., USA, 16 July 2004 – The IEEE 802 Executive Committee has approved the creation of the Spatially Aware Bridging Study Group. The study group will create a Project Authorization Request (PAR) that defines a project to standardize the method of enhancing spatial reuse for bridge clients as an optional sub-layer of the 802.17 MAC. The group will meet from October 4th to 6th in Ottawa, Canada to begin the work of determining the scope and requirements of the project and drafting the PAR.

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IEEE 802.17 Working Group is sponsored by the IEEE Computer Society, LAN/MAN Standards Committee. Development of 802.17 standards involve participants from nearly all aspects of the industry, such as carriers, semiconductor vendors, service providers, systems vendors, public network providers, and academic and nonprofit organizations. For information on the Resilient Packet Ring Working Group and its activities, visit: <http://www.ieee802.org/17/>.

About the IEEE Standards Association

The IEEE Standards Association, a globally recognized standards-setting body, develops consensus standards through an open process that brings diverse parts of an industry together.

These standards set specifications and procedures based on current scientific consensus. The IEEE-SA has a portfolio of more than 870 completed standards and more than 400 standards in development. Over 15,000 IEEE members worldwide belong to IEEE-SA and voluntarily participate in standards activities. For further information on IEEE-SA see:

<http://www.standards.ieee.org/>.

About the IEEE

The IEEE has more than 360,000 members in approximately 150 countries. Through its members, the organization is a leading authority on areas ranging from aerospace, computers and telecommunications to biomedicine, electric power and consumer electronics. The IEEE produces nearly 30 percent of the world's literature in the electrical and electronics engineering, computing and control technology fields. This nonprofit organization also sponsors or cosponsors more than 300 technical conferences each year. Additional information about the IEEE can be found at <http://www.ieee.org>.

#

Moved: to approve the press release announcing the creation of the Spatially Aware Bridging study group.

Moved: Mike Takefman/Steve Shellhammer

Passes: 14/0/0

Contact: Michael Takefman, Chair of the Resilient
Packet Ring Working Group
+1 613-271-3399; tak@cisco.com
or
Karen McCabe, IEEE Senior Marketing Manager
+1 732-562-3824; k.mccabe@ieee.org

IEEE APPROVES HIGH-SPEED RESILIENT PACKET RING STANDARD

IEEE 802.17 Optimizes Packet Transmission at Multi Gb/s Rates for Local, Metropolitan and Wide Area Networks

PISCATAWAY, N.J., USA, 16 July 2004 – The IEEE has approved [a new](#) networking standard for high-speed packet transmission in [local, metro, and regional](#) optical fiber ring topologies. The standard, IEEE 802.17™, “Local and Metropolitan Area Networks-Specific Requirements-Part 17: Resilient Packet Ring (RPR) Access Method & Physical Layer Specifications,” defines a network optimized for packet transmission at rates scalable to multiple gigabits per second in resilient ring systems.

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The protocol offered in this standard will enable the fiber optic rings widely deployed in local, municipal and wide area networks to carry more data, voice, and video content with greater reliability, efficiency, and economy. [In addition to a new Media Access Control \(MAC\) method, the](#) standard includes appropriate physical layer specifications and promotes multi-vendor interoperability. Its potential base of users includes telecommunication carriers, multi-service cable operators, carrier-neutral service providers, data centers, metropolitan facilities-based service providers, municipal and utilities owned networks, and large enterprise networks.

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IEEE 802.17 [Working Group is](#) sponsored by the IEEE Computer Society, LAN/MAN Standards Committee. Development of the standard involved [participants](#) from nearly all aspects

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of the industry, such as carriers, service providers, systems vendors, semiconductor vendors, public network providers, and academic and nonprofit organizations. For information on the Resilient Packet Ring Working Group and its activities, visit: <http://www.ieee802.org/17/>.

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#

Moved: to approve the press release on approval of 802.17 standard.

Moved: Mike Takefman/Bill Quackenbush

Passes: 15/0/0

10.09 MI Formation of 802.16 Study Group on License Exempt Coexistence - Marks 5 03:55 PM

Title: Report of License Exempt Ad-Hoc Committee

Document Number: IEEE 802.16-04/47

Date Submitted: 2004-07-15

Source:

Chair of LE Coexistence Ad-Hoc: Mariana Goldhamer

Voice: +972 3 645 6241

marianna.goldhammer@alvarion.com

Alvarion

21a HaBarzel Street, Tel Aviv, Israel

Venue:

Session #32, 12-16 July, 2004

Purpose: Report at Closing Plenary

Notice:

This document has been prepared to assist IEEE 802.16. It is offered as a basis for discussion and is not binding on the contributing individual(s) or organization(s). The material in this document is subject to change

in form and content after further study. The contributor(s) reserve(s) the right to add, amend or withdraw material contained herein.

Release:

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IEEE 802.16 Patent Policy:

The contributor is familiar with the IEEE 802.16 Patent Policy and Procedures <<http://ieee802.org/16/ipr/patents/policy.html>>, including the statement "IEEE standards may include the known use of patent(s), including patent applications, provided the IEEE receives assurance from the patent holder or applicant with respect to patents essential for compliance with both mandatory and optional portions of the standard." Early disclosure to the Working Group of patent information that might be relevant to the standard is essential to reduce the possibility for delays in the development process and increase the likelihood that the draft publication will be approved for publication. Please notify the Chair <<mailto:chair@wirelessman.org>> as early as possible, in written or electronic form, if patented technology (or technology under patent application) might be incorporated into a draft standard being developed within the IEEE 802.16 Working Group. The Chair will disclose this notification via the IEEE 802.16 web site <<http://ieee802.org/16/ipr/patents/notices>>.

**Ad Hoc Committee on Licensed-Exempt Coexistence
- Report -**

Mariana Goldhamer
Ah-Hoc Chair

Common meeting with IEEE 802.19

- Tuesday morning
 - 802.19 Charter and intended P&P changes
 - Presented by Steve Shellhammer, 802.19 Chair
 - Presentation on LE Ad-Hoc work and further intentions

Tuesday evening meeting

- 16 participants, from 802.11, 802.16, 802.19,etc.
- Work to further develop the Ad-Hoc Report
 - C802.16-04/14
 - Consolidated and revised document of interference analysis
 - Shows RSL degradation due to interference on co-channel, 1st and 2nd adjacent channel, for different scenarios, in 2.4GHz and 5.8GHz bands
- Contribution on potential solutions
 - C802.16-04/17
 - Initial idea, based on predictive behavior of 802.16 systems
- Recommendation on further work
 - S802.16-04/18r1

**Proposal for creation of a Study Group on
Coexistence in License-Exempt bands**

802.16 LE Coexistence Ad-Hoc Committee Results

- There are considerable co-existence problems between systems operating in a non-coordinated mode
- We believe that a solution mechanism could be achieved
- Not only 802.16 systems should be considered as interference sources; possible solution mechanism may be applicable to other radio interfaces
- A Study Group is recommended to continue the work

Study Group scope - 1

- Assess the feasibility of a coexistence protocol, PHY independent, and adapted to 802.16 MAC protocol, including:
 - PHY/MAC modifications
 - PHY independent protocol
 - Inter-system communication protocol
 - Spectrum sharing rules
 - Take advantage of the 802.16 MAC predictive behavior
- Study differences between Licensed and LE environment, considering the amendment of IEEE 802.16.2 standard

Study Group scope - 2

- Study the impact on protocol and “Recommended practice” of spectrum sharing with primary (licensed) spectrum users in LE bands
 - Dynamic deployment environment

Supplementary issues for SG scope - 1

- Consider interference from and to other sources in 802 community, including IEEE 802.11 and IEEE 802.15, as it relates to IEEE 802.16
 - Inputs from other WGs and TAGs are welcome

Conclusion

- LE Ad-Hoc Committee proposes the creation of an 802.16 Study Group on LE Coexistence

Moved: to approve an 802.16 study group on license exempt coexistence.
Moved: Roger Marks/Steve Shellhammer

There was a question as to why this was not being done in 802.19. The answer from the chair of 802.19 was that the TAG was implementing a procedure, while 802.16 is studying a methodology that would be consistent with the TAG procedure.

Passes: 15/0/0

10.10	MI	Continuation of 802.18 SG1	-	Stevenson	0	04:00 PM
10.11	MI	Confirmation of Treasurer Appointment	-	Nikolich	5	04:02 PM

Paul appoints John Hawkins as treasurer of LMSC

Moved: to affirm the appointment of John Hawkins as the treasurer of LMSC.
Moved: Bill Quackenbush/Howard Frazier

Passes: 15/0/0

10.12	MI	P&P "compliance with SA model" Revision	-	Sherman	5	04:05 PM
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EC Motion

To approve the proposed P&P revision titled “Reformatting for compliance with SA Model P&P” as described in the document titled:

SA_Model_compliant_LMSC_P&P_040712.doc

Moved: M. Sherman

For:

2nd: H. Frazier

Against:

Abstain:

Comment: Is it better to incorporate SA policy explicitly or by reference? According to Bob Pritchard (AUDCOM) a little of both. There are so many documents that a novice user could easily get lost looking for appropriate governance. However, it makes no sense to repeat everything in a single document. So the most critical points are called out explicitly, and users are left to find the less critical stuff by reference.

Deleted: SA Model¶

Comment: Why Reformat the P&P to comply with the SA Sponsor Model?
1) CS SAB has a new P&P currently being balloted. In that document (Section 5.5 titled Sponsor P&P) you will find the following:

“Each Sponsor shall have and shall adhere to a set of P&P’s based upon the IEEE SA Model Operating Procedures for Sponsors for Standards Development.”

2) The Model Sponsor P&P itself is more than a recommendation. While the text in the various sections provided is optional, the SECTION HEADINGS / organization are not! At the top of the current Sponsor Model P&P (Dated 10/10/03) you will find the following note:

“... your Sponsor procedures must address each of the items below in bold-face type with text that is consistent with the IEEE-SA governance documents (IEEE-SA Standards Board Bylaws and Operations Manual)”

3) Even though the current CS/SAB P&P being balloted says they will review our P&P, I have confirmed with all parties that the CS/SAB no longer plans to audit our P&P. AUDCOM will now be performing that role. The model sponsor P&P comes from AUDCOM and is intended to accomplish two things:

a) Make sure all the key requirements of SA are addressed in sponsor P&P

For instance we did not have section on appeals until very recently even though it has always been an SA requirement to have such a section. If we had looked at the Model P&P and organized our P&P accordingly, the absence of this section would have been apparent.

b) Make it easier to review the many P&P AUDCOM has to look at.

Let's face it - Reviewing P&P is not the most exciting job in the world. It becomes much simpler if all the documents follow a standard format so you can easily compare and contrast sections. It has also been suggested ... [1]

IEEE PROJECT 802

LAN MAN STANDARDS COMMITTEE (LMSC)

POLICIES AND PROCEDURES

Revised effective July, 2004

DRAFT Proposed LMSC P&P Revision

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DRAFT Proposed LMSC P&P Revision

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10.5	Actions Requiring Approval by Seventy-five Percent of Those Voting-----	29	Deleted: 33
11.	COMMUNICATIONS	30	Inserted: 35
11.1	Formal Internal Communication-----	30	Inserted: 33
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13.	APPEALS	31	Deleted: 8
14.	PARLIAMENTARY PROCEDURES	31	Inserted: 18
15.	POSITION STATEMENTS FOR STANDARDS	31	Inserted: 12
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1. Introduction

The IEEE Project 802 (IEEE P802) LAN MAN Standard Committee (LMSC) is the standards sponsor organization and focal point for IEEE Local and Metropolitan Area Network Standards Sponsor activities.

The operation of the LMSC is subject to regulations contained in a number of documents, including these Policies and Procedures. The regulating documents are identified in the following list and are given in their order of precedence from highest to lowest. If any two documents in this list contain conflicting regulations, the conflict shall be resolved in favor of the document of higher precedence.

- New York State Not-for-Profit Corporation Law
- IEEE Certificate of Incorporation
- IEEE Constitution
- IEEE Bylaws
- IEEE Policies
- IEEE Financial Operations Manual
- IEEE Board of Directors Resolutions
- IEEE Standards Association Operations Manual
- IEEE-SA Board of Governors Resolutions
- IEEE-SA Standards Board Bylaws
- IEEE-SA Standards Board Operations Manual
- IEEE CS Constitution
- IEEE CS Bylaws
- IEEE CS Policies and Procedures, Section 11
- IEEE CS Board of Governors Resolutions
- IEEE CS SAB Policies and Procedures
- LMSC Policies and Procedures
- Working Group / Technical Advisory Group Policies and Procedures
- Robert's Rules of Order Newly Revised (Latest Edition)

The order of precedence presented here has been derived from the model P&P developed by the IEEE-SA, augmented by documents identified within the IEEE CS SAB P&P. While both the IEEE-SA and IEEE CS (via the IEEE TAB) report to the IEEE Board of Directors independently, for purposes of standards development the IEEE CS (via the IEEE CS SAB) acts as a sponsor within the IEEE-SA, and its documents have been placed accordingly in the order of precedence.

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¶ These Model Procedures may be used by a Standards Committee of an IEEE Society or by a Technical Committee of an IEEE Society that is engaged in standards development. If the Technical Committee (TC) already has existing formal Policies and Procedures (P&P) for conducting its overall more general technical work, then those clauses noted below as "Required for a Standards Development Sponsor" may be added to the existing P&P to form a set of ... [25]

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2. LMSC Scope

The scope of the IEEE Project 802 (IEEE P802) LAN MAN Standards Committee (LMSC) is to develop and maintain networking standards and recommended practices for local and metropolitan area networks, using an open and accredited process, and to enable and advocate them on a global basis.

3. LMSC Organization

IEEE Project 802 (P802) is a Standards Committee that reports to the Standards Activity Board (SAB) of the IEEE Computer Society. It operates under sponsorship of the IEEE Computer Society.

The LMSC is a standards sponsoring organization and includes the Executive Committee (EC), an invitation pool for forming LMSC Sponsor balloting groups, and a set of Standards Development Groups. The LMSC Executive Committee (EC) oversees the operations of and directs the committee (see Figure 1 IEEE PROJECT 802 REPORTING RELATIONSHIP). The IEEE P802 LMSC Executive Committee serves as the Executive Committee for both the sponsor ballot groups as well as the Standards Development Groups.

The terms "local area network" (LAN) and "metropolitan area network" (MAN) encompass a number of data communications technologies and the applications of these technologies. There is no single technology that is applicable to all applications. Correspondingly, no single local or metropolitan area network standard is adequate for all applications. In recognition of these facts, the standards developing organization has been divided into Working Groups and Technical Advisory Groups to standardize a small number of the technologies applicable to local or metropolitan area networks (see Figure 2 STANDARDS DEVELOPMENT GROUPS).

The division of the Standards Development Groups into Working Groups, Study Groups, and Technical Advisory Groups is necessitated by the need to:

- Produce standards in a reasonable time, with each group working at its own pace and reflecting the maturity of the particular technology.
- Have each group maintain and revise its own standard, as appropriate.

On the other hand, overall coordination of the Working Groups and Technical Advisory Groups is necessary to:

- Keep the individual standards within the scope of IEEE Project 802's charter.
- Prevent overlap or conflict between the individual standards.
- Promote common technologies between the individual standards in the interest of compatibility.

The IEEE P802 LMSC Executive Committee provides this coordination as a portion of its function.

Deleted: These Operating Procedures outline the orderly transaction of business for this committee. Several documents take precedence in the following order:¶ New York State Not-for-Profit Corporation Law . IEEE Certificate of Incorporation . IEEE Constitution . IEEE Bylaws . IEEE Policies . IEEE Board of Directors Resolutions . IEEE Standards Association Operations Manual . IEEE-SA Board of Governors Resolutions . IEEE-SA Standards Board Bylaw ... [44]

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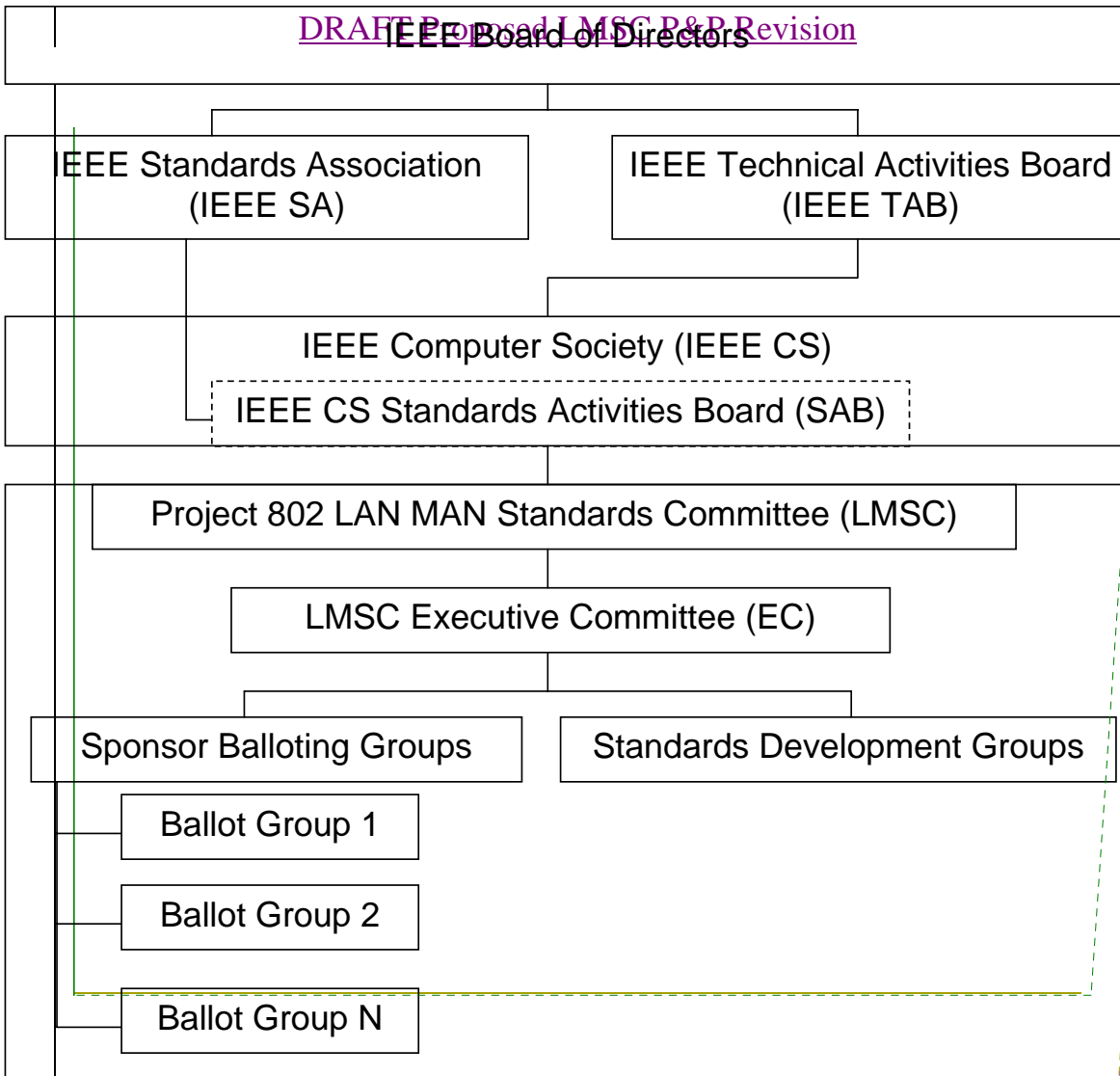
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Figure 1 IEEE PROJECT 802 REPORTING RELATIONSHIP

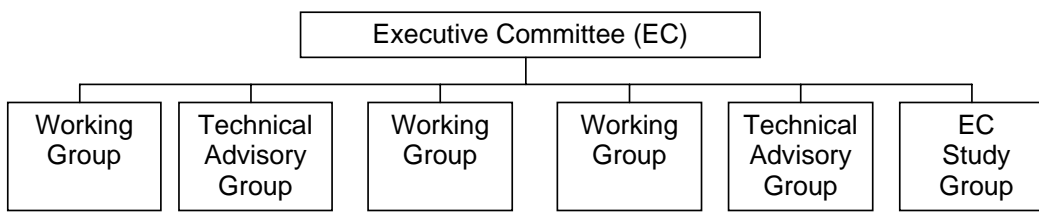


Figure 2 STANDARDS DEVELOPMENT GROUPS

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Further details of the organization and officers of the LMSC are provided in section 5 and 7 of this documents.

4. Responsibilities of the Sponsor

The LMSC shall be responsible for the following:

- Developing LMSC proposed IEEE standards within its scope
- Voting on approval of LMSC proposed IEEE standards
- Maintaining the standards developed by the LMSC in accordance with documents of higher precedence
- Responding to requests for interpretations of the standards developed by the LMSC
- Acting on other matters requiring LMSC effort as provided in these procedures
- Cooperating with other appropriate standards development organizations
- Protecting against actions taken in the name of the LMSC without committee authorization

5. Officers

The Chair, Vice Chairs, Executive Secretary, Recording Secretary and Treasurer of the LMSC Executive Committee serve respectively as the Chair, Vice Chairs, Executive Secretary, Recording Secretary and Treasurer of the LMSC. Further details on the duties of these offices are provided elsewhere in this document.

6. Membership

Membership in LMSC is established by establishing membership in one of its defined subgroups (See Section 7).

6.1 Voting Membership

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Voting Membership is as defined for each of the subgroups of the LMSC (See Section 7), and as further defined within established P&P of LMSC subgroups.

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6.2 Application

Parties interested in participating within LMSC should establish membership in accordance with the procedures established in this P&P, and any subordinate P&P for the LMSC subgroup of interest. In some cases, membership may be established by application to the chair of a subgroup, in accordance with this P&P, and the P&P of the subgroup of interest.

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6.3 Review of Membership

The proper authority for each subgroup shall regularly review membership in the subgroup to ensure that the membership rules in this P&P and subordinate P&P are enforced.

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6.4 Interest Categories

Interest Categories for Sponsor Ballots are as defined by the IEEE SA, as well as any additional categories defined by the balloting groups.

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6.5 Membership Roster

Membership rosters shall be maintained by each WG and TAG in accordance with the P&P of that WG or TAG.

7. Subgroups Created by the Sponsor

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The LMSC organization consists of the Executive Committee and the Working Groups and Technical Advisory Groups that develop the draft standards, recommended practices and guidelines, and Study Groups.

7.1 LMSC EXECUTIVE COMMITTEE

The LMSC Executive Committee functions as the Sponsor Executive Committee (SEC) and the Executive Committee of the standards developing organization. It shall be referred throughout this document as the Executive Committee (EC).

7.1.1 Function

The function of the Executive Committee is to oversee the operation of the LAN MAN Standards Committee in the following ways:

- a) Charter the Study Groups, Working Groups and Technical Advisory Groups.
- b) Appoint the initial Chairs of the Working Groups and Technical Advisory Groups. (The Chairs of Working Groups and Technical Advisory Groups are confirmed or elected by the Working Group and Technical Advisory Group members themselves.)
- c) Provide procedural and, if necessary, technical guidance to the Working Groups and Technical Advisory Groups as it relates to their charters.
- d) Oversee Working Group and Technical Advisory Group operation to see that it is within the scope of Project 802, and the charter of the Working Groups and Technical Advisory Groups.
- e) Examine and approve Working Group draft standards for proper submission to sponsor ballot group (see Section 4); not for technical content.
- f) Consider complaints of Working Group and Technical Advisory Group members and the resolutions of the Plenary, Working Groups and Technical Advisory Groups.
- g) Manage the Functional Requirements and other global Project 802 issues.
- h) Handle press releases and other external organization matters.
- i) Manage Project 802 logistics, i.e., concurrent Working Group and Technical Advisory Group meetings, finances, etc.
- j) Oversee formation of sponsor ballot groups and sponsor ballot process.

7.1.2 Membership

Executive Committee membership, including all rights and responsibilities thereof, is acquired by Working Group/Technical Advisory Group Chairs upon appointment to the position of Chair of a Working Group/Technical Advisory Group and confirmed by the members of the Working Group/Technical Advisory Group, and by all other Executive Committee members when confirmed by the Executive Committee. Membership is retained as in Working Groups (see Retention). All voting members of the Executive Committee shall be members or affiliates of the IEEE or the IEEE Computer Society. Membership of the Executive Committee is composed of the following:

- a) LAN MAN Standards Committee Chair.

The Chair is elected by the Executive Committee and confirmed by the Standards Activities Board. The LMSC Chair is also the Chair of the Executive Committee.

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- b) The Vice Chair(s), the Executive Secretary, the Recording Secretary, and the LMSC Treasurer.
These positions are appointed by the LMSC Chair and confirmed by the Executive Committee.
- c) The LMSC Chair may appoint a 2nd Vice Chair. A Vice Chair will be responsible for such duties as may be assigned by the LMSC Chair. In the case of unavailability or incapacity of the Chair, the 1st Vice Chair shall act in the capacity of the Chair.
- d) Chairs of the Working Groups.
- e) Chairs of the Technical Advisory Groups (TAG).

The 802 Chair will ensure that those 802.0 members who are not Chairs of active Working Groups have specific areas of interest to cover in order to encourage a wider view to be taken than that specifically covered by the Chairs of active Working Groups.

Each member of the Executive Committee shall, prior to confirmation by the executive committee, file with the Recording Secretary a letter of endorsement from their sponsoring organization. This letter is to document several key factors relative to their participation on the Executive Committee and is to be signed by both the executive committee member and an individual who has management responsibility for the Executive Committee member. This letter shall contain at least the following:

1. statement of qualification based on technical expertise to fulfill the assignment, and
2. statement of support for providing necessary resources (e.g., time, travel expenses to meetings), and
3. recognition that the individual is expected to act in accordance with the conditions stated in 7.1.4.1 Voting Guidance dealing with voting “as both a professional and as an individual expert.”

7.1.3 Reaffirmation

All members of the Executive Committee are reaffirmed at the first Plenary session of each even numbered year. The Working Group and TAG chairs are reaffirmed by their representative groups while other members of the Executive Committee are reaffirmed in the Executive Committee meeting.

7.1.4 Voting Rules

Voting in the Executive Committee is by simple majority. The Chair only votes to break ties. A quorum is at least one-half of the Executive Committee voting members.

