IEEE 802 LMSC Chair's Guidelines

August 20
2008

This document is intended to provide guidance for the orderly conduct of IEEE 802 business to IEEE 802 participants for the orderly conduct of IEEE 802 business.

Revision 1.9 edited by Paul Nikolich

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Date: 20 August , 2008   Editor: Paul Nikolich

1.0 Introduction

This document is intended to provide guidance for the orderly conduct of IEEE 802 business to IEEE 802 members participantsfor the orderly conduct of IEEE 802 business. These guidelines are intended to provide clarity and direction in areas that have been identified by the IEEE 802 chair or IEEE 802 EC motions.

1.1 Scope

The scope of the document is to be a repository for 'guidelines for IEEE 802 process' that have been issued by the IEEE 802 chair or a record ofby specific IEEE 802 EC motions.

1.2 Purpose

The purpose of the document is to provide IEEE 802 attendees,participants, membership and leadership guidance on how IEEE 802 conducts its business.

1.3 Limitations

This document does not replace the IEEE 802 LMSC Policies and Procedures, the Computer Society Standards Operating Rules, or IEEE-SA Operating Procedures. In cases where conflicts occur, the formal rules shall have precedence.

2.0 Guidelines

This section contains the various guidelines that are currently approved.

2.1 IEEE 802 Approval Guidelines

The below table identifies which group (or person) must provide approval at the milestones in the development of a draft standard or study group effort. The EC chair may override theses guidelines in order to avoid issues which would negatively impact the process for IEEE 802 standards.

Item	WG	WG Chair	EC	EC Chair
Par submittal (new)	YES	YES	YES (3)	YES
PAR Revision	YES	YES	YES	YES
PAR Extension	YES	YES	YES	YES
PAR 'WG Chair change'		YES	INFO	YES
WG Study Group	YES	YES	YES	
EC Study Group			YES	
Standard Renewal Date Extension	YES	YES	INFO	
LMSC Ballot (New Standard, Revision	YES	YES	YES	
LMSC Ballot (Reaffirmation)	INFO	YES	INFO	
LMSC Ballot Group Constitution		YES		YES
LMSC Recirculation	INFO	YES	INFO	
All Standards Board submissions	YES	YES	YES	
JTC1/ITU ~~US TAG~~ Submissions (~~JTC1/ITU~~)	INFO	YES	YES(2)	YES(2)
Press Releases	YES(4)	YES	YES	

(2) Either EC or EC chair should approve submission to the JTC1/ITU~~US TAG~~.

(3) Requires 30 day draft submission to EC.

(4) Press release drafts should be approved by the EC (meeting or Email Ballot). The WG should normally also approve a press release; although in some cases this cannot be done in a timely fashion, and in such cases, the EC decision will prevail.

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2.2 Student Fee Guidelines

This guideline defines how IEEE 802 will handle student registration fees (motion approved on 9 Nov1998.)

Moved: Student registration fee at the IEEE 802 Plenary meetings of $100.

1) This motion is effective from the November 1998 plenary meeting onward.

2) Professors and academic staff need to pay the full registration fee. There are no exceptions to that rule. Retirees, out of work attendees also pay the full rate. IEEE 802 already has a number of University members attending and they will continue to pay the full fee.

3) The student discount is based upon:
A) Students attendance will not count toward voting rights.
B) Each student can only receive this discount for one meeting. Attendance at future meetings will require payment of the full fee or EC waiver.
C) Students will not be included in the Membership Data Base for future meeting announcements. Since students are expected to change status rapidly, we don't want to try to keep track of their address.
D) Students might join a chair's reflector, at the discretion of the chair.

4) To obtain this discount, a member of the EC needs to certify the student. This will typically require the EC member to confirm that the individual is a full time student and that the EC member has explained the process for attending IEEE 802 meetings.

5) Registration form will be filled out and fee will be paid at the meeting in normal manner. Student Badge will designate "student".

6) A student is defined as currently taking at least 50% of a normal full-time academic program in an IEEE designated field of interest for the current academic year.

7) The number of student discounts at a meeting will be limited to the first 10 applications.

