

IEEE P2520.3.1 Working Group

Kick-off Meeting Minutes

14 JUNE 2021 / 10:00 AM – 12:00 PM (EST)

WG Chair: Ehsan Danesh

WG Vice Chair: Dr. M. Sabarimalai Manikandan

WG Secretary: Dr. Srikanth Kavirayani

Teleconference Meeting link:

<https://ieeesa.webex.com/ieeesa/j.php?MTID=m3897ba427d294303a9be6707f615e596>

1. Call to Order

Chair called meeting to order at 10:01 AM EST. He reviewed the ground rules for the meeting and announced that the meeting is being recorded for the purpose of preparing minutes.

2. Roll Call and Disclosure of Affiliation

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

The Chair directed participants to this link

(https://docs.google.com/forms/d/e/1FAIpQLSfUFrLQrVJVknpZWFJ0Nfkq6TgUaeIhbOmw02L1GiWSbdePxxw/viewform?usp=sf_link) in the Chat window. All participants were asked to register their names, email, affiliation, and WG membership request. A few minutes were allowed for participants to access and complete the registration process.

3. Establishment of Working Group Membership

The Chair disclosed the attendance form

(<https://docs.google.com/spreadsheets/d/1HAW5f3sJL2iHfBK4FaWlEkcmLY9F5mNrFMCBWA9tq7s/edit?resourcekey#gid=763271116>) and welcomed all the new Working Group (WG) members. The list of participants may be found in [Attachment A](#).

4. Approval of Agenda

The Chair displayed the announced agenda and asked for a motion to approve. Troy Nagle made the Motion to approve; Cynthia Burham seconded. The motion was approved without objection.

5. Review of Working Group Policies & Procedures (P&Ps)

The Chair referred the WG to the proposed P&P Manual that was distributed earlier to the group. He then reviewed the following sections of the WG's P&P Manual in some detail.

a. *Hierarchy (1.4)*

b. *Appointment of officers (3.1)*

c. *Membership and Attendance at Meetings (4.1 & 4.2)*

- d. Subgroups (5.0)
- e. Quorum (6.1)
- f. Voting - majority versus 2/3 vote (7.1.1 & 7.1.2)

The Chair asked for a motion to adopt the P&Ps. A motion to adopt the P&Ps was made by Jorge Horacio Alessandri, and seconded by Cynthia Burham. The motion was approved without objection.

6. Establishment of Officers

- a. Appointment of Officers (Vice-Chair, Secretary, Treasurer)

The Chair called for self-nominations for Vice Chair and Secretary. After some discussion, M. Sabarimalai Manikandan (msm@iitbbs.ac.in) was appointed to serve as Vice Chair. Srikanth Kavirayani (kanthkavi@ieee.org) was appointed to serve as Secretary. Troy Nagle (t.nagle@ieee.org) agreed to assist in preparing the minutes of this meeting and to assist if needed in future meetings.

7. IEEE Patent & Copyright Policies

Per standard IEEE-SA WG meeting practice, the Chair reviewed the following standard policies:

- a. Call for Patents

https://development.standards.ieee.org/myproject/Public/mytools/mob/slide_set.pdf

Per standard IEEE-SA WG meeting practice, the Chair reviewed the required policy regarding potentially essential patents. No one raised concerns for consideration.

- b. Copyright Policy

<https://standards.ieee.org/ipr/copyright-materials.html>

Per standard IEEE-SA WG meeting practice, the Chair reviewed the required policy regarding copyrights. There were no questions or concerns.

8. Technical Presentation(s) and Discussion

- a. IEEE P2520 Overview: The Chair reviewed the numbering scheme for the IEEE P2520 standards series (see [Attachment B](#)).
- b. Standards Development: Pat Roder of the IEEE-SA staff gave an overview of the IEEE-SA Standards development process (see [Attachment C](#)).

9. Brainstorming & Action Plan

- a. *Brainstorming*: The Chair presented a list of known challenges to start the brainstorming session:
- Define a series of attributes to the equipment under test (EUT)?
 - Write a lab-based, or field trials standard?
 - Lab tests: accurate testing vs. real-life/ low-level concentrations
 - Field trials: where? when? how long? how many units? how many sites?
 - Validate a single sensor system or a sensor network?
 - Assess correlation with human sensory perception?
 - Test samples: individual VOCs or mixtures? Interferents ...
 - When can the manufacturer recalibrate?
 - How to allow product improvement without full recertification?
 - Algorithms? transparency vs IP protection (black box)
 - Reinventing the wheel?!

