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**IEEE P802.15**  
**Wireless Personal Area Networks**

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Project	IEEE P802.15 Working Group for Wireless Personal Area Networks (WPANs)		
Title	<b>Instructions for WG Letter Ballots of 802.15</b>		
Date Submitted	[18 February 2000]		
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Re:	[This submission is provided in support of the IEEE P802.15 Working Group for Wireless Personal Area Network Letter Balloting. Revision 4 added the instructions for Comment Resolutions]		
Abstract	[Instructions for Working Group Letter Ballots]		
Purpose	[To provide guidance on the completion and submission 801.15 Working Group Letter Ballots for Draft reviews and subsequent Comment Resolutions.]		
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**IEEE P802.15****Wireless Personal Area Networks**

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**Instructions for WG Ballots of 802.15, Bob Heile, Chair**

Please send your executed ballot form zipped together with your electronic comments, if any, in e-mail format to the Working Group Chair: [bheile@bbn.com](mailto:bheile@bbn.com) with a copy to the Working Group Vice Chair: [giffordi@ieee.org](mailto:giffordi@ieee.org) and Technical Editor: [siep@ti.com](mailto:siep@ti.com) well before the closing date of the ballot. Use as the email subject header 'Letter Ballot #\_\_ Response'. In the email text, put your full name and indicate how you voted: Yes, Yes with comments, No with comments, Abstain (lack of expertise only). If you vote Yes (with no comments) or Abstain, it is not necessary to attach the zipped form. See the instructions below on how to complete the comment form and name the files.

**1. Introduction to preparing comments electronically**

This documents explains how to register comments against two types of documents. These are Draft Standards and Comment Resolutions. The former type relates to the text of a Proposed Draft Standard, while the latter type relates to the proposed resolution of comments previously made against such a Draft.

We have provided a Letter Ballot Comment Form document in MS Word-Office 97 with a single row of a table, suited to submit your comments for each of these types. This method is being employed to allow comments to be easily combined and sorted for processing.

**Please fill your name, voter ID, ballot no. and date in the footer.** (Please use your first, middle and last initial as your voter ID (example: Robert F. Heile = rfh). If you have no middle initial use the letter 'x')

The tables in section 2, below, gives you guidance on how to complete each of the columns. When you have completed a comment row, press TAB in the last column to generate a new row in the table.

**2. Instructions for completing the Comment Forms**

Comments may be registered on Drafts and Proposed Resolution of Comments independent of an "Approve" or "Do Not Approve" vote. These comments become part of the history of the Draft and in certain cases become part of the Draft itself.

## **2.1. Proposed Draft Standards Comments**

For comments on a Draft Standard, please submit specific detail to remedy the problems on the Letter Ballot Comment Form [LB-Comment-Form.doc], using the following instructions.

<b><u>Col.</u></b>	<b><u>Title</u></b>	<b><u>Meaning</u></b>
1	Clause number	Provide in this cell the clause.subclause.sub... number to which your comment applies. If you have multiple comments on a single clause please make separate entries. A comment that pertains to the entire document should have a "0" (zero) in this cell. A comment that pertains to an annex should be prefaced with the letter corresponding to the Annex in question (for example: A.1.1 refers to paragraph 1.1 in Annex A).
2	Type of comments	<p>Indicate here whether your comment is</p> <p>e = minor editorial – Editorial problem that does not impact technical correctness of the document (e.g. poor grammar).</p> <p>E = major editorial – Editorial problem that may cause a reader to misinterpret the document (e.g. failure to identify and antecedent)</p> <p>t = minor technical – Item that is technically incorrect, but does not impact technical correctness of the proposed Standard itself (e.g. citation of incorrect reference or minor inaccuracy that is not germane to the function of the Standard)</p> <p>T = major technical – A problem with the document that causes the functionality of the Standard to be impaired. Also included in this category are proposals for alternative methodologies.</p> <p>NOTE1: Only ONE letter may be chosen. If in doubt, indicate the higher of the two comment types (e &lt; E &lt; t &lt; T)</p> <p>NOTE2: By implication, any lower case indication should not cause a Resolution Required = "Y"</p>
3	Resolution Required	<p>Indication that this comment is one of the reasons for voting "Do not Approve" on the ballot form. A "Y" indicates that the comment is required to be resolved to the voter's satisfaction (either by acceptance by the WG of the voter's proposed resolution or discussions with the author) in order for the voter to change to "Approve". An "N" indicates that a resolution is desired, but not required.</p> <p>NOTE 1: IEEE requires that this vote shall be accompanied by specific reasons in sufficient detail so that the specific wording of the</p>

changes that will cause the voter to change his or her vote to "Approve" for this comment can readily be determined.