7.1.4.1 Voting Guidance

It is expected that LMSC Executive Committee members will vote as both professionals and as individual experts, except under the Directed Position provisions of this P&P, and not as a member of any affiliate block (organization, alliance, company, consortium, special interest group, etc.). If substantive evidence is presented to the LMSC Chair that this provision is violated, the LMSC Executive Committee will meet to consider what, if any, action to take on

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the presented evidence. Such action may include any action up to and including a recommendation for removal from office.

7.1.4.2 Voting Between Plenary Meetings

At times, it may become necessary for the Executive Committee to render a decision that cannot be made prior to the close of one plenary but must be made prior to the following plenary. Such decisions shall be made using electronic balloting. Provision shall be made for the LMSC membership to observe and comment on Executive Committee electronic ballots. All comments from those who are not members of the Executive Committee shall be considered. Commenters who are not members of the Executive Committee are urged to seek an Executive Committee voting member (normally their Working Group or Technical Advisory Group Chair) to include the viewpoint of the commenter in their vote.

7.1.4.2.1 Electronic Balloting

The Chair, or an Executive Committee member designated by the Chair (usually a Vice Chair), shall determine the duration of the ballot, issue the ballot by e-mail and tally the votes after the ballot is closed. Executive Committee voting members shall return their vote and comments by e-mail.

The minimum duration of an electronic ballot shall be 10 days unless the matter is urgent and requires resolution in less time. Maximum advance notice is encouraged for all ballots on urgent matters. The tally of votes shall not be made until at least 24 hours after the close of the ballot to allow time for delivery of the e-mail votes.

The affirmative vote of a majority of all members of the Executive Committee with voting rights is required for an electronic ballot to pass except when specified otherwise by these P&P.

7.1.5 Meetings

Executive Committee meetings are open to observers. An open discussion or requests to participate in a particular discussion is determined by the Chair.

7.1.5.1 PROCEDURE FOR LIMITING THE LENGTH OF THE IEEE LMSC EXECUTIVE COMMITTEE MEETINGS (Formerly "Procedure 5")

1. The reports from the Working Groups and TAGs should deal primarily with issues related to LMSC as a whole or inter-group coordination. Reports of those items that will be covered in the Plenary meeting should be minimized.
2. Roberts Rules of Order shall be used in Executive Committee meetings. Issues brought before the Executive Committee for resolution by vote should be phrased as a motion and distributed, if possible, to the Executive Committee members before the meeting.

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3. The maker of the motion has up to five minutes of uninterrupted time to explain the motion and to answer questions about it. After this, the seconder of the motion will be sought.
4. Each Executive Committee member has two minutes of uninterrupted time to state an opinion about the motion. It is not necessary that all two minutes be used.
5. The following debate will be confined only to the motion.
6. Motions needing concurrence of the Working Group(s) will be tabled for review at the next Executive Committee meeting.
7. The opening Executive Committee meeting shall start at 8AM and end no later than 10:30AM on Monday morning and the closing Executive Committee meeting shall start at 1PM and shall end no later than 6 PM on Friday of the Plenary session.
8. If the Executive Committee so modifies a Working Group's motion that the Working Group Chair believes the Working Group membership may no longer support the revised motion then the Working Group should be given the opportunity to reconsider what action it wishes to take and present it to the Executive Committee at the next Executive Committee meeting. This action can be accomplished by a Privileged Non-debatable "Request To Defer Action" made by the affected Working Group Chair which will automatically cause all action on the motion to be deferred until the end of the next regular Executive Committee meeting.

7.1.6 Revision of the Policies and Procedures

These LMSC Policies and Procedures may be changed as described in this section.

7.1.6.1 Initiation of Proposed LMSC Policies and Procedures Changes

1. Proposed changes shall be in written form and include:

- a) The purpose, objective, or problem the proposed change is intended to address.
- b) The specific text of the proposed change and the rationale for the chosen text.

2. Proposed changes may be created by:

- a) Any working group or technical advisory group. A proposal shall require the affirmative vote of at least three fourths of the members present when the vote is taken, quorum requirements shall be as specified in 7.2.4.2 Voting.
- b) Any Executive Committee Member

Writers of proposed changes are encouraged to seek the advice of experienced members of the EC to help form the wording in a manner appropriate for and consistent with the LMSC Policies and Procedures.

7.1.6.2 Executive Committee Action on Proposed Changes to LMSC Policies and Procedures

The proposed change shall be presented at an Executive Committee meeting in conjunction with a Plenary Session. The Executive Committee shall take one of three actions on the proposal: Approve for Distribution and Executive Committee Ballot, or Assign for Study, or Reject.

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b) Any Executive Committee Member¶
Writers of proposed changes are encouraged to seek the advice of experienced members of the EC to help form the wording in a manner appropriate for and consistent with the LMSC Policies and Procedures.¶

Executive Committee Action on Proposed Changes to LMSC Policies and Procedures¶

The proposed change shall be presented at an Executive Committee meeting in conjunction with a Plenary Session. The Executive Committee shall take one of three actions on the proposal: Approve for Distribution and Executive Committee Ballot, or Assign for Study, or Reject.¶
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Approval for Distribution and Executive Committee Ballot shall require the affirmative vote of at least two thirds of Committee members with voting rights and will result in the distribution of the proposal and an Executive Committee electronic ballot on the change.

If Approval for Distribution and Executive Committee Ballot is not achieved, a vote to Assign the proposal for study is taken, (see "Assignment of the Proposal to Study"). Assignment for Study shall require the affirmative vote of at least one third of all Executive Committee members with voting rights. If Assignment is not achieved, no further action is taken on the proposal and it is Rejected.

7.1.6.3 Distribution and Executive Committee Ballot

Executive Committee ballots on Policies and Procedures changes shall be at least 30 days in duration and shall close at least 30 days before the opening of the next Plenary session (to allow time for comment resolution). Distribution of ballots on Policies and Procedures changes to the LMSC membership shall be accomplished as provided by Section 3.4.2

7.1.6.4 Assignment of the Proposal to Study:

If the Executive Committee votes to assign a proposal to further study, the Executive Committee Vice Chair or others designated by the LMSC Chair, shall complete appropriate additional study of the proposal and respond to the Executive Committee expeditiously for its reconsideration for Distribution and Executive Committee Ballot.

7.1.6.5 LMSC Approval

After distribution of a proposed Policies and Procedures change and an Executive Committee electronic ballot has been conducted, the Executive Committee member designated in accordance with Section 3.4.2.1 shall tabulate the ballot results, attempt to resolve the comments, and present the comments and proposed resolution at an Executive Committee meeting in conjunction with a Plenary Session. The Executive Committee shall approve, assign, or fail to accept the proposal.

LMSC approval of the revised text of the proposed Policies and Procedures change shall require the affirmative vote of at least two thirds of all voting Executive Committee members with voting rights. LMSC approval will result in the change becoming effective at the end of Plenary Session during which approval is voted. The revised LMSC Policies and Procedures shall be forwarded to the Computer Society Standards Activities Board (CS SAB). If the revised Policies and Procedures are known to be in conflict with the CS SAB Policies and Procedures the cover letter shall request formal CS SAB approval of the variance. In the case where the change is in conflict with the Policies and Procedures of CS SAB, the change will be put into effect as stated above but will be withdrawn immediately if rejected by the CS SAB. CS SAB rejection shall be announced to the LMSC Executive Committee by the most expeditious means available (e-mail, FAX, regular mail) and to the LMSC membership at the next Plenary Session.

If LMSC approval is not achieved, a vote to assign the proposal for further study and recommendation shall be taken. Assignment shall require the affirmative vote of at least one third of all Executive Committee members with voting rights, otherwise no further action is taken on the proposal.

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7.1.7 Appeal and complaint process

Every attempt should be made to resolve concerns informally, since it is recognized that a formal appeals process has a tendency to negatively, and sometimes permanently, affect the goodwill and cooperative relationships between and among persons. If the informal attempts to resolve a concern are unsuccessful and a formal complaint is filed, the following formal procedure shall be invoked.

Appeals and complaints concerning Executive Committee decisions shall be referred to the Computer Society SAB.

7.1.7.1 Appeals pool

The appeals pool consists of:

- a. Current members in good standing of the EC who have attended both the opening and closing EC meetings at two of the last four plenary sessions.
- b. Former members of the EC who are members in good standing of an active WG/TAG having qualified for member status through attendance.
- c. Current WG/TAG Vice Chairs confirmed by the EC who are members in good standing of an active WG/TAG having qualified for member status through attendance.

7.1.7.2 Appeal brief

The appellant shall file a written appeal brief with the EC Recording Secretary within 30 days after the date of notification / occurrence of an action or at any time with respect to inaction. The appeal brief shall state the nature of the objection(s) including any resulting adverse effects, the clause(s) of the procedures or the standard(s) that are at issue, actions or inaction that are at issue, and the specific remedial action(s) that would satisfy the appellant's concerns. Previous efforts to resolve the objection(s) and the outcome of each shall be noted. The appellant shall include complete documentation of all claims in the appeal brief. Within 20 days of receipt of the appeal brief, the EC Recording Secretary shall send the appellant a written acknowledgment of receipt of the appeal brief, shall send the appellee (the Chair of the WG at issue or the LMSC Chair) a copy of the appeal brief and acknowledgment, and shall send the parties a written notice of the time and location of the hearing ("hearing notice") with the appeals panel. The hearing with the appeals panel shall be scheduled at the location set for, and during the period of, the first LMSC plenary session (nominally Wednesday evenings) that is at least 60 days after mailing of the hearing notice by the EC Recording Secretary.

7.1.7.3 Reply brief

Within 45 days after receipt of the hearing notice, the appellee should send the appellant and EC Recording Secretary a written reply brief, specifically addressing each allegation of fact in the appeal brief to the extent of the appellee's knowledge. The appellee shall include complete documentation supporting all statements contained in the reply brief.

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7.1.7.4 Appeals Panel

The IEEE 802 EC Chair shall appoint from the appeals pool an appeals panel consisting of a chair and two other members of the panel who have not been directly involved in the matter in dispute, and who will not be materially or directly affected by any decision made or to be made in the process of resolving the dispute. At least two members shall be acceptable to the appellant and at least two shall be acceptable to the appellee. If the parties to the appeal cannot agree on an appeals panel within a reasonable amount of time, the whole matter shall be referred to the full EC for Consideration.

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7.1.7.5 Conduct of the Hearing

The hearing shall be open except under the most exceptional circumstances and at the discretion of the EC chair. The appellant has the burden of demonstrating adverse effects, improper actions or inaction, and the efficacy of the requested remedial action. The appellee has the burden of demonstrating that the committee took all actions relative to the appeal in compliance with its procedures and that the requested remedial action would be ineffective or detrimental. Each party may adduce other pertinent arguments, and members of the appeals panel may address questions to individuals before the panel. The appeals panel shall only consider documentation included in the appeal brief and reply brief, unless

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- a) Significant new evidence has come to light; and
- b) Such evidence reasonably was not available to the appellant or appellee, as appropriate, at the time of filing; and
- c) Such evidence was provided by the appellant or appellee, as appropriate, to the other parties as soon as it became available.

This information shall be provided at least two weeks before the date of the appeals panel hearing.

The rules contained in the current edition of *Robert's Rules of Order Newly Revised (latest edition)* shall apply to questions of parliamentary procedure for the hearing not covered herein.

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7.1.7.6 Appeals Panel Decision

The appeals panel shall render its decision in writing within 30 days of the hearing, stating findings of fact and conclusions, with reasons there for, based on a preponderance of the evidence. Consideration may be given to the following positions, among others, in formulating the decision:

- a) Finding for the appellant, remanding the action to the appellee, with a specific statement of the issues and facts in regard to which fair and equitable action was not taken;
- b) Finding against the appellant, with a specific statement of the facts that demonstrate fair and equitable treatment of the appellant and the appellant's objections;
- c) Finding that new, substantive evidence has been introduced, and remanding the entire action to the appropriate group for reconsideration.

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7.1.7.7 Request for Re-hearing

The decision of the appeals panel shall become final 30 days after it is issued, unless one of the parties files a written notice of request for re-hearing prior to that date with the EC Recording Secretary, in which case the decision of the appeals panel shall be stayed pending review by the EC at its next meeting. At that time, the EC shall decide

- a) To adopt the report of the appeals panel, and thereby deny the request for re-hearing; or
- b) To direct the appeals panel to conduct a re-hearing.

Further complaints if a re-hearing is denied shall be referred to the Computer Society SAB.

7.2 LMSC Working Groups

7.2.1 Function

The function of the Working Group is to produce a draft standard, recommended practice or guideline. These must be within the scope of the LMSC, the charter of the Working Group and an approved PAR, or a PAR under consideration by the IEEE Standards Board, as established by the Executive Committee. After the approval of the Working Group's standard, recommended practice or guideline, the function of the Working Group is to review, revise, and affirm its documents.

7.2.2 Chair

LMSC Working Group Chairs and Vice Chairs shall be elected by the Working Group and confirmed by the LMSC Executive Committee. Terms shall end at the end of the first Plenary session of the next even numbered year.

Initial appointments, and temporary appointments to fill vacancies due to resignations or removals for cause, may be made by the Chair of the LMSC, and shall be valid until the end of the next Plenary session.

An individual who has served as Chair or Vice Chair of a given Working Group for a total of more than eight years in that office may not be elected to that office again.

A Working Group may elect a new Chair at any Plenary session, subject to confirmation by the LMSC Executive Committee. A motion to hold an election must be passed by 75% of the voting members of the Working Group present.

7.2.3 Membership

Membership belongs to the individual, not an organization, and may not be transferred.

7.2.3.1 Establishment

All persons participating in the initial meeting of the Working Group become members of the Working Group. Thereafter, membership in a Working Group is established by participating in the meetings of the Working Group at two out of the last four Plenary sessions, and (optionally) a letter of intent to the Chair of the Working Group. Participation is defined as at least 75% presence at a meeting. Membership starts at the third Plenary session attended by the participant. One duly constituted interim Working Group or task group meeting may be

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substituted for the Working Group meetings at one of the two Plenary sessions (See 7.2.3.5, Meetings and Participation).

Attendees of the Working Group who have not achieved member status are known as observers. Liaisons are those designated individuals who provide liaison with other working groups or standards bodies.

Although not a requirement for membership in the Working Group, participants are encouraged to join the IEEE, IEEE Standards Association (IEEE-SA) and the IEEE Computer Society. Membership in the IEEE SA will also allow participants to join the sponsor level ballot group. Working Group members shall participate in the consensus process in a manner consistent with their professional expert opinion as individuals, and not as organizational representatives.

Membership may be declared at the discretion of the Working Group Chair (e.g. for contributors by correspondence or other significant contributions to the Working Group).

7.2.3.2 Retention

Membership is retained by participating in at least two of the last four Plenary session meetings. One duly constituted interim Working Group or task group meeting may be substituted for one of the two Plenary meetings.

7.2.3.3 Loss

Membership may be lost if two of the last three Working Group letter ballots are not returned, or are returned with an abstention other than “lack of technical expertise.” This rule may be excused by the Working Group Chair if the individual is otherwise an active participant. Membership may be re-established as if the person were a new candidate member.

7.2.3.4 Rights

The rights of the Working Group members include the following:

- a) To receive a notice of the next meeting.
- b) To receive a copy of the minutes.
- c) To vote at meetings if and only if present.
- d) To vote in Working Group Letter Ballots.
- e) To examine all Working Draft documents.
- f) To lodge complaints about Working Group operation with the Executive Committee.
- g) To petition the Executive Committee in writing. (A petition signed by two-thirds of the combined members of all Working Groups forces the Executive Committee to implement the resolution.)

7.2.3.5 Meetings and Participation

Working Group meetings are open to anyone who has complied with the registration requirements (if any) for the meeting. Only members have the right to participate in the discussions. The privilege of observers to participate in discussions may be granted by the Working Group Chair.

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7.2.4 Operation of the Working Group

The operation of the Working Group has to be balanced between democratic procedures that reflect the desires of the Working Group members and the Working Group Chair's responsibility to produce a standard, recommended practice, or guideline, in a reasonable amount of time. *Robert's Rules of Order Newly Revised* (latest edition) is the reference for parliamentary procedures.

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7.2.4.1 Chair's Function

The Chair of the Working Group decides procedural issues. The Working Group members and the Chair decide technical issues by vote. The Working Group Chair decides what is procedural and what is technical.

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7.2.4.2 Voting

There are two types of votes in the Working Group. These are votes at meetings and votes by letter ballot.

7.2.4.2.1 Voting at Meeting

A vote is carried by a 75% approval of those members voting "Approve" and "Do Not Approve". No quorum is required at meetings held in conjunction with the Plenary session since the Plenary session time and place is established well in advance. A quorum is required at other Working Group meetings. The Working Group Chair may vote at meetings. A quorum is at least one-half of the Working Group members.

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7.2.4.2.2 Voting by Letter Ballots

The decision to submit a draft standard or a revised standard to the Sponsor Ballot Group must be ratified by a letter ballot. Other matters may also be decided by a letter ballot at the discretion of the Working Group Chair. The Working Group Chair may vote in letter ballots.

The ballot shall contain three choices:

- Approve. (May attach non-binding comments.)
- Do Not Approve. (Must attach specific comments on what must be done to the draft to change the vote to "Approve".)
- Abstain. (Must include reasons for abstention.)

To forward a draft standard or a revised standard to the Executive Committee for approval for Sponsor Ballot Group voting, a letter ballot (or confirmation letter ballot) must be done first within the Working Group. A 75 percent approval of the Working Group confirmation letter ballot is necessary with at least 50 percent of the members voting. The 75 percent figure is computed only from the "Approve" and "Do Not Approve" votes. Subsequent confirmation ballots to the Sponsor Ballot Group do not require Executive Committee approval.

The Working Group Chair determines if and how negative votes in an otherwise affirmative letter ballot are to be resolved. Normally, the Working Group meets to resolve the negatives or assigns the task to a ballot resolution group.

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There is a recirculation requirement. For guidance on the recirculation process see Section 5.4.3.2 Resolution of comments, objections, and negative votes in the IEEE-SA Standards Board Operations Manual.

The letter ballot shall be conducted by electronic means. The response time shall be at least thirty days. However, for recirculation ballots, and for letter ballots not related to the submission of draft standards, the response time shall be at least fifteen days.

Submission of a draft standard or a revised standard to the Executive Committee must be accompanied by any outstanding negative votes and a statement of why these unresolved negative votes could not be resolved.

7.2.4.2.3 Roll Call Votes

A roll call vote may be held at the discretion of the chair.

A roll call vote may be called for by any member of the group, without obtaining the floor, at any time after the question has been put, even after the vote has been announced and another has the floor and it is called for before another motion has been made. The call does not require a second, and cannot be debated, amended, or have any other subsidiary motion applied to it.

Upon a call for a roll call vote, the chair shall proceed according to these three options.

1. The chair may hold the vote
2. The chair may hold a vote on the question of whether to hold a roll call vote. This vote must achieve greater than 25% of the members voting Yes to pass. The 25% is counted by dividing the count of Yes votes by the sum of the Yes and No votes. This vote is not subject to a roll call vote.
3. The chair may refuse the request for a roll call vote if this privilege is being abused by members repeatedly calling for a roll call vote. The chair shall allow both the majority and minority reasonable and fair use of the roll call vote.

Each roll call vote and call for a roll call vote shall be recorded in minutes of the meeting. For each roll call vote, the minutes shall include each member's name, their vote and the final result of the vote. For each call for a roll call vote, the minutes shall include:

- i. The name of the requestor of the roll call vote.
- ii. The decision of the chair on the request and, when applicable, the results of the vote on whether to hold the roll call or the reasons of the chair for denying the roll call vote.

7.2.4.3 Working Group Chair's Responsibilities

The main responsibility of the Working Group Chair is to produce a draft standard, recommended practice, or guideline, or to revise an existing document. The responsibilities include:

- a) Call meetings and issue a notice for each meeting at least four weeks prior to the meeting.

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b) Issue meeting minutes and important requested documents to members of the Working Group, the Executive Committee, and liaison groups. The meeting minutes are to include:

- List of participants
- Next meeting schedule
- Agenda as revised at the start of the meeting
- Voting record
 - . Resolution
 - . Mover and second
 - . Numeric results

Sufficient detail shall be presented in the minutes to allow a person knowledgeable of the activity, but not present at the discussion, to understand what was agreed to and why.

Minutes shall be distributed within 45 days of the meeting to the attendees of the meeting, all members and all liaison people.

c) Maintain liaison with other organizations at the direction of the Executive Committee or at the discretion of the Working Group Chair with the approval of the Executive Committee.

If in the course of standards development any Working Group utilizes a standard developed or under development by another organization within Project 802, by another IEEE group or by an external organization, the Working Group shall reference that standard and not duplicate it.

If a standard cannot be utilized as is and modifications or extensions to the standard are necessary, the Working Group should:

- 1) define the requirements for such changes,
- 2) make these requirements known to the other organization, and
- 3) solicit that organization for the necessary changes.

Only if the required changes cannot be obtained from the other organization, can the Working Group, with the concurrence of the Executive Committee, develop these changes itself. Even in the latter case, the Working Group should seek the concurrence of the other organization by joint meetings, joint voting rights or other mechanisms on the changes being made.

d) Ensure that any financial operations of the WG comply with the requirements of Section 5.1.6 of these Policies and Procedures.

e) Speak for the Working Group to the Executive Committee and, in the case of a “Directed Position” vote the will of the Working Group in accordance with the Direct Position Procedure of this P&P.

7.2.4.4 Working Group Chair’s Authority

To carry out the responsibilities cited in 7.2.4.3 Working Group Chair’s Responsibilities, the Working Group Chair has the authority to:

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- a) Call meetings and issue meeting minutes.
- b) Decide which issues are technical and which are procedural.
- c) Establish Working Group rules beyond the Working Group rules set down by the Executive Committee. These rules must be written and all Working Group members must be aware of them.
- d) Assign/unassign subtasks and task leaders or executors, e.g. secretary, subgroup chair, etc.
- e) Determine if the Working Group is dominated by an organization, and, if so, treat that organizations' vote as one (with the approval of the Executive Committee).
- f) Make final determination if and how negative letter ballots are to be resolved when a draft standard, recommended practice, or guideline, is to be sent to the Executive Committee for approval for Sponsor Ballot Group voting.

7.2.4.5 Removal of Working Group Chairs or Vice Chairs.

The procedures specified in 7.2.2 Chair are to be followed under normal circumstances. If a Working Group or TAG feels it is being inappropriately led or significantly misrepresented by its Chair or a Vice Chair and is unable to resolve the issue internal to the Working Group or TAG, then it is the responsibility of that Working Group to make and pass (75% of voting members present required) a motion to that effect and so notify the 802 Executive Committee with the recommended action and all supporting rationale in written form. The process for removal of committee Chairs, Vice Chairs, and other officers is prescribed in the IEEE Computer Society, Standards Activities Board "SAB Policies and Procedures" Section 4.8.3.1, Removal of Chairs and Vice Chairs, is included here with relative terminology (e.g., subsidiary committee) translated to LMSC terms (e.g., Working Group).

The LMSC Executive Committee may remove the Chair or a Vice Chair of a Working Group or TAG for cause.

The Chair of the LMSC Executive Committee shall give the individual subject to removal a minimum of thirty (30) days written mail notice, with proof of delivery, of a meeting of the LMSC Executive Committee at which the removal is to be decided. The individual subject to removal shall have the opportunity to confront the evidence for removal, and to argue in his or her behalf.

In the clear and documented case of gross misconduct, the Chair of the LMSC Executive Committee may suspend the Chair of a Working Group, with the concurrence of the IEEE Computer Society VP of Standards. A meeting or teleconference of the LMSC Executive Committee shall be convened as soon as practical, but in no case later than thirty (30) days, to review the suspension as provided for above.

7.2.4.6 Precedence of Operating Rules

If Working Group operation conflicts with the LMSC Policies and Procedures, then the LMSC Policies and Procedures shall take precedence.

7.2.5 Deactivation of Working Group

The LMSC Executive Committee may deactivate a Working Group. If the Working Group has not generated standards or recommended practices, the Working Group can be disbanded. If the

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Working Group has produced standards or recommended practices, the Working Group should be hibernated.

7.2.5.1 Disbanding a Working Group.

After all standards, recommended practices and Technical Reports for which a hibernating working group is responsible are withdrawn or transferred to another group or groups, an Executive Committee electronic ballot of 30 days minimum duration will be conducted to determine whether the hibernating working group will be disbanded.

If the Executive Committee electronic ballot on disbanding the group passes, the Working Group is disbanded. If the ballot fails, then the Executive Committee Chair shall determine a future date when the disbanding of the group will be rebaloted.

7.2.5.2 Hibernation of a Working Group

A Working Group can be hibernated at the request of the Working Group chair and the approval of the LMSC Executive Committee. The hibernating Working Group can be returned to active status by the LMSC Executive Committee.

7.2.5.2.1 Core of Experts

The chair of a hibernating Working Group shall maintain a list of experts that are available to answer questions and provide clarification about the standards and/or recommended practices generated by the Working Group.

7.2.5.2.2 Inquiries/Interpretations

Inquiries and interpretations of standards and recommended practices that were generated by a hibernating Working Group shall be directed to the chair of the hibernating Working Group. The chair shall attempt to resolve the inquiry or interpretation using the core of experts, as necessary. If the chair is unable to resolve the inquiry or interpretation, the chair may petition the LMSC Executive Committee to activate the Working Group.

7.2.5.2.3 Executive Committee Representation

The chair of a hibernating Working Group may retain voting rights on the LMSC Executive Committee for three LMSC Plenary meetings after the WG has hibernated:

- a) if the chair of the hibernating WG was the chair of the WG when it entered hibernation, and
- b) if the chair of the hibernating WG maintains attendance by attending at least 75% of both the opening and closing Executive Committee meetings at two of the last four plenary sessions.

New non-voting hibernating Working Group chairs to replace vacancies may be appointed by the LMSC chair as soon as practical and affirmed by the LMSC Executive Committee at the next plenary meeting. A non-voting Hibernating Working Group Chair of the Executive Committee shall be recognized as a full member of the EC, having all rights and meeting privileges except the right of voting on EC motions.