A brief description of each item followed. The hospital environment was mentioned as an important area of interest for several of the WG members.

- b. *Action Plan*: The Chair presented a possible timeline with milestones (**Attachment D**). Some working Subgroups may be formed. Collaboration with P2520.2.1 is planned. We can form Subgroups to promote interaction. Subgroup meetings can be scheduled as convenient for its members. The WG Website (<https://sagroups.ieee.org/2520-3-1>) is under construction.

10. Next Meeting

The Chair announced that WG meetings will be once per month (on the 2nd Monday at 11 AM ET). Our WG meetings will follow the monthly meetings of the P2520.2.1 WG. The next meeting of the P2520.3.1 WG will take place on July 12.

11. Adjourn

The Agenda having been completed, the Chair asked for a motion to adjourn. Troy Nagle moved adjournment; Cynthia Burham seconded. Without objection, the WG Chair adjourned the meeting at 11:24 AM.

Attachment A: Kickoff Meeting Participants

First Name	Last Name	Affiliation	Country
Cynthia	Burham	University of Texas at Austin	United States
Ehsan	Danesh	Alphasense Ltd	United Kingdom
Sandrine	Isz	Alpha MOS	France
Srikanth	Kavirayani	Gayatri Vidya Parishad College of Engg(Autonomous), Visakhapatnam	India
M.Sabarimalai	Manikandan	Indian Institute of Technology Bhubaneswar	India
Troy	Nagle	ECE & BME, NC State University	United States
Susana	Palma	NOVA University of Lisbon	Portugal
Patricia	Roder	IEEE SA Staff	United States
A S M SHARIFUZZAMAN	SAGAR	Sejong University, Seoul, South Korea	Bangladesh
Zachary	Siefker	Purdue University	United States
Jorge Horacio	Alessandri	Argentine Section (?)	Argentine
Anitha Sheela	Kancharla	Hyderabad Section (?)	India
Yuanye	Chen	North China Electric University	China
Fang	Fang	North China Electric University	China

Attachment B: IEEE P2520 Numbering Scheme (Version 05Aug2020)

*Currently approved PARs are highlighted in yellow

- P2520: Testing Machine Olfaction Devices & Systems [Susan Schiffman]**
Overview of standard series and definition of what devices/systems are covered
- P2520.1: Baseline Performance [James Covington]**
- Humidity and temperature impacts on single-gas detection
 - Concentration curves, response and recovery times, and ternary chemical mixtures
 - Sensor system recovery from high concentration exposure
 - Odour measurement repeatability in the presence of pairs interfering chemicals
- P2520.2: Outdoor Odour Nuisances and Pollutants**
- P2520.2.1: General Outdoor Air Quality [Ehsan Danesh]**
- P2520.2.2: Landfill odour [Susan Schiffman]**
- P2520.2.3:** Residential Water Supply
- P2520.2.4:** Sewage Treatment (outdoor and downwind)
- P2520.2.5:** Animal Confinement (outdoor and downwind)
- P2520.2.6:** Travel-Based Air Pollution (automotive/rail/planes)
- P2520.2.7:** Workplace Satisfaction
- P2520.3 Indoor Odour Nuisances and Pollutants**
- P2520.3.1: General Indoor Air Quality [Ehsan Danesh]**
- P2520.3.2:** Refrigerator Food Spoilage
- P2520.3.3:** Cooking/Oven Odours Monitoring
- P2520.3.4:** Kitchen Odours
- P2520.3.5:** Bathroom Odours
- P2520.3.6:** Basement Mould
- P2520.3.7:** Workplace Satisfaction
- P2520.4: Industrial Application Processes and Quality Control**
- P2520.4.1: Chemical Manufacturing [Susana Palma]**
- P2520.4.2** Petroleum Refinement
- P2520.4.3** Paper Mills
- P2520.4.4:** Animal Rendering
- P2520.4.5:** Perfumery
- P2520.5: Personal Health and Hygiene**
- P2520.5.1:** Body Odour
- P2520.5.2:** Breath Odour
- P2520.5.3:** Foot Odour
- P2520.5.4:** Hair Odour

P2520.6: Safety Protection

P2520.6.1: Electrical Short-Circuit Odour

P2520.6.2: Gas Leaks (gasoline, pipelines, natural gas)

