IEEE P802.11
Wireless LANs

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| TGbe November 2023 MAC ad-hoc agendas |
| Date: 2023-11-01 |
| Author(s): |
| Name | Affiliation | Address | Phone | email |
| Alfred Asterjadhi | Qualcomm Inc. | 5775 Morehouse Dr, San Diego, CA 92109 | +1-858-658-5302 | aasterja@qti.qualcomm.com |
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| Jeongki Kim | Ofinno |  |  | jeongki.kim.ieee@gmail.com |

Abstract

This document contains the draft agenda for November 2023 TGbe MAC ad-hoc teleconferences.

Revisions:

* Rev 0: Initial version of the document.
* Rev 1-2: Updated prior to start of the first ad-hoc session.

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| **TG Chair:** Alfred Asterjadhi (Qualcomm Inc) |
| **1st Vice Chair:** Laurent Cariou (Intel) | **2nd Vice Chair:** Matthew Fischer (Broadcom) |
| **Secretary:**  Jason Y. Guo (Huawei) | **Technical Editor:** Edward Au (Huawei) |
| **PHY Ad-Hoc Chair:**Sigurd Schelstraete (MaxLinear)**PHY Ad-Hoc Chair:**Tianyu Wu (Apple) | **MAC Ad-Hoc Chair:**Jeongki Kim (Ofinno)**MAC Ad-Hoc Chair:**Liwen Chu (NXP) |

## TGbe uses WebEx for its Telecons:

* Please identify yourself when Joining, by filling in your name and affiliation:
	+ Also please precede your name and affiliation with your voting status:
		- (V=Voter, N= Non-Voter, P=Potential Voter, A=Aspirant Voter)
	+ Format for overall participant’s detail: “[V] John Doe (Affiliation)”

|  |  |  |  |
| --- | --- | --- | --- |
| **When** | **Title** | **Link** | **Meeting Details** |
| Thur, 09 November 2023 09:00-18:00 | Ad-Hoc Day 1 | [Day 1](https://www.google.com/url?q=https%3A%2F%2Fieeesa.webex.com%2Fieeesa%2Fj.php%3FMTID%3Dmcd81abd04ac3a435bcfabe59b9da6019&sa=D&ust=1699376040000000&usg=AOvVaw08f6YaX7IBHzA-G_GrBcBx) |

|  |
| --- |
| Meeting # (access code): 2343 972 1863 |
| Meeting password: wireless |

 |
| Fri, 10 November 2023 09:00-18:00 | Ad-Hoc Day 2 | [Day 2](https://www.google.com/url?q=https%3A%2F%2Fieeesa.webex.com%2Fieeesa%2Fj.php%3FMTID%3Dmcd81abd04ac3a435bcfabe59b9da6019&sa=D&ust=1699376040000000&usg=AOvVaw08f6YaX7IBHzA-G_GrBcBx) |

|  |
| --- |
| Meeting # (access code): 2343 972 1863 |
| Meeting password: wireless |

 |

## TGbe MAC ad-hoc location:

Qualcomm Technologies, Inc,

S-220, Building S,

                      5535 Morehouse Dr,

                      San Diego, California92121

                      United States

## MAC Ad-Hoc Overview

TGbe MAC ad-hoc will consist of 8 sessions.

**November 09 (Thursday) – AM1 09:00-10:30 PDT**

**November 09 (Thursday) – AM2 10:45-12:15 PDT November 09 (Thursday) – PM1 13:30-15:30 PDT November 09 (Thursday) – PM2 16:00-18:00 PDT**

**November 10 (Friday) – AM1 09:00-10:30 PDT**

**November 10 (Friday) – AM2 10:45-12:15 PDT**

**November 10 (Friday) – PM1 13:30-15:30 PDT**

**November 10 (Friday) – PM2 16:00-18:00 PDT**

## Comment Resolution Progress - Statistics

* **LB275 -** Work In Progress (statistics shown in Figure (updated **11/03/2023**)).
	+ **Current Status**: Number CIDs that have been resolved (includes all CIDs that are R4M).
	+ **Linear Target**: Monthly targets, based on an estimation function, to meet **November 2023 milestone**.

### LB275 CR Monthly Status



### LB275 CR Overall Status



### Top 20: Assignees with high number of pending CIDs (as of November 1st)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assignee** | **Total** | **Resolution approved** | **Pending for resolution** | **Resolution presented but no consensus yet** | **Ready for motion** |
| Rubayet Shafin | 43 | 5 | 30 | 8 | 0 |
| Gaurang Naik | 31 | 5 | 22 | 4 | 0 |
| Mark Hamilton | 21 | 0 | 21 | 0 | 0 |
| Ming Gan | 88 | 67 | 21 | 0 | 0 |
| Dibakar Das | 17 | 0 | 17 | 0 | 0 |
| Abhishek Patil | 92 | 73 | 12 | 7 | 0 |
| Muhammad Kumail Haider | 21 | 7 | 12 | 2 | 0 |
| Yunbo Li | 34 | 10 | 9 | 7 | 8 |
| Guogang Huang | 17 | 0 | 8 | 9 | 0 |
| Kaiying Lu | 21 | 11 | 8 | 2 | 0 |
| Binita Gupta | 95 | 55 | 7 | 23 | 10 |
| GEORGE CHERIAN | 11 | 4 | 7 | 0 | 0 |
| Liwen Chu | 24 | 12 | 7 | 5 | 0 |
| Yue Qi | 7 | 0 | 7 | 0 | 0 |
| Minyoung Park | 64 | 34 | 6 | 24 | 0 |
| Qi Wang | 5 | 0 | 5 | 0 | 0 |
| Rojan Chitrakar | 5 | 0 | 5 | 0 | 0 |
| Duncan Ho | 26 | 21 | 4 | 1 | 0 |
| Insun Jang | 4 | 0 | 4 | 0 | 0 |
| Michael Montemurro | 31 | 0 | 4 | 0 | 27 |