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7.2.6 Working Group Financial Operations

A WG may wish or need to conduct financial operations in order for it to host interim sessions for itself or one or more of its sub groups or to acquire goods and/or services that it requires for its operation.

A WG that claims any beneficial interest in or control over any funds or financial accounts whose aggregate value is \$500 or more is determined to have a treasury and said to be “operating with treasury”.

A WG may operate with treasury only if it requests permission and is granted permission by the LMSC EC to operate with treasury and thereafter complies with the rules of Section 5.1.6. The WG request to operate with treasury shall be supported by a motion that has been approved by the WG and that authorizes the WG to request such permission and to operate with treasury. The WG may, again by WG approved motion, surrender EC granted permission to operate with treasury. The LMSC EC may withdraw permission for a WG to operate with treasury for cause. A WG sub group shall not operate with treasury.

7.2.6.1 WG Financial Operation with Treasury

The financial operations of a WG operating with treasury shall comply with the following rules.

1. The WG shall conduct its financial operations in compliance with all IEEE, IEEE-SA and IEEE Computer Society rules that are applicable to the financial operations of standards committees. As of November 2003, the documents containing these rules include but are not limited to the following.

IEEE Policies, Sections 10.2 Standards Meetings, 11 IEEE Financial Matters and 12.6 Contracts with exclusive Rights

IEEE Financial Operations Manual (FOM), Sections FOM.3 Asset/Liability Management and FOM.8 Contract and Purchasing Orders

Computer Society Policies and Procedures Manual, Section 16.7.1 Checking Accounts

2. The WG shall have a Treasurer who is responsible to the WG Chair for the operation of the WG treasury, for ensuring that the operation of the WG treasury and the WG financial accounts complies with these Policies and Procedures and follows prudent financial procedures.

3. The WG shall have an Executive Committee (WG EC) comprised of at minimum the WG Chair, Vice Chairs, Secretaries and Treasurer. The WG Chair shall be the Chair of the WG EC.

4. The WG shall open and maintain a WG bank account whose title shall begin with “IEEE” followed by the numerical identity of the WG, e.g. IEEE 802.1. The LMSC Chair shall be an authorized signer for the account. The LMSC Treasurer shall be notified within 30 days of

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the bank, account number, account title and authorized signers for the account when the account is opened and whenever any on these items change.

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5. The WG may open and maintain one or more WG merchant accounts for the settlement of credit card transactions. The title of each merchant account shall begin with "IEEE" followed by the numerical identity of the WG, e.g. IEEE 802.1. Each WG merchant account shall be linked to the WG bank account. The LMSC Treasurer shall be notified within 30 days of each merchant account, account number and account title when the account is opened and whenever any on these items change.
6. All funds collected and/or received by a WG shall be deposited in the WG bank account.
7. All funds retained by a WG shall be held in the WG bank account or in IEEE approved investments.
8. The WG may disburse and/or retain funds as appropriate to pay approved expenses and maintain an approved operating reserve.
9. Signature authority for any WG financial account is restricted to those IEEE, IEEE-SA and Computer Society officers and/or staff that are required to have signature authority by IEEE, IEEE-SA and Computer Society regulations, to LMSC officers and to the officers of the WG owning the account with the sole exception that at most two other individuals may be granted signature authority for the WG bank account for the sole purpose of assisting the WG in conducting its financial operations provided that each such individual has provided agreements, indemnity and/or bonding satisfactory to the IEEE. The granting of signature authority to any individual other than the WG Treasurer and those required by IEEE, IEEE-SA, Computer Society or LMSC regulations shall be by motion that is approved by the WG.
10. The WG shall prepare and maintain its own accounting and financial records.
11. The WG Treasurer shall prepare for each WG plenary session a financial report that summarizes all of the WG financial activity since the last such report. The report shall be submitted to the LMSC treasurer before the opening of the session, shall be presented to WG membership at the opening plenary meeting of the session and shall be included in the session minutes. The format and minimum content of the report shall be as specified by the LMSC Treasurer.
12. The WG Treasurer shall prepare and submit an audit package for each calendar year during any portion of which the WG operated with treasury as required by IEEE regulations. The package shall contain all material required by IEEE Audit Operations for an IEEE audit and shall be submitted to the IEEE for audit or the LMSC Chair for local audit as required by IEEE audit regulations. If the package is submitted to the IEEE, a summary of the WG's financial operations for the audit year shall be submitted to the LMSC Chair by the same time that the audit package is submitted to the IEEE. The format and minimum content of the summary shall be as specified by the LMSC Treasurer.
13. The maximum and minimum size of the WG operating reserve may be set by the LMSC EC.
14. All WG expenditures require the approval of the WG EC with the sole exception that each WG EC member may be reimbursed from the WG treasury for up to \$200 of WG expenses incurred between WG sessions without specific approval of the WG EC.

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15. The location, date and fees for each interim session hosted or co-hosted by the WG require the approval of the WG EC.
16. For each interim session hosted or co-hosted by the WG, all reasonable and appropriate direct expenses for goods and/or services for the session and that are provided under contract(s) and/or agreement(s) that are exclusively for that interim session are approved when the WG EC approves the location, date and fees for the session.
17. Any contract and/or agreement to which the WG is a party, whose total value is greater \$5000 and that is not for goods and/or services exclusively for a single interim session hosted or co-hosted by the WG require the approval of the WG EC and the LMSC EC before execution.
18. The WG shall maintain an inventory of each item of equipment that it purchases that has a useful life of greater than 6 months and purchase price of greater than \$50. A copy of the inventory shall be provided to the LMSC Treasurer during December of each year.

7.2.6.2 WG Financial Operation with Joint Treasury

Two or more WG(s) and/or TAG(s), with the approval of the LMSC EC, may operate with a single joint treasury. WG(s) and/or TAG(s) that operate with a joint treasury shall have no other treasury. The merger of separate WG/TAG treasuries into a joint treasury or the splitting of a joint treasury into separate WG/TAG treasuries requires approval of the LMSC EC. Each such action shall be supported by a motion from each of the involved WG(s) and/or TAG(s) that requests the action and that has been approved by the WG/TAG.

The operation of a joint treasury is subject to the same rules as a WG operating with treasury with the following exception The Executive Committee over seeing the joint treasury shall be a Joint Executive Committee that is the union of the Executive Committees of the WG(s)/TAG(s) operating with the joint treasury. The Chair of the Joint EC shall be selected by the Joint Executive Committee and shall be the Chair of one of the participating WG(s)/TAG(s).

7.3 LMSC Technical Advisory Groups (TAG)

The function of a Technical Advisory Group is to provide assistance to Working Groups and/or the Executive Committee. The TAGs operate under the same rules as the Working Groups, with the following exceptions:

- a) A TAG may not write standards, but may write recommended practices and guidelines, and documents on specialty matters within the purview of the TAG.
- b) A TAG is established by the Executive Committee at the request of one or more Working Groups, or at the discretion of the Executive Committee, to provide assistance within a technical topic area.
- c) The primary responsibility of a TAG is to provide assistance within its topical area as specifically requested by one or more of the Working Groups and/or the Executive Committee.
- d) The decision to submit a draft recommended practice or draft guideline to Sponsor Ballot Group voting shall be governed by the same rules as those governing the submission of a draft standard (see 7.2.4.2.2 Voting by Letter Ballots).

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- e) Any document that is represented as the position of a TAG must have attained approval per the voting procedures in 5.1.4.2.
- f) In between Plenary and Interim meetings, the Chair of the TAG is empowered to schedule teleconference meetings to allow the TAG to conduct business as required, provided that the date and time of the teleconference and agenda are published on the TAG web-site and e-mail reflector at least 5 calendar days before the meeting.
- g) Votes on TAG documents other than recommended practices and guidelines may be conducted verbally during teleconference meetings if at least 50% of the TAG members are present.
- h) Votes on TAG documents other than recommended practices and guidelines may be conducted via electronic balloting. The minimum period shall be 5 calendar days.
- i) A TAG shall maintain an area on the LMSC web site to post the minutes, conference announcements, submissions, drafts, and output documents.
- j) A TAG shall maintain an e-mail distribution list of its members for making the announcements of teleconferences and availability of important information on the TAG's web site pages.

7.4 Study Groups

Study groups are formed when enough interest has been identified for a particular area of study such as a new access method or modified use of an existing access method. Two types of Study Groups are specified:

1. An Executive Committee Study Group (ECSG) is initiated by vote of the Executive Committee and the ECSG Chair is appointed and approved by the Executive Committee. The ECSG Chair has the same responsibilities as a Working Group Chair as specified in 7.2.4.1 but does not have Executive Committee voting rights.
2. A Working Group Study Group (WGS) is initiated by vote of the Working Group or TAG and approved by the Executive Committee. The WGS Chair is appointed and approved by the Working Group or TAG.

The Study Group shall have a defined task with specific output and a specific time frame established within which they are allowed to study the subject. It is expected that the work effort to develop a PAR will originate in a ECSG or WGS. A Study Group shall report its recommendations, shall have a limited lifetime, and is chartered meeting-to-meeting. After the Study Group recommendation(s) has been accepted by the parent body, the Study Group will be disbanded no later than the end of the next Plenary Session.

The decision of whether to utilize an existing Working Group or TAG, or to establish a new Working Group or TAG to carry out work items recommended by a Working Group shall be made by the Executive Committee with due consideration of advice from the Study Group.

7.4.1 Study Group Operation

Progress of each Study Group shall be presented at Opening Plenary meetings by the Working Group, TAG, or ECSG Chair. Study Groups may elect officers, other than the Chair, if necessary and will follow the general operating procedures for Working Groups specified in 7.2.3.5 and 7.2.4. Because of the limited time duration of a Study Group no letter ballots are permitted.

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7.4.2 Voting at Study Group Meetings

Any person attending a Study Group meeting may vote on all motions (including recommending approval of a PAR). A vote is carried by 75% of those present and voting "Approve" or "Disapprove."

7.5 Balloting Group

All members of the Balloting Groups shall be members or affiliates of the IEEE or the IEEE Computer Society unless otherwise requested by the Executive Committee and approved by the Standards Activity Board. The Balloting Groups are formed by soliciting members of the LMSC balloting pool who are interested in voting on specific documents to be balloted, such as draft standards, recommended practices or guidelines.

8. LMSC SESSIONS

There is no membership requirement for attendance at an LMSC Plenary session or an interim session of an LMSC subgroup; they are open forums. However, anyone who attends any portion of a technical meeting that is part of an LMSC Plenary session or an interim session of an LMSC subgroup is obligated to comply with the registration requirements for the session.

For the purposes of these Policies & Procedures, a "technical meeting" is defined as, but is not limited to, any meeting of an LMSC Working Group, Technical Advisory Group, Executive Committee Study Group or any of their subgroups or any call for interest at an LMSC session.

8.1 Plenary Sessions

Plenary sessions are the primary LMSC sessions. All active LMSC WGs and TAGs hold their plenary sessions during LMSC Plenary sessions.

The LMSC may collect fees, usually a registration fee, from all attendees of any portion of any technical meeting that is a part of an LMSC Plenary session to cover the expenses of the Plenary session and the expenses of operating the LMSC.

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When one or more subgroups (subcommittees, working groups, technical subcommittees, writing groups, etc.) are formed specifically to expedite the standards development work of the Sponsor, their formation (and later disbandment) shall be in accordance with the procedures of the entity that established this Sponsor. In the absence of such procedures, the following shall apply:

Formation (and later disbandment) of such standards development subgroups

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8.1.1 LAN MAN STANDARDS COMMITTEE PLENARY

The Plenary session consists of the Opening Plenary meetings, Executive Committee meetings and Working Group meetings. The Plenary meeting is a meeting of individuals interested in local and metropolitan area network standards. The function of the Plenary meetings is information dissemination:

- a) Status reports from the Working Groups and Technical Advisory Groups.
- b) Liaison reports from other standards organizations such as ASC X3, ECMA, etc.
- c) Reports on schedules for future Plenary and Working Group meetings.
- d) Announcements and general news.

The main object of the Opening Plenary meeting will be to welcome new attendees and to inform the 802 membership about what is being done in the Working Groups and Executive Committee Study Groups. This report must include background on the relationship of the work to other Groups. It should not be a detailed statement about Standards Numbers and Progress.

At most 10 minutes should be taken by each Working Group for this material.

Each Working Group, Technical Advisory Group, and Executive Committee Study Group Chair shall provide a status report to the Executive Committee Recording Secretary no later than one hour after the end of closing Executive Committee meeting. This status report shall include a description of the progress made during the week, as well as plans for further work and future meetings. The Recording Secretary shall post these status reports on the 802 web page no later than one week after the close of the Plenary meeting.

The Plenary meetings are conducted by the LMSC Chair or a designated delegate.

8.2 Interim Sessions

In addition to plenary sessions, an LMSC WG/TAG or WG/TAG sub group may hold interim sessions. An interim session may be for a single LMSC WG/TAG or WG/TAG subgroup or it may be a joint interim session for any combination of LMSC WGs, TAGs and WG/TAG sub groups.

Interim sessions shall have as goals: 1) Reasonable notification (>30 days) in addition to any announcement given at a plenary session, and 2) Few last minute shifts in location (<< 1 per year).

8.2.1 Interim Session Hosts

Each interim session and joint interim session shall have a Host. The Host is the entity that is responsible for the finances and the logistical planning, preparation for and execution of the session.

An interim session or joint interim session may be hosted by the LMSC, an LMSC WG or TAG operating with treasury, several LMSC WGs and/or TAGs operating with a joint treasury or a non-LMSC entity. LMSC WGs or TAGs not authorized to operate with treasury and LMSC WG or TAG subgroups may not host an interim session.

Alternatively, an interim session or joint interim session may be co-hosted (jointly hosted) by any combination of an LMSC WG or TAG operating with treasury, several LMSC WGs and/or

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TAGs operating with a joint treasury and a non-LMSC entity. Each of the entities co-hosting an interim session (Co-hosts) shall have approved a written agreement stating the responsibilities and liabilities of each Co-host and the disposition of any surplus funds before any financial commitments are made for the co-hosted session. When an interim session is co-hosted, the term Host means all of the Co-hosts as a single entity.

The responsibilities, authorities and liabilities of a Host are defined in the following list. The Host may contract with meeting planners and/or other entities to assist it in hosting the session.

1. The Host is solely responsible for the finances and the logistical planning, preparation for and execution of the session.
2. The Host will consult and coordinate with the Chair(s) of the WG(s)/TAG(s) or WG/TAG sub group(s) participating in the session on the financial and logistical planning, preparation for and execution of the session.
3. The Host is solely responsible for all contracts and agreements that are for goods and/or services exclusively for the session.
4. The Host is solely responsible for collecting the fees, if any, from attendees and for paying the session expenses including any penalties.
5. The Host is solely responsible for any session deficit and the disposition of any session surplus funds.

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8.2.2 Interim Session Fees

The Host of an interim session may collect fees from all attendees of any part of any technical meeting that is part of the session. The fees, usually a registration fee, shall be used to cover the direct expenses of the session, and in some cases may also be used to cover other WG/TAG operating expenses. The “direct expenses” of a session are those expenses, including penalties, that are incurred for goods and/or services that are completely consumed by the planning, preparation for and/or execution of the session.

If a WG operating with treasury, or several WGs and/or TAGs operating with a joint treasury, are the Host of an interim or joint interim session, any fees collected from attendees should be deposited respectively in WG treasury or joint treasury. If several WGs operating with treasury and/or several groups of WGs/TAGS operating with joint treasury co-host a joint interim session, any fees collected from attendees should be deposited in the bank account of one of the co-hosting WGs/TAGs which shall be specified in the so-hosting agreement.

If a WG/TAG operating with treasury hosts or co-hosts an interim session for only itself, or several WG(s) and/or TAG(s) operating with a single joint treasury host or co-host a joint interim session for only themselves, the collected fees, if any, may also be used to cover other operating expenses of the participating WG(s)/TAG(s).

If a WG/TAG operating with treasury hosts or co-hosts a joint interim session for itself or its subgroups and organization units from other WG(s)/TAG(s), or several WG(s)/TAG(s) operating with a joint treasury host or co-host a joint interim session for themselves or their subgroups and organization units from other WG(s)/TAG(s), the collected fees, if any, may also be used to cover other operating expenses of the hosting WG(s)/TAG(s) if and only if the fees for the session are agreed to by the Chairs of all of the WG(s)/TAG(s) with an organization unit

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participating in the session. An “organizational unit” of a WG/TAG is defined as the WG/TAG itself or any of its subgroups.

8.2.3 Interim Session Financial Reporting

A WG/TAG or WG/TAG subgroup shall prepare and submit all financial reports required by IEEE, IEEE-SA, Computer Society and LMSC regulations on any of its interim sessions for which fees were collected and that did not comply with all of the following requirements.

1. The WG/TAG or WG/TAG subgroup was not the Host of the session.
2. The Host complied with the definition of a host in Section 6.2.1 of these P&P.
3. Neither the WG/TAG or WG/TAG subgroup nor any of its officers had any financial responsibility for the session including any deficit or penalties.
4. Neither the WG/TAG or WG/TAG subgroup nor any of its officers handled and/or had or exercised any control over any funds either received for the session or disbursed to pay the expenses of the session including penalties.
5. Neither the WG/TAG or WG/TAG subgroup nor any of its officers had and/or exercised any decision authority over the disposition of any surplus funds from the session.
6. Neither the WG/TAG or WG/TAG subgroup nor any of its officers have or had any control over or beneficial interest in any surplus funds from the session.

In the case of an interim session that is hosted by a single non-IEEE entity and for which fees are collected, the usual financial goal is for the session to be non-deficit with a minimum surplus. A recommended way of achieving this is for the Host to commit to a contribution to the session and then reduce that contribution as required to minimize any session surplus. It may be most convenient for the Host to not make the contribution (transfer the funds) until the size of the contribution needed to meet the non-deficit minimum surplus goal is known. If there is a surplus, the Host may retain it or dispose of it in any manner it chooses that does not violate item 6 above.

8.3 Registration Policy

In order for an individual to become registered for a given LMSC Plenary or interim session of an LMSC subgroup, the individual must:

1. have complied with the registration requirements for all previously attended LMSC Plenary sessions and interim sessions of LMSC subgroups, including payment of any required registration fees, and
2. have completed a valid registration for the session in question, including payment of any required registration fee.

An individual who attends any portion of a technical meeting that is part of an LMSC Plenary session or an interim session of an LMSC subgroup is obligated to comply with the registration requirements for that session.

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An individual who attends any portion of a technical meeting that is part of an LMSC Plenary session or an interim session of an LMSC subgroup but does not comply with the registration requirements for that session, and further has not complied with those requirements within 60 days after the end of the session, including payment of any required registration fees, shall be subject to the following sanctions:

1. No participation credit will be granted for said session.
2. Any participation credit acquired before said session toward membership in any LMSC group is revoked.
3. Membership in any 802 group is terminated.
4. No participation credit will be granted for attendance at any subsequent LMSC session until the individual has complied with the registration requirements for all previously attended 802 sessions by the start of said subsequent session.

An individual who has lost membership in an LMSC group due to failure to comply with the registration requirements for an LMSC Plenary or interim session of an LMSC subgroup may again earn membership in an LMSC group as follows.

First, comply with the registration requirements for all LMSC Plenary and interim sessions previously attended by the individual. An individual may not be granted membership in any LMSC group until this requirement is fulfilled.

Second, acquire the participation credit required for group membership as required for an individual that had never previously attended an LMSC session.

The interpretation and implementation of the registration policy for LMSC Plenary sessions and LMSC hosted interim sessions shall be the responsibility of the LMSC Treasurer and the LMSC Executive Secretary. Unless otherwise specified in Working Group, Technical Advisory Group or Executive Committee Study Group policies and procedures, the interpretation and implementation of the registration policy for interim sessions of LMSC subgroups not hosted by the LMSC shall be the responsibility of the Chair and Treasurer (if any) of the LMSC subgroup(s) holding the session.

8.4 Quorum

Quorum requirements are as stated elsewhere in this document and in other documents with precedence over this one.

9. Vote

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9.1 Balloting Positions

The LMSC Sponsor Ballots will be administered by the Executive Committee in accordance with Section 5 of the IEEE Standards Manual and the Procedure for "IEEE LMSC Document Numbering" of these rules.

9.2 Voting By Ballot

The Sponsor shall be allowed to conduct Sponsor business between meetings at the discretion of the Chair by use of a letter or electronic ballot.

9.3 PROCEDURE FOR ESTABLISHING A DIRECTED POSITION (Formerly "Procuedure 9")

Members of the LMSC Executive Committee have a responsibility to act in the best interest of the LMSC as a whole. Working Group Chairs have a responsibility to represent their Working Group on the Executive Committee. At times these responsibilities are in conflict with each other.

Decisions of a Working Group may be of such a nature that the Working Group members deem it necessary to "Direct" the Working Group Chair to vote a specific way on Executive Committee motions related to a Working Group decision. When directed, through the process described below, the Working Group Chair shall vote as mandated by the Working Group resolution for the specified subject on any formal vote(s) in the Executive Committee. It would be anticipated that the use of a directed (i.e., instructed) vote is an exceptional situation and hence used infrequently, e.g., critical PAR votes, formation of new Working Groups and Study Groups.

Working Group developed positions are not to be considered as automatic "Directed Positions." After a Working Group motion has been passed that establishes the Working Group's position, a separate Directed Position (75% required to pass per 7.2.4.2 Voting) motion is required to make that Working Group Position a Directed Position. A Directed Position motion applies only to a

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specific, bounded, Working Group issue that is to be brought before the Executive Committee. Directed Position motions may not be combined, nor may any procedure be adopted that diminishes the extraordinary nature of establishing a “Directed Position.”

The Working Group Chair, however, has the freedom to express other views in an attempt to persuade members of the Executive Committee to consider them, however, such views shall be identified as distinct from and not the formal Working Group Directed Position. The Working Group Chair is required to disclose to the Working Group his/her intent to offer a position contrary to a Directed Position. When presenting a Directed Position to the Executive Committee, the Working Group Chair is obligated to present and support the Working Group’s Directed Position Motion with voting results, along with pros and cons behind the motion.

10. Communications

All Sponsor officers should use the Sponsor letterhead if available, or email notification, when corresponding on behalf of Sponsor activities.

10.1 Formal Internal Communication

If correspondence between subcommittees or between working groups of different subcommittees involves issues or decisions (that is, non-routine matters) affecting other subcommittees, copies should be sent to all affected subcommittee chairs, the Secretary, and the Sponsor officers.

10.2 External Communication

See procedures in Clause 14.

11. Interpretations

The policies of subclause 5.9 of the *IEEE-SA Standards Board Operations Manual* shall be followed.

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12. Appeals

Appeals are achieved either using processes defined in WG/TAG P&P, or as defined in 7.1.7.

13. Parliamentary Procedures

On questions of parliamentary procedure not covered in these Procedures, Roberts Rules of Order (revised) may be used to expedite due process.

14. Position Statements for Standards

All external communications shall comply with subclause 5.1.4 of the IEEE-SA Standards Board Operations Manual. These procedures also apply to communications with government and intergovernment bodies.

14.1 PROCEDURE FOR COORDINATION WITH OTHER STANDARDS BODIES (Formerly "Procedure 3")

These procedures apply to communications with other standards bodies or similar entities.

IEEE 802 communications

- Communications from the LMSC to external standards bodies shall not be released without prior approval by the EC. Such approval indicates that the communication represents the position of IEEE 802.

- All communications by IEEE 802 with external standards bodies shall be issued by the LMSC Chair and shall be copied to the EC.

Working Group or TAG communications

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- Working Group communications with external standards bodies that are not "Information Only" shall be copied to the EC.
- Working Group communications with external standards bodies shall not imply that they represent the position of IEEE or IEEE 802. They shall be issued by the Working Group or TAG Chair(s) and the LMSC Chair shall be included in the distribution list.

EC members receiving incoming liaison letters from external standards bodies shall forward a copy to the LMSC Chair, and, as applicable, the relevant Working Group or TAG Chair.

Informal communications shall not imply that they are a formal position of IEEE 802 or of the Working Group or TAG.

14.2 PROCEDURE FOR COMMUNICATION WITH GOVERNMENT BODIES (Formerly "Procuedure 4")

These procedures apply to communications with government and intergovernmental bodies.

IEEE 802 Communications

- IEEE 802 communications to government bodies shall not be released without prior approval by a 2/3 majority of the EC.
- All IEEE 802 communications to government bodies shall be issued by the LMSC Chair as the view of IEEE 802 (stated in the first paragraph of the statement). Such communications shall be copied to the EC and the IEEE SA Standards Board Secretary and shall be posted on the IEEE 802 web site. The IEEE 802 web site shall state that all such position statements shall expire five years after issue.

Working Group or TAG Communications

- Working Group or TAG communications with government bodies shall not be released without prior approval by a 75% majority of the Working Group or TAG. Such communications may proceed unless blocked by an EC vote. For position statements not presented for review in an EC meeting, EC members shall have a review period of at least five days; if, during that time, a motion to block it is made, release of the position statement will be withheld until the motion fails.
- Working Group or TAG communications shall be identified in the first paragraph as the position of only the Working Group or TAG and shall be issued by the Working Group or TAG Chair(s) and shall include the LMSC Chair in the distribution. Such statements shall not bear the IEEE or IEEE 802 logos.

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Incoming liaison letters to EC members shall be forwarded to the LMSC Chair, and, as applicable, the relevant Working Group or TAG Chair.

Informal communications shall not imply that they are a formal position of the IEEE 802 or of the Working Group or TAG.

Proposed communications that need to be issued by other IEEE entities shall be forwarded to the IEEE SA Standards Board Secretary for further processing upon approval by the EC.

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15. Standards Publicity

Any publicity issued within LMSC shall be in compliance with subclause 5.1.5 of the IEEE-SA Standards Board Operations Manual for further instructions.

16. USE OF LMSC FUNDS (Formerly “Procedure 1”)

The purpose of the LMSC treasury is to allow the LMSC to collect and disburse funds for activities that are appropriate to the orderly development of LAN/MAN standards. Use of such funds includes:

1. Payment for the expenses of conducting LMSC hosted sessions and related meetings and for other LMSC operating expenses. Such expenses include, but are not limited to, the expenses for:

- meeting rooms
- document reproduction
- meeting administration
- food and beverages
- computer networking and Internet connectivity
- goods and services needed for the efficient conduct of business
- insurance and
- audits

2. Reimbursement to individuals for appropriate expenses not covered by other sources, such as corporations, other IEEE organizations, etc.