P2520.6.3: Fire Odour Alarms

P2520.6.4: Animal Confinement Structures (animal and operator safety)

P2520.7: Medical Applications

P2520.7.1: Cancer Detection

P2520.7.2: Sensory Impairment Quantification

P2520.7.3: Hospital Patient Room Air Quality

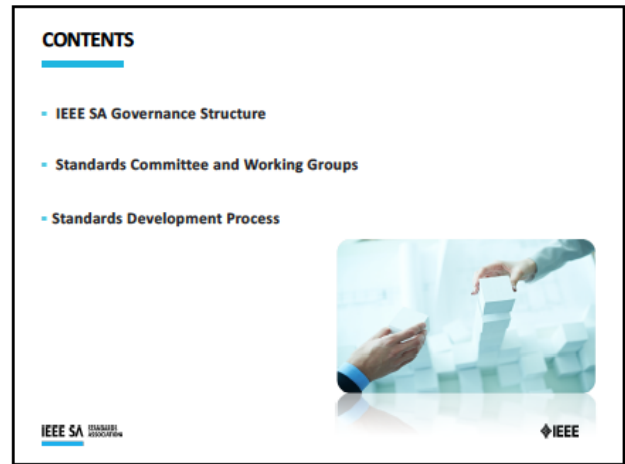
P2520.7.4: Pharmaceutical Quality

P2520.7.5: Allergy Alerts

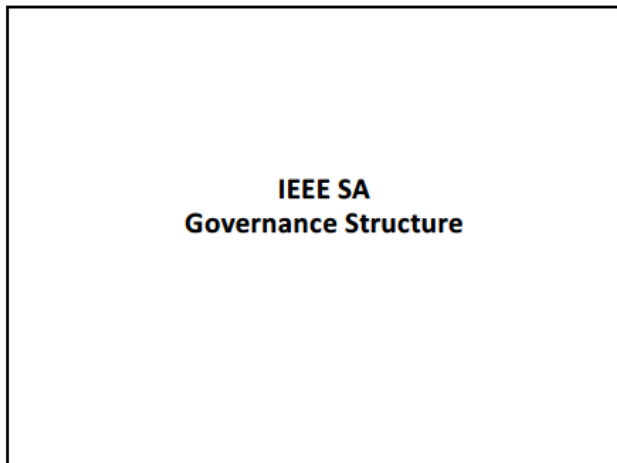
Attachment C: IEEE Standards Development Slides



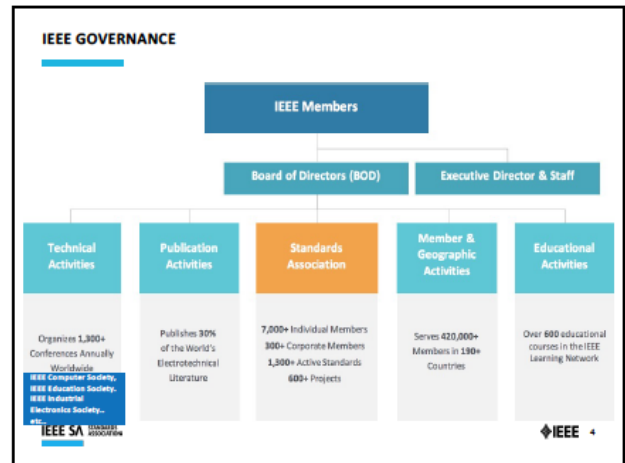
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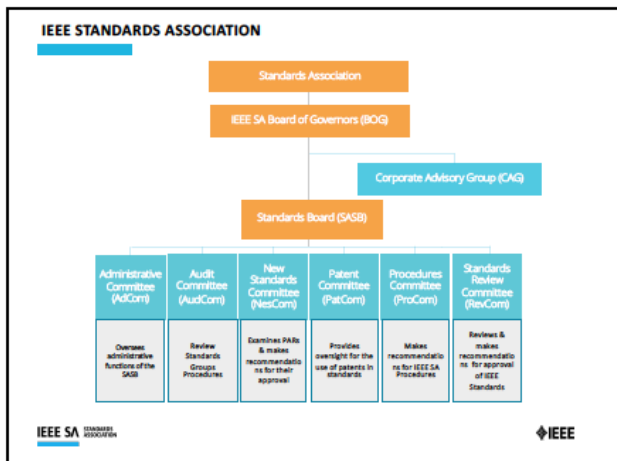
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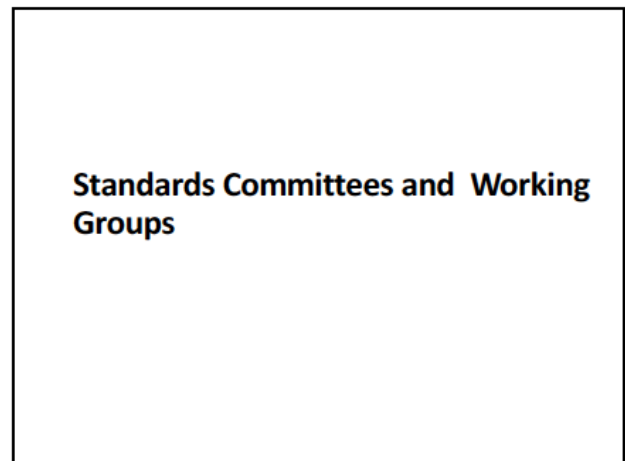
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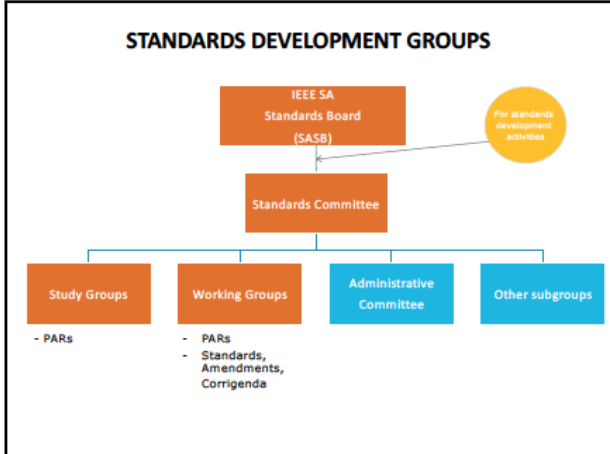
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WORKING GROUP OVERVIEW