## LB275 Comment Resolution Queues

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DCN** | **Title** | **Author** | **Status** | **Nr. CIDs** | **Session** |
| [1760r0](https://mentor.ieee.org/802.11/dcn/23/11-23-1760-00-00be-proposed-resolutions-to-lb275-a-few-cids-on-emlsr.docx) | Proposed-resolutions-to-lb275-a few-cids-emlsr | Qi Wang | Presented 10/18Pending SP (TBD) | 3C | MAC |
| [1401r0](https://mentor.ieee.org/802.11/dcn/23/11-23-1401-00-00be-lb275-cr-for-subclause-35-3-7-5-3.docx) | CR-for-Subclause-35.3.7.5.3 | Arik Klein | Pending | 2C | MAC |
| [1752r0](https://mentor.ieee.org/802.11/dcn/23/11-23-1752-00-00be-lb275-cr-for-cid-19364.docx) | CR-for-CID-19364 | Arik Klein | Pending | 1C | MAC |
| ~~1763r0~~ | ~~CR: AP Backoff Procedure for NSTR Operation~~ | ~~Juseong Moon~~ | ~~Pending (ASAP)~~~~F2F (BE)~~ | ~~1C~~ | ~~MAC~~ |
| ~~1600r1~~ | ~~CR: PPDU End Time Alignment~~ | ~~Juseong Moon~~ | ~~Pending (ASAP)~~~~F2F (BE)~~ | ~~1C~~ | ~~MAC~~ |
| [1772r0](https://mentor.ieee.org/802.11/dcn/23/11-23-1772-00-00be-cids-on-txs-and-scs.docx) | CIDs on TXS and SCS | Dibakar Das | Pending | 17C | MAC |
| 1770r0 | CR for ML Reconfiguration part 6 | Binita Gupta | Pending (10/23) | 6C | MAC |
| 1771r0 | CR for ML Reconfiguration part 7 | Binita Gupta | Pending (11/01) | 5C | MAC |
| 1778r0 | Resolution for comments assigned to Abhi - Part 11 | Abhishek Patil | Pending (ASAP) | 7C | MAC |
| [1776r0](https://mentor.ieee.org/802.11/dcn/23/11-23-1776-00-00be-lb275-resolution-for-comments-assigned-to-abhi-part-10.docx) | Resolution for comments assigned to Abhi - Part 10 | Abhishek Patil | Pending | 5C | MAC |
| 1779r0 | CR on Misc. CIDs--Part 1 | Rubayet Shafin | Pending (10/25) | 5C | MAC |
| 1781r0 | CR on Broadcast TWT | Rubayet Shafin | Pending (11/01) | 8C | MAC |
| 1782r0 | CIDs on TDLS and P2P | Rubayet Shafin | Pending (11/02) | 10C | MAC |
| 1783r0 | CR on R-TWT | Rubayet Shafin | Pending (11/02) | 7C | MAC |
| 1780r0 | CR on Misc. CIDs--Part 2 | Yue Qi | Pending (11/01) | 7C | MAC |
| [1784r0](https://mentor.ieee.org/802.11/dcn/23/11-23-1784-00-00be-lb275-cr-for-misc-cids.docx) | LB275 CR on Misc. CIDs | Insun Jang | Pending | 8C | MAC |
| [1667r0](https://mentor.ieee.org/802.11/dcn/23/11-23-1667-00-00be-crs-for-11be-d4-0-supported-features-cids.docx) | cr-for-supported-features-cids | Rojan Chitrakar | Pending | 5C | MAC |
| 1785r0 | CR for 35.3.19 part2 | Kaiying Lu | Pending (11/01) | 7C | MAC |
| 1786r0 | CR for 35.2.1.1 | Kaiying Lu | Pending (11/01) | 1C | MAC |
| [1789r0](https://mentor.ieee.org/802.11/dcn/23/11-23-1789-00-00be-lb275-cr-for-twt-operation.docx) | CR for TWT operation | Ming Gan | Pending | 7C | MAC |
| [1790r0](https://mentor.ieee.org/802.11/dcn/23/11-23-1790-00-00be-lb275-cr-for-remainning-cids.docx) | cr-for-remainning CIDs | Ming Gan | Pending | 5C | MAC |
| [1788r0](https://mentor.ieee.org/802.11/dcn/23/11-23-1788-00-00be-lb275-cr-for-all-twt-field-in-the-twt-info-frame.docx) | CR for All TWT field in the TWT Info Frame | Ming Gan | Pending | 5C | MAC |
| 1793r0 | CR for CID 20088 | Liuming Lu | Pending (11/02) | 1C | MAC |
| [1798r0](https://mentor.ieee.org/802.11/dcn/23/11-23-1798-00-00be-lb275-cr-for-miscellaneous-cids.docx) | cr-for-miscellaneous CIDs | Yunbo Li | Presented (11/02) | 4C | MAC |
| 1795r0 | cr-for-BQR | Yunbo Li | Pending (11/01) | 2C | MAC |
| 1796r0 | cr-for-35.2.1.2 | Yunbo Li | Pending (11/08) | 6C | MAC |
| 1797r0 | cr-for-overlapping R-TWTs | Yunbo Li | Pending (11/08) | 4C | MAC |
| 1545r0 | CR for R-TWT - Part 2 | Kumail Haider | Pending (11/08) | 12C | MAC |
| [1609r0](https://mentor.ieee.org/802.11/dcn/23/11-23-1609-00-00be-cr-for-misc-cids-part-3.docx) | CR for misc CIDs - part 3 | Gaurang Naik | Pending | 6C | MAC |
| [1799r0](https://mentor.ieee.org/802.11/dcn/23/11-23-1799-00-00be-cr-for-misc-cids-part-4.docx) | CR for misc CIDs - part 4 | Gaurang Naik | Pending | 2C | MAC |
| 1800r0 | CR for misc CIDs - part 5 | Gaurang Naik | Pending (10/30) | 5C | MAC |
| 1801r0 | CR for misc CIDs - part 6 | Gaurang Naik | Pending (11/08) | 13C | MAC |
| [1803r0](https://mentor.ieee.org/802.11/dcn/23/11-23-1803-00-00be-lb275-cr-misc.docx) | LB275 CR Misc | Minyoung Park | Pending | 6C | MAC |
| 1802r0 | LB275-9.4.2.316 (QoS char element) | Duncan Ho | Pending (ASAP) | 4C | MAC |
| 1804r0 | CR 35.3.18 part 2 | Liwen Chu | Pending (ASAP) | 7C | MAC |
| [1560r0](https://mentor.ieee.org/802.11/dcn/23/11-23-1560-00-00be-lb275-cr-for-cids-in-35-3-16-8-3.docx) | CR for CIDs in 35.3.16.8.3 | Ming Gan | Pending | 5C | MAC |
| [1805r0](https://mentor.ieee.org/802.11/dcn/23/11-23-1805-00-00be-lb275-cr-for-9-4-2-19-and-9-4-2-20.docx) | CR for 9.4.2.19 and 9.4.2.20 | Guogang Huang | Presented 11/02 | 9C | MAC |
| 1806r0 | CR-for-misc-CIDs | Guogang Huang | Pending (10/25) | 8C | MAC |
| ~~1808r0~~ | ~~CR: EMLSR AAR Operation~~ | ~~Juseong Moon~~ | ~~Pending (ASAP)~~~~F2F (BE)~~ | ~~1C~~ | ~~MAC~~ |
| 1810r0 | CR-for-Subclause-6-5-24 | Mark Hamilton | Pending (10/30) | 12C | MAC |
| 1811r0 | CR-for-misc-clause-6-and-7 | Mark Hamilton | Pending (10/30) | 9C | MAC |
| [1703r0](https://mentor.ieee.org/802.11/dcn/23/11-23-1703-00-00be-tgbe-lb275-miscellaneous-comment-resolutions.docx) | Miscellaneous Comment Resolutions | Michael Montemurro | Pending | 4C | MAC |
| 1849r0 | CIDs related to rTWT | George Cherian | Pending (ASAP) | 8C | MAC |
| [1817r0](https://mentor.ieee.org/802.11/dcn/23/11-23-1817-00-00be-proposed-comment-resolutions.docx) | Proposed-comment-resolutions | Stephen McCann | Pending | 2C | MAC |
| [1400r2](https://mentor.ieee.org/802.11/dcn/23/11-23-1400-02-00be-lb275-cr-for-subclause-35-3-7-5-2-part-2.docx) | LB275-CR-for-Subclause-35.3.7.5.2 - Part 2 | Arik Klein | Pending SP | 2C | MAC |
|  |  |  |  |  |  |
| Pending SP docs (i.e., CIDs already presented but no SPs were ran), includes CIDs from Quarantine 1 |
| 1870r0 | CR for CID 20087 | Liuming Lu | Pending (ASAP)Def-1C (from 23/1658r1) | 1C | MAC |
| 1872r0 | CR for CID 20089 | Liuming Lu | Pending (ASAP)Def-1C (from 23/1547r4) | 1C | MAC |
| 1604r1 |  | Abhi |  | 2C |  |
| 1408r0 |  | Abhi |  | 5C |  |
| 1399r3 |  | Arik |  | 2C |  |
| 1542r3 |  | Binita |  | 1C |  |
| 1443r0 |  | Duncan |  | 1C |  |
| 1801r0 |  | Gaurang |  | 4C |  |
| 1550r1 |  | Jeongki |  | 1C |  |
| 1573r4 |  | Kaiying |  | 2C |  |
| 1574r4 |  | Laurent |  | 21C |  |
| 1591r2 |  | Laurent |  | 1C |  |
| 1541r1 |  | Liwen |  | 5C |  |
| 1658r1 |  | Minyoung |  | 10C |  |
| 1753r0 |  | Minyoung |  | 10C |  |
| 1603r1 |  | Morteza |  | 2C |  |
| [1384r2](https://mentor.ieee.org/802.11/dcn/23/11-23-1384-02-00be-cr-for-miscellaneous-cids.docx) |  | Po-Kai |  | 3C |  |
| 1655r1 |  | Po-Kai |  | 2C |  |
| 1590r0 |  | Yunbo |  | 3C |  |
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| **End of MAC Queue** |
| R4M: Ready for Motion; Q4M: Queued for Motion (present in motion list); *Approved*: Included in the TGbe Draft.NoM: No Consensus/Majority. Q: Quarantine, MF: Motion failed.; *W: Comment Withdrawed.* |