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The primary source of funds for the LMSC is the registration fees collected from attendees of LMSC hosted sessions.

Specific policies regarding the treasury are as follows:

1. The LMSC shall open and maintain an LMSC bank account that will be administered by the LMSC Treasurer.
2. The LMSC may open merchant accounts as required for the processing of credit card charges. Such accounts shall be administered by the LMSC Treasurer.
3. All funds received by the LMSC shall be promptly deposited in the LMSC bank account. All funds retained by the LMSC shall be held in the LMSC bank account or, if appropriate, in investments approved by the IEEE.
4. All LMSC expenditures require the approval of the EC with the sole exception that the LMSC Chair, Vice Chairs, Secretaries, Treasurer, and each Working Group and TAG Chair whose group is not operating with treasury, may be reimbursed from the LMSC treasury for up to \$200 of appropriate expenses incurred between LMSC Plenary sessions without specific approval of the EC.
5. The Treasurer will provide reports about LMSC finances to the LMSC membership at large at LMSC Plenary sessions and to the Executive Committee. The Treasurer will provide additional reports and participate in audits as required by IEEE rules.
6. The LMSC Treasurer shall strive to maintain an operating reserve (uncommitted funds on hand) sufficient for paying the worst-case expenses of canceling an LMSC Plenary session.
7. Executive Committee approval of the site for an LMSC hosted session constitutes authority for the Treasurer to pay all ordinary expenses for that session and any extraordinary expenses presented as part of the meeting site proposal.

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The LMSC may open merchant accounts as required for the processing of credit card charges. Such accounts shall be administered by the LMSC Treasurer.¶
All funds received by the LMSC shall be promptly deposited in the LMSC bank account. All funds retained by the LMSC shall be held in the LMSC bank account or, if appropriate, in investments approved by the IEEE.¶
All LMSC expenditures require the approval of the EC with the sole exception that the LMSC Chair, Vice Chairs, Secretaries, Treasurer, and each Working Group and TAG Chair whose group is not operating with trea... [238]

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17. PROCEDURE FOR PARS (Formerly "Procuedure 2")

1. Any standards activity whose aim is to produce a Standard, Recommended Practice or Guideline must submit a PAR within six months of beginning their work.

Refer to Working Guide for Submittal of Project Authorization Request (PAR) and PAR Form, 1 January 1990.

Add pages, as necessary, of more detailed information than is on the PAR form about the Scope, Purpose and Coordination of the proposed project, but include summary text under Scope and Purpose.

2. Submit proposed PAR and, if applicable, responses to the five criteria per 6.0 below to LMSC Executive Committee for approval prior to sending outside of LMSC.

(Approval is contingent on inclusion of responses describing how the proposed PAR meets the five criteria and a work plan for the development of managed object definitions, either as part of the PAR or as a part of an additional PAR. PARs which introduce no new functionality are exempt from the requirement to provide responses to the 5 Criteria. Examples of such PARs are: Protocol Implementation Conformance Statements (PICS), Managed Object Conformance Statements (MOCS), PARs to correct errors and PARs to consolidate documents.)

Complete PARs shall be delivered to all Executive Committee members not less than 30 days prior to the day of the Opening Executive Committee meeting of an LMSC Plenary session. At the discretion of the LMSC Chair, PARs for ordinary items (like Maintenance PARs) and PAR changes essential to the orderly conduct of business (like division of existing work items or name changes to harmonize with equivalent ISO JTC-1 work items) may be placed on the Executive Committee agenda if delivered to Executive Committee members 48 hours in advance.

Delivery may be assumed if sent by either FAX or e-mail one full working day prior to the deadline, or if sent by express delivery service with guaranteed delivery one working day prior to the deadline, or if sent by US Mail, or Air Mail ten working days prior to the deadline. All PARs must be accompanied by supporting documentation which must include at least:

Explanatory technical background material

Expository remarks on the status of the development of the PAR, e.g., approved by WG, Draft pending Working Group approval at next meeting, etc.

3. In order to ensure wide consideration by the 802 members, PARs for significant new work (those that will result in a new Standard/Recommended Practice/Guideline or an addition to an

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existing one) must pass through the following process during the Plenary session week in which Executive Committee approval is sought:

The PAR must be presented in summary at the opening Plenary meeting to the general 802 membership. Supporting material must be available in sufficient detail for members of other Working Groups to understand if they have an interest in the proposed PAR, i.e., if they would like to contribute/participate in the proposed work, or identify if there is conflict with existing or anticipated work in their current Working Group. It is highly recommended that a tutorial be given at a previous Plenary session for major new work items.

Working Groups, other than the proposing Working Group, must express concerns to the proposing Working Group as soon as possible and must submit written comments to the proposing Working Group and the Executive Committee not later than 5:00 p.m. on Tuesday.

The proposing Working Group must respond to commenting Working Groups and to the Executive Committee together with a Final PAR not later than 5:00 p.m. on Wednesday. It will be assumed that insufficient coordination and/or inter Working Group consideration had occurred prior to the submission of the PAR if this deadline is not met, and the proposed PAR will not be considered by the Executive Committee at their closing Executive Committee meeting.

4. Working Group Chair shall sign the copyright acknowledgment.

5. LMSC Chair shall as sponsor submit the PAR to the following:

- a. Chair, CS Standards Activities Board
- b. IEEE Standards Office Secretary to NESCOM

6.0 CRITERIA FOR STANDARDS DEVELOPMENT (FIVE CRITERIA)

6.1 Broad Market Potential

A standards project authorized by IEEE 802 shall have a broad market potential. Specifically, it shall have the potential for:

- a) Broad sets of applicability.
- b) Multiple vendors and numerous users.
- c) Balanced costs (LAN versus attached stations).

6.2 Compatibility

IEEE 802 defines a family of standards. All standards shall be in conformance with the IEEE 802.1 Architecture, Management and Interworking documents as follows: 802. Overview and Architecture, 802.1D, 802.1Q and parts of 802.1f. If any variances in conformance emerge, they shall be thoroughly disclosed and reviewed with 802.

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Each standard in the IEEE 802 family of standards shall include a definition of managed objects which are compatible with systems management standards.

6.3 Distinct Identity

Each IEEE 802 standard shall have a distinct identity. To achieve this, each authorized project shall be:

- a) Substantially different from other IEEE 802 standards.
- b) One unique solution per problem (not two solutions to a problem).
- c) Easy for the document reader to select the relevant specification.

6.4 Technical Feasibility

For a project to be authorized, it shall be able to show its technical feasibility. At a minimum, the proposed project shall show:

- a) Demonstrated system feasibility.
- b) Proven technology, reasonable testing.
- c) Confidence in reliability.

6.5 Economic Feasibility

For a project to be authorized, it shall be able to show economic feasibility (so far as can reasonably be estimated), for its intended applications. At a minimum, the proposed project shall show:

- a) Known cost factors, reliable data.
- b) Reasonable cost for performance.
- c) Consideration of installation costs.

7. Withdrawn PARs.

Occasionally a PAR is withdrawn. When a PAR is to be withdrawn, the responsible WG chair in consultation with the WG shall consider whether the most current draft has content that should be archived. If so, the WG chair shall ensure the most current draft of the proposed standard is placed on the IEEE Document Distribution Service list. The WG chair shall add a cover page to the draft alerting the reader that the PAR has been withdrawn for this work, giving the specific date of the withdrawal and the rationale for the withdrawal.

The withdrawn draft shall be maintained on the IEEE Document Distribution Service list for a period of 3 years after the time of withdrawal, after which it shall be removed from the list.

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18. POLICY FOR DISTRIBUTION OF NEW IEEE LMSC STANDARDS PUBLICATIONS (Formerly “Procudure 6”)

1. Books will be distributed to those participants of the Working Group and major contributors listed in front matter of the standard who directly contributed to that standard or supplement. The LMSC Chair will establish the book distribution policy. The Executive Secretary in conjunction with the Working Group chair will implement the policy including generating information to provide to the IEEE Office for any distribution by IEEE Standards.
2. CD-ROMs, containing all IEEE 802 standards available at that point in time, available normally at the July Plenary on an annual basis, will be distributed to registered attendees who are Working Group voting members or EC members at the issuing meeting, and at subsequent plenary meetings for those not attending the issuing meeting until a new CD-ROM is available. Handout will occur on Wednesday (8AM-5PM).

The CD-ROM program will be reviewed annually by the IEEE 802 Chair and the IEEE Standards Department to ensure its appropriateness and to make any adjustments in the product development process and business arrangements that might be necessary.

19. IEEE LMSC DOCUMENT NUMBERING PLAN (Formerly “Procudure 7”)

1. This numbering scheme applies to all LMSC Working Groups and TAGs.
2. It will cover all draft documents as well as other 802.x Working Group/TAG submissions to provide a complete index of all Working Group/TAG documents.
3. The format for the document numbers will be as follows:

either 802.na/Di-yy/m (formal draft standards)
or 802.n{tg}-yy/m (all other documents & correspondence)

where:

- n = a Working Group/TAG Designator (i.e. 0, 1, ..., 11),
- a = a PAR Series Designator (i.e. , A, B, C,...) for drafts of a document produced under an active PAR, and must include the {/Di} field,
- i = a Draft Revision Number for working documents produced under an active PAR, which starts at 1 and is increased by 1 with each new revision,
- yy = a year designator (i.e. 87, 88, 89, ...) to indicate the year in which the document number was assigned,
- m = a sequence number which starts at 1 at the beginning of each year and is increased by 1 each time a document number is assigned,

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tg = an optional task group designator to be used specifically for tracking task group submissions that are independent of the Working Group/TAG as a whole. Documents relevant to the whole Working Group/TAG will use the 802.n-yy/m form. The allowed formats for a task group designator are: one letter, two letters, or one letter followed by one number. All other characters are specifically prohibited.

20. PROCEDURE FOR PROJECT MANAGEMENT (Formerly “Procudure 8”)

1. Update the Working Group or Technical Advisory Group status report and Sponsor Ballot milestone chart after every LMSC meeting. (Administered by LMSC Chair).
2. Send the minutes of each Working Group or Technical Advisory Group meeting, and any new drafts, to the IEEE Standards Secretariat.
3. Prepare or update a list of Working Group or Technical Advisory Group papers, drafts, minutes, etc. which may be of interest to outside people who follow the progress of the work. Send the list and the materials to the IEEE Standards Secretariat. (Administered by the LMSC Executive Secretary)
4. Sponsor ballots will be conducted by the IEEE Standards Secretariat. (Two response ballots with a copy to the Standards Secretariat and a copy to the Working Group Chair)

21. PROCEDURE FOR CONDITIONAL APPROVAL TO FORWARD A DRAFT STANDARD (Formerly “Procudure 10”)

Rationale: This procedure is to be used when approval to forward a draft standard to LMSC letter ballot or to REVCOM is conditional on successful completion of a Working Group or LMSC recirculation ballot, respectively.

Seeking conditional approval is only appropriate when ballot resolution efforts have been substantially completed and the approval ratio is sufficient.

The conditional approval expires at the opening of the next plenary.

Motions requesting conditional approval to forward where the prior ballot has closed shall be accompanied by:

- Date the ballot closed
- Vote tally including Approve, Disapprove and Abstain votes
- Comments that support the remaining disapprove votes and Working Group responses.
- Schedule for confirmation ballot and resolution meeting.

In the vote tally, Approve votes (and Abstain votes) include those votes that were initially Disapprove where the voter has accepted the resolution of the voter's comments and changed the vote to Approve (or Abstain). Disapprove votes include only those votes where some comment

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resolutions have not been accepted by the voter and the voter continues to disapprove. Where a voter has accepted some comment resolutions and rejected others, only the comments of which the voter has not accepted resolution should be presented.

When conditional forwarding to LMSC ballot has been approved, the conditions shall be met before initiating LMSC ballot. When conditional forwarding to REVCOM has been approved, the submittal may be forwarded to REVCOM before the conditions have been fulfilled in order to meet the submittal requirements for the next REVCOM meeting. However, the submittal shall be withdrawn from the REVCOM agenda if the conditions have not been met one week before the REVCOM meeting.

Conditions:

1. The ballot cover letter shall include the following statement: "This ballot is being conducted under the procedure for conditional approval of the LMSC Policies and Procedures (add the exact reference and the current URL of the LMSC Policies and Procedures)."
2. Confirmation ballot is completed. Generally, the confirmation ballot and resolution should occur in accordance with the schedule presented at the time of conditional approval.
3. After resolution of the confirmation ballot is completed, the approval percentage is at least 75% and there are no new DISAPPROVE votes.
4. No technical changes, as determined by the Working Group Chair, were made as a result of the confirmation ballot.
5. No new valid DISAPPROVE comments on new issues that are not resolved to the satisfaction of the submitter from existing DISAPPROVE voters.
6. If the Working Group Chair determines that there is a new invalid DISAPPROVE comment or vote, the Working Group Chair shall promptly provide details to the EC.
7. The Working Group Chair shall immediately report the results of the ballot to the EC including: the date the ballot closed, vote tally and comments associated with any remaining disapproves (valid and invalid), the Working Group responses and the rationale for ruling any vote invalid.

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(1) "Equivalent" refers to some identifiable method of tallying the votes and addressing the comments.

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Why Reformat the P&P to comply with the SA Sponsor Model?

1) CS SAB has a new P&P currently being balloted. In that document (Section 5.5 titled Sponsor P&P) you will find the following:

"Each Sponsor shall have and shall adhere to a set of P&P's based upon the IEEE SA Model Operating Procedures for Sponsors for Standards Development."

2) The Model Sponsor P&P itself is more than a recommendation. While the text in the various sections provided is optional, the SECTION HEADINGS / organization are not! At the top of the current Sponsor Model P&P (Dated 10/10/03) you will find the following note:

"... your Sponsor procedures must address each of the items below in bold-face type with text that is consistent with the IEEE-SA governance documents (IEEE-SA Standards Board Bylaws and Operations Manual)"

3) Even though the current CS/SAB P&P being balloted says they will review our P&P, I have confirmed with all parties that the CS/SAB no longer plans to audit our P&P. AUDCOM will now be performing that role. The model sponsor P&P comes from AUDCOM and is intended to accomplish two things:

a) Make sure all the key requirements of SA are addressed in sponsor P&P

For instance we did not have section on appeals until very recently even though it has always been an SA requirement to have such a section. If we had looked at the Model P&P and organized our P&P accordingly, the absence of this section would have been apparent.

b) Make it easier to review the many P&P AUDCOM has to look at.

Let's face it - Reviewing P&P is not the most exciting job in the world. It becomes much simpler if all the documents follow a standard format so you can easily compare and contrast sections. It has also been suggested that SA intends to make AUDCOM reviews more rigorous in the near future. So we want to keep these guys happy, and make their job easier. Otherwise they can make things difficult for us.

Balance between incorporation by reference / and explicit statements. For new user, don't want to be

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Preface

These Model Procedures may be used by a Standards Committee of an IEEE Society or by a Technical Committee of an IEEE Society that is engaged in standards development. If the Technical Committee (TC) already has existing formal Policies and Procedures (P&P) for conducting its overall more general technical work, then those clauses noted

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below as “Required for a Standards Development Sponsor” may be added to the existing P&P to form a set of Operating Procedures for a Standards Development Sponsor. If the existing P&P do not include text to address Clauses 1, 4.3, 4.5, 6, 7.2, 7.3, and 8 below, consideration should be given to adopting the texts given here.

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IEEE Project 802 (P802) is a Standards Committee that reports to the Standards Activity Board (SAB) of the IEEE Computer Society. It operates under sponsorship of the IEEE Computer Society.		
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IEEE Project 802 (P802) is a Standards Committee that reports to the Standards Activity Board (SAB) of the IEEE Computer Society. It operates under sponsorship of the IEEE Computer Society.		
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See Sections 2.1 and 5.4 of SA Bylaws and SB OM 5.4.1, 5.2.2.3 Is this in conflict with other LMSC P&P? The one section that might be a conflict is 7.2.3.4 / 7.2.3.5. So qualify with “abiding by applicable regulation” and “sponsor ballot level”		
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<i>[These Operating Policies and Procedures</i>		
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<i>provide the basis for orderly transaction of business of this committee. For the development of standards, openness and due process must apply, which means that any individual willing to abide by applicable regulation with a direct and material interest has a right to participate at the sponsor ballot level by:</i> <i>a) expressing a position and its basis,</i> <i>b) having that position considered, and</i> <i>c) appealing if adversely affected.</i> <i>Due process allows for equity and fair play. In addition to openness, due process requires balance, i.e., the standards development process should have a balance of interests and shall not be dominated by any single interest category.]</i>		
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<i>willing to abide by applicable regulation</i>		
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These Operating Procedures outline the orderly transaction of business for this committee. Several documents take precedence in the following order:

New York State Not-for-Profit Corporation Law

IEEE Certificate of Incorporation

IEEE Constitution

IEEE Bylaws

IEEE Policies

IEEE Board of Directors Resolutions

IEEE Standards Association Operations Manual

IEEE-SA Board of Governors Resolutions

IEEE-SA Standards Board Bylaws

IEEE-SA Standards Board Operations Manual

Policies/Procedures of the IEEE Society that established this Sponsor

Policies/Procedures of the Technical Committee or Standards Committee that established this Sponsor, or Policies/Procedures of the Technical Committee that is this Sponsor

Robert's Rules of Order (Revised)

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[Required for a Standards Development Sponsor]

(Scope of Sponsor to be inserted here)

(Reference : *IEEE-SA Standards Board Bylaws*, Subclause 4.3.1)

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The IEEE P802 Standards Committee is directed by the

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The IEEE P802 Standards Committee is directed by the

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standards sponsoring organization		
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The standards sponsoring organization is the LMSC and includes the Executive Committee (EC), an invitation pool for forming LMSC Sponsor balloting groups, and a set of Standards Development Groups.		
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The Committee shall consist of a Chair, [Vice-Chair,] Secretary, [Treasurer (optional unless significant funds are involved in the operation of the sponsor and/or its subcommittees)], and members. When staff resources permit, the Sponsor shall be supported by a Standards Staff Liaison. (Reference: <i>IEEE-SA Standards Board Operations Manual</i> , Subclause 5.4.1)		
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(Reference: <i>IEEE-SA Standards Board Bylaws</i> , Subclauses 4.3.1 and 5.2.1 and <i>IEEE-SA Standards Board Operations Manual</i> , Subclauses 4.3.2, 4.5, and 5.1)		
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he officers of the LMSC are the officers of the LMSC Executive Committee (See section 7.1.2). There is a one for one correspondence between the officers of the LMSC EC, and those of the LMSC.		
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he officers of the LMSC are the officers of the LMSC Executive Committee (See section 7.1.2). There is a one for one correspondence between the officers of the LMSC EC, and those of the LMSC. Further details on the duties of these offices are provided elsewhere in this document.		
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This actually adds normative material as it states the Vice Chairs etc are LMSC officers. Our original P&P did not..

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<p>There shall be a Chair, [a Vice-Chair], a Secretary and [Treasurer (optional unless significant funds are involved in the operation of the sponsor and/or its subcommittees)]. These officers shall be appointed/elected in accordance with the procedures of the entity that established this Sponsor. In the absence of such procedures, the Chair and Vice-Chair shall be elected by the members of the Sponsor, and the Secretary shall be appointed by the Chair. They may serve consecutive terms.</p> <p>The Chair shall be a member of any grade of the IEEE and a member of the IEEE-SA and shall organize the Sponsor, oversee the committee's compliance with these procedures, and submit proposed standards approved by the balloting group with supporting documentation for IEEE-SA Standards Board review and approval as IEEE standards. [The Vice-Chair shall carry out the Chair's duties if the Chair is temporarily unable to do so.]</p> <p>The Secretary shall record and have published minutes of each meeting. [The Treasurer shall maintain a budget and shall control all funds into and out of the sponsor's bank account.]</p> <p>[The Standards Staff Liaison may perform, as a service, administrative work including:</p> <ol style="list-style-type: none">1. Secretarial services2. Making meeting arrangements3. Preparation and distribution of meeting notices, agendas, minutes, ballots, and draft standards4. Maintenance of adequate records, including the Committee roster]<p>(Reference: <i>IEEE-SA Standards Board Operations Manual</i>, Subclause 4.4.2)</p>		
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The Chair shall review the membership list annually. Members are expected to fulfill the obligations of active participation. When a member is found in habitual default of these obligations, the Chair shall consider the matter for appropriate action, which may include termination of membership.

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I think all the text here can be found in SA documents. Any text that is not should probably be added back in at some point.

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All appropriate interests that might be directly and materially affected by the standards activity of the Committee shall have the opportunity for fair and equitable participation without dominance by a single interest. Members shall propose their own interest categories as appropriate. The interest categories shall be established or revised by a vote of the Committee.

If the Sponsor constitutes the balloting group for the purpose of voting on standards, each member shall be classified relative to the scope of the standards activity. No classification may consist of 50% or more of the balloting group membership. Care shall be taken to assure all interest categories are represented to the extent possible (see Clause 10).

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(Reference: *IEEE-SA Standards Board Operating Manual*, Subclause 5.4.1)

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The Secretary shall maintain a current and accurate Sponsor roster and shall distribute it to the members upon request or at least annually. All changes to the roster shall be forwarded to the Chair immediately. The roster shall include the following:

1. Title of the Sponsor and its designation
2. Scope of the Sponsor
3. Officers - Chair, [Vice-Chair,] Secretary, [Treasurer], [and Standards Staff Liaison]
4. Members: for all, list name, [address, IEEE Society(ies) and business affiliations; for society or organizational Designated Representatives (DR) and alternates (DRA), list as DR or DRA and the IEEE Society or organization (as applicable), together with organization address]
5. [Interest category of each member]
6. [Tally of interest categories - total of voting members and subtotals for each interest category]

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7. [For each subgroup - title, chair, and names and addresses of all members]

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[For a TC the following two sub-clauses are required only for subgroups engaged in standards development work.]

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The EC is a very special subgroup of the sponsor in that many rights and responsibilities of the sponsor (LMSC) are in essence delegated to the EC. As such, many issues such as Sponsor voting and even sponsor membership are not dealt with in our P&P as there really is no such things within 802. This leads to issues in terms of placement of the text. For instance, the appeals process is defined within the EC subgroup section. However, it is really the LMSC appeals process. Similarly, the only way to change the LMSC P&P is through a ballot of the EC. So the procedures for these thing wind up placed within the EC subgroup section rather than in the section allocated for these procedures in the model P&P. Since this is an “editorial” change, I will leave the placement of the text as it currently stands. But consideration should be given to moving the text in these section out to the sections allocated in the model P&P.

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"Voting at a Meeting" in the section, "LMSC Standards Development Groups."

b) Any Executive Committee Member

Writers of proposed changes are encouraged to seek the advice of experienced members of the EC to help form the wording in a manner appropriate for and consistent with the LMSC Policies and Procedures.

Executive Committee Action on Proposed Changes to LMSC Policies and Procedures

The proposed change shall be presented at an Executive Committee meeting in conjunction with a Plenary Session. The Executive Committee shall take one of three actions on the proposal: Approve for Distribution and Executive Committee Ballot, or Assign for Study, or Reject.

Approval for Distribution and Executive Committee Ballot shall require the affirmative vote of at least two thirds of Committee members with voting rights and will result in the distribution of the proposal and an Executive Committee electronic ballot on the change. If Approval for Distribution and Executive Committee Ballot is not achieved, a vote to Assign the proposal for study is taken, (see "Assignment of the Proposal to Study").

Assignment for Study shall require the affirmative vote of at least one third of all Executive Committee members with voting rights. If Assignment is not achieved, no further action is taken on the proposal and it is Rejected.

Distribution and Executive Committee Ballot

Executive Committee ballots on Policies and Procedures changes shall be at least 30 days in duration and shall close at least 30 days before the opening of the next Plenary session (to allow time for comment resolution). Distribution of ballots on Policies and Procedures changes to the LMSC membership shall be accomplished as provided by Section 3.4.2

Assignment of the Proposal to Study:

If the Executive Committee votes to assign a proposal to further study, the Executive Committee Vice Chair or others designated by the LMSC Chair, shall complete appropriate additional study of the proposal and respond to the Executive Committee expediently for its reconsideration for Distribution and Executive Committee Ballot.

LMSC Approval

After distribution of a proposed Policies and Procedures change and an Executive Committee electronic ballot has been conducted, the Executive Committee member designated in accordance with Section 3.4.2.1 shall tabulate the ballot results, attempt to resolve the comments, and present the comments and proposed resolution at an Executive Committee meeting in conjunction with a Plenary Session. The Executive Committee shall approve, assign, or fail to accept the proposal.

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LMSC approval of the revised text of the proposed Policies and Procedures change shall require the affirmative vote of at least two thirds of all voting Executive Committee members with voting rights. LMSC approval will result in the change becoming effective at the end of Plenary Session during which approval is voted. The revised LMSC Policies and Procedures shall be forwarded to the Computer Society Standards Activities Board (CS SAB). If the revised Policies and Procedures are known to be in conflict with the CS SAB Policies and Procedures the cover letter shall request formal CS SAB approval of the variance. In the case where the change is in conflict with the Policies and Procedures of CS SAB, the change will be put into effect as stated above but will be withdrawn immediately if rejected by the CS SAB. CS SAB rejection shall be announced to the LMSC Executive Committee by the most expeditious means available (e-mail, FAX, regular mail) and to the LMSC membership at the next Plenary Session. If LMSC approval is not achieved, a vote to assign the proposal for further study and recommendation shall be taken. Assignment shall require the affirmative vote of at least one third of all Executive Committee members with voting rights, otherwise no further action is taken on the proposal.

Appeal and complaint process

Every attempt should be made to resolve concerns informally, since it is recognized that a formal appeals process has a tendency to negatively, and sometimes permanently, affect the goodwill and cooperative relationships between and among persons. If the informal attempts to resolve a concern are unsuccessful and a formal complaint is filed, the following formal procedure shall be invoked.

Appeals and complaints concerning Executive Committee decisions shall be referred to the Computer Society SAB.