- With PAR approval, a WG is defined and it can officially begin its work to draft the standard.
- WGs are open to anyone interested in participating.
- For individual standards projects, IEEE or IEEE SA membership is not required to participate.
- For entity standards projects, IEEE SA corporate membership is required.
- WG meetings typically operate using Robert's Rules of Order Newly Revised (RONR)
- WGs abide by General Data Protection Regulation Guidelines (GDPR)
- All WGs operate in accordance with a written set of policies and procedures (WG P&Ps) that has been approved by the Standards Committee (SC).
- The WG P&P is the document that defines the WG officer roles, the preparation of agendas, meeting minutes, voting requirements, etc.

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RESOURCES

- [IEEE Standards development Life Cycle](#)
- [SA Working Group Chair Quick Reference Guide](#)
- http://standards.ieee.org/develop/policies/ieee_sa_toolkit.pdf
- [Best Practices for IEEE Standards Development](#)
- [Standards and the Law Reference Guide](#)
- [IEEE GDPR Volunteer Dashboard](#)

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Standards Development Process

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TYPES OF IEEE STANDARDS PROJECTS

IEEE standards are classified as:

Standards	Recommended practices	Guides	Trial-Use documents
<ul style="list-style-type: none"> Documents with mandatory requirements "Shall" indicates mandatory requirements to be strictly followed without deviation in order to conform to the standard 	<ul style="list-style-type: none"> Documents in which procedures and positions preferred by the IEEE are presented "Should" indicates a particular recommendation among several possibilities without mentioning or excluding others; or that a certain course of action is preferred but not necessarily required 	<ul style="list-style-type: none"> Documents in which alternate approaches to good practice are suggested but no clear-cut recommendations are made "May" indicates a course of actions permissible within the limits of a standard "Can" indicates possibility and capability 	<ul style="list-style-type: none"> Publications in effect for not more than three years. They can be any of the categories: standards, recommended practices or guides. A draft is usually considered for trial-use status when: <ul style="list-style-type: none"> The WG feels draft needs input from a broader constituency; The Standards Committee is unable to resolve negative ballots to a satisfactory level; or When the SASB cannot attain a suitable level of approval for a draft submitted for adoption as an IEEE Standard.

