IEEE 802.19
Coexistence Technical Advisory Group

Policies and Procedures

July 2005

Contents

Table of Tables and Figures

References

Rules

[rules1]   IEEE Standards Board Bylaws
            http://standards.ieee.org/guides/bylaws/

[rules2]   IEEE Standards Operations Manual
            http://standards.ieee.org/guides/opman/

[rules3]   Policy and Procedures of IEEE project 802, LAN MAN Standards Committee (LMSC)
            http://ieee802.org/rules.pdf

Other References

[other1]   IEEE Standards Companion
            http://standards.ieee.org/guides/companion/

[other2]   Overview & guide to IEEE 802 / LMSC
            http://ieee802.org/802%20overview.pdf

[other3]   Adobe Acrobat Reader for viewing PDF files
            http://www.adobe.com/support/downloads/main.html

[other4]   IEEE Standards Style Manual
            http://standards.ieee.org/guides/style/

1 Scope of the TAG

The 802.19 Coexistence Technical Advisory Group (TAG) develops methodologies to help working groups (WGs) create and evaluate coexistence assurance documents for IEEE 802 wireless standards. In addition, the TAG provides technical advice to the working groups and the IEEE 802 Sponsor Executive Committee (SEC) upon request. The TAG also votes as a body on coexistence issues in wireless working group letter ballots that are accompanied by coexistence assurance (CA) documents. The 802.19 TAG may also propose changes to IEEE Project 802 Policies and Procedures on issues of coexistence.

The TAG operates under the auspices of the IEEE 802 LAN/MAN Standards Committee (LMSC). The TAG reports to the LMSC Sponsor Executive Committee (SEC). In the event of any conflict between the Policy and Procedures (P&P) of the TAG and the P&P of the LMSC, the P&P of the LMSC takes precedence. The TAG also uses Robert's Rules of Order as a guide for parliamentary procedures.

2 TAG officers

The policy and procedures for the election of, and the terms served by, the TAG chair and vice chair(s) are contained in the P&P of LMSC. Removal of the TAG chair or vice chair(s) is also covered by this document.

2.1 TAG chair

As stated in 802 LMSC P&P, the chair of the TAG is responsible for presiding over TAG sessions. The chair decides on procedural matters before the TAG. The chair can vote on technical matters as a matter of normal operation.

2.2 TAG vice chair

The TAG vice chair is initially appointed by the TAG chair and confirmed by the TAG. The specific responsibilities of the vice chair are designated by the TAG chair. The vice chair assumes the duties of the chair when the chair is unavailable.

2.3 TAG secretary

The TAG Secretary is appointed by the TAG chair and confirmed by the TAG. The minutes of meetings taken by the secretary (or designee) are to be provided to the TAG chair in time to be available one week after close of each session.

The minutes of the meeting are to include citations of documents produced by the voting process and a list of documents presented during sessions. In addition, the minutes shall include the results of all votes taken at TAG meetings. At the chair's discretion, this position and that of vice chair may be filled by the same person.

2.4 Liaisons

Liaison relationships are established with other groups within 802 LMSC, other relevant standards development organizations, industry promotional bodies, Special Interest Groups (SIGs), and other relevant bodies (liaison groups) such as IEEE EMC Society or the Telecommunications Industry Association (TIA). Liaisons shall be recommended by the TAG chair and confirmed by the vote of the TAG. Liaisons shall be reconfirmed each year at the March 802 plenary. Liaisons will be granted voting rights upon confirmation of their liaison status in 802.19 and will seek to be granted voting rights in their respective liaison groups.

Liaison Roles and Responsibilities:
- Liaisons are responsible for providing updates and status reports to the TAG at plenary and interim sessions.
- Liaisons are given TAG attendance credit for attending liaison group meetings that are concurrent with TAG sessions.
- Liaisons are empowered to report status of the TAG developments to their respective liaison groups.

3 Document collection and maintenance

All 802.19 documents are normally disseminated in electronic format, other than exceptional cases. Document submissions from TAG members are only accepted if they adhere to the rules specified in this clause. Documents from external sources will be accepted in the format received.

All documents are public except for unapproved draft standards produced by the TAG and/or the wireless WGs.

3.1 Format

Document submissions from TAG members shall conform to the current template(s) as specified by the TAG chair. The templates are located on the TAG website as well as the TAG server at meetings.

If a submitter is not able to submit in Microsoft Office application format, the document shall be submitted in Adobe Acrobat format, but only agreed by the TAG chair.

3.2 Naming conventions for submissions

File names of submissions shall be as shown in Table 1. An example of a filename that conforms to the naming convention is 19-05-0005-00-0000_March-2005-Opening-Report.ppt.

Table 1 – File Naming Convention

19-yy**-**ssss**-**nn**-**gggg_Meaningful_Name**.**ext **where:**	
"yy"	is the last 2 digits of the year the document is presented
"ssss"	sequence number of the document; assigned by the document controller
"nn"	revision number; new documents start with 00
gggg	sub-group designator; all zeros for TAG-level designator
"_Meaningful_Name"	name; short as possible, use dash or underscore as a separator
ext	3 letter file extensions; generally .doc, .ppt, or .pdf

Headings of submissions shall be as shown in Table 2. A heading that corresponds to the file named **IEEE19-05-0007-00-0000_March-2005-Opening-Report.ppt** is **IEEE 802.19-05/0007r00**.

