

Project	<b>IEEE 802.20 Working Group on Mobile Broadband Wireless Access</b> < <a href="http://grouper.ieee.org/groups/802/20/">http://grouper.ieee.org/groups/802/20/</a> >	
Title	<b>A Discussion on WG Operating Procedure</b>	
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Source(s)	Gang Wu 181 Metro Drive, Suite 300 San Jose, CA 95110  Fujio Watanabe 181 Metro Drive, Suite 300 San Jose, CA 95110	Voice: 1-408-451-4707 Fax: 1-408-573-1090 Email: <a href="mailto:wu@docomolabs-usa.com">wu@docomolabs-usa.com</a>  Voice: Fax: Email: <a href="mailto:watanabe@docomolabs-usa.com">watanabe@docomolabs-usa.com</a>
Re:	MBWA Call for Contributions	
Abstract	This document addressed two issues in WG operating procedure: how to define the format of document materials of 802.20 WG and how to setup a ML for voting members. Schemes are proposed for discussion.	
Purpose	This document is provided as input for the development of the 802.20 operating rules.	
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# A Discussion on Working Group Operating Procedure

Gang Wu and Fujio Watanabe  
DoCoMo USA Labs

# Introduction

- 802.20WG Operating Rules Procedures
  - Documentation
  - Mailing List

# File Naming Scheme

- Current document material format in 802.20:
  - All submission files are converted to a “pdf” format.
  - File name is edited like C802.20-03-29.
  
- Learn from other Working Groups
  - ppt & doc are used.
    - Working Groups 802.11, 15, 18, 19
  - pdf is used
    - Working Groups 802.1, 3, 16, 17
  
- What about 802.20WG?

# Pros & Cons

- **DOC & PPT files**
  - User friendly, not author friendly
  - Animation can be used
  - Easily used by other users
  - Can be modified.
- **PDF files**
  - Not easily used by other users
  - Author friendly, not user friendly
  - Printing has problem
  - Protected from modification

# Motion

- To affirm DOC & PPT file format to be an IEEE802.20 formal template.
- To empower Gang Wu to create template formats, doc and ppt, for IEEE802.20.

# New Naming Scheme

Document Number (in header of doc)

P802-20-03-001r0-WG

WG      Year      Doc #      Group

Document File Name

P802-20-03-001r0-WG-Operating Procedure.ppt

WG      Year      Doc #      Group      Title      Suffix

# Motion

- To affirm a new document naming scheme and all submitted document is incorporated into the new document naming scheme.



# Mailing List

- Create new mailing lists
  - Non-Voting Member (Public)
    - [stds-802-mobility@ieee.org](mailto:stds-802-mobility@ieee.org)
  - Voting Member only (Private)
    - [stds-802-20@ieee.org](mailto:stds-802-20@ieee.org)

# Motion

- To empower interim vice chairs to create mailing lists for voting members only and non-voting member, respectively.