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2.3 Chair's Guidelines on Registration Fees

This guideline defines registration fee requirements for 'atypical' meeting attendees such as IEEE staff and members of the press.

1) IEEE Staff members and anyone being supported by the IEEE Staff for attendance at the meeting should be exempt from the meeting fee. These individuals, since they are represented on the IEEE Staff, may participate in WG meetings. Unless they pay a meeting fee, they will not be counted as WG voters. Note that observers are allowed to comment on WG documents and vote at the IEEE sponsor level if they meet requirements here. They should register to receive a name badge.

2) Invited (by members of the EC) guests who attend meetings for a specific purpose that is of value to general attendees (e.g. to provide a tutorial presentation) should be exempt from the meeting fee. Invited guests who do not pay a meeting fee are welcome to observe various sessions of 802. However, as guests they may not vote in WG meetings during that plenary and their attendance will not be counted toward building or maintaining voting membership in any WG. Guests should register to receive a name badge. Note that observers are allowed to comment on WG documents and vote at the IEEE sponsor level if they meet requirements there.

3) Students – See previous guideline. - $100 fee (one meeting only)

4) Members of the Press or IEEE Publications editors whose purpose is to report on IEEE status or solicit papers and publications should pay meeting fees. These individuals may participate in WG meetings. Unless they pay a meeting fee, they will not be counted as WG voters. These individuals may participate in WG meetings. Note that observers are allowed to comment on WG documents and vote at the IEEE sponsor level if they meet requirements here. They should register to receive a name badge.

5) The LMSC chair will have the responsibility to approve the above exceptions (total limited to ten individuals) and provide a list of these exempt people to the Executive Secretary before the plenary meeting and present to the EC plenary meeting on Monday for feedback.

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2.4 CD-ROM Handout Guidelines

This guideline defines the mechanism for generating and handing out 802 standards in a CD-ROM media

1) CD ROM contains
   -all PDF files for IEEE 802 standards,
   - IEEE-SA Policy and Procedures,
   - Computer Society-Standards Activity Board Policy and Procedures and
   -LMSC Policy and Procedures

2) Expect yearly production and handout at each plenary meeting

3) Requirements to Receive CD ROM:

   – Registered at plenary meeting where CD ROMs are distributed

4) Handout will occur upon registration.

5) License: **YOUR PERSONAL USE ONLY** - Will initial receipt of CD

6) What should an individual do with previously issued CD ROM? This is also licensed
   to receiver only and not transferable. Keep for records or destroy.

7) Will this handout occur again? At following Plenary meeting, new qualifiers will also

receive the CD ROM.

8) Encourage Organization to sign-up for IEEE 802 on-line standards

9) Exceptions: See EC Chair.

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2.5 Chair's Tutorial Guidelines

This guideline outlines 'acceptable practices' for Tutorial presenters.

1) Content of Tutorials should be:
- Technology oriented, informative, concise, and well illustrated.
- Reflect general needs and technology for standards and recommended practices.
- Reflect business/economic drivers for possible standardization.
- Present multiple viewpoints and speakers where appropriate

2) Purpose of Tutorials should:
- Explore possible new directions for 802 efforts
- Summarize ongoing major work of Study Group or WG or TAG.
- Describe basic 802 or other standards process.

3) Mechanics of Tutorials:
- Hosted by EC member.
- PDF files of the presentations shall be filed with the recording secretary before the tutorial.
- Announced at Plenary Meeting with short Abstract.
- Announced in meeting registration packets.
- Announced to EC reflector at least 14 days before meeting.
- Scheduled through Conference Organizer/EC Executive Secretary
- Conflicts to be resolved by Executive Secretary and EC chair based on most importance to 802.
- Scheduled Monday or Tuesday (typically 6:30 - 8:00, 8:00 - 9:30)

4) IEEE 802 Tutorials should NOT be:
- Product announcements
- Company announcements

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2.6 LCD Projector Allocation Guidelines

This guideline describes the method used for allocation LCD projectors during Plenary and Interim 802 Session.