Table 2 – File Heading Convention

doc.: IEEE 802.19-yy**/**ssss**r**nn **where:**	
"yy"	is the last 2 digits of the year the document is presented
"ssss"	sequence number of the document; assigned by the document controller
"nn"	revision number; new documents start with 00

4 Membership

The rules and procedures governing TAG membership including establishment, retention, loss and rights are contained in the LMSC P&P.

The 802.19 TAG sessions are open to all registered 802 attendees. Voting members of the TAG have the right to participate in discussions. The TAG chair may grant the privilege of observers to participate in discussions.

5   TAG operation

As stated above, the TAG operates under the LMSC P&P. The following sub clauses describe the specifics of the organization of meeting sessions, P&P maintenance, and attendance credit in wireless WGs for participation in TAG sessions.

5.1   Sessions

The TAG sessions are conducted by the chair, or in the chair's absence the vice chair, or the chair's designated delegate, in that order of precedence. The TAG opening meeting shall include the presentation of the following information:

- The existence of these Policy and Procedures and where they can be obtained
- The agenda including any items requiring a vote
- Intellectual Property Rights (IPR) and copyright notices
- Anti-trust policy of the IEEE

The function of the TAG session is to:

- Present and discuss status reports
- Receive and issue liaison reports from/to other standards organizations, other IEEE 802 WGs and TAGs
- Announcements and general news
- Vote on such matters that may be brought before it
- Make recommendations to wireless WGs and the SEC for action with respect to coexistence matters
- Items for subsequent sessions

5.1.1   Plenary Session

Plenary sessions of the 802.19 TAG are conducted in conjunction with the 802 LMSC plenary sessions. The plenary session may have more than one meeting.

5.1.2   Interim Sessions

Interim sessions of the TAG are scheduled no later than the last meeting of the prior TAG plenary session. There is no standing schedule for interim sessions. Typically, a TAG interim session is held jointly with other wireless WGs between 802 plenary sessions. Future interim sessions shall be announced during the TAG plenary session and entered in the minutes of the session. In addition, the TAG may hold teleconference calls.

If a quorum is not present, the session is not required to immediately adjourn. Any actions proposed at sessions that do not have quorum shall be ratified by electronic ballot or vote at the next plenary session.

5.2   Maintenance of policy and procedures

The 802.19 TAG Policy and Procedures can be changed by the following process:

1. TAG members may prepare submissions for proposed changes to the wording of the P&P to present to the TAG for consideration.
2. Amendments require a 2/3 majority approval of the members present and voting yes or no.
3. The SEC must approve all changes to become effective.

5.3   Attendance credit for other WGs

Attendance at 802.19 sessions may count as attendance in the other wireless working groups, if the member is a voter in that other group. This is subject to an agreement between the 802.19 chair and the chair of the other group.

6 Voting procedures

Voting in the TAG has two modes: general and coexistence assurance (CA) documents. The general voting procedure covers all operational functions common to WGs and TAGs in LMSC. The CA voting procedure is used only for reviewing, generating comments, and voting on the validity of a CA document as it applies to the WG draft associated with it.

6.1 General voting

Only the TAG voting members can make, second and vote on motions. Procedural issues are decided by the TAG Chair.

The TAG chair defines motions as either technical or procedural. On a technical motion, a vote is carried by a minimum 75% approval of the sum of those voting "Approve" or "Do Not Approve". On a procedural motion, a vote is carried by a greater than 50% approval of the sum of those voting "Approve" or "Do Not Approve"

Resolution of TAG comments with the wireless WG's ballot resolution process is handled through the general voting procedure.

6.2 Voting on coexistence assurance documents

The TAG fulfills its charter by supporting the creation of CA documents and reviewing those documents as produced by wireless working groups.

The process has four major steps:
1. Wireless Working Group ballot initiation
2. Individual TAG member comment generation
3. Determination of TAG position
4. Generation of TAG vote