Appeals pool

The appeals pool consists of:

- a. Current members in good standing of the EC who have attended both the opening and closing EC meetings at two of the last four plenary sessions.
- b. Former members of the EC who are members in good standing of an active WG/TAG having qualified for member status through attendance.
- c. Current WG/TAG Vice Chairs confirmed by the EC who are members in good standing of an active WG/TAG having qualified for member status through attendance.

Appeal brief

The appellant shall file a written appeal brief with the EC Recording Secretary within 30 days after the date of notification / occurrence of an action or at any time with respect to inaction. The appeal brief shall state the nature of the objection(s) including any resulting adverse effects, the clause(s) of the procedures or the standard(s) that are at issue, actions or inaction that are at issue, and the specific remedial action(s) that would satisfy the appellant's concerns. Previous efforts to resolve the objection(s) and the outcome of each shall be noted. The appellant shall include complete documentation of all claims in the appeal brief. Within 20 days of receipt of the appeal brief, the EC Recording Secretary shall send the appellant a written acknowledgment of receipt of the appeal brief, shall

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send the appellee (the Chair of the WG at issue or the LMSC Chair) a copy of the appeal brief and acknowledgment, and shall send the parties a written notice of the time and location of the hearing (“hearing notice”) with the appeals panel. The hearing with the appeals panel shall be scheduled at the location set for, and during the period of, the first LMSC plenary session (nominally Wednesday evenings) that is at least 60 days after mailing of the hearing notice by the EC Recording Secretary.

Reply brief

Within 45 days after receipt of the hearing notice, the appellee should send the appellant and EC Recording Secretary a written reply brief, specifically addressing each allegation of fact in the appeal brief to the extent of the appellee’s knowledge. The appellee shall include complete documentation supporting all statements contained in the reply brief.

Appeals Panel

The IEEE 802 EC Chair shall appoint from the appeals pool an appeals panel consisting of a chair and two other members of the panel who have not been directly involved in the matter in dispute, and who will not be materially or directly affected by any decision made or to be made in the process of resolving the dispute. At least two members shall be acceptable to the appellant and at least two shall be acceptable to the appellee. If the parties to the appeal cannot agree on an appeals panel within a reasonable amount of time, the whole matter shall be referred to the full EC for Consideration.

Conduct of the Hearing

The hearing shall be open except under the most exceptional circumstances and at the discretion of the EC chair. The appellant has the burden of demonstrating adverse effects, improper actions or inaction, and the efficacy of the requested remedial action. The appellee has the burden of demonstrating that the committee took all actions relative to the appeal in compliance with its procedures and that the requested remedial action would be ineffective or detrimental. Each party may adduce other pertinent arguments, and members of the appeals panel may address questions to individuals before the panel. The appeals panel shall only consider documentation included in the appeal brief and reply brief, unless

- a) Significant new evidence has come to light; and
- b) Such evidence reasonably was not available to the appellant or appellee, as appropriate, at the time of filing; and
- c) Such evidence was provided by the appellant or appellee, as appropriate, to the other parties as soon as it became available.

This information shall be provided at least two weeks before the date of the appeals panel hearing.

The rules contained in the current edition of *Robert’s Rules of Order Newly Revised (latest edition)* shall apply to questions of parliamentary procedure for the hearing not covered herein.

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Appeals Panel Decision

The appeals panel shall render its decision in writing within 30 days of the hearing, stating findings of fact and conclusions, with reasons there for, based on a preponderance of the evidence. Consideration may be given to the following positions, among others, in formulating the decision:

- a) Finding for the appellant, remanding the action to the appellee, with a specific statement of the issues and facts in regard to which fair and equitable action was not taken;
- b) Finding against the appellant, with a specific statement of the facts that demonstrate fair and equitable treatment of the appellant and the appellant's objections;
- c) Finding that new, substantive evidence has been introduced, and remanding the entire action to the appropriate group for reconsideration.

Request for Re-hearing

The decision of the appeals panel shall become final 30 days after it is issued, unless one of the parties files a written notice of request for re-hearing prior to that date with the EC Recording Secretary, in which case the decision of the appeals panel shall be stayed pending review by the EC at its next meeting. At that time, the EC shall decide

- a) To adopt the report of the appeals panel, and thereby deny the request for re-hearing; or
- b) To direct the appeals panel to conduct a re-hearing.

Further complaints if a re-hearing is denied shall be referred to the Computer Society SAB.

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Subgroups of the Sponsor

[Required for a Standards Development Sponsor]

When one or more subgroups (subcommittees, working groups, technical subcommittees, writing groups, etc.) are formed specifically to expedite the standards development work of the Sponsor, their formation (and later disbandment) shall be in accordance with the procedures of the entity that established this Sponsor. In the absence of such procedures, the following shall apply:

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Formation (and later disbandment) of such standards development subgroups requires approval by a majority vote of the Sponsor. The Chair of such subgroup shall be appointed by the Chair of the Sponsor. The scope and duties delegated to such subgroup shall be approved at the time it is formed, and subsequent changes in scope or duties shall also require approval. The scope, duties, and membership of all standards development subgroups shall be reviewed by the Sponsor annually.

The charge to any subgroup engaged in standards development shall clearly state which of the following is appropriate:

1. The subgroup is responsible for the definitive content of one or more standards projects and for responding to views and objections thereon. Such subgroups shall maintain a membership roster and shall comply with the provisions for voting on the standard(s).
2. The subgroup is responsible for assisting the Sponsor (for example, drafting all or a portion of a document, drafting responses to comments, drafting positions on standards, or other purely advisory functions).

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IMOH, our rules for balloting groups are insufficient and a lot of work has to be done here to bring us into compliance with SA requirements. However, any such changes would be more than editorial, so they are not attempted here.

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For approval of proposed standards, the Sponsor shall form a balloting group. This group may be the Sponsor, provided that it meets the criteria for Composition given in sub-clause 5.4.1 of the IEEE-SA Standards Board Operations Manual. The Sponsor may also delegate balloting to a specific balloting group in accordance with sub-clause 5.4.2 of the IEEE-SA Standards Board Operations Manual.

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This material differs from the governance of the current IEEE 802 P&P. As such, it has been deleted for now as this is an editorial rework of the current P&P. However, it should largely be reinstated as it represents recommended governance for Sponsor P&P that is not currently included in the IEEE 802 P&P.

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Sponsor meetings shall be held, as decided by the Sponsor, the Chair, or by petition of [5 or more] members, to conduct business, such as making assignments, receiving reports of work, considering draft standards, resolving differences among subgroups, and considering views and objections from any source. A 30-day notice, including an agenda, shall be distributed to all members, observers, and experts. [Meetings of subgroups may be held as decided upon by the members or chair of the subgroup.]

The Sponsor may charge a meeting fee to cover services needed for the conduct of the meeting. The fee shall not be used to restrict participation by any interested parties.

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<p>There shall be a quorum for conducting business at a meeting. If a quorum is not present, actions may be taken subject to confirmation by letter ballot, as detailed in Section 10.2. See Robert's Rules of Order (revised). A quorum is considered to be [50%] of the voting members of the Sponsor. If a quorum is not present at a meeting, the chair may choose to conduct certain business of the meeting via email, fax, or letter vote as appropriate.</p>		
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DRAFT Proposed LMSC P&P Revision

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Page 29: [188] Comment	Editorial	7/25/2004 4:47 PM
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This section is clearly broken but I can't fix it in this ballot since it would be more than editorial

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All of this should be elsewhere in SA rules so there should be no need to reference it.

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Each voting Sponsor member shall vote one of the following positions:

1. Approve (Affirmative). This vote may be accompanied by comments suggesting corrections and improvements. Action on such comments is left to the discretion of the Sponsor..
2. Do Not Approve (Negative). This vote must be accompanied by one or more specific objections with proposed resolution in sufficient detail in a legible form so that the specific wording of the changes that will cause the negative voter to change his or her vote to "approve" can readily be determined. The Sponsor shall encourage the submission of comments with all negative ballots. If a negative vote unaccompanied by comments is received despite these instructions, the vote shall be counted in the total tally of votes as a "negative without comment". The Sponsor is not required to conduct a recirculation ballot of "negative without comment" votes.
3. Abstain. This category is provided to allow for ballot returns from members who do not wish to review the document because of conflict of interest, lack of expertise, or other reasons.

(Reference: *IEEE-SA Standards Board Operations Manual*, Subclause 5.4 and Subclause 5.4.3.1)

Page 29: [191] Comment	Deleted	7/25/2004 4:47 PM
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I've left this since I think it is a noop. But really, there is no way for us to have a true ballot of the sponsor – at least not directly. We don't even define 802 membership – how could we possibly have a ballot of the members?

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Again this has been deleted since we have no way of taking a vote of the sponsor. Something to consider long term is do we want to be able to ballot the sponsor as a whole. Are there some decision made that should require that?

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Actions Requiring Approval by a Majority

DRAFT Proposed LMSC P&P Revision

The following actions require approval by a majority of the membership of the Sponsor either at a meeting - provided that notification of the action has been included on the distributed agenda for the meeting - or by letter or electronic ballot:

1. Formation of a subgroup, including its procedures, scope, and duties
2. Disbandment of subgroups
3. Approval of minutes

Actions Requiring Approval by Two-Thirds of Those Voting

[Required for a Standards Development Sponsor]

The following actions require a letter ballot or an equivalent (1) formal recorded vote with approval by at least a majority of the membership and at least two-thirds of those voting, excluding abstentions:

1. Adoption of Sponsor procedures, interest categories, or revisions thereof
2. Position Statements for Standards
3. Approval of change of the Sponsor scope
4. Approval of termination of the Sponsor

Actions Requiring Approval by Seventy-five Percent of Those Voting

[Required for a Standards Development Sponsor]

Approval of a new or revised standard project or a reaffirmation of an existing standard shall require a 75% return of ballot and approval by 75% of those voting affirmative or negative. All negatives must be recorded and an attempt made to resolve them.

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DRAFT Proposed LMSC P&P Revision

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(Reference: <i>IEEE-SA Standards Board Operations Manual</i> , Subclause 5.9)		
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DRAFT Proposed LMSC P&P Revision

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Committee Position Statements

[Required for a Standards Development Sponsor]

Committee position statements shall not be released without prior approval by the Committee, which requires two-thirds vote per Section 7.4 of these procedures.

Subgroup Position Statements

[Required for a Standards Development Sponsor]

Subgroup position statements shall not be released without prior approval by a three-fourths vote of the subgroup. Such position statements may proceed unless blocked by a Committee vote at a Committee meeting. For position statements not presented for review at a Committee meeting, members shall be provided a review period of at least five (5) days. If, during that time, a motion to block the position statement is made, release of the position statement will be withheld [pending failure of the blocking motion].

Subgroup position statements shall be identified in the first paragraph of the position statement as being specifically the position of the subgroup. These statements shall be issued by the Subgroup Chair and shall include the Sponsor Chair in the distribution. Such statements shall bear neither the IEEE nor the IEEE Sponsor logos.

Informal Communications

[Required for a Standards Development Sponsor]

Informal communications shall not imply that they are a formal position of the Committee, subcommittee, nor the working group.

DRAFT Proposed LMSC P&P Revision

Position Statements to be Issued by Other Entities

[Required for a Standards Development Sponsor]

If the Committee wishes to go to another IEEE entity (as defined in Section 15 of the *IEEE Policy and Procedures*) to have that entity offer a position statement on a standards matter, they shall do so after agreement from the IEEE-SA Standards Board and after informing the IEEE-SA BOG. Therefore, proposed position statements that need to be issued by other IEEE entities shall be forwarded to the IEEE-SA Standards Board Secretary for further action.

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[Required for a Standards Development Sponsor]

The Committee is encouraged to prepare press releases and other forms of publicity to promote their activities. Please see

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I modified this to use language I feel is more appropriate. Since it now only calls out SA governance, I consider the addition editorial.

Page 33: [226] Inserted	Procedure 1 - USE OF LMSC FUNDS	4/28/2004 4:35 PM
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on such funds includes:

Payment for the expenses of conducting LMSC hosted sessions and related meetings and for other LMSC operating expenses. Such expenses include, but are not limited to, the expenses for:

- meeting rooms
- document reproduction
- meeting administration
- food and beverages
- computer networking and Internet connectivity
- goods and services needed for the efficient conduct of business
- insurance and
- audits

Reimbursement to individuals for appropriate expenses not covered by other sources, such as corporations, other IEEE organizations, etc.

The primary source of funds for the LMSC is the registration fees collected from attendees of LMSC hosted sessions.

Specific policies regarding the treasury are

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Page 34: [238] Inserted	Procedure 1 - USE OF LMSC FUNDS	4/28/2004 4:35 PM

listed below:

The LMSC shall open and maintain an LMSC bank account that will be administered by the LMSC Treasurer.

The LMSC may open merchant accounts as required for the processing of credit card charges. Such accounts shall be administered by the LMSC Treasurer.

All funds received by the LMSC shall be promptly deposited in the LMSC bank account. All funds retained by the LMSC shall be held in the LMSC bank account or, if appropriate, in investments approved by the IEEE.

All LMSC expenditures require the approval of the EC with the sole exception that the LMSC Chair, Vice Chairs, Secretaries, Treasurer, and each Working Group and TAG Chair whose group is not operating with treasury, may be reimbursed from the LMSC treasury for up to \$200 of appropriate expenses incurred between LMSC Plenary sessions without specific approval of the EC.

The Treasurer will provide reports about LMSC finances to the LMSC membership at large at LMSC Plenary sessions and to the Executive Committee. The Treasurer will provide additional reports and participate in audits as required by IEEE rules.

The LMSC Treasurer shall strive to maintain an operating reserve (uncommitted funds on hand) sufficient for paying the worst-case expenses of canceling an LMSC Plenary session.

Executive Committee approval of the site for an LMSC hosted session constitutes authority for the Treasurer to pay all ordinary expenses for that session and any extraordinary expenses presented as part of the meeting site proposal.

Moved: To approve the proposed P&P revision titled “Reformatting for compliance with SA Model P&P” as described in the document titled: SA_Model_compliant_LMSC_P&P_040712.doc

Moved: Mat Sherman/Howard Frazier

A comment was made that it is not clear that the additional text is not simply a set of editorial changes and that further review is needed. Mat indicates he is convinced there are no changes that affect the substance of our policies and procedures.

Passes: 8/3/4

10.13 MI SA P&P Project

- Sherman 15 04:10 PM

EC Motion

To approve activities and expenditures for
rewrite and maintenance of LMSC Policies
and Procedures as described in the document:

SOW for EC_040716.doc

Moved: M. Sherman

2nd: C. Stevenson

For:

Against:

Abstain:

7/25/2004

Deleted: 7/16/2004

Deleted: 7/15/2004

Inserted: 7/16/2004



16 July 2004

Deleted: 23 May

Paul Nikolich
Chairperson
IEEE 802 LMSC Executive Committee

Dear Mr. Nikolich:

Per your request, the IEEE Standards Association is pleased to submit the enclosed proposal for the rewrite and maintenance of IEEE Project 802 LMSC Policies and Procedures. This statement of work and estimates will be honored by the IEEE-SA for a period not to exceed sixty business days from the date of the proposal.

Please contact Karen Kenney at 732 562-3822, k.kenney@ieee.org or Jerry Walker at 732 562 3823, j.t.walker@ieee.org should you have any questions or require additional information.

Sincerely yours,

Jerry Walker
Director, Business Development
IEEE Standards Association

cc: Judith Gorman
Mary Lynne Nielsen
[David Ringle](#)
[Sue Vogel](#)
[Terry deCourcelle](#)
[Karen Kenny](#)
Matthew Sherman - 802

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Statement of Work for Rewrite and Maintenance of IEEE Project 802 LMSC Policies & Procedures

1 Background

The IEEE Project 802 LAN MAN Standards Committee (LMSC) maintains a set of Policies and Procedures (P&P) as required by the Standards Board of the IEEE Standards Association (SA) and the IEEE Computer Society's Standards Activities Board (CS SAB), under whose auspices the LMSC operates. This P&P has a long history and has undergone many changes, as have the many documents within and without IEEE that have precedence over the LMSC P&P. In addition, the SA now has a Model P&P whose format the LMSC P&P does not follow, as the LMSC P&P was created well in advance of the Model P&P. Because of this, it is felt that a rewrite of the current LMSC P&P is required to reformat it around the SA Model P&P, and to ensure that it is in compliance with those documents that have precedence over it.

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In addition, many changes to the LMSC P&P have been proposed so that the P&P may better accommodate some of the complex situations facing the LMSC today. The burden of implementing the procedures required to ballot and incorporate these changes is so large that the volunteers who currently maintain the P&P feel outside assistance may be required on an ongoing basis. Thus, this Statement of Work (SOW) is being issued to the Staff of the SA as a solicitation for assistance with the activities involved in rewriting and maintaining the LMSC P&P.

2 Contract Management

Matthew Sherman, Vice Chair, IEEE 802 LMSC will be the contract manager for IEEE 802. Karen Kenney, Associate Managing Director will be the contract manager at the IEEE SA.

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2.1 Subject Matter Expert

The IEEE-SA will assign Dave Ringle as the subject matter expert to this project.

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3 Detailed Work Plan

The following work items are required to complete the activities desired.

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3.1 Familiarization with current LMSC P&P and related documents - \$6,008.00

SA Staff will develop in-depth knowledge of the following documents:

- LMSC P&P
- LMSC Chair's Guidelines

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Any pending change request for the LMSC P&P
CS P&P
CS SAB P&P

3.2 Recommended enhancements for conformance with IEEE-SA Governance Policy and Procedures - \$3,479.00

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This next step will analyze the current P&P to determine if it is deficient in that it is missing content relative to the model P&P and other IEEE-SA documents. SA Staff should add content in redlined form to create a new draft (DRAFT 2) of the P&P. This draft will contain no substantive deletions, only additions. Any conflicts or contradictions created by the added text should be highlighted in this draft. The draft will be distributed to the Executive Committee of the LMSC (EC) for comment. SA Staff will collect and collate the comments for presentation to the EC. Based on the EC commentary a revision to DRAFT2, DRAFT2.1, may be created.

Deleted: This draft will contain no deletions, only additions and will also be distributed to the EC for comment. Any conflicts or contradictions created by the added text should be highlighted in this draft.

3.3 Streamlining of current LMSC P&P - \$11,069.00 plus actual legal expenses if requested by LMSC

The next step is to consider whether any material should be removed / modified in the P&P because it conflicts or repeats material contained in documents with precedence over the P&P. It is generally believed that “less is more”. It is desired that the LMSC P&P only provide content not considered, or content which enhances or clarifies content in documents with precedence to the LMSC P&P. Any redlined changes should include embedded comments that clearly explain why the recommended change is included.

In addition, consideration should be given to removing material to a set of guidelines. Any material recommended for such removal should again include comments explaining the rationale for the recommendation. If such removals are suggested, companion Guidelines documents should be drafted. Only at the request of IEEE 802 will SA legal review the updated P&P and provide feedback for possible inclusion in the updated draft. Any legal expenses will be reimbursed at the actual charges incurred. The updated P&P (DRAFT 3) should be presented to the EC (along with any draft companion documents created) at least 30 days before the plenary meeting where balloting will be initiated.

3.4 Balloting Support - \$16,129.00 plus actual travel and living expenses

A face-to-face session should be held with the EC to discuss the changes to this point. The face-to-face review should be held concurrent with an 802 Plenary. Any changes that are not supported by the EC should be removed from the document. At the end of that Plenary, DRAFT 4 (if needed) should be presented to the EC, which will contain all the changes to date, minus those removed due to controversy. This updated draft (along with any companion documents) will undergo a P&P revision ballot for adoption by the EC. SA staff will conduct the revision ballot, collect comments, chair the ballot

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resolution committee and present the revised draft to the EC for a final determination in conjunction with a Plenary Session.

3.5 Costs

The costs of the work outlined above is quoted to be \$36,685 plus any travel and living expenses associated with the trips for the two plenaries. The travel expenses will be billed on actual low cost coach class travel to and from each plenary session as negotiated by the IEEE Travel Office. The living (hotel) expenses will be billed based on actual charges associated with the rates obtained by the 802 Plenary meeting planners. Meal expenses will not exceed \$75 per day. Any legal expenses requested by the IEEE 802 will be billed based on actual charges.

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3.6 Period of Performance

The contract period of performance shall be 19 July 2004, to 31 July 2005

3.7 Key Milestones

Streamlined draft as described in 3.3 available for ballot 6 March 2005.

Comment resolution support at the March 2005 Plenary

Initiation of ballot 60 days prior to the July 2005 Plenary

Comment resolution support at the July 2005 Plenary

4 On-Going support for P&P Revisions

Currently there is a large backlog of desired changes for the LMSC P&P. The volunteers of LMSC are capable of running 2-3 revision ballots per plenary session cycle. But recently, that has been insufficient to clear the backlog. In addition, if the ballot for DRAFT 4 from Clause 3.4 fails, additional comment resolution and ballot iterations will be required to successfully complete the revisions initiated by earlier work items in this SOW.

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The volunteers of the LMSC will likely require ongoing assistance to deal with these issues. The desire is to allocate funds at LMSC Plenary sessions for ongoing support, should it be needed. It is also desired that such efforts can be turned around quickly without a formal SOW process. Accordingly, it is requested that SA staff provide a quote for assistance on their part based on additional task statements that is in line with the quote for Clause 3. At least 10 business days prior to initiating further work items, LMSC volunteers will present the work items in writing (or electronic format) to SA staff. SA staff should then provide an estimate of the number of hours and costs to complete the item as well as indicate their availability to perform the work (in writing or electronically). The LMSC will then decide whether to allocate funds to perform such additional work items on a not to exceed basis.

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5 Terms and Conditions

Exclusivity clause: Any work done for LMSC is the property of the LMSC. If the IEEE-SA wishes to use the LMSC work (or derivative works) for other groups, it must get permission from the LMSC

Right to modify: The SOW can be modified only by written addendum and upon mutual agreement and signature of the original signatories of this agreement, their successors, or designees.

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Inserted: contract manager

Deleted: project leader

Deleted: and the IEEE SA contract

Inserted: contract

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Right to terminate: Either party reserves the right to terminate the contract for this SOW, without penalty, at the end of any task in section 3. The SA will be compensated for all tasks and expenses until the point of termination.

Payments: The IEEE-SA will invoice the LMSC for each task at the completion of the task. Invoices will be paid within 30 days of their receipt.

Liability: IEEE-SA staff and/or legal counsel shall not be held liable for any deficiencies in the resultant P&P documents, as ultimate responsibility for the approval of these documents and their contents resides in the EC.

6 Notices

Any notices, reports, payments or other form of communication required by this Agreement shall be sent as follows:

LMSC	IEEE-SA
Matthew Sherman, First Vice Chairperson BAE SYSTEMS, CNIR Mail Stop 11B01 164 Totowa Road Wayne, NJ 07474-0975email: matthew.sherman@baesystems.com Office: +1 973.633.6344 Cell: +1 973.229.9520 Fax: +1 973.633.6004	Karen Kenney, Associate Managing Director, Business Administration IEEE-SA 445 Hoes Lane Piscataway, NJ 08855 k.kenney@ieee.org Bus: +1. 732.562.3822 Bus Fax: +1.732.562.1571 Web Page: http://www.standards.ieee.org

Judith Gorman
Managing Director – IEEE-SA

Paul Nikolich
Chairperson, IEEE 802 EC

Date:

Date

7/25/2004

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Moved: To approve activities and expenditures for rewrite and maintenance of LMSC Policies and Procedures as described in the document: SOW for EC_040716.doc

Moved: Mat Sherman/Carl Stevenson

With variable expenses, the total expense for the program is expected to be less than \$40,000. Both parties have the right to terminate the agreement.

Passes: 12/0/2

10.14 MI Approve P&P Revision Ballot on "Compliance with SA Governance" - Sherman 5 04:20 PM

EC Motion

To approve for distribution and executive committee ballot the P&P Revision titled “Compliance with SA&CS Governance” as included with these minutes

Moved: M. Sherman

2nd: C. Stevenson

For:

Against:

Abstain:

Proposed IEEE 802 LMSC Policy and Procedure Revision Ballot
on
Compliance with IEEE-SA and CS Governance

From: Matthew Sherman

To: LMSC Executive Committee

Date: 7/16/2004

Duration: 30 Days

Purpose: Modify the current P&P for compliance with IEEE Standards Association (IEEE-SA) and IEEE Computer Society (CS) governance Documents.

Rationale for proposed change:

The IEEE-SA and IEEE CS periodically modifies key documents with precedence over the LMSC P&P. Many (but not all) of the requirements of SA have been captured within the Model Sponsor P&P created by the Audit Committee (AUDCOM) of the IEEE-SA Standards Board (SB). While the LMSC P&P was recently updated to follow the format of the model P&P, only editorial changes were made. This P&P revision will update the current P&P to bring it into conformance with current IEEE-SA and CS governance. Editorial enhancements (reorganization of the material, etc) may also be made. A very limited text is proposed here. It is expected that during comment resolution additional changes will be proposed based on inputs from all EC members.

Proposed Change:

In Clause 1 prior to “The operation of the LMSC is subject to regulations contained in a number of documents, including these Policies and Procedures.” Insert:

“These Operating Procedures outline the orderly transaction of business of this committee. For the development of standards, openness and due process must apply, which means that any individual with a direct and material interest has a right to participate by:

- a) expressing a position and its basis,
- b) having that position considered, and
- c) appealing if adversely affected.

Due process allows for equity and fair play. In addition to openness, due process requires balance, i.e., the standards development process should have a balance of interests and shall not be dominated by any single interest category.”

Moved: To approve for distribution and executive committee ballot the P&P Revision titled “Compliance with SA&CS Governance” as included with these minutes

Moved: Mat Sherman/Carl Stevenson

A question was asked if there is a defined order of precedence if there is a conflict between the IEEE CS and IEEE SA rules. Mat indicates that there is an order of precedence in the P&P. Bill confirms this. A concern was expressed that many of the documents above us are in the process of revision and that this might result in us being in a state of constant revision to keep up and to get into compliance.

Bob Grow pointed out that the CS SAB is in the process of “moving aside” in favor of the IEEE SA for the purpose of governance of standards activities.