Projector Guidelines - Plenary Session
1) Guidelines for allocation are based on:
    A) Type of work that is ongoing:
        i) Comment Resolution
        ii) Working Group Editing
        iii) Presentations

    B) Size of Meeting Room and number of attendees

2) Request projectors during normal space requests for Plenary Session.

    A) Buzz Rigsbee or conference organizers

    B) Appeals to the IEEE 802 chair

    C) Appeals to the EC

Projector Guidelines- Interim Session
1) Projectors are kept at different US locations as decided at each plenary meeting.

2) On need basis, arrangement made two weeks in advance to ship projectors. They must be shipped by FedEx in hard case or equivalent and return to meeting host.

3) The interim meeting must pay for the shipping charge and it cannot be charged as part of the chair's $200 allocation.

4) If interim meetings end up with conflicts, then the Plenary Meeting guidelines will apply to resolve conflict.

5) Guidelines for non-IEEE 802 use to be developed separately. Until such guidelines are in-place, each such use requires EC approval.

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2.7 Chair's Guidelines on Commercialism at meetings

IEEE 802 Plenary Sessions are held to develop standards. Commercial activity in conjunction with these meetings is discouraged. The Executive Committee of IEEE 802 has expressed a clear desire to avoid product promotions, or anything that can be construed as a product promotion, at the IEEE 802 meetings. We do not want IEEE standards meetings to turn into trade shows, where vendors avail themselves of the opportunity to show their wares to a captive audience. Any discussion of pricing information in the IEEE 802 meeting can bring our body under suspicion of anti-trust violations and therefore cannot be allowed.

IEEE 802 meetings make no provision for hospitality suites, product demos, and receptions (collectively referred to as "vendor events"). However, if any vendor embarks on such an activity they are asked to adhere to the following guidelines:

A) No announcements or notifications regarding vendor events should be made inside the IEEE 802 meeting rooms or in the vicinity of the IEEE 802 meeting rooms or IEEE 802 registration office.

B) No brochures or other collateral material should be distributed inside the IEEE 802 meeting rooms, or in the adjacent areas that constitute the IEEE 802 meeting area. An exception is made for brochures and collateral related to upcoming meeting venues, such as travel brochures, and for IEEE publications.

C) No posters outside IEEE 802 meeting rooms.

D) No notification using IEEE WG EMAIL reflectors.

E) No commercial mailing notification using the address lists obtained from IEEE or IEEE 802.

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2.8 Chair's guidelines on Working Group Contributors to the Standard

The list of contributors to a standard (to appear in the front piece) should normally be included with the document during the Sponsor Ballot period. This list will be used to determine which WG members and other experts will receive a PDF copy of the standard when approved by the IEEE-SA Standards Board

The enforceability of these guidelines is up to the good will and best efforts of all attendees developing standards for IEEE 802. The IEEE 802 Executive Committee requests your support.

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2.9 Chair's guidelines on Procedure for Registration of Object Identifier arcs for use in IEEE 802 Standards

Background

From time to time, various 802 standards have a requirement to allocate Object Identifier values – the most common example being for the purpose of defining SNMP MIBs, but other examples exist. This procedure defines a simple and consistent scheme that can be used by all current and future 802 working groups, and that can be used flexibly to meet the needs of those working groups.

Procedure for OID allocations

There is an existing registration arc that is associated with the ISO/IEC 8802 series of standards (i.e., the ISO/IEC versions of the 802 LAN MAC standards). This arc exists as a consequence of the fact that the act of publishing an ISO standard also has the effect of automatically assigning an OID arc that is "owned" by that standard, and therefore no further administrative effort is needed before that standard can allocate OID values. The root arc assigned to the 8802 series of standards is:

iso(1) std(0) iso8802(8802)

Two of the 802 working groups already make use of this arc, by adding a fourth arc to distinguish between working groups (i.e., to distinguish 8802-X from 8802-Y), as follows:

802.3 makes use of this arc:

iso(1) std(0) iso8802(8802) csma(3)

802.1 makes use of this arc:

iso(1) std(0) iso8802(8802) ieee802dot1(1)

