802.3az, 802.3ba Task Forces
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Comment Tool Tutorial

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Introduction

• Comment entry tool assists the reviewer and editors in commenting on the draft
• Tool allows for a commenter to generate specific comments against the current draft
  – Includes fields to identify the text in question including location, clause, sub-clause etc.
  – Provides a field for a suggested remedy
  – Provides fields to classify the type of comment
• Tool allows for the editorial team to consolidate, parse and propose responses to all the comments
  – Includes a field for a response
  – Allows for the comments to be imported into a database
• Provides the committee with a convenient way to review the comments
  – Database with a GUI based interface
  – Comment status can be updated based on committee review
Start Screen

802.3 Draft
Ballot Comment Tool

Dear Working Group participant:
Welcome to the generic version of the IEEE 802 Comment Tool. This tool is a database that will allow you to enter your comments in a systematic fashion & allow us to collate and manage comments easily.
First, please fill in your personal information below (* required information):

Last Name:
First Name:
Company:
Email:
Phone:
Cell Phone:

Comment instructions can be found on the help page accessible from the comment input page.

Enter Comment  Finish  Clear Comments...
Start Screen

• Provide your contact information
  – It helps to know who the comment is from
  – It helps to know how to contact you if the editorial staff needs to or has questions

• Tool allows you to enter comments over multiple sessions
  – Click enter comment to continue

• You can always enter comments in multiple batches
  – Click Finish to create the output file
  – Restart the tool to enter more comments when you are done. It is helpful to send comments early. Batches can help you do that.
A Soon to-be Familiar Interface
Identifying the Comment

• Very simple, but easy to overlook
  – The editors don’t know what text you are talking about otherwise

• Make sure that you provide
  – Clause, Subclause, Page, Line
  – The tool will generate the comment number
  – Subclause field includes clause number. E.g. Clause: 33 Subclause: 33.1.4.
  – For tables / figures, put clause and subclause where located then start comment with name of Table or Figure
  – When commenting on an Annex include annex letter with clause. E.g. Annex 33C section 1.4: Clause: 33C Subclause: 33C.1.4

• Make sure you comment on the draft that is open for comment
  – Often the Task Force will provide additional material to assist you in your review. E.g. Comp documents

• 00 Comments apply to the entire document
• 99 Comments apply to the Front Matter
The Comment

• Try to be specific
  – Provide enough text to fully describe why you feel the draft is wrong
    • This is especially important if you will not be at the meeting when the comment is discussed and you want other people to understand your concerns.
  – Please copy the text you are commenting against and paste into the comment.
    • This helps immensely if you have a typo in the page or line number

• Try to stay within 1 issue per comment

• If you submit a presentation for a complex comment, please identify that in the comment

• Do NOT use tildes '˜' in your comments
  – Does not play well with the import tool

• Avoid special characters that are not part of basic ASCII
Substance of remedy

• Again, try to be specific
  – Whenever possible, provide the exact textual changes that you would like to be made to the draft as if you were providing editing instructions
    • This will both speed up the process of creating a final resolution and will also be much appreciated by the editors
  – Please do not make a comment and leave the suggested remedy empty. If you know it is a problem, you have an idea of the answer. Share this with the group

• Options
  – If you feel there are several ways to remedy a comment, list the options.

• Missing text
  – If you identify an area that is lacking text, provide some! The Task Force will appreciate the work
Comment type

- The tool provides for 4 classification types
  - E
  - ER
  - T
  - TR
- The commenter determines the type a
  - Comment may be upgraded from editorial to technical by the Task Force
- E designates Editorial and T Technical
Editorial (E)

• Commenter is suggesting an editorial change to the draft.
  – Spelling, punctuation, grammar, and style
  – Rewording without altering the technical meaning of the text
  – No change to technical content can occur

• Bad Examples of editorial comments
  – Change downstream wavelength from 1574 nm to 1490 nm.
  – Change Rx sensitivity from -16 dBm to -24 dBm.

• Good examples of editorial comments
  – Change spelling of “wavelength” to “wavelength”
  – The value of Rmax shall be 1.5 k +/- 5%
    • "omega" symbol was missing in this sentence

• This terminology is used for TF and WG. Sponsor has other designation for comments
Technical (T)

• Comment remedy would result in a technical change to the draft
  – Affect the technical requirements identified in the document (e.g., sentences with the word "shall" in them).
  – Changes to parameters, values, tables, or figures that alter their meaning or substance

• Examples of technical comments
  – Changes to values in PMD tables.
  – Changes to functions or variables in state machines.
  – The value of Rmax shall be 1.5 k +/- 5%
    • a different value for Rmax, say 2 k ohms

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R Designation

• Stands for “Required”
• During a Task Force Review
  – No “official” meaning in TF review
  – May be used as an indication that the commenter feels more strongly about comments with such a designation than those without
  – Can be helpful to the TF in prioritizing the comments
• During a Ballot
  – Associated with a negative vote
  – Commenter feels that his/her editorial/technical comment with this designation must be satisfied in order to flip their vote from a DISAPPROVE to an APPROVE
Possible resolutions

• Accept
  – Task Force agrees with comment and suggested remedy is accepted with no changes.
  – Usually associated with a very crisp and specific remedy that the editor can use to implement the change

• Accept in principle
  – Task Force agrees with comment but a different / amended / expanded remedy is adopted

• Reject
  – Task Force disagrees with comment and no change is made to draft

• Withdraw
  – Commenter withdraws comment and no change is made to draft
Commenter Satisfaction!

- Within the context of a specific comment
- During ballot comment resolution, R comments display a pop-up window asking if the commenter is satisfied with the final resolution
  - BRC has adopted a resolution to the comment
  - Commenter may be satisfied or unsatisfied with the resolution
    - If a commenter is not available at the moment the comment is resolved, the tool allows for a state that flags the comment for follow-up by the editorial team
- Unsatisfied comments are circulated with the draft at the next re-circulation ballot
- In a Task Force review, it gives an indication that the commenter was not happy with the resolution
What to do when done

- **Generate Comment File**
  - Creates file to mail to the editorial staff
  - TF Chair and EIC in TF Review
  - Ballot reflector in ballots
  - *Removes comments from database*

- **Print Comments**
  - Prints comments
  - Does not remove comments from database

- **Exit**
  - Quit comment database
  - Nothing is removed or deleted

- **File naming**
  - Do NOT use periods in your filename other than the one before .csv
  - Rename filename after generating comments, append your name to front of filename to make it distinctive
Comment resolution process

• Each comment is considered individually
  – Duplicate and similar comments are sometimes grouped together and dealt with at the same time
  – Identical comments may be resolved by a single comment with a pointer to that resolution

• Comment database
  – The Task Force will often publish the comment database at various points within each cycle
    • All comments received
    • All comments received with proposed responses
    • All comments received with final resolutions
    • Unsatisfied comments
Different review cycles

• Stages
  – Task Force
  – Working Group
  – Sponsor Group

• Rules
  – Task Force is a review and is informal. Rules depend on the specific Task Force
  – Working Group and Sponsor Ballots are governed by their respective rules