Passes: 13/1/1

10.15 MI November Venue Review - assess potential issues

- Nikolich/Grow 10 04:30 PM

Paul says that because we have grown so much, we find it difficult to fit into a single venue. The next session is in San Antonio, where we will likely have issues fitting into a single venue for the meetings. We are currently using three hotels there. Paul believes the quality of service we provided in Portland was substandard. He indicates that we might want to purchase meeting space for that (San Antonio) meeting. He also indicates that if San Antonio is not able to provide a venue of suitable quality, we might need to make a change.

Meeting Logistics Observations

- Networking was unusable until Wednesday and marginal thereafter.
 - Was the network usable when you needed it? 1 (arrived Wed.)
 - How many people paid \$10 for the hotel network because the IEEE network was not usable? 19
 - How many people had to go to dial-up due to network problems? 18
 - How many people believed their productivity was impacted by the network problems? 73
 - How many people were satisfied with the room logistics? 8
 - How many were dissatisfied? 46
- Most people felt that poor logistics at the Embassy Suites was a greater problem than the distance between the hotels.
- Multiple complaints about the social (not conducive to socializing)

Tony indicates that his group had the same opinion on the quality of the venue for his meetings.

Motion: Networking RFP

Mr. Frazier will lead the development of a networking services RFP to be submitted for open bids in ample time for consideration of an alternate service provider at the March 2005 plenary meeting.

M: R. Grow, S: T. Jeffrey
Y: 11, N: 1, A: 2

Moved: Mr. Frazier will lead the development of a networking services RFP to be submitted for open bids in ample time for consideration of an alternate service provider at the March 2005 plenary meeting.

Moved: Bob Grow/Tony Jeffree

General dissatisfaction was expressed with the current network services contractor. A statement was made that the quality of network service has declined from the time it was provided by volunteer members of the LMSC.

Howard Frazier volunteers to develop the RFP.

Passes: 11/1/2

Dawn Slykehouse reported that all three of the hotels booked for San Antonio are now too small for the expected meetings. She does not believe that there is additional meeting space to be had, but will investigate. She recommended that we relocate the meeting.

Bill indicates that cancellation penalties are now \$42k and climb to \$72-90k in August.

Dawn said that the DFW Hyatt has been renovated and has new meeting space. There are not enough guest rooms for the number of anticipated participants.

Buzz recommended that we investigate whether there are any alternative sites and whether it is impossible to support the meeting in San Antonio.

Moved: To authorize the expenditure of no more than \$40k to ensure that we have adequate meeting space in San Antonio.

Moved: Mat Sherman/Tony Jeffree

Passes: 14/0/1

Motion: P802.3ap Five Criteria Change

The LMSC Executive Committee
approves the change to the P802.3ap
Five Criteria document

M: R. Grow, S: C. Stevenson

Y: 10, N: 0, A: 0

Working Group vote

Y: 56, N: 0, A: 3



Distinct Identity (original)

Substantially different from other 802 and 802.3 specifications

One unique solution for problem

Easy for document reader to select relevant spec.

- **The current 802.3 specification does not explicitly cover backplane transmission. XAUI is for chip-to-chip applications. 10GBASE-CX4 is for box-to-box (cabling) applications. 1000BASE-X has no electrical specification, and 1000BASE-CX is specified for coaxial cable.**
- **The standard will define at most one PHY for 1Gb/s operation and at most one PHY for 10Gb/s operation.**
- **The specification will be done in a format consistent with the IEEE document requirements thus making it easy for implementers to understand and design to.**
- **The proposed specification will use copper media similar to other high speed networking technologies (Fibre Channel, IB4X) but does so with the IEEE 802.3 MAC as the over-riding layer which will result in higher compatibility and lower cost for Ethernet systems.**



Distinct Identity

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- The current 802.3 specification does not explicitly cover backplane transmission. XAUI is for chip-to-chip applications. 10GBASE-CX4 is for box-to-box (cabling) applications. 1000BASE-X has no electrical specification, and 1000BASE-CX is specified for coaxial cable.
- **The standard will define at most one single lane PHY for 1Gb/s, at most one single lane 10Gb/s PHY, and at most one four-lane 10Gb/s PHY.**
- The specification will be done in a format consistent with the IEEE document requirements thus making it easy for implementers to understand and design to.
- The proposed specification will use copper media similar to other high speed networking technologies (Fibre Channel, IB4X) but does so with the IEEE 802.3 MAC as the over-riding layer which will result in higher compatibility and lower cost for Ethernet systems.

**Moved: to change the 802.3ap five criteria as shown above.
Moved: Bob Grow/Carl Stevenson**

Passes: 10/0/0

10.17 MI Continuation of 802.3 Study Group on Congestion Management - Grow 5 04:57 PM

**Moved to approve the continuation of the 802.3 study group on congestion management.
Moved: Bob Grow??**

Passes: 12/0/0

10.18 MI Formation of 802.3 Study Group on Residential Ethernet and Frame Expansion - Grow 5 04:50 PM

Frame Enhancement CFI/Ad Hoc

- Support addition of header and trailer fields for protocols like MACSec and Provider Bridging
- Active attendance and participation of 802.3 members
 - Concluded that the scope of work deserved greater study
 - P802.3ar PAR pulled from EC agenda
 - Reviewed repeater limits
 - Study PHY implications (e.g., rate matching PHYs)
- Topic of joint 802.1/3 technical plenary
 - Participants will vary per conflicts
 - Greater participation if meeting with 802.1 at interims (~40)
 - All agreed it should be done
 - How does 802.1's request affect other WGs (e.g., 802.17)

Motion: Create Frame Expansion SG

The LMSC Executive Committee
approves the creation of the IEEE 802.3
Frame Expansion Study Group

M: R. Grow, S: H. Frazier

Y: 13, N: 0, A:0

Working Group vote

Y: 46, N: 0, A: 4

**Moved to approve the creation of the 802.3 study group on frame expansion.
Moved: Bob Grow/Howard Frazier**

Passes: 13/0/0

Residential Ethernet CFI

- Well attended CFI Tuesday Evening
 - 150 estimated attended
 - 45 indicated intent to participate
- Problems include latency, latency jitter, guaranteed bandwidth
- Application examples:
 - Phased audio distribution to different rooms
 - Multiple channels of video
 - Reduce complexity of interconnects

Motion: Create Residential Ethernet SG

The LMSC Executive Committee
approves the creation of the IEEE 802.3
Residential Ethernet Study Group

M: R. Grow, S: C. Stevenson

Y: 11, N: 0, A:0

Working Group vote

Y: 41, N: 7, A: 10

Moved: to approve the formation of the 802.3 study group on residential Ethernet.

Moved: Bob Grow/Carl Stevenson

Passes: 11/0/3

10.19 MI Authorize Change to Signatories on LMSC Accounts - Quackenbush 5 05:11 PM

Move to authorize that William L. Quackenbush be removed as a signatory and John F. Hawkins and Paul Nikolich be added as signatories for the 802 checking, merchant and other accounts. Further, authorize Mr. Quackenbush to act as treasurer when required to execute a smooth transition prior to the November 2004 plenary session.

Moved: Bill Quackenbush/Buzz Rigsbee

Passes: 15/0/0

10.20 MI Authorize Moving LMSC Checking Account - Quackenbush 5 05:13 PM

Move to authorize the officers of LMSC to execute any documents necessary to transfer the bank account to another financial institution, if determined to be in the interest of IEEE 802 LMSC.

Moved: Bill Quackenbush/Buzz Rigsbee

Passes: 15/0/0

10.21 MI Approve P&P Revision Ballot on "wireless Coexistence" - Shellhammer 5 05:15 PM

Motion

- To approve for distribution and executive committee ballot the P&P Revision titled “Proposed changes to LMSC Rules” as included with these minutes. This is document number 19/04-0010-r7
 - Move Steve Shellhammer
 - Second Mat Sherman
 - Vote 13/0/1

 - TAG Letter Ballot Y:10 N:0 A:0

Moved: To approve for distribution and executive committee ballot the P&P Revision titled “Proposed changes to LMSC Rules” as included with these minutes. This is document number 19/04-0010-r7

Moved: Steve Shellhammer/Mat Sherman

Passes: 13/0/1

10.22	MI	Continuation of 802.16 Network Management Study Group	-	Marks	0	05:10 PM
10.23	MI	Continuation of 802.11 Wireless Performance Prediction Study Group	-	Kerry	0	05:10 PM
10.24	MI	Press Release for 802.11r and 802.11s	-	Kerry	0	05:10 PM
10.25			-		0	05:10 PM
10.26	MI	Continuation of 802.11 Wireless Network Management	-	Kerry	0	05:10 PM
10.27	MI	Formation of 802.15 Medium Rate Bluetooth (10 Mbps) Study Group	-	Heile	5	05:10 PM

Formation of Study Group 1b on Enhanced Rate Bluetooth® PHY

- Scope:
 - Alternate Physical Layer for 15.1REVa
 - In collaboration with the Bluetooth SIG define a project and 5C for a medium rate radio (2Mbps)
 - A goal is to better support 3G services in Bluetooth applications
 - Motion passed in the working 18/11/10
 - Chair- Tom Siep

Motion

- Approve the formation of a Study Group to develop a PAR and 5C for an enhanced data rate Bluetooth Radio

Moved: Bob Heile

Second: Stuart Kerry

Moved: Approve the formation of a Study Group to develop a PAR and 5C for an enhanced data rate Bluetooth Radio.

Moved: Bob Heile/Stuart Kerry

Passes: 15/0/0

10.28 MI Reduction of November Meeting Fee - Quackenbush 5 05:22 PM

Withdrawn

10.29 MI Online Training Report and Motion - Frazier 10 05:22 PM



IEEE

Education, Mentoring, Support (EMS)

July 2004

Online Training Courses

- ❖ Expansion of EMS instructor-led training to online continuous training
 - ❖ Course catalogue
 - ❖ Curriculum requirements
- ❖ Program progress
- ❖ Courses offered this week
- ❖ Meetings planned for this week

Online Training Courses

- ❖ Face to face instructor-led training is good, but not sufficient
- ❖ Need exists to provide online training
 - ❖ People can work at their own pace
 - ❖ Continuous access to information
 - ❖ Track participants and “graduates”
- ❖ *MyTraining*[™] program under development by IEEE-SA, but not available until ??? 2005

Course catalogue

100. IEEE-SA Policies and Procedures

101. Introduction to IEEE-SA Policies and Procedures

111. Advanced Topics in IEEE-SA Policies and Procedures

200. IEEE-SA Editorial Process

201. Introduction to Editing, Framemaker and IEEE Style Guide

211. Advanced topics in Editing and Framemaker

300. Conduct of Meetings

301. Introduction to RRoO and Conduct of Meetings

311. Advanced Topics in RRoO and Conduct of Meetings

400. IEEE 802 LMSC Policies and Procedures

401. Introduction to IEEE 802 LMSC Policies and Procedures

411. Advanced Topics in IEEE 802 LMSC P&P

421. IEEE 802 LMSC Financial Policies and Procedures

Curriculum requirements

	WG/TAG Chair /Vice Chair	WG/TAG Treasurer	TF/TG Chair /Vice Chair	TF/TG Editor	Interested Party
101. Intro SA P&P	3	3	3	3	
111. Adv SA P&P	3		3		
201. Intro Editing	3		3	3	
211. Adv Editing				3	
301. Intro RRoO	3		3	3	
311. Adv RRoO	3		3		
401. Intro 802 P&P	3	3	3	3	
411. Adv 802 P&P	3	3	3		
421. 802 Finance	3	3			

Program progress

- Conference calls with IEEE-SA staff
- Conference calls with potential vendors
- Development of requirements document & request for quotation
- More conference calls planned for this week
- IEEE-SA staff support T.B.D.

Courses offered this week

- Introduction to IEEE-SA P&P
 - PAR, balloting, RevCom submittal
 - Monday night, 8:00 - 9:30 pm
 - Andy Ickowicz, Dave Ringle, Howard
- Advanced topics in editing and Framemaker
 - Interactive editing session, bring your laptops
 - Tuesday night, 8:00 - 9:30 pm
 - Featuring J Lo

Meetings planned for this week

- Conference calls planned with Avilar, KnowledgeNet, Unreal productions, Tuesday morning to review RFQ
- Need ~1 hour meeting Thursday am to consider quotes and draft funding proposal
- Goal is to present funding proposal to EC on Friday

Glossary

- Learning Management System (LMS)
 - An off-the-shelf server software application that controls content delivery, manages curriculum & student registration, and monitors students' progress
- Course development
 - Conversion or creation of materials in a format suitable for online training

Progress this week

- Conference calls with three vendors
 - Avilar - lms & course developer
 - KnowledgeNet - lms & course developer
 - Unreal Productions - course developer
- Reviewed requirements document
- Received and reviewed two vendor's quotations (Avilar and KnowledgeNet)

Program cost

- Two cost elements
 - Learning Management System license
 - One time fee, plus maintenance
\$10K + \$2K/year
 - Professional course development
 - Total cost, including SA staff support
\$15K to \$20K/course
- Initial cost =~ \$25K to \$30K
- Total program cost =~ \$175K over 2 years
 - unlimited access to 9 training courses

IEEE 802 LMSC EC Motion

- Authorize the expenditure of up to \$30K to initiate an online training program for IEEE 802 members, with delivery of first course in CY2004
- Vendor selection and contract negotiation to be conducted by EC 2nd Vice Chair, with approval from EC Chair and EC Treasurer
- M: Frazier
- S: Stevenson

Moved: Authorize the expenditure of up to \$30K to initiate an online training program for IEEE 802 members, with delivery of first course in CY2004. Vendor selection and contract negotiation to be conducted by EC 2nd Vice Chair, with approval from EC Chair and EC Treasurer.

Moved: Howard Frazier/Carl Stevenson

Passes: 12/0/2

10.30		-			05:30 PM
10.31		-			05:30 PM
10.32		-			05:30 PM
10.33		-			05:30 PM
10.34		-			05:30 PM
11.00		-			05:30 PM
			Information Items		
11.01	II	-	802 Task Force Report	Frazier/Ickow icz	5 05:35 PM

The background features a large, light gray watermark of the IEEE logo, which consists of a diamond shape containing a stylized figure of a person with arms raised, surrounded by a circular path with arrows.

IEEE 802 Task Force Meeting

IEEE 802 LAN/MAN Standards
Committee (LMSC) EC meeting
16 July 2004



Agenda

- How to improve print, PDF, and subscription sales for GetIEEE802 program
- Sales of approved IEEE drafts
- MyBallot
- PAR form
- RevCom submittal form
- Update on EMS/802 Online Training
- Position statement on related projects
- Policy on open/closed reflectors

How to improve print, PDF, and subscription sales for GetIEEE802 program

- **Concern:** Is there sufficient promotion of sales of standards during 6-month period prior to being available at no cost
- **Action item:** IEEE-SA Staff to investigate possible new/additional revenue generators that could emerge from GetIEEE802

Sales of approved IEEE drafts

- **Current policy:** Drafts which are approved by RevCom are to be removed from ILI upon said approval; drafts are still available through the subscription
- **IEEE-SA Staff and 802 leadership** to further explore feasibility of making approved drafts available for sale

MyBallot

- Currently at Alpha testing stage (IEEE Staff only)
- Staff has informed 802 that a field to differentiate comments will be implemented in Beta testing stage, and carried into production
- 802 will be included in Beta testing stage (rep. by Geoff Thompson)

PAR form update

- Update to PAR instructions for PAR item #6 on "Type of Project"
 - Item #6 currently instructs that, for revisions, amendments, and corrigenda, a base document must be indicated which includes BOTH standard designation and year
 - Note has been added to instructions: "If the year is left blank, the document authorized by this PAR shall be considered to be a modification of the approved base standard and all of its approved amendments and corrigenda that exists at the initiation of the ballot invitation."
- Not yet officially approved by NesCom, but should only be a matter of time

RevCom Submittal Form Update

- **IEEE-SA Staff and 802 collaborate on changes to RevCom Submittal Form Item 12A**
 - Existing text: Is there any patented material in the proposed standard?
 - Proposed new text: Has the IEEE received and accepted a patent letter of assurance from each entity for which the Sponsor has requested such assurance?

Policy on open/closed reflectors

- Current policies are unclear to committee
- M. Sherman will articulate an email that 802 TF/IEEE-SA Staff will distribute to appropriate additional SA Staff in attempt to clarify

11.02 II Face to Face Contract Update - Rigsbee 5 05:41 PM

Buzz reports that the contract proposal has been thoroughly reviewed and a revised contract proposal will be sent to Face to Face for their review. He believes everything will be wrapped up in the next couple weeks.

11.03 II - 05:40 PM

11.04 II Review of 802.16 Liaison Letter - Marks 5 05:42 PM

Withdrawn.

11.05 II 802.3 Status Update - Grow 5 05:43 PM

The consolidated 802.3 document will be on the order of 2500 pages. The working group passed the following motion:

Maintenance TF Motion

- Recognizing the inherent risk of introducing errors in a large and complex document that serves the vital interests of a large industry, the IEEE 802.3 CSMA/CD Working Group respectfully requests that:
- Comments submitted during working group and sponsor balloting on IEEE Draft P802.3REVam be limited to requesting only essential changes to correct technical errors in IEEE Std 802.3 and approved amendments, and ensuring that the integration of those amendments is technically correct.
- This non-binding resolution be distributed along with the balloting instructions for IEEE Draft P802.3REVam.
- M: Frazier
- S: Thaler
- Tech \geq 75%
- Y: 16 N: 0 A: 2

Status Update

- P802.3REVam approved for WG ballot (Y: 65, N: 0, A: 0)
 - Consolidation of -2002, ae, af, aj, ak
 - P802.3ah/D3.3 (approved draft)
 - Change requests
- A new consolidated edition will be produced for Sponsor Ballot including all of the above
 - Anticipate SB following November plenary
 - Plan to issue ballot invitation prior to November
- P802.3an, P802.3ap and P802.3aq progressing toward or creating first drafts
- Still trying to finalize Sept/Oct meeting plans

MOTION

- 802.1 approves the attached liaison statement to ITU-T SG13 regarding LLDP.
- Proposed: congdon Second: finn
–For: 19 Against: 0 Abstain: 0

To ITU-T Q.16/13
Ref: COM13-LS05-E
From: IEEE 802.1

IEEE 802.1 appreciates the need of the edge router to discover the topology of an attached bridged network. Some explanation of the purpose of IEEE P802.1AB Link Layer Discovery Protocol is in order:

1. The function of LLDP is to collect the data from which the topology of the network may be deduced. The transmission of the collected data to a central location is a separate problem, one with well-known existing solutions (e.g. SNMP), and is therefore out of the scope of LLDP.
2. All information passed by LLDP must fit into a single data frame.
3. LLDP cannot pass through a bridge, so is restricted to a single LAN.
4. LLDP is prohibited from relaying information from one port to another port on one device, and therefore prohibited from relaying information through a bridged network.
5. LLDP is not a stimulus-response protocol, but an advertisement-discovery protocol. LLDP typically runs on a 30-second transmit timer. Therefore, it may not meet your expectations for timely and reliable collection of topology information.

These restrictions on LLDP are purposely severe. The amount of information that one device might want to know about its neighbor is very large. Therefore, the purpose of LLDP is to provide the minimum amount of information required to make it likely that a system administrator with access to one device can acquire enough information about a neighboring device to enable the administrator to access that neighbor device with further queries. By minimizing the complexity of LLDP, the probability that implementers will include LLDP in their products is maximized. The collection function described in TD 24 Rev. 1 (WP 2/13), Annex A, point (2), lies out of the scope of P802.1AB.

We would point out that, if a Layer 2 solution for the collection function is required, there exists an Ethertype for carrying SNMP queries and responses at Layer 2. Also, at Layer 3, SNMP can be transmitted over TCP, rather than UDP, in order to simplify the reliable collection of data.

As to the three specific data items you mention for inclusion in LLDP:

1. The spanning tree state of a device is available in that device's Bridge MIB.
2. The link speed is available in the Interfaces MIB, as well as the 802.3 Auto-negotiation TLV.
3. The full/half duplex state of a port is transmitted through LLDP, in the 802.3 Auto-negotiation TLV, described in Annex G of P802.1AB Draft 10.

RAC meeting

- Major topics:
 - New registry for IEEE Std 1451.4
 - Pricing – recommendation to the BoG
 - Updating of the tutorial information
- Need to reaffirm all Sponsor reps on a 3-year cycle, starting this year
 - Current 802 reps are Geoff Thompson and Mick Seaman

11.08 II I.D.E.A.L. Network Update - 5 05:50 PM

A general discussion of the network issues, challenges, and solutions was held. Several members asked for some indication that we know how to avoid this type of problem in the future.

11.09	-	06:05 PM
11.10	-	06:05 PM
11.11	-	06:05 PM
11.12	-	06:05 PM
11.13	-	06:05 PM
ADJOURN SEC MEETING	-	Nikolich 06:00 PM
ME - Motion, External	MI - Motion, Internal	
DT- Discussion Topic	II - Information Item	
Special Orders		

Respectfully submitted,

Bob O'Hara
Recording Secretary, 802 LMSC

I.D.E.A.L. OVERVIEW

Audience:

Institute of Electrical and Electronics Engineers



July 11th - 16th, 2004
Portland, OR

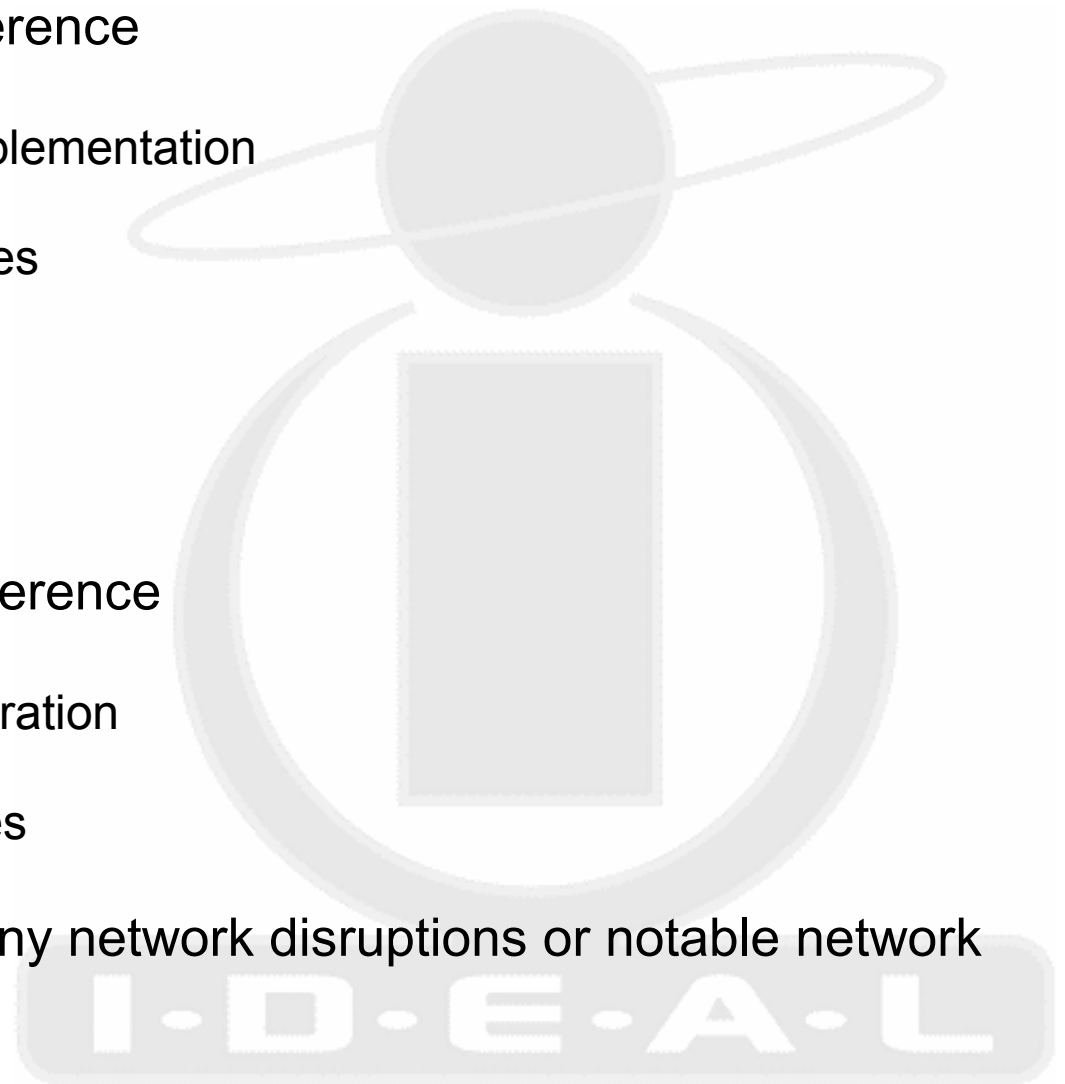
Prepared by:

Michael P. Rhing,
Systems Administrator
I.D.E.A.L. Technology Corporation



NETWORK PLAN

- Provide network support for conference
 - Network topology design and implementation
 - Management of network resources
 - Facilitate Internet access
 - File and print server access
- Provide end user support for conference
 - Wireless and wired client configuration
 - Diagnose and resolve VPN issues
- Communicate with all members any network disruptions or notable network issues