## MAC-Ad-Hoc Agendas

### 1st Session-AM1: Day 1 (09:00–10:30)–MAC

* Call the meeting to order
* IEEE 802 and 802.11 IPR policy and procedure
	+ **Patent Policy: Ways to inform IEEE:**
		- Cause an LOA to be submitted to the IEEE-SA (patcom@ieee.org); or
		- Provide the chair of this group with the identity of the holder(s) of any and all such claims as soon as possible; or
		- Speak up now and respond to this Call for Potentially Essential Patents

If anyone in this meeting is personally aware of the holder of any patent claims that are potentially essential to implementation of the proposed standard(s) under consideration by this group and that are not already the subject of an Accepted Letter of Assurance, please respond at this time by providing relevant information to the WG Chair

* + **Copyright Policy: Participants are advised that**
		- IEEE SA’s copyright policy is described in [Clause 7](https://standards.ieee.org/about/policies/bylaws/sect6-7.html#7) of the IEEE SA Standards Board Bylaws and [Clause 6.1](https://standards.ieee.org/about/policies/opman/sect6.html) of the IEEE SA Standards Board Operations Manual;
		- Any material submitted during standards development, whether verbal, recorded, or in written form, is a Contribution and shall comply with the IEEE SA Copyright Policy
	+ **Patent, Participation, Copyright and policy related subclause:** Please refer to Patent And Procedures
* Attendance reminder.
	+ Participation slide: <https://mentor.ieee.org/802-ec/dcn/16/ec-16-0180-05-00EC-ieee-802-participation-slide.pptx>
	+ Please record your attendance during the conference call by using the IMAT system:
		- 1) login to [imat](https://imat.ieee.org/attendance), 2) select “802.11 Telecons (<Month>)” entry, 3) select “C/LM/WG802.11 Attendance” entry, 4) click “TGbe <MAC/PHY/Joint> conference call that you are attending.
	+ If you are unable to record the attendance via [IMAT](https://imat.ieee.org/attendance) then please send an e-mail to Liwen Chu (liwen.chu@nxp.com) & Jeongki Kim (jeongki.kim.ieee@gmail.com
	+ Please ensure that the following information is listed correctly when joining the call:
		- "[voter status] First Name Last Name (Affiliation)"
* Announcements:
* Technical Submissions**: Pending Q-SPs (20’)**
	+ [1604r1](https://mentor.ieee.org/802.11/dcn/23/11-23-1604-01-00be-lb275-resolution-for-comments-assigned-to-abhi-part-9.docx) Abhi 2C
	+ [1408r0](https://mentor.ieee.org/802.11/dcn/23/11-23-1408-00-00be-lb275-resolution-for-comments-assigned-to-abhi-part-8.docx) Abhi 5C
	+ [[1384r](https://mentor.ieee.org/802.11/dcn/23/11-23-1348-05-0amp-amp-sg-meeting-agenda-for-sep-interim-2023.pptx)2](https://mentor.ieee.org/802.11/dcn/23/11-23-1384-02-00be-cr-for-miscellaneous-cids.docx) Po-Kai 3C
* Technical Submissions**: CRs**
	+ [1401r0](https://mentor.ieee.org/802.11/dcn/23/11-23-1401-00-00be-lb275-cr-for-subclause-35-3-7-5-3.docx) CR-for-Subclause-35.3.7.5.3 Arik Klein [2C 10’]
	+ [1752r0](https://mentor.ieee.org/802.11/dcn/23/11-23-1752-00-00be-lb275-cr-for-cid-19364.docx) CR-for-CID-19364 Arik Klein [1C 10’]
	+ [1703r0](https://mentor.ieee.org/802.11/dcn/23/11-23-1703-00-00be-tgbe-lb275-miscellaneous-comment-resolutions.docx) Miscellaneous Comment Resolutions Mike Montemurro [4C 20’]
	+ [1817r0](https://mentor.ieee.org/802.11/dcn/23/11-23-1817-00-00be-proposed-comment-resolutions.docx) Proposed-comment-resolutions Stephen McCann [2C 5’]
	+ ~~1763r0 CR: AP Backoff Proc. for NSTR Op. Juseong Moon [1C ]~~
	+ ~~1600r1 CR: PPDU End Time Alignment Juseong Moon [1C ]~~
* AoB:
* Recess