The following clauses correspond to this list and explain the contents of the dashed boxes in Figure 1.
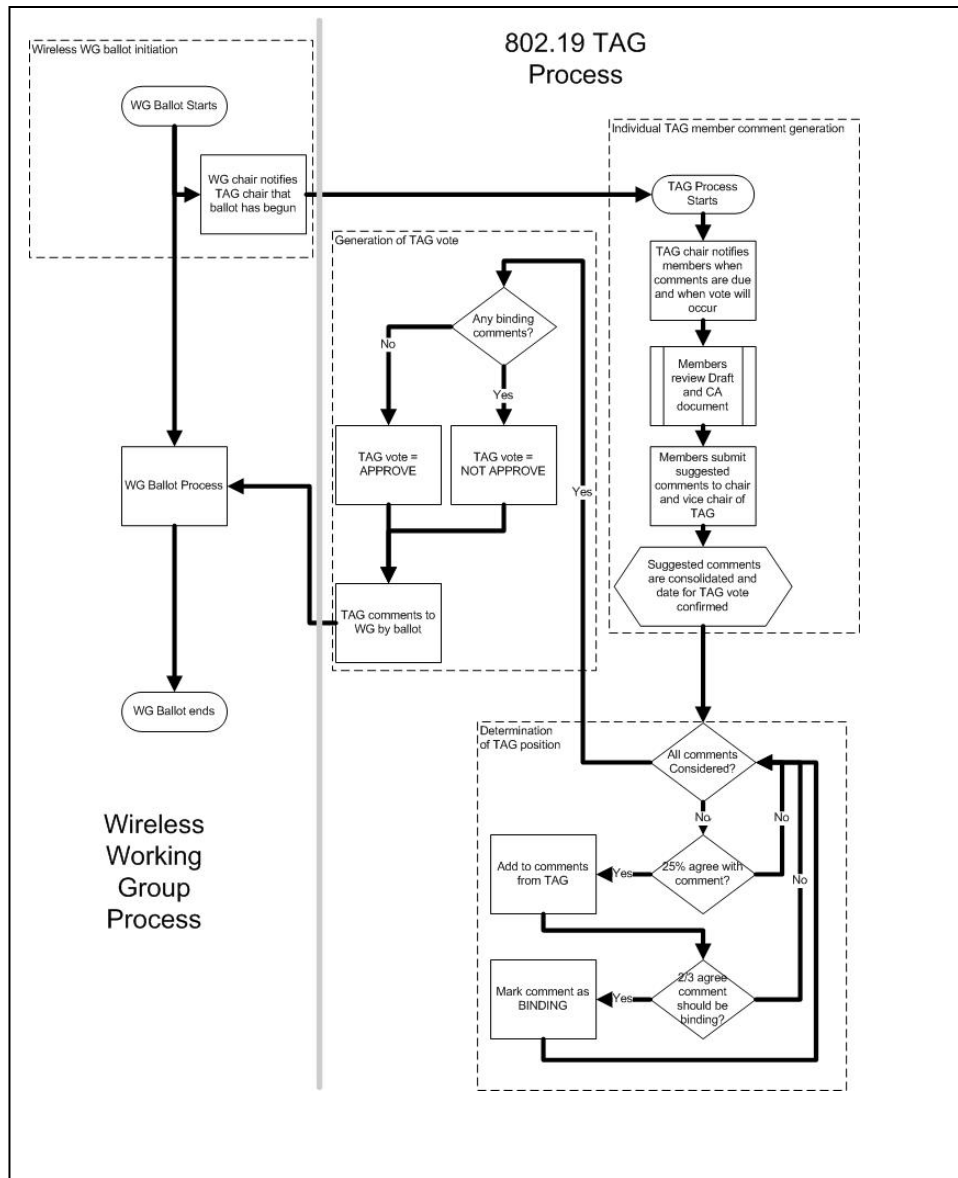
Figure 1. TAG Coexistence Assurance review process

6.2.1 Wireless working group ballot initiation

TAG activity begins with the commencement of a WG letter ballot on a draft standard that requires a CA document, as specified in the WG's PAR. The chair of the TAG shall maintain an awareness of each of the wireless working group's progress towards completion of drafts for letter ballot to facilitate work group planning. However, it is the wireless WG chair's responsibility to ensure the TAG receives the draft and associated CA document as per LMSC policy and procedures.

6.2.2 Individual TAG member comment generation

Upon receipt of the information concerning a draft ballot on a proposed wireless standard, the TAG chair shall determine the schedule for consideration of the CA document. The chair shall distribute the relevant documents and the schedule for receiving responses and subsequent voting. TAG members evaluate

the CA document and draft to determine the correctness or completeness of the CA document. If the individual TAG member determines that there are issues with the documents, the member shall propose written comments on the CA document and submit it to the TAG chair and vice chair. Upon receipt, the chair shall compile the comments from the TAG membership and create a consolidated list of potential comments on the CA documents.

6.2.3 Determination of TAG position

Once the consolidated list has been distributed to the TAG members, the TAG shall then have a ballot that calls for an evaluation of each of the potential comments lodged against the CA document. Each comment shall be considered on its own and be designated by each voter as either:

- Correct and recommended to the WG as a binding comment
- Correct and recommended to the WG as a non-binding comment
- Not correct and recommended for removal from the list of comments

A binding comment is a comment that shall be satisfied by WG resolution to the satisfaction of the TAG in order to change its vote from "no" to "yes".

When balloting completes the chair shall compile the results. If at least 25% of the voting membership of the TAG agrees that a comment is correct (binding or not) it shall be selected for forwarding to the WG. If at least 2/3 of the voting membership agrees that the comment should be binding, it shall be selected for forwarding to the WG as a binding comment.

6.2.4 Generation of TAG vote

If there are any binding comments lodged against a draft, the TAG shall vote "no" on the Draft. If there are no binding comments, the TAG shall vote "yes".

The chair shall submit all selected comments to the WG, along with the TAG vote. The TAG shall be available to the WG for explanation and resolution of the binding and non-binding comments.