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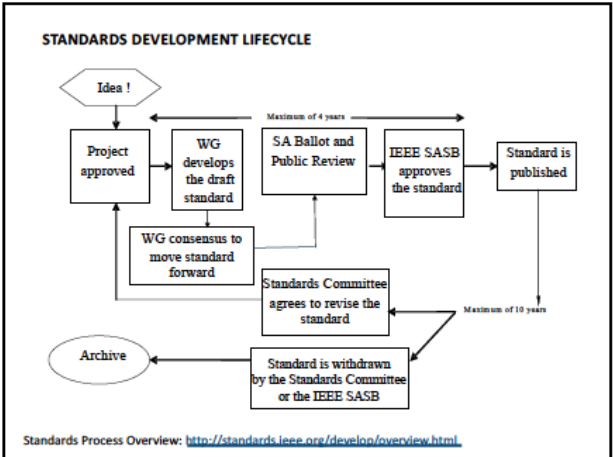
PRINCIPLES OF STANDARDS DEVELOPMENT

Standards development follow a well-defined path from concept to completion, guided by a set of seven basic principles:

- 1 Direct Participation
- 2 Due Process
- 3 Broad Consensus
- 4 Balance
- 5 Broad Openness
- 6 Coherence
- 7 Development Dimension
- 8 Transparency

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KEY STEPS IN STANDARDS DEVELOPMENT

- Standards Committee is formed. Standards Committee P&Ps approved by the IEEE SASB.
- Standards Committee uses the IEEE SA baseline WG P&Ps template to develop and approve WG P&Ps for all WGs to follow.
- Standards Committee authorizes a PAR (via NexCom) for SASB approval.
- PAR approved and call for participation (CFP) issued, as needed.
- Program Manager works with WG Chair to provide WG tools (e.g., website, email reflector, document repository)
- WG meets and appoints/elects officers in accordance to WG P&Ps
- WG develops the draft standard and obtains permission for previously published material prior to being included in the draft.
- WG obtains consensus to move draft forward to Standards Association (SA) Ballot.
- WG Chair submits draft standard for Mandatory Editorial Coordination (MEC).
- WG Chair initiates and oversees SA balloting and Public Review.
- WG Chair submits draft standard (via RevCom) for SASB approval.
- IEEE SA Editor performs final editing. Standard published. Complimentary copies are provided to WG members.
- Standards Committee maintains the standard.

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ETOOLS

It is the IEEE Standards Association's web-based tool used by IEEE members, staff, and other individuals who want to participate in the standards process.

- 1 MyProject
- 2 iMeet Central
- 3 WordPress
- 4 Webex
- 5 Listserv
- 6 vTools Events

IEEE SA eTools

- A web-based, password-protected collaboration platform offered to standard development groups. iMeet provides many tools including secure file sharing, forum, project management and more.
- WordPress is an online, open source website creation tool
- Webex is a web/teleconference service.
- IEEE Listserv is the preferred email list management tool for Working Group email communication. Through this list, the WG can communicate with individuals interested in the WG activities.
- This tool is managed by Members and Geographic Activities and is used for scheduling and managing events and meetings.

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STANDARDS DEVELOPMENT MEETINGS

Meetings shall be conducted in compliance with the following:

- WG Policies and Procedures (P&P's)
- IEEE SA Antitrust and Competition Policy
- Patent Policy
- Copyright Policy
- Robert's Rules of Order
- GDPR

Do not discuss the following at WG meetings:

- Interpretation, validity, or essentiality of patents/patent claims
- License rates, terms, or conditions. (Relative costs, including licensing costs of essential patent claims, of different technical approaches may be discussed)
- Setting product prices, allocation of customers, or division of sales markets
- The status or substance of ongoing or threatened litigation

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KEY CONSIDERATIONS WHEN DRAFTING A STANDARD

- The content of the draft must remain within the title, scope, and purpose of the approved Project Authorization Request (PAR)
- The Working Group may appoint a technical editor. The technical editor gathers working group-approved technical contributions and ensures technical consistency throughout the draft standard.
- Develop an outline of the draft; this will serve as the structure for the standard.
 - Topics in the outline will become clauses and sub-clauses
 - The development of the outline should take no longer than 3 months or 6 months from PAR approval.
 - Avoid writing the document in working group meetings. Use working group meetings only to review important points in the draft and resolve areas of disagreement.
 - IEEE SA editors are available to answer questions on style and formatting
- Divide each topic or clause among the WG members
 - Subgroups can be created to develop sections of the draft or to discuss a specific topic. Subgroups report back to the WG.
 - Approval of material may need to be voted on, check WG policies for voting requirements
- Keep track of the contributions and contributors
- Refer to IEEE SA Standards Style Manual and utilize IEEE Templates
- The Working Group Chair shall request a Letter of Assurance (LOA) from potential essential patent holders and obtain all copyright permissions
- Do not make the draft public. Do not share the draft with people who are not participants of the working group (See draft sharing policy)