### 2nd Session-AM2: Day 1 (10:45–12:15)–MAC

* Call the meeting to order
* IEEE 802 and 802.11 IPR policy and procedure
	+ **Patent Policy: Ways to inform IEEE:**
		- Cause an LOA to be submitted to the IEEE-SA (patcom@ieee.org); or
		- Provide the chair of this group with the identity of the holder(s) of any and all such claims as soon as possible; or
		- Speak up now and respond to this Call for Potentially Essential Patents

If anyone in this meeting is personally aware of the holder of any patent claims that are potentially essential to implementation of the proposed standard(s) under consideration by this group and that are not already the subject of an Accepted Letter of Assurance, please respond at this time by providing relevant information to the WG Chair

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	+ Please record your attendance during the conference call by using the IMAT system:
		- 1) login to [imat](https://imat.ieee.org/attendance), 2) select “802.11 Telecons (<Month>)” entry, 3) select “C/LM/WG802.11 Attendance” entry, 4) click “TGbe <MAC/PHY/Joint> conference call that you are attending.
	+ If you are unable to record the attendance via [IMAT](https://imat.ieee.org/attendance) then please send an e-mail to Liwen Chu (liwen.chu@nxp.com) & Jeongki Kim (jeongki.kim.ieee@gmail.com
	+ Please ensure that the following information is listed correctly when joining the call:
		- "[voter status] First Name Last Name (Affiliation)"
* Announcements:
* Technical Submissions**: Pending Q-SPs (20’)**
	+ [1542r3](https://mentor.ieee.org/802.11/dcn/23/11-23-1542-03-00be-lb275-cr-for-ml-reconfiguration-part-4.docx) Binita 1C
	+ [1443r0](https://mentor.ieee.org/802.11/dcn/23/11-23-1443-00-00be-lb275-11be-d4-0-cids-on-3-1-3-2-4-9-6-5-1-5-1.docx) Duncan 1C
	+ [1603r1](https://mentor.ieee.org/802.11/dcn/23/11-23-1603-01-00be-lb275-cids-for-bandwidth-indication-subelement.docx) Morteza 2C
* Technical Submissions**: CRs**
	+ [1772r0](https://mentor.ieee.org/802.11/dcn/23/11-23-1772-00-00be-cids-on-txs-and-scs.docx) CIDs on TXS and SCS Dibakar Das [17C 35’]
	+ [1399r3](https://mentor.ieee.org/802.11/dcn/23/11-23-1399-03-00be-lb275-cr-for-subclause-35-3-7-5-2-part-1.docx) CR-for-Subclause-35.3.7.5.2 - Part 1 Arik Klein 3C
	+ [1400r2](https://mentor.ieee.org/802.11/dcn/23/11-23-1400-02-00be-lb275-cr-for-subclause-35-3-7-5-2-part-2.docx) LB275-CR-for-Subclause-35.3.7.5.2 - Part 2 Arik Klein
	+ 1770r0 CR for ML Reconfiguration part 6 Binita Gupta 6C
	+ 1771r0 CR for ML Reconfiguration part 7 Binita Gupta 5C
	+ 1778r0 Res. for comments assigned to Abhi - Part 11 Abhishek Patil 7C
	+ [1776r0](https://mentor.ieee.org/802.11/dcn/23/11-23-1776-00-00be-lb275-resolution-for-comments-assigned-to-abhi-part-10.docx) Res. for comments assigned to Abhi - Part 10 Abhishek Patil 5C
	+ 1779r0 CR on Misc. CIDs--Part 1 Rubayet Shafin 5C
* AoB:
* Recess

### 3rd Session-PM1: Day 1 (13:30–15:30)–MAC

* Call the meeting to order
* IEEE 802 and 802.11 IPR policy and procedure
	+ **Patent Policy: Ways to inform IEEE:**
		- Cause an LOA to be submitted to the IEEE-SA (patcom@ieee.org); or
		- Provide the chair of this group with the identity of the holder(s) of any and all such claims as soon as possible; or
		- Speak up now and respond to this Call for Potentially Essential Patents

If anyone in this meeting is personally aware of the holder of any patent claims that are potentially essential to implementation of the proposed standard(s) under consideration by this group and that are not already the subject of an Accepted Letter of Assurance, please respond at this time by providing relevant information to the WG Chair

