Project	**IEEE 802.16 Broadband Wireless Access Working Group <http://ieee802.org/16>**
Title	Proposed 802.16 Maintenance Process
Date Submitted	2006-05-11
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Re:	Task assigned by 802.16 WG to the 802.16 Maintenance TG to propose a process for 802.16 standards maintenance
Abstract	This document describes a proposed process to compile and review issues regarding errors, ambiguities and errata that are uncovered in the 802.16 standards (IEEE 802.16-2004, IEEE 802.16e-2005 and IEEE 802.16f-2005) when there is not an open corrigendum project.
Purpose	For consideration by the 802.16 Working Group.
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Proposed Process for 802.16 Maintenance

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The IEEE 802.16 Working Group has assigned its Maintenance Task Group <http://WirelessMAN.org/maint> to propose a process for handling and compiling issues regarding errors, ambiguities and errata in the 802.16 standards (currently IEEE 802.16-2004, IEEE 802.16e-2005, and IEEE 802.16f-2005) during the period when no corrigendum project is in place. An Adhoc committee was formed by the Task Group during the week of Session #41 to focus on this development.

A scope for the Maintenance process has been drafted:

> *To make corrections and clarifications to the published 802.16 standards, limited to repair errors, ambiguities and errata of interpretations, including omissions which prevent interoperability. This process shall in no way introduce new features or enhancements to the published 802.16 standards*.

This scope is intended to strongly discourage the submission of comments that would suggest a significant change to the standard had the comments been submitted during a project.

The following process is proposed to the Working Group:

1) Approximately six weeks prior to an 802.16 session, a call for comments is issued for approximately 4 weeks by either the 802.16 WG Chair or the 802.16 Maintenance Chair.
2) Submitters send new comments to a maintenance group folder during this period.
3) If required, Requests for Interpretation shall be drafted as comments and submitted by either the WG chair or TG chair.
4) The TG Chair will see that the new comments are compiled into a database, which includes all previously existing comments, and any reply comments to existing comments. Comment numbers are assigned to each new item.
5) The Maintenance Chair will review if each comment is editorially complete, i.e. it includes the document it pertains to, page numbers and section numbers and has proposed text changes (except for those from Requests for Interpretation). If not the submitter is contacted to complete the comment; the comment will not be reviewed by the task group until it is editorially complete. The completed comments will then be posted on the 802.16 Maintenance Task Group web page.
6) If time permits, prior to the next 802.16 session, a call for reply comments shall be issued for a minimum period of one week. The reply comments will be appended to the original comments and the consolidated comment package posted on the 802.16 Maintenance Task Group web site.
7) The comments and reply comments are then reviewed by the Maintenance Task Group during an 802.16 session. The remedies while under review shall be placed in the Group's notes field. The remedies will be presented as a set of editorial instructions adhering to the guidelines presented in the IEEE Standards Style Manual (http://standards.ieee.org/guides/style/2005Style.pdf). If needed, a remedy shall be provided to those comments generated from Requests for Interpretation. The remedies will be checked for completeness or modified to suggest how it should be completed. It may also be the opinion of the group that a remedy is not necessary, in which case an explanation why a remedy is not necessary will be provided. When the comments and their proposed remedies are reviewed by the task group, they shall be labeled as either:

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

8) At the end of the review, the compiled comments with their remedies, including the modifications suggested by the group are posted to the Maintenance Task Group Folder.
9) The original commentor shall be requested to review each comment response and to designate whether the response is satisfactory or unsatisfactory or whether the comment is to be withdrawn.
10) These comments may be printed out into a PDF document format.
11) Comments that originated from Requests for Interpretation will be used to draft responses (usually in the form of a letter) to the requests.
12) The Maintenance Task Group will recommend a schedule for the development of a future project based on the comments collected so far.