NOTE 2: In the case where the voter has voted "Approve" this entry must always be "N".

NOTE 3: If all "Y" entries for a given voter are satisfied, a vote of "Do Not Approve" is automatically changed to "Approve"

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|---|--------------------|---|
| 4 | Issue              | Objection to this specific text and reasoning behind it. Indicate in this cell the comment you have and the rationale for your proposed text or comment. In long clauses, please also use page and line numbers. Information in this cell should be limited to an explanation of why the current text is in error.  |
| 5 | Recommended change | Denote here the part of the text to be modified and what changes you propose. If you need to have pictures included, or if the involved text is substantial, we suggest that you assign a page to this comment or request a document number, with a pointer to that section or document in this cell. Information in this cell MUST be limited to the specific change(s) required to satisfy your objections to the current text. |

## **2.2. Comment Resolution**

After all the voters have balloted on a Proposed Draft Standard any comments lodged against it must be "resolved". The Task Group responsible for originating the Draft reviews all comments and decides a disposition for each one. These dispositions are gathered into a single document that identifies each comment with a unique Comment Sequence Number. The Working Group must approve these dispositions with a Comment Resolution Ballot. In the cases where this is done via Letter Ballot, the form explained below is used.

Only those proposed resolutions that you object to should be cited in the form. If more than 25% of the voters responding to the Comment Resolution Ballot object to a given proposed resolution, it fails, otherwise it will be applied to the next Draft version. You are encouraged to use the 802.15 reflector to voice your objection to the membership before the end of the ballot period. In this way you will be assured that all the voting members have considered the problem you have identified and your vote has the maximal chance for the effect you desire.

For comments on proposed Resolution of Comments on a Draft, please submit specific objections to proposed remedies on the Letter Ballot Comment Form [Comment-Resolution-Form.doc], using the following instructions.

<u>Col.</u>	<u>Title</u>	<u>Meaning</u>
1	Comment	Identify the proposed resolution objected to by referring to the unique

Sequence Number	identifier indicated in the document that contains the proposed Comment Resolutions. This number is in the form AAANNN, where AAA is the Voter ID of the original commenter and NNN is the ordinal this comment in order of that voter's ballot.
2 Resolution Required	<p>Indication that this comment is one of the reasons for voting "Do not Approve" on the ballot form. A "Y" indicates that the comment is required to be resolved to the voter's satisfaction (either by acceptance by the WG of the voter's proposed resolution or discussions with the author) in order for the voter to change to "Approve". An "N" indicates that a resolution is desired, but not required.</p> <p>NOTE 1: IEEE requires that this vote shall be accompanied by specific reasons in sufficient detail so that the specific wording of the changes that will cause the voter to change his or her vote to "Approve" for this comment can readily be determined.</p> <p>NOTE 2: In the case where the voter has voted "Approve" this entry must always be "N".</p> <p>NOTE 3: If all "Y" entries for a given voter are satisfied, a vote of "Do Not Approve" is automatically changed to "Approve"</p>
3 Issue	Objection to this specific resolution and reasoning behind it. Indicate in this cell the comment you have and the rationale for your proposed text or comment. Information in this cell should be limited to an explanation of why the current proposal is in error.
4 Recommended change	Denote here the part of the text to be modified and what changes you propose. If you need to have pictures included, or if the involved text is substantial, we suggest that you assign a page to this comment or request a document number, with a pointer to that section or document in this cell. Information in this cell MUST be limited to the specific change(s) required to satisfy your objections to the proposed resolution.