It is clear from the above that this scheme can be extended for use by any 802 working group, simply by replacing the fourth arc with "ieee802dot??(??)", where ?? is the dot number concerned, so for 802.15, for example, the root arc would be:

iso(1) std(0) iso8802(8802) ieee802dot15(15)

Under this scheme, the Working Group concerned is free to decide how sub-arcs will be allocated, in a manner that makes sense for their particular needs. For example, in 802.1, the fifth arc is used to define the type of allocations that are being made. The only type defined so far is for MIBs, but others can be added in the future:

iso(1) std(0) iso8802(8802) ieee802dot1(1) ieee802dot1mibs(1)

Below this arc, each individual 802.1 MIB can get its own identifier. Again, only 802.1X's mib

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(ieee8021paeMIB) appears in this scheme so far, but clearly others can easily be added:

iso(1) std(0) iso8802(8802) ieee802dot1(1) ieee802dot1mibs(1) ieee8021paeMIB(1)

And so on.

None of the above needs to have any effect upon existing standards that have already solved this problem by using a specific allocation obtained from ANSI; the primary aim of documenting this procedure is to avoid the need to go to ANSI for any more root OIDs for any future OID uses that we may have in 802 standards. Clearly, with this scheme, as new dot groups are created, their root OID arc is also created automatically, so the administrative effort required is zero, other than for the dot group concerned to determine how the fifth and subsequent arcs will be used in their standards.

It is the responsibility of the owner of a particular arc (i.e., the Chair of a dot group) to ensure that any values that are allocated under that arc are documented, in a manner that ensures that the same OID value cannot be assigned to two different objects. In 802.1, this has been achieved in the past for the ANSI allocations by placing tables of OID allocations in Annexes within the standard concerned; in 802.3, a master spreadsheet of allocated OID values is maintained by the Chair and posted on their website. For future allocations, adopting a similar approach to 802.3 seems appropriate.

It is clearly important to construct the allocation scheme below a dot group's root OID in a manner that leaves appropriate "escapes" for uses that cannot be foreseen. The simple expedient of allocating a "type of allocation" arc immediately below the root (as described above) is sufficient to ensure that such an escape is always available.

The intent is that this procedure will be documented in due course as a new chapter of IEEE Std 802; therefore, it is considered to be covered by the 5 criteria requirement of compatibility with the 802 architecture. Therefore, once the amendment to Std 802 has been approved, this Chair's Guideline will no longer be required.

Migration

For those working groups that have already made use of other allocation schemes (802.3 and 802.1 are both examples), it may be considered appropriate to migrate existing allocations to the new scheme. In considering this, the following should be borne in mind: While it might be "tidy" to have all 802 OIDs allocated under a single root, this is by no means essential for any other reason; one OID arc is no better or no worse than any other from a technical point of view. If migration is felt desirable, there is no requirement to remove uses of the old arc; it is possible to add a second OID value to identify a single object. An analogy here is UK postal addresses; house number, road name, town and county is sufficient to identify a particular house, but substituting house number and Zip code identifies the house equally well. From the point of view of stability, double naming rather than delete old and insert new is probably a preferable route.

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2.9 Chair's guidelines on Recording Attendee Information in meeting minutes

LMSC meeting minutes are public documents; therefore a minimal amount of attendee information should be contained in minutes in order to provide privacy for attendees.

At a minimum the minutes should record an attendee's name. If meeting participants are asked to provide their affiliation as per the ANSI Essential Requirements, then the affiliation information shall be included in the minutes next to the attendee's name.

Any other personal information, such as email, telephone, address, etc. should not be included in the minutes.

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2.10 Chair's guideline on Criteria for posting information to the Executive Committee Reflector

The IEEE 802 LMSC Executive Committee Email Reflector is open to viewing by anyone that may have an interest. Occasionally it is necessary to keep some information under consideration by the Executive Committee private; hence it should not get distributed via the EC Email Reflector, but via a private list containing every EC member's email address.