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

For further discussion contact:

- IEEE 802.16 Maintenance Task Group Chair: Jonathan Labs <jlabs@wavesat.com>
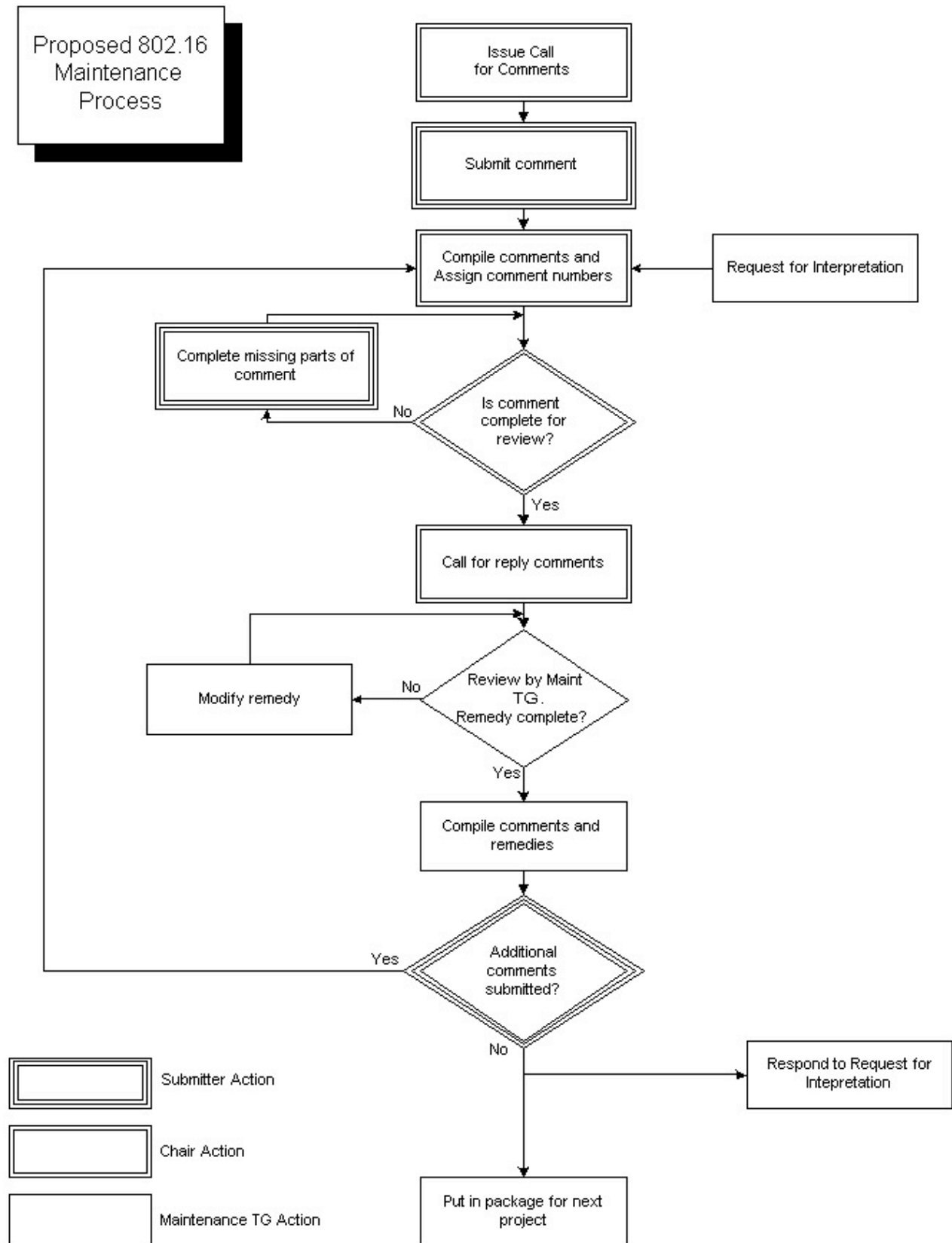- IEEE 802.16 Working Group Chair: Roger Marks <marks@nist.gov>

Proposed 802.16
Maintenance
Process

Issue Call
for Comments

Submit comment

Compile comments and
Assign comment numbers   Request for Interpretation

Complete missing parts of
comment

No   Is comment
complete for
review?

Yes

Call for reply comments

Modify remedy   No   Review by Maint
TG.
Remedy complete?

Yes

Compile comments and
remedies

Yes   Additional
comments
submitted?

No

Respond to Request for
Intepretation

Put in package for next
project

Submitter Action

Chair Action

Maintenance TG Action

Figure 1

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Appendix: Adhoc Participants

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