* + **Copyright Policy: Participants are advised that**
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		- Any material submitted during standards development, whether verbal, recorded, or in written form, is a Contribution and shall comply with the IEEE SA Copyright Policy
	+ **Patent, Participation, Copyright and policy related subclause:** Please refer to Patent And Procedures
* Attendance reminder.
	+ Participation slide: <https://mentor.ieee.org/802-ec/dcn/16/ec-16-0180-05-00EC-ieee-802-participation-slide.pptx>
	+ Please record your attendance during the conference call by using the IMAT system:
		- 1) login to [imat](https://imat.ieee.org/attendance), 2) select “802.11 Telecons (<Month>)” entry, 3) select “C/LM/WG802.11 Attendance” entry, 4) click “TGbe <MAC/PHY/Joint> conference call that you are attending.
	+ If you are unable to record the attendance via [IMAT](https://imat.ieee.org/attendance) then please send an e-mail to Liwen Chu (liwen.chu@nxp.com) & Jeongki Kim (jeongki.kim.ieee@gmail.com
	+ Please ensure that the following information is listed correctly when joining the call:
		- "[voter status] First Name Last Name (Affiliation)"
* Announcements:
* Technical Submissions**: Pending Q-SPs (20’)**
	+ 1801r0 Gaurang 4C
	+ [1550r1](https://mentor.ieee.org/802.11/dcn/23/11-23-1550-01-00be-lb275-cr-for-cid-20083.docx) Jeongki 1C
	+ [1573r4](https://mentor.ieee.org/802.11/dcn/23/11-23-1573-04-00be-lb275-cr-for-35-3-19.docx) Kaiying 2C
* Technical Submissions**: CRs**
	+ [1784r0](https://mentor.ieee.org/802.11/dcn/23/11-23-1784-00-00be-lb275-cr-for-misc-cids.docx) LB275 CR on Misc. CIDs Insun Jang 8C
	+ 1781r0 CR on Broadcast TWT Rubayet Shafin 8C
	+ 1782r0 CIDs on TDLS and P2P Rubayet Shafin 10C
	+ 1783r0 CR on R-TWT Rubayet Shafin 7C
	+ 1780r0 CR on Misc. CIDs--Part 2 Yue Qi 7C
	+
* AoB:
* Recess

### 4th Session-PM2: Day 1 (16:00–18:00)–MAC

* Call the meeting to order
* IEEE 802 and 802.11 IPR policy and procedure
	+ **Patent Policy: Ways to inform IEEE:**
		- Cause an LOA to be submitted to the IEEE-SA (patcom@ieee.org); or
		- Provide the chair of this group with the identity of the holder(s) of any and all such claims as soon as possible; or
		- Speak up now and respond to this Call for Potentially Essential Patents

If anyone in this meeting is personally aware of the holder of any patent claims that are potentially essential to implementation of the proposed standard(s) under consideration by this group and that are not already the subject of an Accepted Letter of Assurance, please respond at this time by providing relevant information to the WG Chair

* + **Copyright Policy: Participants are advised that**
		- IEEE SA’s copyright policy is described in [Clause 7](https://standards.ieee.org/about/policies/bylaws/sect6-7.html#7) of the IEEE SA Standards Board Bylaws and [Clause 6.1](https://standards.ieee.org/about/policies/opman/sect6.html) of the IEEE SA Standards Board Operations Manual;
		- Any material submitted during standards development, whether verbal, recorded, or in written form, is a Contribution and shall comply with the IEEE SA Copyright Policy
	+ **Patent, Participation, Copyright and policy related subclause:** Please refer to Patent And Procedures
* Attendance reminder.
	+ Participation slide: <https://mentor.ieee.org/802-ec/dcn/16/ec-16-0180-05-00EC-ieee-802-participation-slide.pptx>
	+ Please record your attendance during the conference call by using the IMAT system:
		- 1) login to [imat](https://imat.ieee.org/attendance), 2) select “802.11 Telecons (<Month>)” entry, 3) select “C/LM/WG802.11 Attendance” entry, 4) click “TGbe <MAC/PHY/Joint> conference call that you are attending.
	+ If you are unable to record the attendance via [IMAT](https://imat.ieee.org/attendance) then please send an e-mail to Liwen Chu (liwen.chu@nxp.com) & Jeongki Kim (jeongki.kim.ieee@gmail.com
	+ Please ensure that the following information is listed correctly when joining the call:
		- "[voter status] First Name Last Name (Affiliation)"
* Announcements:
* Technical Submissions**: Pending Q-SPs (20’)**
	+ [1574r4](https://mentor.ieee.org/802.11/dcn/23/11-23-1574-00-00be-lb275-cr-for-cid-19443.docx) Laurent 21C
	+ [1591r2](https://mentor.ieee.org/802.11/dcn/23/11-23-1591-02-00be-cr-for-misc-cids.docx) Laurent 1C
	+ [1541r1](https://mentor.ieee.org/802.11/dcn/23/11-23-1541-01-00be-lb275-cr-35-3-18.docx) Liwen 5C
* Technical Submissions**: CRs**
	+ 1667r0 cr-for-supported-features-cids Rojan Chitrakar 5C 1785r0 CR for 35.3.19 part2 Kaiying Lu 7C
	+ 1786r0 CR for 35.2.1.1 Kaiying Lu 1C
	+ [1789r0](https://mentor.ieee.org/802.11/dcn/23/11-23-1789-00-00be-lb275-cr-for-twt-operation.docx) CR for TWT operation Ming Gan 7C
	+ [1790r0](https://mentor.ieee.org/802.11/dcn/23/11-23-1790-00-00be-lb275-cr-for-remainning-cids.docx) cr-for-remainning CIDs Ming Gan 5C
	+ [1788r0](https://mentor.ieee.org/802.11/dcn/23/11-23-1788-00-00be-lb275-cr-for-all-twt-field-in-the-twt-info-frame.docx) CR for All TWT field in the TWT Info Frame Ming Gan 5C
	+ 1793r0 CR for CID 20088 Liuming Lu 1C
* AoB:
* Recess

### 5th Session-AM1: Day 2 (09:00–10:30)–MAC

* Call the meeting to order
* IEEE 802 and 802.11 IPR policy and procedure
	+ **Patent Policy: Ways to inform IEEE:**
		- Cause an LOA to be submitted to the IEEE-SA (patcom@ieee.org); or
		- Provide the chair of this group with the identity of the holder(s) of any and all such claims as soon as possible; or
		- Speak up now and respond to this Call for Potentially Essential Patents

If anyone in this meeting is personally aware of the holder of any patent claims that are potentially essential to implementation of the proposed standard(s) under consideration by this group and that are not already the subject of an Accepted Letter of Assurance, please respond at this time by providing relevant information to the WG Chair

