The time-zone issue of W3C telecons

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Findings of the questionnaire*

1. Most Japanese members think that the time-arrangement of W3C telecons has issues
   - 61% of responders said that they have ever been unable to attend a telecon due to the time was not convenient in Asia
   - 87% of responders feel burdened on participating in the early morning or late night telecons
   - 64% of responders think that it is not acceptable that telecons end after midnight (0:00 am), especially during the daylight-saving time
   - There are cases that employees are required to get approval to work beyond the normal working hours due to a labor regulation.

2. They also understand that the experiences, histories, and majority of the participants consist the current teleconference structure.
   - The time arrangement of a global meeting is a difficult problem
   - Since US/EU participants are majority and active, it is understandable to prioritize their time zones
   - It is preferable for some because their work style has been adjusted to attending international telecons at late night

3. They responded some suggestion to address the issues
   - W3C should define a best practice guideline about meeting time decisions, rotating time zone, etc
   - In addition to the time zone arrangement, W3C should consider the followings not just for time-shift but also the language barrier
     - Voice record should be available for all meetings
     - Asynchronous communication (e. g. email, online tool) should be used as much as possible

* The result of questionnaire for W3C Japan members about "time for teleconference participation at W3C"
https://www.w3.org/Consortium/Hosts/Keio/Diversity/Q_remote_participation-j.pdf

A draft proposal for the best practice guideline

- A chair should make a consensus on deciding the time slot of a distributed meeting
  - Process Document defines that A distributed meeting is one where most of the attendees are expected to participate from remote locations (e.g., by telephone, video conferencing, or IRC).
- A chair should notice the meeting arrangement via all appropriate group mailing lists
  - A chairs may use any tool, e.g., doodle.com, but should use an alternative way if a member claims the tool is not available
- A chair should consider the following at the time slot arrangement
  - A chair should ask time zones (including the info of daylight-saving time) of group members
  - A chair should propose candidates of time slots, at least, including time slots starting from 6:00 am and ending at 0:00 am at each time zone area, i.e. US, Europe, Asia, of the group participants (See the next slide for the recommendation for a global meeting)
  - A chair should make a consensus of a regular distributed meeting at the interval, e.g., every 6 months
  - A chair should propose to alternate time slots of a regular distributed meeting per a period, e.g. 3 or 6 months
  - A chair should consider making a distributed meeting efficiently by preparing an agenda and presenting materials in advance
- A chair should decide the time slot on responses from the group members
  - A chair should prioritize preferences of core members depending on the agenda
  - A chair may prioritize the major preference of the other members but should take a count that a preference of the majority in a time zone area has an equivalent priority to those of the majority in other time zone areas.
  - If the group can not reach a consensus, the final decision leaves to the chair.

Recommended candidates of timeslots for a global meeting

□ A recommended timeslot, which is within 6:00am - 0:00am in all the areas

┌┄┐ A secondary recommended timeslot, which is within 5:00am – 1:00am in all the areas except India

Northern Summer Timetable (* daylight saving time in US and EU)

Area	UTC ±	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
US Pacific	-7	17	18	19	20	21	22	23	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
US East	-4	20	21	22	23	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
UK	+1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	0
France/EU	+2	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	0	1
India	+5.5	5.5	6.5	7.5	8.5	9.5	10.5	11.5	12.5	13.5	14.5	15.5	16.5	17.5	18.5	19.5	20.5	21.5	22.5	23.5	0.5	1.5	2.5	3.5	4.5
China	+8	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	0	1	2	3	4	5	6	7
Japan/Korea	+9	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	0	1	2	3	4	5	6	7	8

Northern Winter Timetable

Area	UTC ±	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
US Pacific	-8	16	17	18	19	20	21	22	23	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
US East	-5	19	20	21	22	23	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
UK	+0	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
France/EU	+1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	0
India	+5.5	5.5	6.5	7.5	8.5	9.5	10.5	11.5	12.5	13.5	14.5	15.5	16.5	17.5	18.5	19.5	20.5	21.5	22.5	23.5	0.5	1.5	2.5	3.5	4.5
China	+8	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	0	1	2	3	4	5	6	7
Japan/Korea	+9	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	0	1	2	3	4	5	6	7	8