### **3. Instructions for submitting the file of your Letter Ballot**

Do not forget to submit the ballot form and your comments to the Working Group Chair, Bob Heile [bheile@bbn.com](mailto:bheile@bbn.com) with a copy to the WG Vice Chair: [giffordi@ieee.org](mailto:giffordi@ieee.org) and Technical Editor, Tom Siep [siep@ti.com](mailto:siep@ti.com) .

Creating and Naming the zip file:

Please name the file containing your comments: [voter ID]LB[letter ballot #].doc. and compress the Comment file and the ballot file (in Word Office 97 format) into a pkzip file using the same name as the comment file with zip as the extension! (example: The Comment file for voter Robert F. Heile would be rfhLB1.doc and the zip file would be rfhLB1.zip)

#### Sending your Response:

Attach the file to an email, put 'Letter Ballot #\_\_ Response' in the subject field and send to [bheile@bbn.com](mailto:bheile@bbn.com) with copy to [giffordi@ieee.org](mailto:giffordi@ieee.org) and [siep@ti.com](mailto:siep@ti.com) . If your e-mail system does not automatically encode your attachments, use uuencode (for Mac's) or mime on the zip file.

#### Acknowledgment:

You should receive an acknowledgement of your e-mail within ~~two~~one business days. If you do not receive an acknowledgement, resend your ballot ~~until you receive an acknowledgement.~~

### 4. FAQ for the IEEE 802.15 Voting Process

**Q1:** Do the comments need to be ordered by clause.

**A1:** No, the form that I gave out will be converted to a database for sorting and summary. The only requirement is that each comment is uniquely identified. The way it will be stored in the database is using a concatenation of the voter's ID code and the sequence number. If you add more comments than the 20 supplied, be sure to continue the sequence numbers.

**Q2:** How will the various classes of response (Technical, technical, Editorial, and editorial) be handled?

**A2:** As in the IEEE voting procedures all comments labeled by the reviewer as "technical" must be answered. Any comments labeled "editorial" will be addressed as time permits. In practice, all editorial comments are seriously considered. The difference between the two is that the comment resolution team either makes the change to the text that is suggested by the author of the technical comment –OR- specifies in writing why such a change should not be made. Editorial comments have no such explanatory requirement. The difference between the capitalized and non-capitalized characterizations is the subjective level of severity. At times the comment resolution team may change the descriptor of a comment. It can go either way. At times what is portrayed as an editorial problem really is (in the opinion of the comment resolution team) a technical issue. Other times, a supposed technical issue merely points out a lack of clarity in the text.

**Q3:** Should editorial comments be listed in a separate comment list?

**A3:** Comments on editorial form and format are welcome, although the technical issues are (of course) most important. One list is preferred, but not mandatory.

**Q4:** Tables and figures are not necessarily tied to the Clause that they are in line with. Should I refer to the Clause number anyway when I have a comment on a table or figure?

**A4:** Table and figure numbers should be used in place of clause number when referencing those items. Most clause numbers are less than a page, but sometimes line and/or page numbers will help identify a target of a comment. Always list the fully qualified clause number first, however.

In general we need to have very specific comments in order to be able to understand and address all issues. The comment the following (fictitious) comments provide an example.

Voters Initials	Sequence Number	Clause number	Type of comments (E/e/T/t)	Part of NO vote (Y/N)	Comment/Rationale (issue and reasoning behind it)	Recommended change (what change(s) it would take to make this clause acceptable)
tms	01	5	t	Y	Bad	Fix it
tms	02	5.4.3.2.1	t	Y	Color specified incorrectly	Change Redtooth to Bluetooth

Comment tms01 basically says "Clause 5 is bad". It does not help much. However, comment tms02 essentially says "Clause 5.4.3.2.1 specifies the color as red, it should be blue." and works much better.

Or for Comment Resolution/Reply Comments:

Comment Sequence Number	Part of NO vote (Y/N)	Reply Comment/Rationale (issue and reasoning behind it)	Recommended change (what change(s) it would take to make this clause acceptable)
ccb001	N	I agree with the ccb001 Comment but I would wait	Recommend the TG1 wait to v1.1 source becomes available.

		for v1.0C or V1.1	