* + **Copyright Policy: Participants are advised that**
		- IEEE SA’s copyright policy is described in [Clause 7](https://standards.ieee.org/about/policies/bylaws/sect6-7.html#7) of the IEEE SA Standards Board Bylaws and [Clause 6.1](https://standards.ieee.org/about/policies/opman/sect6.html) of the IEEE SA Standards Board Operations Manual;
		- Any material submitted during standards development, whether verbal, recorded, or in written form, is a Contribution and shall comply with the IEEE SA Copyright Policy
	+ **Patent, Participation, Copyright and policy related subclause:** Please refer to Patent And Procedures
* Attendance reminder.
	+ Participation slide: <https://mentor.ieee.org/802-ec/dcn/16/ec-16-0180-05-00EC-ieee-802-participation-slide.pptx>
	+ Please record your attendance during the conference call by using the IMAT system:
		- 1) login to [imat](https://imat.ieee.org/attendance), 2) select “802.11 Telecons (<Month>)” entry, 3) select “C/LM/WG802.11 Attendance” entry, 4) click “TGbe <MAC/PHY/Joint> conference call that you are attending.
	+ If you are unable to record the attendance via [IMAT](https://imat.ieee.org/attendance) then please send an e-mail to Liwen Chu (liwen.chu@nxp.com) & Jeongki Kim (jeongki.kim.ieee@gmail.com
	+ Please ensure that the following information is listed correctly when joining the call:
		- "[voter status] First Name Last Name (Affiliation)"
* Announcements:
* Technical Submissions**: Pending Q-SPs (20’)**
	+ [1658r4](https://mentor.ieee.org/802.11/dcn/23/11-23-1658-04-00be-lb275-cr-emlsr-part1.docx) Minyoung 10C
	+ [1753r0](https://mentor.ieee.org/802.11/dcn/23/11-23-1753-00-00be-lb275-cr-mlti-part2.docx) Minyoung 10C
* Technical Submissions**: CRs**
	+ 1795r0 cr-for-BQR Yunbo Li 2C
	+ 1796r0 cr-for-35.2.1.2 Yunbo Li 6C
	+ 1797r0 cr-for-overlapping R-TWTs Yunbo Li 4C
	+ 1545r0 CR for R-TWT - Part 2 Kumail Haider 12C
* AoB:
* Recess

### 6th Session-AM2: Day 2 (10:45–12:15)–MAC

* Call the meeting to order
* IEEE 802 and 802.11 IPR policy and procedure
	+ **Patent Policy: Ways to inform IEEE:**
		- Cause an LOA to be submitted to the IEEE-SA (patcom@ieee.org); or
		- Provide the chair of this group with the identity of the holder(s) of any and all such claims as soon as possible; or
		- Speak up now and respond to this Call for Potentially Essential Patents

If anyone in this meeting is personally aware of the holder of any patent claims that are potentially essential to implementation of the proposed standard(s) under consideration by this group and that are not already the subject of an Accepted Letter of Assurance, please respond at this time by providing relevant information to the WG Chair

* + **Copyright Policy: Participants are advised that**
		- IEEE SA’s copyright policy is described in [Clause 7](https://standards.ieee.org/about/policies/bylaws/sect6-7.html#7) of the IEEE SA Standards Board Bylaws and [Clause 6.1](https://standards.ieee.org/about/policies/opman/sect6.html) of the IEEE SA Standards Board Operations Manual;
		- Any material submitted during standards development, whether verbal, recorded, or in written form, is a Contribution and shall comply with the IEEE SA Copyright Policy
	+ **Patent, Participation, Copyright and policy related subclause:** Please refer to Patent And Procedures
* Attendance reminder.
	+ Participation slide: <https://mentor.ieee.org/802-ec/dcn/16/ec-16-0180-05-00EC-ieee-802-participation-slide.pptx>
	+ Please record your attendance during the conference call by using the IMAT system:
		- 1) login to [imat](https://imat.ieee.org/attendance), 2) select “802.11 Telecons (<Month>)” entry, 3) select “C/LM/WG802.11 Attendance” entry, 4) click “TGbe <MAC/PHY/Joint> conference call that you are attending.
	+ If you are unable to record the attendance via [IMAT](https://imat.ieee.org/attendance) then please send an e-mail to Liwen Chu (liwen.chu@nxp.com) & Jeongki Kim (jeongki.kim.ieee@gmail.com
	+ Please ensure that the following information is listed correctly when joining the call:
		- "[voter status] First Name Last Name (Affiliation)"
* Announcements:
* Technical Submissions**: Pending Q-SPs (20’)**
	+ [1655r3](https://mentor.ieee.org/802.11/dcn/23/11-23-1655-03-00be-cr-for-cid-19004-and-19169.docx) Po-Kai 2C
	+ [1590r1](https://mentor.ieee.org/802.11/dcn/23/11-23-1590-01-00be-lb275-crs-for-35-8-misc-cids.docx) Yunbo 3C
* Technical Submissions**: CRs**
	+ [1609r0](https://mentor.ieee.org/802.11/dcn/23/11-23-1609-00-00be-cr-for-misc-cids-part-3.docx) CR for misc CIDs - part 3 Gaurang Naik 6C
	+ [1799r0](https://mentor.ieee.org/802.11/dcn/23/11-23-1799-00-00be-cr-for-misc-cids-part-4.docx) CR for misc CIDs - part 4 Gaurang Naik 2C
	+ 1800r0 CR for misc CIDs - part 5 Gaurang Naik 5C
	+ 1801r0 CR for misc CIDs - part 6 Gaurang Naik 13C
	+ [1803r0](https://mentor.ieee.org/802.11/dcn/23/11-23-1803-00-00be-lb275-cr-misc.docx) LB275 CR Misc Minyoung Park 6C
	+ 1802r0 LB275-9.4.2.316 (QoS char element) Duncan Ho 4C
* AoB:
* Recess

### 7th Session-PM1: Day 2 (13:30–15:30)–MAC

* Call the meeting to order
* IEEE 802 and 802.11 IPR policy and procedure
	+ **Patent Policy: Ways to inform IEEE:**
		- Cause an LOA to be submitted to the IEEE-SA (patcom@ieee.org); or
		- Provide the chair of this group with the identity of the holder(s) of any and all such claims as soon as possible; or
		- Speak up now and respond to this Call for Potentially Essential Patents

