WAA Technical Committee
on Standardization
Standards Development Guidelines

Trail Version

Revision 1.1
September 11, 2024

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Introduction:

World WLAN Application Alliance (WAA) is an international non-profit industry organization that focuses on promoting the application and innovation of new technologies and recommendations related to WLAN. This Technical Committee on Standardization (TCS) has been formed by the WAA to advance WLAN Application Experience and promote the development of the WLAN industry.

This document gives the guidelines of how TCS running, it includes procedure of standards development and Technical Framework of publish Document.

Section 1 – TCS Structure Organization

Refer to Bylaws of the WAA TCS Section 2.

Section 2 – Procedure, Stages and Approvals

2.1 Procedure

1. Study Group (SG) formed by WAA members
2. Preliminary Work Item (PWI) established by SG
3. New Proposal (NP) raised leading by WAA Council or Senior Member (NPF, NP Form)
4. Ballot on the NP at TCS meeting according to the Principles 2/3 approved (All TCS members)
5. Task Force (TF) formed with Leader (new WG if needed).
6. Working Draft (WD) should be discussed in TF Team by meeting and technical proposal submitted before WG meeting. Detail procedure of TF can be defined by TF leader and approved by WG Chair.
7. WD finished by TF, and submitted to TCS Secretariat
8. WD sent for seeking comments within TCS by TCS Secretariat (Not less than 2 weeks, First time 4 weeks)
9. Committee Draft (CD) finished by TG, according to the comments replied, and submitted to TCS Secretariat
10. CD sent for comments with liaisons (if any) (4 weeks external, 2 weeks WAA internal)
11. Final Draft (FD) finished by TG, and submitted to TCS Secretariat
12. FD sent for Ballot to all member within TCS by TCS Secretariat 2/3 approved (All TCS members)
13. WAA Recommendation or Technical Report published by WAA (at TCS meeting)
14. Technical Specifications should be reviewed at least every 3 years by NP Procedure, submit by member or TCS Secretariat
15. WG scope should be reviewed at least every 3 years by NP Procedure, submit by WG Chair or TCS Secretariat
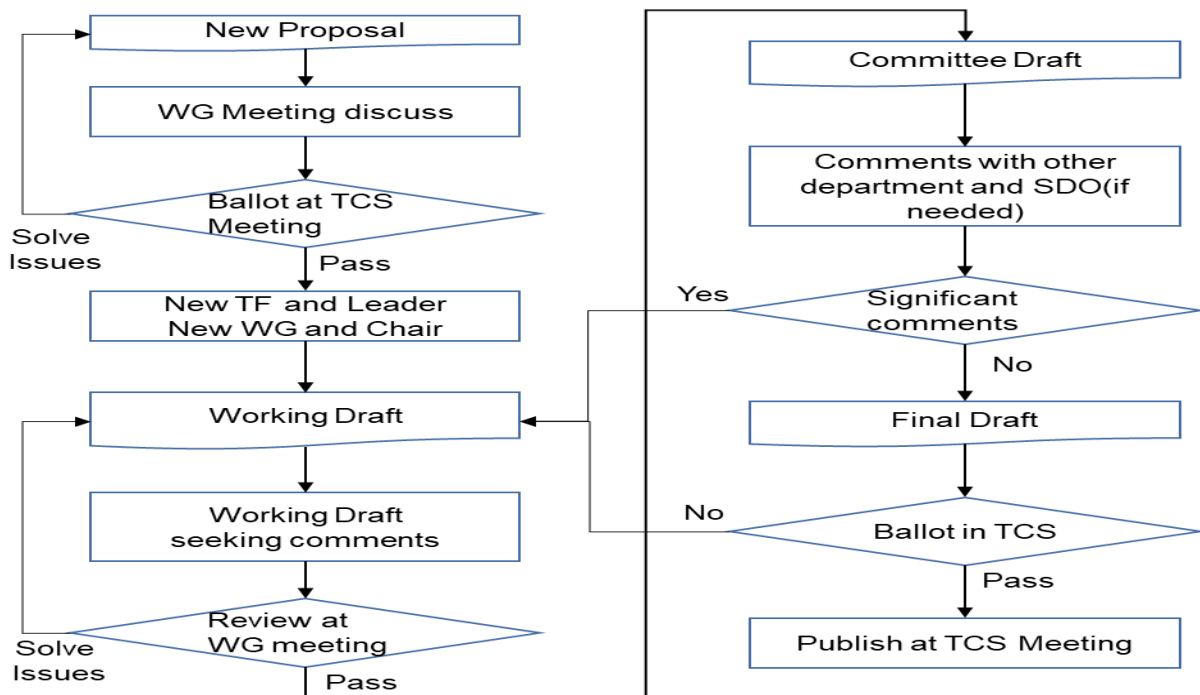
Figure 1: Standards development process in TCS

2.2 Project Stages

Project Stage	Activity	Deliverable
Proposal Stage	new idea was raised by TCS member and discuss with other members, write the new work item proposal	Approved NP Form and TF Leader was nominated by TCS Chair
Draft Stage	finish the draft and start WG review process	Working Draft
WG Review Stage	WG finish the draft, start TCS external review	Committee Draft
External review Stage	WG finish the draft TCS external review and start voting process	Final Draft
Approval Stage	finish TCS voting process	Publish Document

2.3 Approvals

The below table identifies the task of TF/WG/TCS for draft documents in the development.