IEEE SA STANDARDS ASSOCIATION

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PRE BALLOT ACTIVITIES

Mandatory Editorial Coordination (MEC)

MEC is preliminary review of your draft by IEEE SA editorial staff to identify problems that would prevent the document from moving forward into the IEEE SA balloting process

- The MEC is initiated by the Working Group (WG) Chair
- Ensures that basic elements of the document, such as draft labeling, copyright statements and releases are all handled properly in the draft.
- Is required prior to the start of an IEEE SA Ballot in order to ensure conformance with IEEE requirements
- IEEE SA Editor will review and provide comments or guidance to the WG Chair, copying the Program Manager (PM)

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PRE BALLOT ACTIVITIES CON'T

SA Ballot Invitation

- SA Ballot invitation is initiated by the Working Group (WG) Chair, or designated individual with authority in myProject™
- At minimum, the interested participants who have indicated interest in this project, along with its Standards Committee and WG of this project, will receive invitation
- WG officers and members are not automatically added into the ballot group and need to join the SA ballot group
- Balloters classify their relationship relative to the scope of the draft standard (e.g. producer, user, academic, government).
- Ballot groups shall be balanced
- Ballot groups must have at least 10 members for Individual ballots and 5 members for Entity ballots.

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SA BALLOTING

- Balloting shall begin within 6 months of when the ballot invitation closes.
- Working Group Chair submits draft for balloting in myProject system. The SA Ballot opens when the PM approves the request.
 - Balloters are notified that ballot is open
 - The initial ballot is opened for at least 30 days
 - Balloters can approve, disapprove, abstain
- Consensus must be reached for the standard to move forward (75% approval rate /75% response rate)
- Public Review
 - The 60 day Public Review period begins once the initial SA ballot is initiated and will be based only on the initial ballot draft. The online Public Review system is used to facilitate the process;
 - allows systematic feedback on initial SA ballot drafts by a broad, inclusive community.
 - Any materially interested person, anywhere can sign up as a Public Review commenter and submit comments against the initial ballot draft
 - Does not need to be an IEEE or SA member to submit comments

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SA BALLOTING – COMMENT RESOLUTION AND RECIRCULATION

Comment Resolution

After SA Balloting, the WG shall:

- Form a "Comment Resolution Group" (CRG) to review and resolve the comments
- Consider all comments received from the SA Ballot through the comment resolution process.
- Conduct recirculation ballot(s) as needed

Recirculation Ballot -

Required if substantive changes were made to the draft, or if there are any unresolved *Do Not Approve (with Comments)* votes (not editorial comments).

- Until 75% approval is achieved, comments can be based on any part of the document.
- Once 75% approval is achieved, comments shall be based only on the changed portions of the draft, portions of the draft affected by the changes, or portions of the draft that are the subject of unresolved comments associated with *Do Not Approve* votes.
- Recirculation ballots are opened for at least 10 days
- Balloters have the opportunity to change their vote, and those who did not vote previously can cast their vote at this time

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SUBMITTAL TO REVCOM

RevCom Submittal Process

- The draft standard is ready to submit to the IEEE SA Standards Board for approval when the following is met:
 - Consensus is achieved
 - All comments are responded to
 - All comments accompanying *Do Not Approve* votes have been circulated to the ballot group.
 - WG Chair, Standards Committee Chair, or a designee submits the draft with source material and other documentation to RevCom in myProject.

RevCom Review Process

- RevCom members review the draft, ballot results and submit comments in myProject.
- For more details on the RevCom Review Process click [here](#).
- The WG Chair or Standards Committee Chair should respond to RevCom comments in a timely manner
- RevCom provides its recommendation to approval/disapprove the draft standard to the SASB.
- SASB makes the final determination on the approval of the draft standard.
 - ♦ WG must not change the draft after the last ballot. Editorial changes are allowed by IEEE SA editors during final editing.