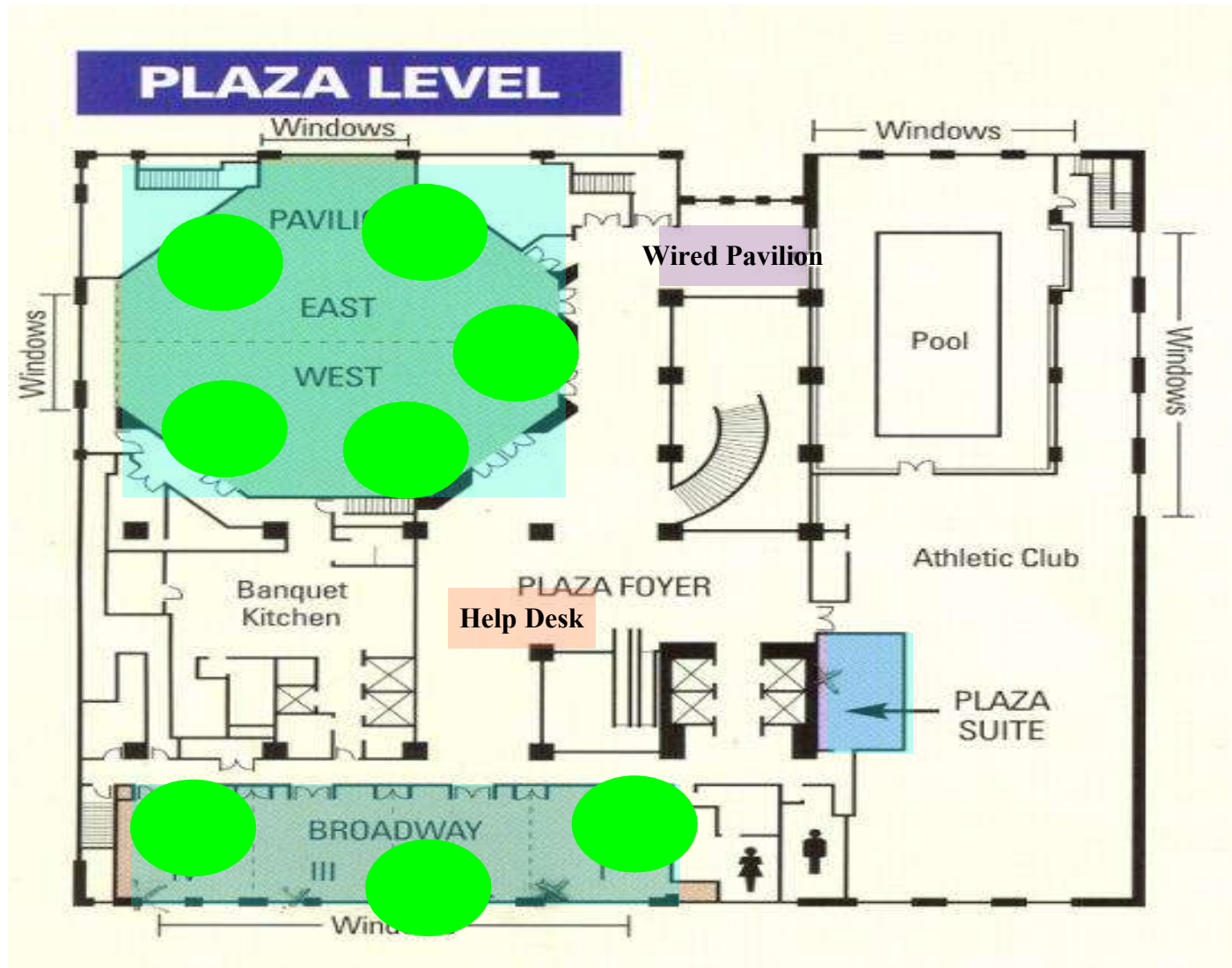


NETWORK AVAILABILITY

- “20Mb” wireless link was provided by Winfield Wireless was secured and “tested” by Winfield Wireless before arriving to the property.
- Bridge between Hilton and Embassy Suites tested for connectivity.
- Worked with Winfield Wireless and Hilton staff to set up Internet access by 12:30pm Saturday afternoon.
- Worked with Winfield Wireless and Embassy staff to properly set up Internet access by 12:00pm Sunday afternoon.
- Deployment of access points and all services completed by 10:00pm Sunday.
- All services were active and available on time for conference



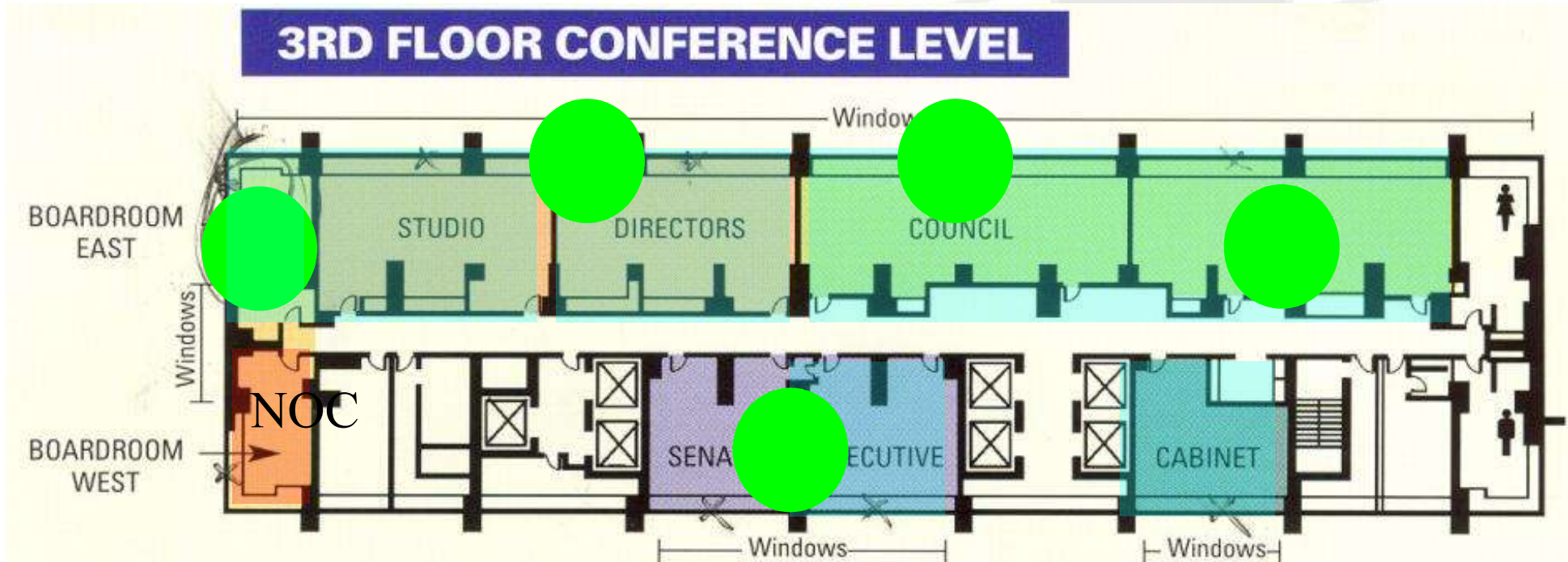
HILTON PLAZA LEVEL



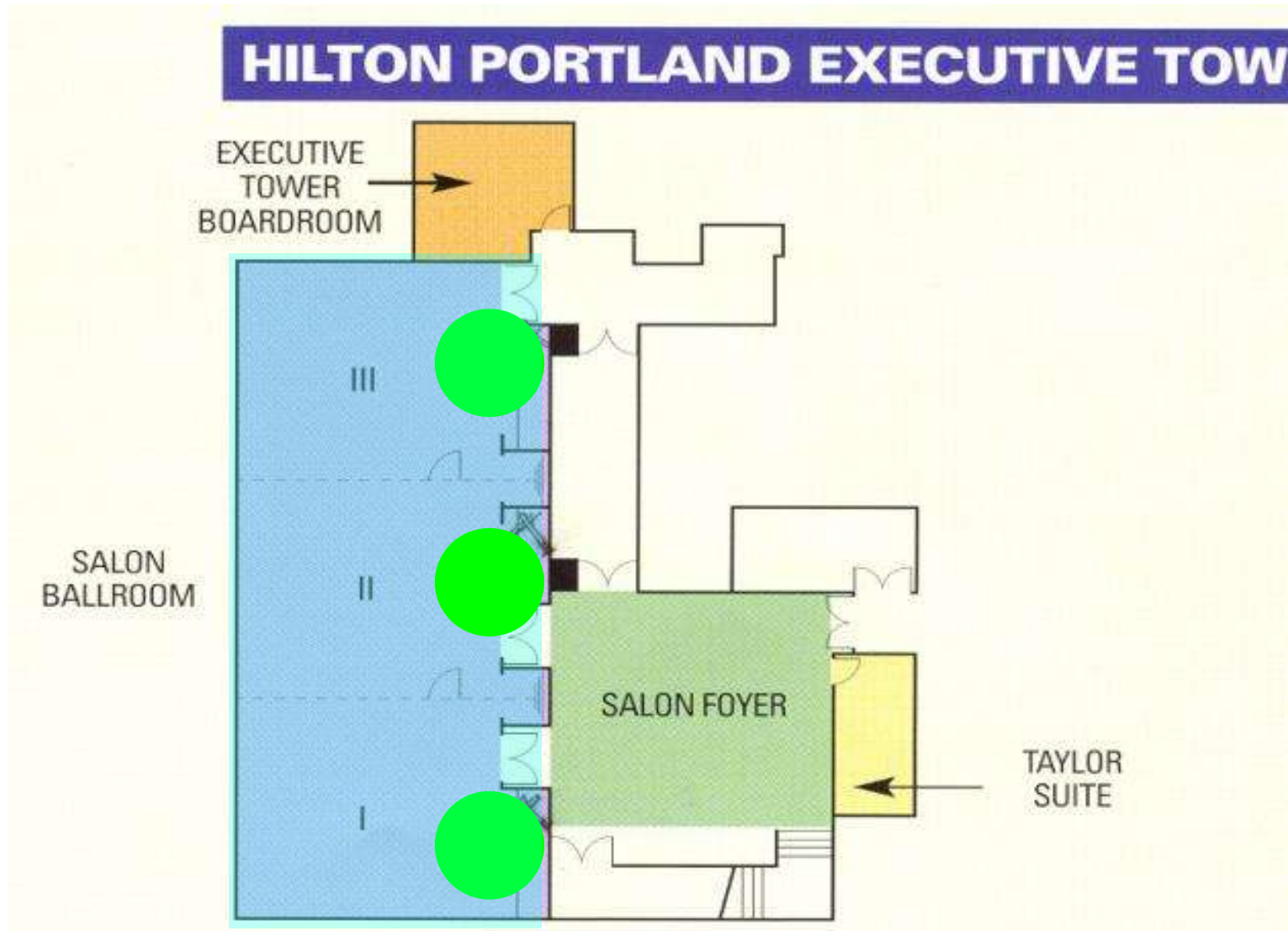
HILTON BALLROOM LEVEL



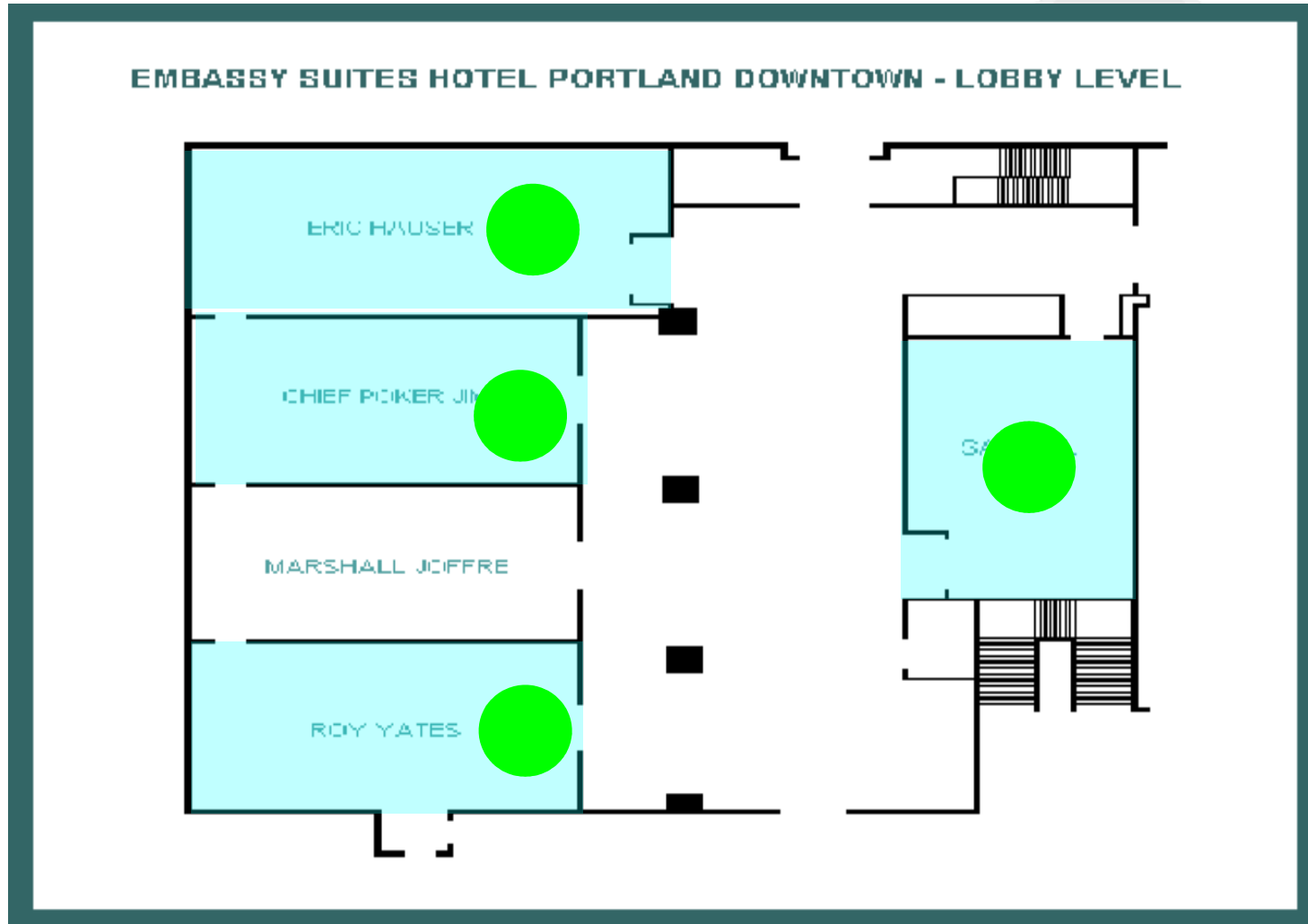
HILTON CONFERENCE LEVEL



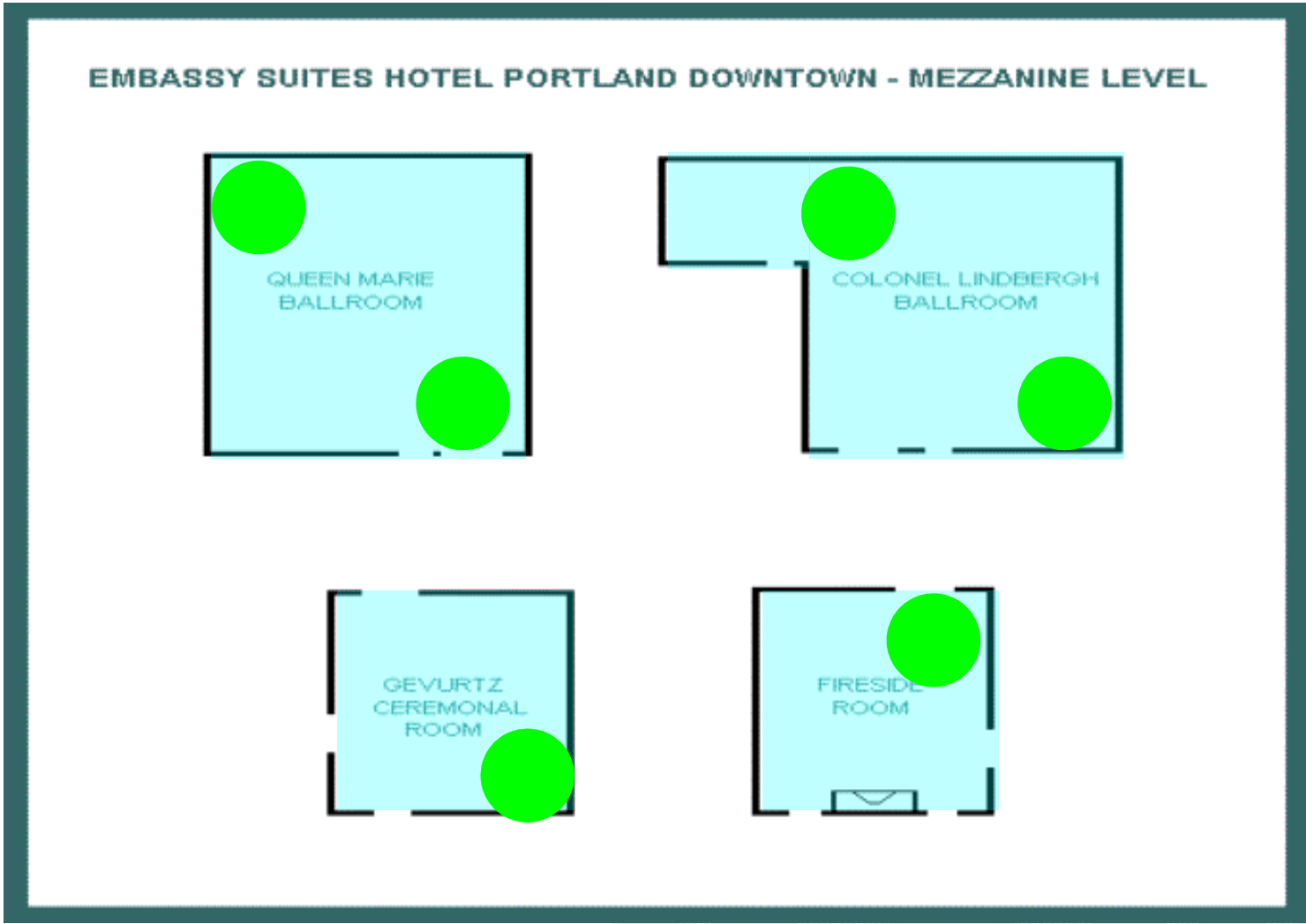
HILTON EXECUTIVE TOWER



EMBASSY SUITES LOBBY LEVEL



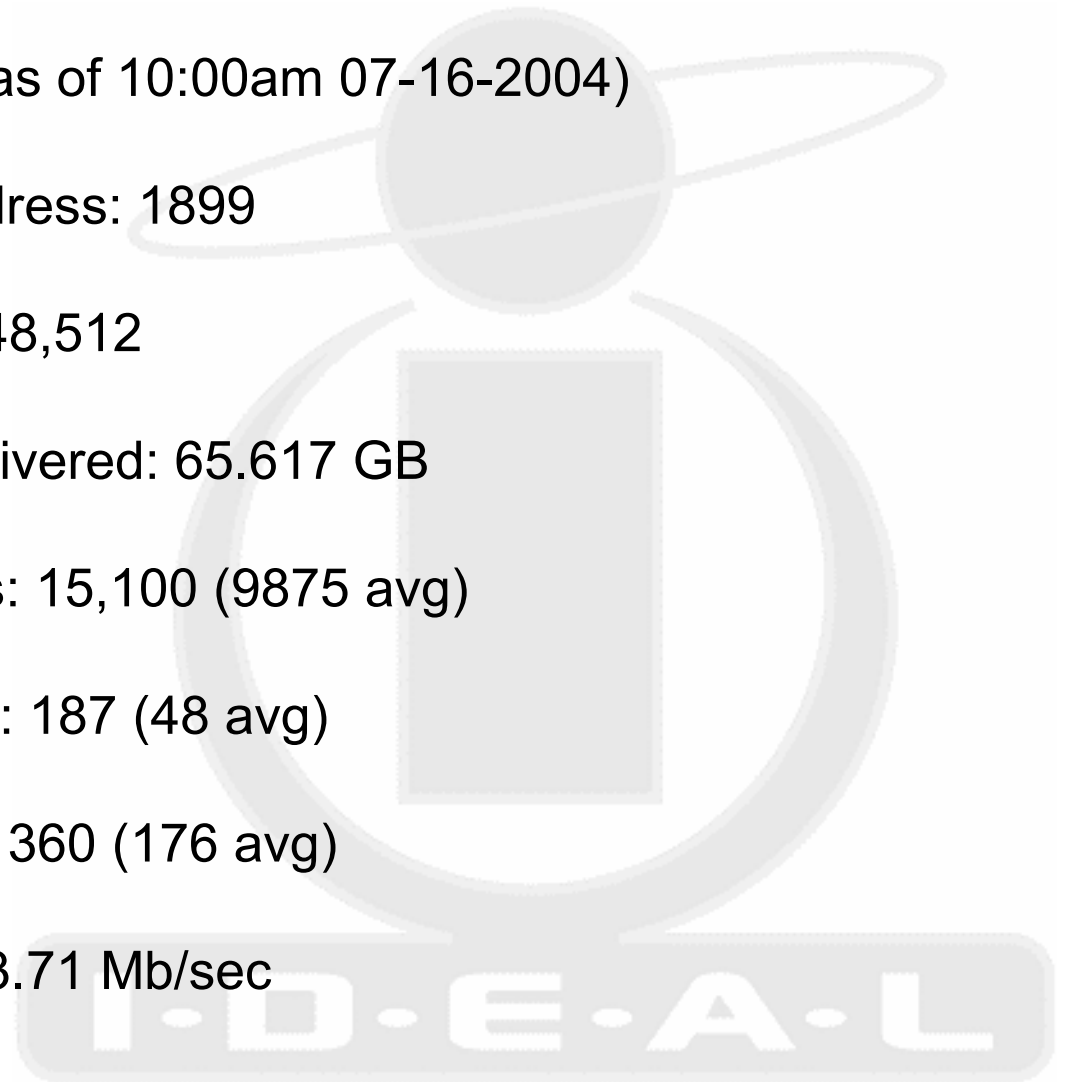
EMBASSY SUITES MEZZANINE



NETWORK STATISTICS

(Statistics accurate as of 10:00am 07-16-2004)

- Unique devices requesting IP address: 1899
- Total HTTP requests served: 8,348,512
- Total Gigabytes of HTTP data delivered: 65.617 GB
- Max simultaneous Masq sessions: 15,100 (9875 avg)
- Max simultaneous IPSEC tunnels: 187 (48 avg)
- Max simultaneous PPTP tunnels: 360 (176 avg)
- Max Internet access utilization: 13.71 Mb/sec



NETWORK CLIENTS

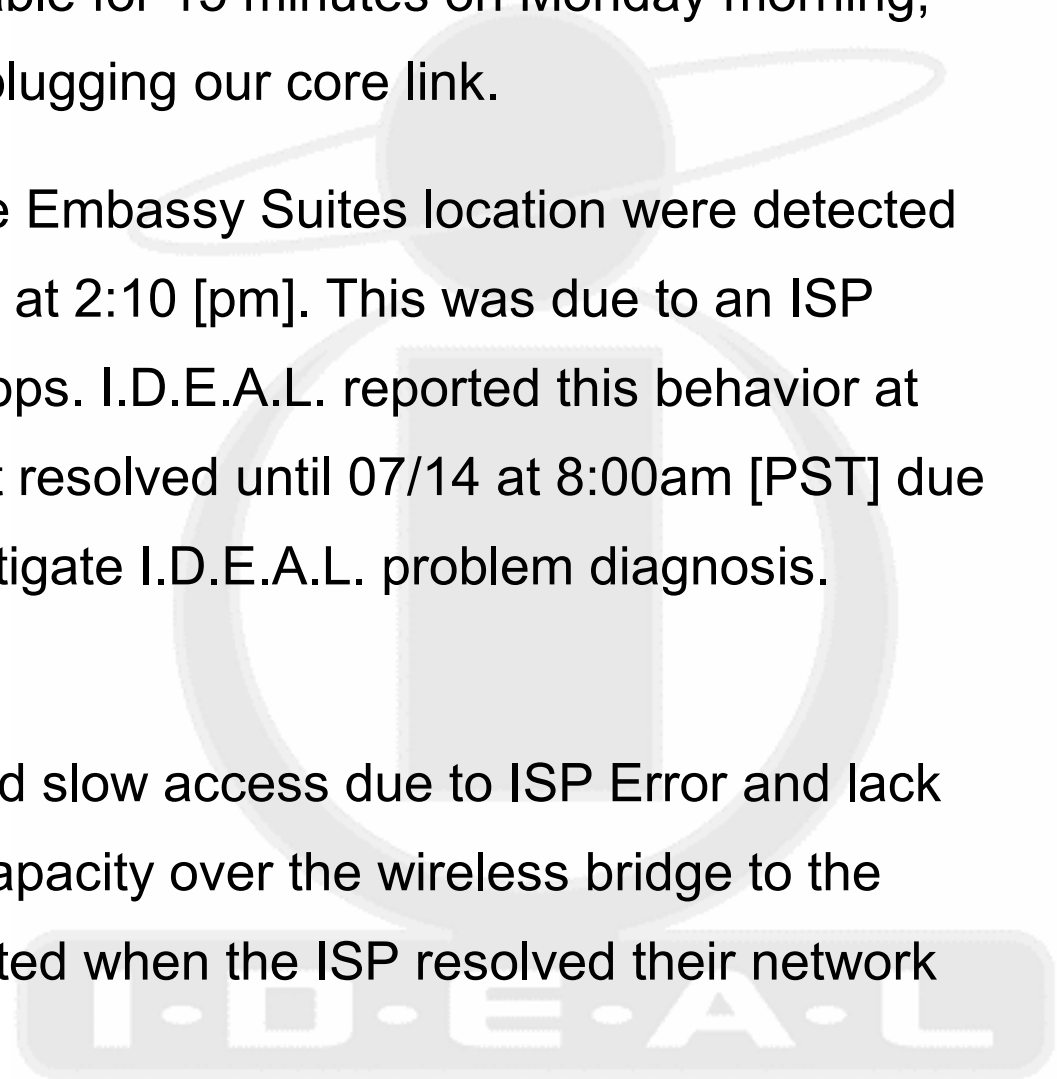
32 3com Corporation	4 Cameo Communications, Inc.	350 Intel Corp	1 Silicom, Ltd.
2 Abocom Systems, Inc.	1 Cc&C Technologies, Inc.	5 Intersil Corp.	1 Sitecom Europe Bv
1 Accton Technology Corp.	183 Cisco Systems, Inc.	1 Ip One, Inc.	11 SMC Networks, Inc.
7 Acer Technologies Corp.	1 Cnet Technology Inc.	1 Leichu Enterprise Co., Ltd.	17 Sony Corporation Ltd.
1 Acrowave Systems Co., Ltd.	5 Compal Electronics, Inc.	1 Lg Electronics, Inc.	3 Sychip Inc.
30 Actiontec Electronics, Inc.	1 Corega K.K.	14 Lucent Technologies	6 Symbol Technologies, Inc.
196 Agere Systems	1 Cybertan Technology, Inc.	1 Marvell Semiconductor, Inc.	1 Test-Um Inc.
7 Airgo Networks, Inc.	1 D-Link	4 Matsushita Electric Ind. Co	1 Texas Instruments
46 Aironet Wireless Communication	25 D-Link Corporation	8 Megahertz Corporation	77 The Linksys Group, Inc.
1 Airvast Technology Inc.	24 D-Link Systems, Inc.	13 Melco Inc.	10 Toshiba Corporation
1 Allied Telesis, K.K.	19 Dell Computer Corp.	2 Micro-Star International Co., Ltd	4 U.S. Robotics, Inc.
1 Alps Electric Co., Ltd.	6 Dell Esg Pcba Test	13 Microsoft Corp.	9 Usi
3 Ambicom, Inc.	8 Dell Pcba Test	3 MMC Technology, Inc.	1 Victor Company Of Japan, Ltd.
89 Ambit Microsystems Corporation	7 Delta Networks, Inc.	1 Module Department	1 Vmware, Inc.
13 Ani Communications Inc.	3 Edimax Technology Co., Ltd.	5 NEC Corporation	1 Vulcan Portals Inc
38 Apple Computer, Inc.	5 Enterasys Networks	76 Netgear, Inc.	1 Wistron Corp.
1 Arima Computer Corp.	5 Epigram, Inc.	1 No Wires Needed Bv	3 Wistron Neweb Corp.
31 Askey Computer Corp.	1 Ericsson Group	17 Nortel Networks	1 Woonsang Telecom, Inc.
3 Asustek Computer Inc.	15 Farallon Computing/Netopia	1 Palm Inc.	6 Ww Pcba Test
6 Atheros Communications, Inc.	1 Fi Win, Inc.	34 Philips Components	1 Xerox Corporation
11 Belkin Components	12 Fujitsu, Ltd	3 IBM Japan Co, Ltd	48 Xircom
1 Bell Technologies	109 Gemtek Technology Co., Ltd.	17 Proxim, Inc.	3 Z-Com, Inc.
1 Benq Corporation	2 Giga Fast E. Ltd.	2 Ralink Technology, Corp.	1 02:02:3F
6 Bermai Inc.	2 Global Sun Technology, Inc.	1 Realtek Semiconductor Corp.	1 02:03:8A
3 Broadcom Corporation	45 Hewlett-Packard Company	54 Samsung Electronics Co., Ltd.	1 02:0B:CD
1 Bromax Communications, Ltd.	5 I-O Data Device, Inc.	1 Sharp Corporation	1 F2:BF:0A
1 Cabletron - Yago Systems, Inc.	34 IBM Corporation	1 Siemens Ag	1899 Total