If anyone in this meeting is personally aware of the holder of any patent claims that are potentially essential to implementation of the proposed standard(s) under consideration by this group and that are not already the subject of an Accepted Letter of Assurance, please respond at this time by providing relevant information to the WG Chair

* + **Copyright Policy: Participants are advised that**
		- IEEE SA’s copyright policy is described in [Clause 7](https://standards.ieee.org/about/policies/bylaws/sect6-7.html#7) of the IEEE SA Standards Board Bylaws and [Clause 6.1](https://standards.ieee.org/about/policies/opman/sect6.html) of the IEEE SA Standards Board Operations Manual;
		- Any material submitted during standards development, whether verbal, recorded, or in written form, is a Contribution and shall comply with the IEEE SA Copyright Policy
	+ **Patent, Participation, Copyright and policy related subclause:** Please refer to Patent And Procedures
* Attendance reminder.
	+ Participation slide: <https://mentor.ieee.org/802-ec/dcn/16/ec-16-0180-05-00EC-ieee-802-participation-slide.pptx>
	+ Please record your attendance during the conference call by using the IMAT system:
		- 1) login to [imat](https://imat.ieee.org/attendance), 2) select “802.11 Telecons (<Month>)” entry, 3) select “C/LM/WG802.11 Attendance” entry, 4) click “TGbe <MAC/PHY/Joint> conference call that you are attending.
	+ If you are unable to record the attendance via [IMAT](https://imat.ieee.org/attendance) then please send an e-mail to Liwen Chu (liwen.chu@nxp.com) & Jeongki Kim (jeongki.kim.ieee@gmail.com
	+ Please ensure that the following information is listed correctly when joining the call:
		- "[voter status] First Name Last Name (Affiliation)"
* Announcements:
* Technical Submissions**: Pending Q-SPs (20’)**
	+ …
* Technical Submissions**: CRs**
	+ 1804r0 CR 35.3.18 part 2 Liwen Chu 7C
	+ [1560r0](https://mentor.ieee.org/802.11/dcn/23/11-23-1560-00-00be-lb275-cr-for-cids-in-35-3-16-8-3.docx) CR for CIDs in 35.3.16.8.3 Ming Gan 5C
	+ 1806r0 CR-for-misc-CIDs Guogang Huang 8C
	+ ~~1808r0 CR: EMLSR AAR Operation Juseong Moon 1C~~
	+ 1810r0 CR-for-Subclause-6-5-24 Mark Hamilton 12C
* AoB:
* Recess

### 8th Session-PM2: Day 2 (16:00–18:00)–MAC

* Call the meeting to order
* IEEE 802 and 802.11 IPR policy and procedure
	+ **Patent Policy: Ways to inform IEEE:**
		- Cause an LOA to be submitted to the IEEE-SA (patcom@ieee.org); or
		- Provide the chair of this group with the identity of the holder(s) of any and all such claims as soon as possible; or
		- Speak up now and respond to this Call for Potentially Essential Patents

If anyone in this meeting is personally aware of the holder of any patent claims that are potentially essential to implementation of the proposed standard(s) under consideration by this group and that are not already the subject of an Accepted Letter of Assurance, please respond at this time by providing relevant information to the WG Chair

* + **Copyright Policy: Participants are advised that**
		- IEEE SA’s copyright policy is described in [Clause 7](https://standards.ieee.org/about/policies/bylaws/sect6-7.html#7) of the IEEE SA Standards Board Bylaws and [Clause 6.1](https://standards.ieee.org/about/policies/opman/sect6.html) of the IEEE SA Standards Board Operations Manual;
		- Any material submitted during standards development, whether verbal, recorded, or in written form, is a Contribution and shall comply with the IEEE SA Copyright Policy
	+ **Patent, Participation, Copyright and policy related subclause:** Please refer to Patent And Procedures
* Attendance reminder.
	+ Participation slide: <https://mentor.ieee.org/802-ec/dcn/16/ec-16-0180-05-00EC-ieee-802-participation-slide.pptx>
	+ Please record your attendance during the conference call by using the IMAT system:
		- 1) login to [imat](https://imat.ieee.org/attendance), 2) select “802.11 Telecons (<Month>)” entry, 3) select “C/LM/WG802.11 Attendance” entry, 4) click “TGbe <MAC/PHY/Joint> conference call that you are attending.
	+ If you are unable to record the attendance via [IMAT](https://imat.ieee.org/attendance) then please send an e-mail to Liwen Chu (liwen.chu@nxp.com) & Jeongki Kim (jeongki.kim.ieee@gmail.com
	+ Please ensure that the following information is listed correctly when joining the call:
		- "[voter status] First Name Last Name (Affiliation)"
* Announcements:
* Technical Submissions**: Pending Q-SPs (20’)**
	+ 1870r0 CR for CID 20087 Liuming Lu [1C SP 5’]
	+ 1872r0 CR for CID 20089 Liuming Lu [1C SP 5’]
* Technical Submissions**: CRs**
	+ 1811r0 CR-for-misc-clause-6-and-7 Mark Hamilton 9C
	+ 1849r0 CIDs related to rTWT George Cherian 8C
* AoB:
* Recess

## TGbe Guidelines document

* <https://mentor.ieee.org/802.11/dcn/20/11-20-0984-13-00be-tgbe-teleconference-guidelines.docx>

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## Patent And Procedures

### Patent-related information

The patent policy and the procedures used to execute that policy are documented in the:

* IEEE-SA Standards Board Bylaws

(<http://standards.ieee.org/develop/policies/bylaws/sect6-7.html#6>)

* IEEE-SA Standards Board Operations Manual (<http://standards.ieee.org/develop/policies/opman/sect6.html#6.3>)

Material about the patent policy is available at <http://standards.ieee.org/about/sasb/patcom/materials.html>

**If you have questions, contact the IEEE-SA Standards Board Patent Committee Administrator at** **patcom@ieee.org**

### Participation in IEEE 802 Meetings

All participation in IEEE 802 Working Group meetings is on an individual basis

* Participants in the IEEE standards development individual process shall act based on their qualifications and experience. ([https://standards.ieee.org/develop/policies/bylaws/sb\_bylaws.pdfsection 5.2.1](https://standards.ieee.org/develop/policies/bylaws/sb_bylaws.pdfsection%205.2.1))
* IEEE 802 Working Group membership is by individual; “Working Group members shall participate in the consensus process in a manner consistent with their professional expert opinion as individuals, and not as organizational representatives”. (subclause 4.2.1 “Establishment”, of the IEEE 802 LMSC Working Group Policies and Procedures)
* Participants have an obligation to act and vote as an individual and not under the direction of any other individual or group. A Participant’s obligation to act and vote as an individual applies in all cases, regardless of any external commitments, agreements, contracts, or orders.
* Participants shall not direct the actions or votes of any other member of an IEEE 802 Working Group or retaliate against any other member for their actions or votes within IEEE 802 Working Group meetings, see <https://standards.ieee.org/develop/policies/bylaws/sb_bylaws.pdf> section 5.2.1.3 and the IEEE 802 LMSC Working Group Policies and Procedures, subclause 3.4.1 “Chair”, list item x.