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PUBLISHING THE STANDARD

- After the IEEE SASB approves the standard, an IEEE SA editor edits the document to ensure that the standard is grammatically and syntactically correct using American English.
- The editor ensures that the document meets the rules in the IEEE Standards Style Manual.
- The IEEE editor works with a primary contact for the WG (usually the WG Chair or technical editor).
- The primary contact is responsible for reviewing the edited and formatted pages to ensure that no errors have been introduced into the document during the editorial and publishing process.
- The contact will also receive the final standard to review and approve prior to publication.
- After review and inclusion of any changes, the document is published as an IEEE standard.
- WG members receive complimentary PDF copies of the standard.

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MAINTAINING THE STANDARD

- Standards must have a revision approved by the IEEE SA Standards Board prior to the close of year 10 in order to remain active
- Any standard without an approved revision will become inactive after year 10
- A revision action can result in:
 - Changes to the standard
 - Changes to only the references or bibliography
 - No changes
 - If no changes are made, the standard will retain its designation (I.e., the year will not change).
 - The title page will reflect the fact that a maintenance action occurred but no changes were made.
- In between revisions of a standard, the Standards Committee may develop:
 - Amendments: Documents that contains new material to an existing IEEE standard and may contain technical corrections to that standard.
 - Corrigenda: Documents that only contains technical corrections to the standard.

ADDITIONAL RESOURCES

- Standards Board Bylaws <http://standards.ieee.org/develop/policies/bylaws/>
- IEEE SA Standards Board Operations Manual <http://standards.ieee.org/develop/policies/operations/>
- IEEE SA Baseline Operating Procedures <http://standards.ieee.org/develop/policies/baselines/baselines.html>
- IEEE Standards and the Law <http://standards.ieee.org/develop/policies/law.html>
- IEEE Policies http://www.ieee.org/documents/ieee_policies.pdf
- IEEE SA Website <http://standards.ieee.org/index.html>
- Antitrust <http://standards.ieee.org/develop/policies/antitrust.pdf>
- SASB Primary Governing Documents:
- SASB Bylaws: <http://standards.ieee.org/develop/policies/bylaws/bylaws.html>
 - SASB Operations Manual: <http://standards.ieee.org/develop/policies/operations/>
 - Copyright Policy: <http://standards.ieee.org/copyright.html>
 - Copyright FAQs: <http://standards.ieee.org/copy/copyright.html>
- Refer to the IEEE SA Style Manual for document structure: <http://development.standards.ieee.org/resources/PublicReview/01/01rsm.pdf>
- IEEE SA Patent Materials: <http://standards.ieee.org/about/sasb/committee/materials.html>
- SASB Operations Manual on comment resolution: <http://standards.ieee.org/develop/policies/operations/01/01rsm/4.3.3>
- Comment Resolution Guidelines: <http://standards.ieee.org/about/sasb/committee/01/01rsm.pdf>
- WG Fundamental Training Module
<http://in.ieee.org/Public/ContentDetails.aspx?Id=4640623280AAA3AA07A85117681F05>
Public Review: Support material will be available in the help tab on the Public Review system <http://publicreview.standards.ieee.org/public-review-web/public-app>

Vanessa Lalitte
Program Coordinator
vlalitte@ieee.org
Mobile: 1 732-439-7133

Visit the IEEE-SA web site:
<http://standards.ieee.org>

QUESTIONS

Attachment D: Project Timeline (draft)