Approval Item	Task Force Team TF leader	WG meeting WG Chair	TCS meeting TCS Chair
New TF Proposal	Develop	Review	Voting and Approval
Working Draft	YES		
WD technical decision	YES	YES	
Committee Draft		YES	
Final Draft		YES (Chair)	
Publish Document			Voting and Approval

1. All New TF Proposal and publish document requires explicit vote counts (yes/no/abstain) to be recorded.

Section 3 –Technical Framework of publish Document

To improve the WLAN Application Experience, WAA TCS will develop large number of recommendations and specifications. Multi-type documents will lead problems such as duplicated content, inconsistent specifications, difficult to understand. It is necessary to establish a WAA technical framework and promote the high-quality development of WLAN.

WAA recommendations are divided into specification series, it includes General Specifications, Performance Specifications, Technical Specifications, and Test Specifications.

A. **General Specifications** describe standardization work guides, certification modes, certification procedures, and certification capabilities and management. General specifications also include general terminology of WLAN Application Performance specifications.

B. **Performance Specifications** include two type of specification, equipment performance specifications and Scenario performance requirements. The document name of this type specifications may use "Technical Specification for WLAN performance in XX Scenarios".

   1. Equipment performance specifications describe requirements from equipment and network view. Equipment include but are not limited to wireless bridges, wireless routers, wireless network adapters, wireless gateways, wireless access devices, and terminals.

   2. Scenario performance specifications define multipurpose performance specifications based on the network services of WLAN products in different scenarios, such as home scenarios, office scenarios, industry scenarios, education scenarios, and medical scenarios.

C. **Technical Specifications** describe technical requirements of WLAN products or systems, include interfaces, networking, security, … The document name of this type specifications may use "Technical Specification of + Feature Name + Equipment".

D. **Testing Specifications** describe testing methods, testing procedures, testing capabilities and management. The document name of this type specifications may use "Test Method for WLAN performance in XX Scenarios".

Section 4 – Reference number of TCS Documents and Organization

4.1 Publish documents

TCS give **each document** a unique reference number to communicate the publish documents easily. Reference number of publish documents should be WAA-TYPE-XXX-YYYY.

XXX：XXX is document unique number, All the type of document use unify number which assigned by the TCS secretary.
YYYY：YYYY indicates the year when the publish document is released.
TYPE：TS=Technical Specification=Recommendation, TR=Technical Report, PD=Principles and Guidelines

Type of Recommendation	TYPE in Reference Number
General specifications	TS or PD, define in Proposal Work Item Form
Performance specifications	TS or TR, define in PWI Form
Technical specifications	TS or TR, define in PWI Form
Test specifications.	TS or TR, define in PWI Form

1* : Test Method belong to the TYPE "Technical Specification"

4.2 Working Group and Task Force

TCS give each **WG and TF** a unique short name to communicate easily.

Example:
Campus WG = TCS Campus Working Group,

Section 5 – Working Group Development Procedure Recommendation

5.1 Standards Review Procedures

Standard review procedures including project proposal, standard drafting, solicitation of opinions, technical review, approval, numbering, review and release. The WG requires the TF to complete three reviews in the WG: TF proposal review, request for comments, and WG final draft review.

TF proposal review (like ITU-T initial text): The TF needs to initiate a proposal at the time of project initiation, and the proposal requires the draft of the standardized technical requirements outline. The technical requirements outline should describe the general contents of the technical requirements, performance requirements, and test requirements, so that the review experts can understand the technical contents that will be standardized in the future.

Request for comments： The TF should initiate the first call for comments at the WG after it has completed the full outline and most of the technical content of the draft. The TF shall submit the document to the Secretary of the WAA Standardization Technical Committee, who shall initiate a request for comments. The first request for comments shall be no less than 3 weeks. Experts need to provide feedback on the Request for Comments Form. The WG meeting focused on the review of the draft outline for completeness and discussion of significant technical requirements.

WG final draft review： The full document review must be organized before the standard document is submitted to external review or TCS voting.

5.2 Consensus Building

Experts are encouraged to raise questions and propose amendments in the discussion.

There is no definition of consensus in TCS texts and consensus is left to the chair's appreciation. The chair should encourage the membership to negotiate and provide productive/constructive discussion to reach consensus. The chair can also hold a meeting accommodating the different views with a common understanding and approach, then concluding that there is general agreement for adopting a decision without formal or sustained opposition. The WG Chair should:

a) Prepare the discussion and review session by meeting agenda.
b) Emphasize the time management during the session.
c) Listen carefully to ensure clear understanding of all concerns.
d) Try to resolve all concerns with a neutral and respectful attitude and to the best of its ability.
e) Ensure that discussion is limited to the point at issue, and may interrupt any speaker who departs therefrom and request such speakers to confine their remarks to the subject under discussion.
f) "Informal polling" (such as show of hands) may be used to encourage the consensus discussion.
g) After consuming all possible options to achieve consensus, voting can be used. Voting is open to all voting members of TCS who participate in a WG.

TF leader should also try to resolve all concerns with a neutral and respectful attitude and to the best of its ability. Voting should be done in WG if necessary.

5.3 Good Activities

Experts are encouraged to raise questions clearly, not general question.

Experts are encouraged to propose amendments at the same time in discussion.