I-D-E-A-L

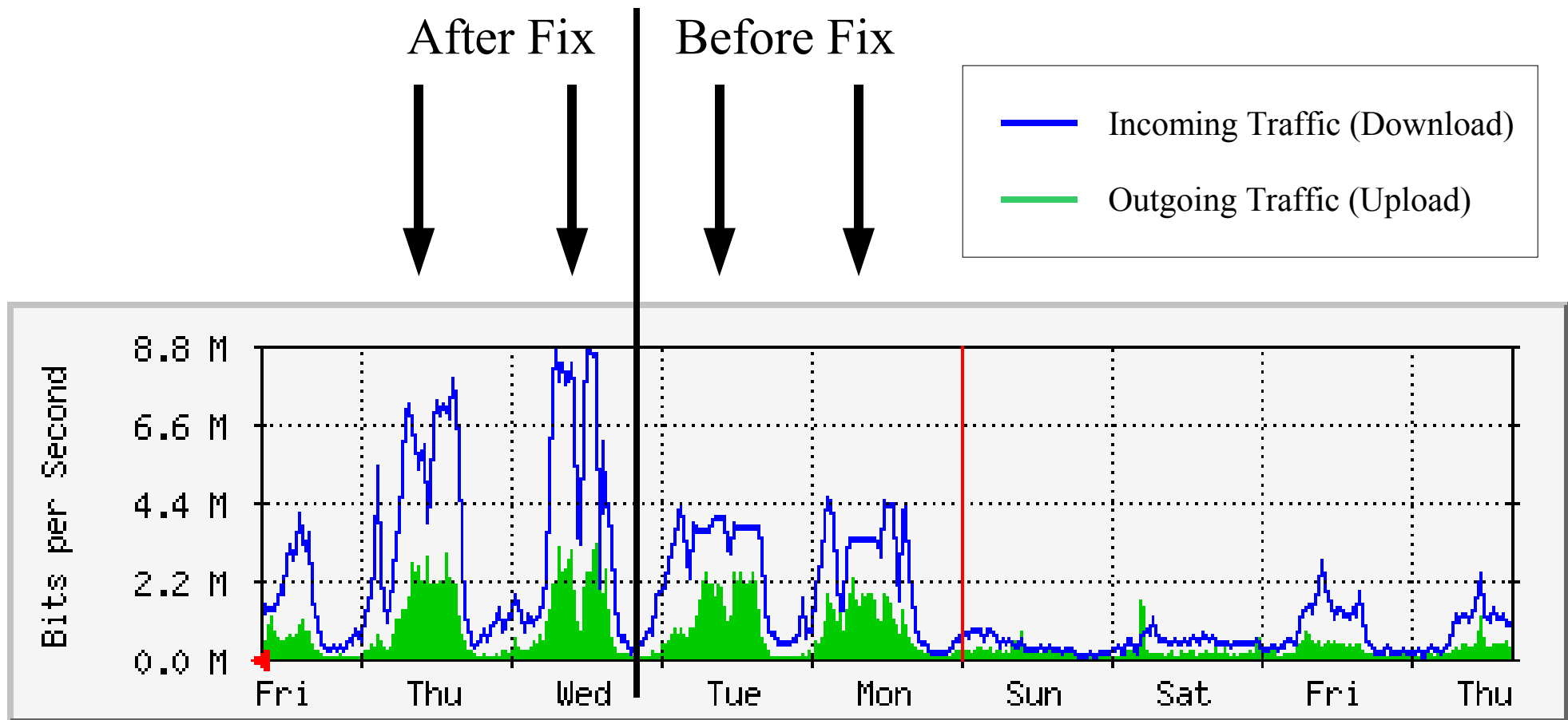
NETWORK ISSUES

- Internet connectivity was unavailable for 15 minutes on Monday morning, caused by a Hilton technician unplugging our core link.
- Severe Network slowdowns at the Embassy Suites location were detected and diagnosed on Monday 07/12 at 2:10 [pm]. This was due to an ISP Error of throttling network to 10Mbps. I.D.E.A.L. reported this behavior at 7:22pm [PST] 07/12. Issue wasn't resolved until 07/14 at 8:00am [PST] due to vendor being unwilling to investigate I.D.E.A.L. problem diagnosis.
*Please see attached report.
- Embassy Suites hotel experienced slow access due to ISP Error and lack of required, contracted network capacity over the wireless bridge to the other hotel. The issue was corrected when the ISP resolved their network configuration problems.



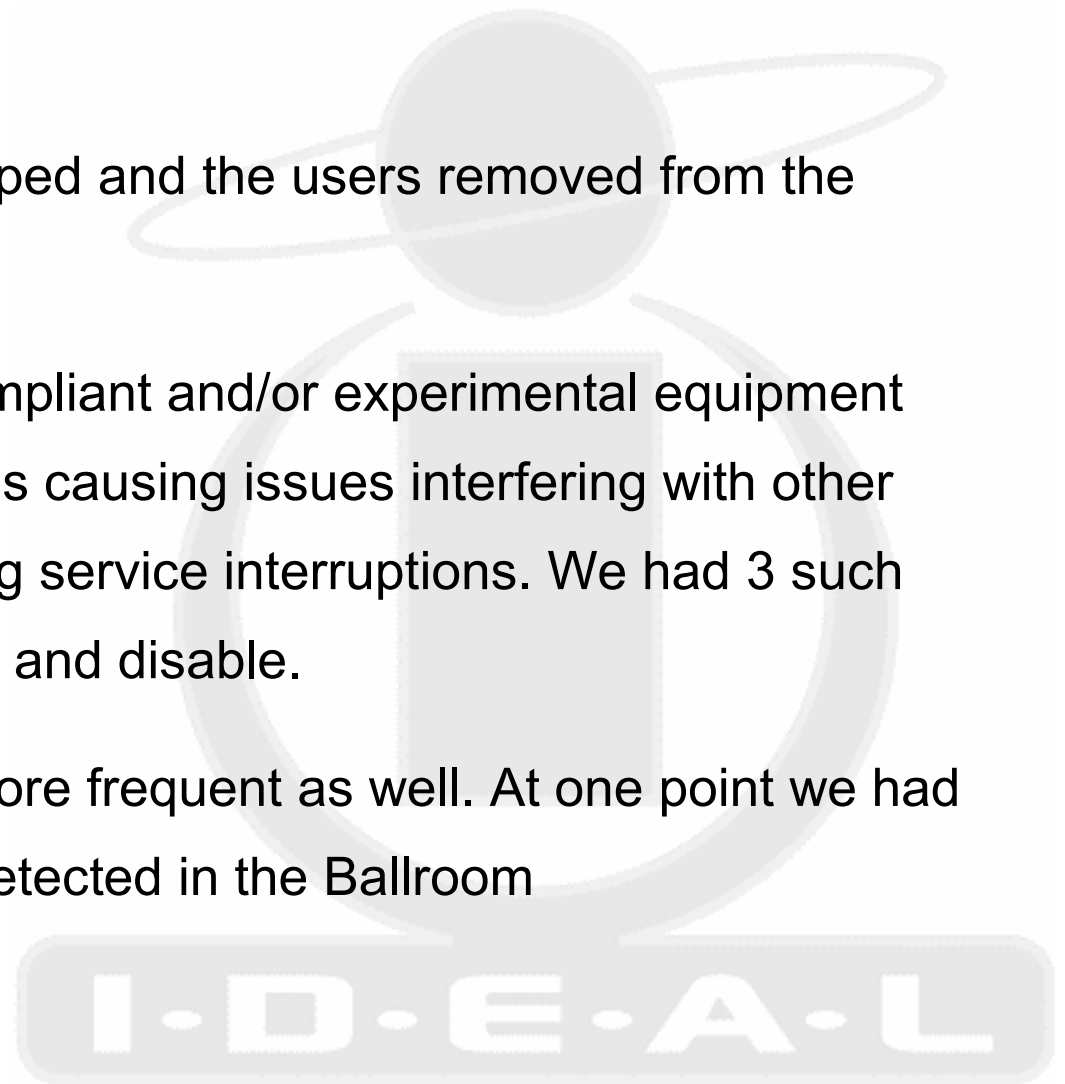
ISSUES II

Internet traffic logs during the conference week. These logs were used to diagnose the problem with the Internet access bandwidth and clearly demonstrate the issue. This data was captured from our Gateway server.

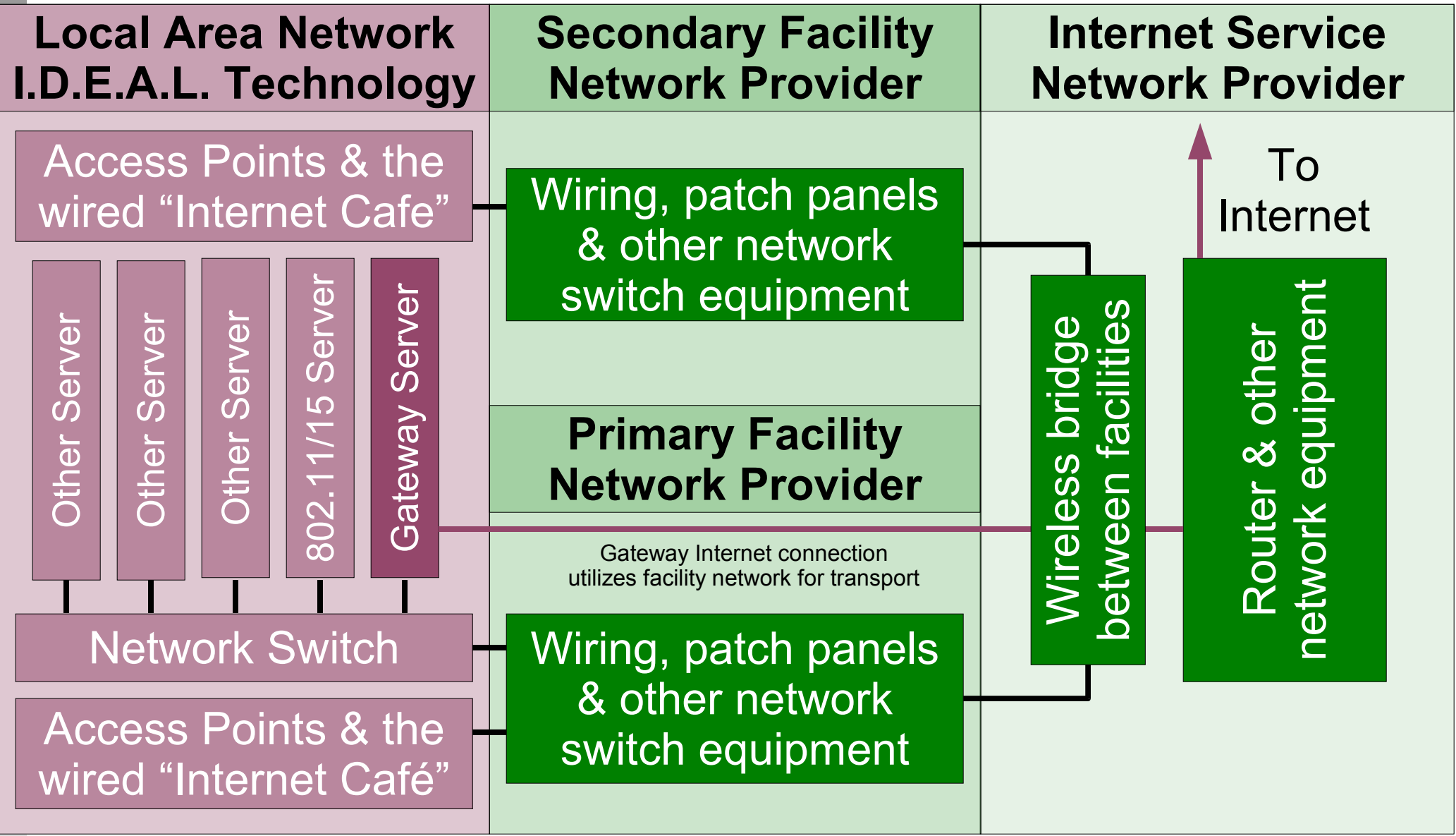


ISSUES III

- 15 Worms and Viruses were stopped and the users removed from the network.
- Attendees are bringing in non-compliant and/or experimental equipment and using it on the network. This is causing issues interfering with other attendees equipment, and causing service interruptions. We had 3 such cases that we were able to detect and disable.
- AdHoc networks are becoming more frequent as well. At one point we had 4 “IEEE” adhoc networks being detected in the Ballroom

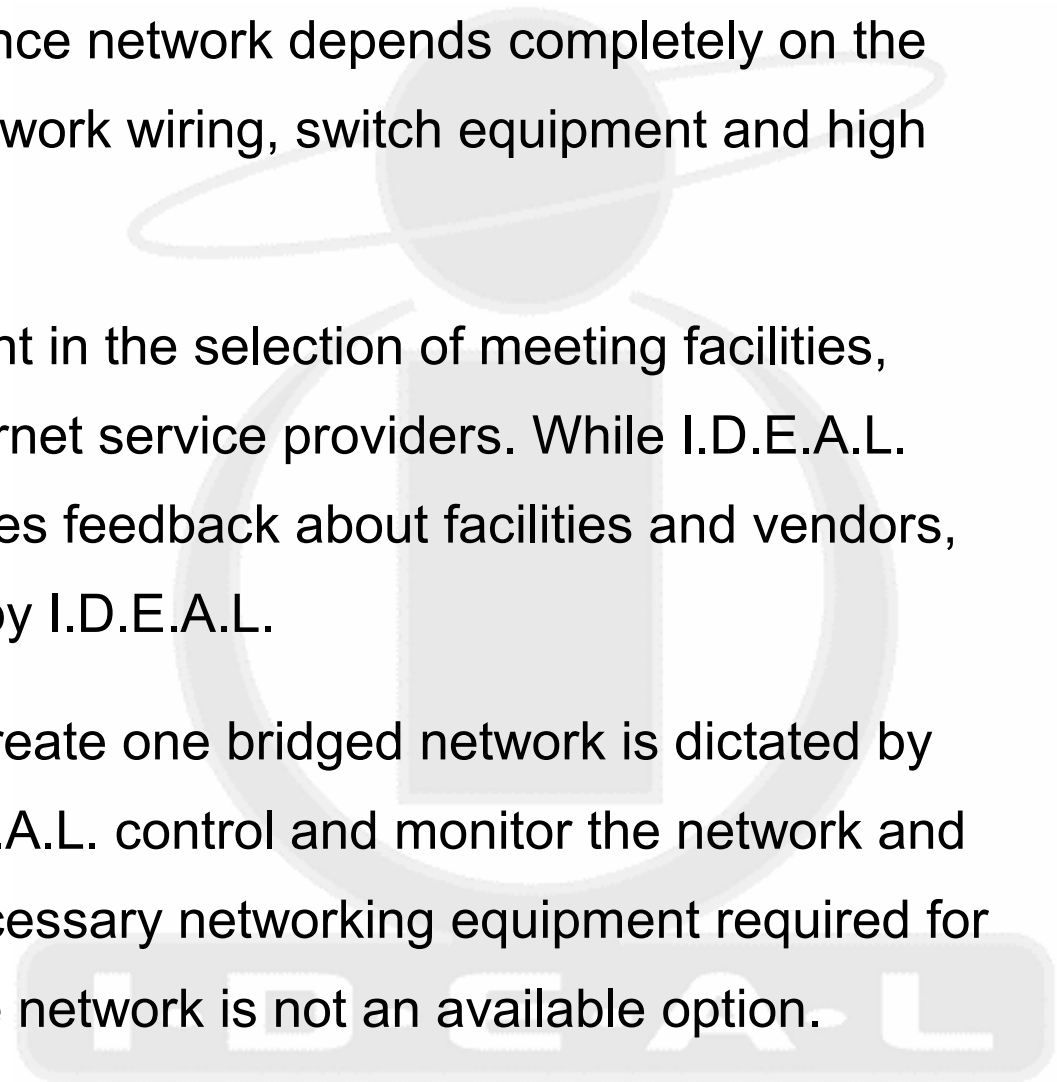


NETWORK BLOCK DIAGRAM



NETWORK DESIGN NOTES

- The success of the IEEE conference network depends completely on the availability and quality of local network wiring, switch equipment and high speed Internet service.
- These critical qualities are inherent in the selection of meeting facilities, network service vendors and Internet service providers. While I.D.E.A.L. makes recommendations and gives feedback about facilities and vendors, the final decisions are not made by I.D.E.A.L.
- The network design decision to create one bridged network is dictated by the contract. It requires that I.D.E.A.L. control and monitor the network and when coupled with the lack of necessary networking equipment required for segregated networks, splitting the network is not an available option.



NETWORK DESIGN NOTES (CONT)

- Many facilities have contracts with wireless service providers that forbid them turning off or adjusting the network parameters on their access points to make co-existence with the IEEE network easier. There is no easy solution to this problem.
- I.D.E.A.L. Technology staff has been involved in commercial 802.11 wireless deployments as far back as 1998 for companies like Harris Semiconductor Corporation and Nokia
 - We have significant experience providing high-density, wireless coverage including design considerations like radio output power, antenna selection, access point placement, and monitoring / management of access point load during utilization
 - Our recommendations for networking equipment is based on our professional experience and the requirements of this network. We can defend our recommendation of specific vendors and products based upon their enterprise features for management and monitoring (SNMP, output power control, power-over-Ethernet, etc.)
 - If anyone has questions about the network design or technologies utilized by I.D.E.A.L. to support the IEEE should contact Tony Awtrey for clarification. (tony@idealcorp.com – 407-999-9870 x13)

SERVICES UNDER CONTRACT

Network services provided by gateway server:

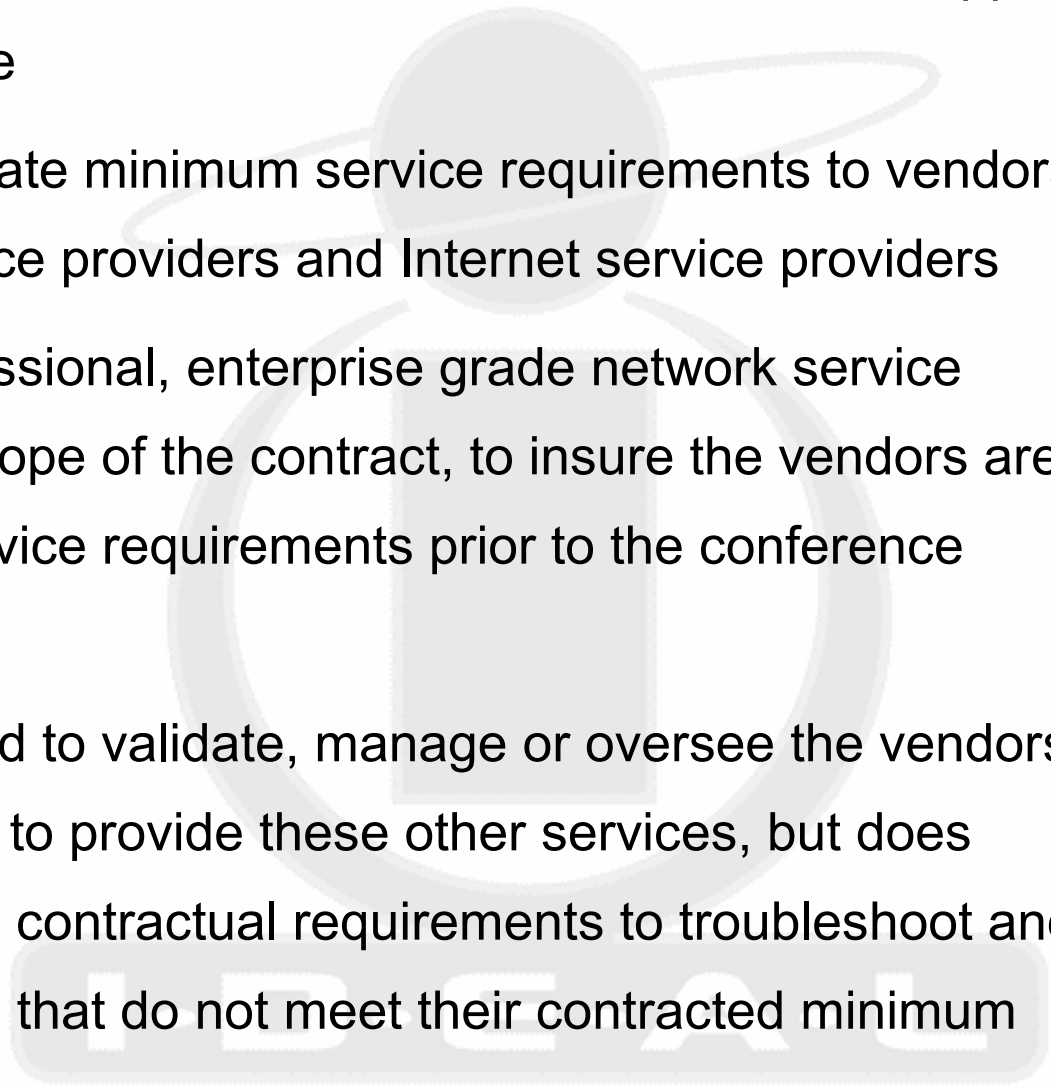
- Network address translation (for Internet access)
- Caching proxy to accelerate web access speed and to conserve bandwidth
 - Transparent port redirection requires no client configuration
- Firewall protection from hostile Internet activity
- Support multiple simultaneous VPN connections for both IPsec and PPTP technologies
- Forwarding of outbound email from clients
 - Transparent port redirection requires no client configuration
 - Performing outbound Anti-Virus scanning **(service not covered under current contract)**
- Local DNS services
- DHCP (automatic network configuration)
- Network printer support
 - Automatic Windows printer driver installation reduces client configuration issues

Other services provided:

- Maintenance of IEEE equipment
- Communication with facilities and vendors
- Design and installation of wireless network
- Support and monitor group-specific servers when requested, including 802.11/15 attendance server
- Help desk for conference attendees
- Monitoring of all network equipment and critical network services
- Collection of network statistical data to document performance and help estimate future needs
- Detection and elimination of disruptive clients on the network due to viruses, worms or other issues **(service not covered under current contract)**

CONTRACT CLARIFICATION

- I.D.E.A.L. is contracted to provide on-site local network services and direct support of members attending the conference
- I.D.E.A.L. is contracted to communicate minimum service requirements to vendors such as the local hotel network service providers and Internet service providers
- I.D.E.A.L. expects to work with professional, enterprise grade network service providers and attempts, within the scope of the contract, to insure the vendors are capable of meeting the minimum service requirements prior to the conference week
- I.D.E.A.L. is not contractually required to validate, manage or oversee the vendors selected and contracted by the IEEE to provide these other services, but does generally perform above and beyond contractual requirements to troubleshoot and resolve problems caused by vendors that do not meet their contracted minimum service levels.



I.D.E.A.L. PAST PERFORMANCE

- March 2003 – Stepped up to provide network services when equipment did not arrive with no contract or promise of payment
- May 2003 – Identified and documented reverse DNS issue. IEEE was not required to pay for Internet service
- July 2003 – Identified and documented ISP failure to properly configure multiple T-1 lines. IEEE received discounted Internet service
- September 2003 – Worm infestation crippled network. I.D.E.A.L. designed and wrote custom application to detect and eliminate disruptive network behavior
- November 2003 – Worked above and beyond contact requirements to find solution for complete lack of facility network and bridge between hotel and convention center
- January 2004 – Identified and documented issues with Internet performance. IEEE received discounted Internet service
- March 2004 – Forced ISP / facility network staff to replace poor quality network equipment and to correct reverse DNS issue prior to conference
- July 2004 – Identified and documented Internet performance issues. IEEE received discounted Internet service

I.D.E.A.L. CONTACT INFO

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