By participating in IEEE 802 meetings, you accept these requirements. If you do not agree to these policies then you shall not participate.

(Latest revision of IEEE 802 LMSC Working Group Policies and Procedures: <http://www.ieee802.org/devdocs.shtml> and Participation slide: <https://mentor.ieee.org/802-ec/dcn/16/ec-16-0180-03-00EC-ieee-802-participation-slide.ppt>)

### Other guidelines for IEEE WG meetings

* All IEEE-SA standards meetings shall be conducted in compliance with all applicable laws, including antitrust and competition laws.
	+ Don’t discuss the interpretation, validity, or essentiality of patents/patent claims.
	+ Don’t discuss specific license rates, terms, or conditions.
		- Relative costs of different technical approaches that include relative costs of patent licensing terms March be discussed in standards development meetings.
			* Technical considerations remain the primary focus
	+ Don’t discuss or engage in the fixing of product prices, allocation of customers, or division of sales markets.
	+ Don’t discuss the status or substance of ongoing or threatened litigation.
	+ Don’t be silent if inappropriate topics are discussed … do formally object.

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For more details, see IEEE-SA Standards Board Operations Manual, clause 5.3.10 and
Antitrust and Competition Policy: What You Need to Know at <http://standards.ieee.org/develop/policies/antitrust.pdf>

### IEEE SA Copyright Policy

By participating in this activity, you agree to comply with the IEEE Code of Ethics, all applicable laws, and all IEEE policies and procedures including, but not limited to, the IEEE SA Copyright Policy.

* Previously Published material (copyright assertion indicated) shall not be presented/submitted to the Working Group nor incorporated into a Working Group draft unless permission is granted.
* Prior to presentation or submission, you shall notify the Working Group Chair of previously Published material and should assist the Chair in obtaining copyright permission acceptable to IEEE SA.
* For material that is not previously Published, IEEE is automatically granted a license to use any material that is presented or submitted.

The IEEE SA Copyright Policy is described in the IEEE SA Standards Board Bylaws and IEEE SA Standards Board Operations Manual

* IEEE SA Copyright Policy, see
 Clause 7 of the IEEE SA Standards Board Bylaws
 [https://standards.ieee.org/about/policies/bylaws/sect6-7.html#7](https://standards.ieee.org/about/policies/bylaws/sect6-7.html)
 Clause 6.1 of the IEEE SA Standards Board Operations Manual
 <https://standards.ieee.org/about/policies/opman/sect6.html>

IEEE SA Copyright Permission

* [standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/permissionltrs.zip](https://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/permissionltrs.zip)

IEEE SA Copyright FAQs

* <http://standards.ieee.org/faqs/copyrights.html/>

IEEE SA Best Practices for IEEE Standards Development

* [standards.ieee.org/develop/policies/best\_practices\_for\_ieee\_standards\_development\_051215.pdf](http://standards.ieee.org/develop/policies/best_practices_for_ieee_standards_development_051215.pdf)

Distribution of Draft Standards (see 6.1.3 of the SASB Operations Manual)

* <https://standards.ieee.org/about/policies/opman/sect6.html>

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Teleconferences (and ad-hocs) are subject to applicable policies and procedures, see below.

**IEEE Code of Ethics**

<http://www.ieee.org/about/corporate/governance/p7-8.html>

**IEEE Standards Association (IEEE-SA) Affiliation FAQ**

<http://standards.ieee.org/faqs/affiliation.html>

**Antitrust and Competition Policy**

<http://standards.ieee.org/resources/antitrust-guidelines.pdf>

**Letter of Assurance Form**

[http://standards.ieee.org/develop/policies/bylaws/sect6-7.html#loa](http://standards.ieee.org/develop/policies/bylaws/sect6-7.html)

[https://development.standards.ieee.org/myproject/Public//mytools/mob/loa.pdf](http://standards.ieee.org/board/pat/pat-slideset.ppt)

**IEEE-SA Patent Committee FAQ & Patent slides**

<http://standards.ieee.org/board/pat/faq.pdf> and <http://standards.ieee.org/board/pat/pat-slideset.ppt>

**The current version of the IEEE-SA Standards Board Bylaws is available at:**

<http://standards.ieee.org/develop/policies/bylaws/sb_bylaws.pdf> (PDF version)

**The current version of the IEEE-SA Standards Board Operations Manual is available at:**

<http://standards.ieee.org/develop/policies/opman/sb_om.pdf> (PDF version)

**IEEE 802 Policies & Procedures (Approved June 2014)**

<http://standards.ieee.org/board/aud/LMSC.pdf>

**IEEE 802 Operations Manual (Approved 13 July 2018)**

<https://mentor.ieee.org/802-ec/dcn/17/ec-17-0090-22-0PNP-ieee-802-lmsc-operations-manual.pdf>

**IEEE 802 Working Group Policies & Procedures (29 July 2016)**

<http://www.ieee802.org/PNP/approved/IEEE_802_WG_PandP_v19.pdf>

**IEEE 802 LMSC Chair's Guidelines (Approved 13 July 2018)**

<https://mentor.ieee.org/802-ec/dcn/17/ec-17-0120-27-0PNP-ieee-802-lmsc-chairs-guidelines.pdf>

**Participation in IEEE 802 Meetings**

<https://mentor.ieee.org/802-ec/dcn/16/ec-16-0180-05-00EC-ieee-802-participation-slide.pptx>

**IEEE 802.11 WG Operations Manual (Approved 13 July 2018):**

<https://mentor.ieee.org/802.11/dcn/14/11-14-0629-22-0000-802-11-operations-manual.docx>