The following classes of information should be only distributed to the EC members via a private means:

1   vendor contracts for review and approval (on the other hand, high level summary of terms and conditions are appropriate for posting to the EC Reflector)
2   any personal information (all EC Reflector traffic should be strictly 802 business related)
3   any information that has been explicitly deemed as possibly 'confidential and/or proprietary'
4   any information the EC has explicitly decided to be of 'executive privilege'

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2.11 Chair's guidelines regarding cross WG and TAG document and E-mail reflector access

Active participants in the activities of one 802 Working Group, Study Group, or Technical Advisory Group often have a legitimate need to study the work of other such groups. Therefore, access to the private areas of any 802 WG/TAG/SG web site, and to any private 802 WG/TAG/SG email reflector, should be granted to any participant in any other such group upon request.

For the purposes of this guideline, a "participant" is taken to be one of the following:

- A current voting member of a WG/TAG/SG;

- Any individual identified by the Chair of a WG/TAG/SG as a participant in the activities of that group.

802 groups may also operate reciprocal access arrangements in which the username/password for one group's web site allows access to the private areas of another group, and vice versa. This practice is encouraged.

2.12 Chair's guidelines regarding Patent Policy announcement instructions

1.   Face to face meetings

At the opening IEEE 802 plenary meeting and the first meeting of any session of a IEEE 802 Working Group, Technical Advisory Group, Study Group or Task Force/Group the IEEE-SA PatCom developed slide set [http://standards.ieee.org/board/pat/pat-slideset.pdf] shall be presented by the chair, or the chair's designee, in accordance with the 'Instructions for the WG Chair' found on slide 0 of the slide set. Another separate slide (one only) will then be shown that details the URLs the Patent Policy, Patent FAQ, Affiliations FAQ, Antitrust guidelines, and Ethics policy. This would also be included within the pre-published tentative agenda.

During any subsequent meetings, only the slide showing the URLs needs to be shown. The chair, or the chair's designee, shall also make a statement that [a] the meeting is subject to the patent policy as presented on the first meeting of the session; and [b] if any individual believes that patent claim(s)/patent application claim(s) might be or may become essential patent claims, that fact should be made known. The fact that these statements were made, and any responses that were given, specifically the patent claim(s)/patent application claim(s) and/or the holder of the patent claim(s)/patent application claim(s) that were identified (if any) and by whom, shall be duly recorded in the session minutes.

2.   Online or Teleconference Meetings

As part of the pre-published tentative agenda or meeting announcement, a link to the IEEE-SA PatCom developed slide set [http://standards.ieee.org/board/pat/pat-slideset.pdf] shall be provided indicating that they have to be read prior to the meeting. At the start of the meeting the chair shall ask whether there is anybody participating that has not read the slide set. If someone says they have not, then the chair must either [a] read the slide set aloud, or [b] send the slide set, or URL of the slide set, electronically and pause the call until all participants have read the slide set.

The chair shall also make a statement if any individual believes that patent claim(s)/patent application claim(s) might be or may become essential patent claims, that fact should be made known. The fact that this statements were made, and any responses that were given, specifically the patent claim(s)/patent application claim(s) and/or the holder of the patent claim(s)/patent application claim(s) that were identified (if any) and by whom, shall be duly recorded in the minutes.

3.   IEEE 802 Web site

The IEEE 802 web site as well as all IEEE 802 Working Group, Technical Advisory Group, Executive Committee Study Group web sites will contain a link to the Patent Policy, Patent FAQ,

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Affiliations FAQ, Antitrust guidelines, and Ethics policy.

4.   Suggest URLs

a)   Patent Policy, Patent FAQ, Antitrust guidelines, Patent Tutorial, Patent information in the IEEE Standards Companion, what you need to know about standards and the law, the LOA form, the LOA cover letter, the LOA database and the LOA process flowchart.

http://standards.ieee.org/board/pat/index.html

http://standards.ieee.org/board/pat/pat-material.html

b)   Affiliations FAQ:

http://standards.ieee.org/faqs/affiliationFAQ.html

c)   Ethics policy:

http://www.ieee.org/web/membership/ethics/code_ethics.html

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