OPM 4 Year Standards Development Model				
	Action	Duration	Due Date	Details
Draft Development	Draft Development			
	Kick-off Mtg - First Official Meeting	Within 3 months of PAR Approval (24/09/2020)	6/14/21	Typically 30 day announcement requirement in the Standards Committee P&PS. Lead time for meetings with global participation may need to be extended beyond the minimum 30 days. Each group shall make their own determination. Note - Marketing lead time for CFP processing is 4 weeks
	Create draft outline/table of contents in the IEEE SA Standards Template	3 Meetings or 6 months from PAR approval	12/11/21	IEEE SA documents: <link> If expedited (staff may present sample table of contents or outline based on the PAR Scope and Purpose information) Note to Standards Committee - During the development of content, the outline can be refined. If the Title, Scope and Purpose needs to be changed, a modified PAR should be submitted. Please discuss this with your PM and Standards Committee Chair prior to submission.
	Draft 1.0 Approved by Group (i.e, working group or task force depending on Standards Committee terminology)	1 year from Initial Outline	12/11/22	Initial Draft approval, all clauses filled in with initial content.
	Draft 2.0	1 year from Draft 1.0 Approval	12/11/23	Review and modification of content
	Draft 3.0 Ballot Ready Draft - Submit final draft for Standards Committee Approval	8 Months from Draft 2.0 Approval	8/7/24	Standards Committee Approval - Duration is defined by Standards Committee. Generally Standards Committee conducts min. 14 day e-ballot. Includes editorial corrections from MEC
	Mandatory Editorial Coordination (MEC)	30 days	11/5/24	Once WG deems the draft stable, submit draft to MEC (Mandatory Editorial Coordination) Approx. 30 days
	Formation of a Standards Association Ballot (SA Ballot) Group	30	11/5/24	According to IEEE SASB Ops Man, the min. invitation period is 15 days. The general time used by our WGs are min. 30 days and can run in parallel to MEC.
	Update draft based on MEC Report	TBD - Based on number of changes	12/19/24	Section 1 needs to be addressed before SA Ballot can be initiated Section 2 needs to be addressed prior to final recirculation. Staff recommends all sections are addressed prior to the SA Ballot if possible.
	Review of the SA Ballot group		12/6/24	WGC or Ballot designee needs to make sure the SA Ballot group is balanced. No single classification (interest category) is permitted to constitute more than one-third of the SA balloting group membership.
Standards Association Ballot	Initiate SA Ballot	30	12/9/24	Initiate SA Ballot via myProject In parallel, public review (PR) will automatically initiated for 60 days. WG has option to keep Standards Committee ballot open for 60 days. Min. 30 days
	SA Ballot close date		1/8/25	
	Public Review	60	12/9/24	
	Review Initial SA Ballot and Circulate Comments to the Comment Resolution Group (CRG)		1/10/25	Roughly allocated 9 months If the ballot has not achieved a 75% return by the specified closing date, the ballot may be extended to close when a 75% return is received. This extension for receipt of a 75% return shall not be longer than 60 days.
	Public Review Closes		2/7/25	closes 60 days from initial ballot start date.
	Comment Resolution Meeting 1		1/24/25	Comment resolution
	Comment Resolution Meeting 2, etc		2/7/25	Comment resolution if needed
	Comment Resolution Meeting 3, etc		2/21/25	Comment resolution if needed
	Comment Resolution Meeting 4, etc		3/7/25	Comment resolution if needed
	Comment Resolution Meeting 5, etc		3/21/25	Comment resolution if needed
SASB Approval/Publication	Create and upload 1st recirculation ballot draft package		3/28/25	Draft showing changes/mark up Clean draft with all changes incorporated Include recirculation cover letter
	Initiate 1st Recirculation Ballot	10	3/31/25	Min. 10 day recirculation period required. (Target Resolution time period 3 to 4 months)
	1st Recirculation Ballot closes		4/10/25	
	Circulate Recirc 1 comments		4/12/25	Circulate comments received from Standards Committee Ballot to the WG for review.
	Comment Resolution Meeting 1		4/26/25	Comment resolution if needed.
	Comment Resolution Meeting 2		5/10/25	Comment resolution if needed.
	Create and upload recirculation ballot draft package		5/17/25	To incorporate into a new draft and prepare recirculation package.
	Start 2nd Recirculation Ballot	10	5/20/25	Min. 10 day recirculation period required. (Target Resolution time period 1 to 2 months)
	2nd Recirculation Ballot closes		5/30/25	Closes after 10 days
	Circulate Recirc 2 comments		6/1/25	Circulate comments received from SA Ballot to the Working Group Chair for review
Comment Resolution Meeting 1		6/15/25	Comment resolution if needed	
Comment Resolution Meeting 2, etc		6/29/25	Comment resolution if needed	
Create and upload recirculation ballot draft package		7/6/25	To incorporate into a new draft and prepare recirculation package.	
Submit to RevCom	45 Days (ahead of RevCom)	7/9/25	Upload source files for IEEE SA Editorial Staff Verify MEC Section 2 requirements met	
Final Recirculation (if needed)				
RevCom comments reviewed and all responded to.		8/23/25	RevCom member may request additional information to determine if process has been properly followed. Their comments will need to be addressed in timely manner. From the submission to RevCom and date of the actual meeting is 40-45 days.	
SASB Approval		9/6/25	Standard potentially approved	
Publication		11/5/25	Editor is assigned and he/she will work with both WGC and Tech Editor, if applicable, to finalize the draft. Once the standard is published, WG membership will be able to download a complimentary copy. The process takes approx. 90 days.	