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](http://standards.ieee.org/faqs/affiliation.html)*
   The Chair directed participants to this link ([https://docs.google.com/forms/d/e/1FAIpQLSfUFrLQrVJVknpZWFl0Nfkgq6TgUaeIhbOmw o2L1GiWSbdePxnw/viewform?usp=sf_link](https://docs.google.com/forms/d/e/1FAIpQLSfUFrLQrVJVknpZWFl0Nfkgq6TgUaeIhbOmw o2L1GiWSbdePxnw/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/1HAW5f3sJL2iHfBK4FaWleKcmLY9F5mNrfMCB WA9tq7s/edit?resourcekey#gid=763271116](https://docs.google.com/spreadsheets/d/1HAW5f3sJL2iHfBK4FaWleKcmLY9F5mNrfMCB WA9tq7s/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.
   - *Hierarchy (1.4)*
   - *Appointment of officers (3.1)*
   - *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**
      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](https://sagroups.ieee.org/2520-3-1)). 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](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

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

IEEE-SA Standards Board (SASB) 

Standards Committee

- Study Groups
- Working Groups
- Administrative Committee
- Other Subgroups

STANDARDS COMMITTEE

Standards Committees that are responsible for the development and maintenance of standards shall be one of the following:

- Technical Committees
- Standards Coordinating Committees
- Standards Panel

WORKING GROUP OVERVIEW

- With P&L 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 have been approved by the Standards Committee (SC).
- The WG P&Ps is the document that defines the WG officer roles, the preparation of agendas, meeting minutes, voting requirements, etc.

RESOURCES

- IEEE Standards Development Life Cycle
- Guide Practices for IEEE Standards Development
- Standards and the Law Reference Guide
- IEEE-SA Volunteer Database

TYPES OF IEEE STANDARDS PROJECTS

IEEE standards are classified as:

- Standards
- Recommended Practice
- Recommended Practice (RP)
- Guide
- Technical Documents

Standards
- Documents with mandatory requirements
- "Shall" indicates mandatory requirements to be strictly followed
- "Required" indicates a practice recommended to be included in order to conform to the standard

Recommended Practice
- Documents to which procedures and practices specified by the task force are recommended
- "Should" indicates a particular recommendation among several possibilities without implying that a single choice of action is preferred but not necessarily required

Guide
- Documents in which alternative approaches to good practice are suggested but no criteria for selection are made
- "May" indicates a source of information that falls within the limits of a standard

Technical Documents
- Publications are intended for non-members of their users, they include a single document that describes how to use a standard, regardless of the standard
- They may be technical documents, including standard, installed software, technical reports, manuals, etc.
- They are not intended for use by members of an IEEE-SA Standards Committee or similar organization
- They are intended for the use of individuals, organizations, and institutions that need to use a standard
PRINCIPLES OF STANDARDS DEVELOPMENT

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

STANDARDS DEVELOPMENT LIFECYCLE

- Idea
- Project approved
- WG develops the draft standard
- SA ballot and Public Review
- IEEE SA/SA approves the standard
- Standard is published
- Standard is withdrawn by the Standards Committee of the IEEE SA/SA

STANDARDS DEVELOPMENT MEETINGS

- WG Policies and Procedures (RBP)
- 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

KEY CONSIDERATIONS WHEN DRAFTING A STANDARD

- Testability of the standard is essential. The working group shall ensure that the standard is testable. The Working Group shall ensure that the standard is testable. Test shall be done by the Working Group to ensure compliance with the standard.
- The working group shall ensure that the standard is testable. The Working Group shall ensure that the standard is testable. Test shall be done by the Working Group to ensure compliance with the standard.
PRE BALLOT ACTIVITIES

Mandatory Editorial Coordination (MEC)
MEC is a preliminary review of your draft by IEEE SA editorial staff to identify problems that would prevent the document from moving forward in the IEEE SA ballooning 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 notices are 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)

SA BALLOTING

- Ballot is logged within 3 months of when the ballot invitation closes.
- Working Group Chair submits draft for ballooning in myProject system. The SA Ballot page when the PM approves the request.
- Balloters are notified that ballot is open.
- A 20-day period for at least 30 days
- Balloters can accept, decline, or abstain.
- Comments must be received for the standard to move forward (75% approval rate (75% response rate)
- Public Review
- The 60-day public review period occurs the initial SA ballot is initiated and will be based only on the initial ballot draft. The earlier Public Review process is used to feed back the process.
- All comments and feedback on initial SA ballot drafts is by a broad, inclusive community.
- Any materially interested persons, 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.

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
If substantial changes were made to the draft, or if there are any unresolved Do Not Approve votes (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 portion of the draft. Portions of the draft affected by changes to portions of the draft that are the subject of unresolved comments associated with Do Not Approve votes.
- Recirculation ballots are opened for at least 30 days.
- Balloters have the opportunity to change their vote, and those who did not vote previously can cast their vote at this time.

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
- Chair, standards committee chair, or a designated chair of the draft with source material and other documents to RevCom in an email.

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 recommendations to approved/positive the draft standard to the SACB.
- SACB makes the final determination on the approval of the draft standard.
- WT must not change the draft after the last ballot. Editorial changes are allowed by IEEE SA editors during final editing.

PUBLISHING THE STANDARD

After the IEEE SACB approves the standard, an IEEE SA editor will then work with the document to ensure that the standard is grammatically and semantically 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, any changes, the document is published as an IEEE standard.
- WG members receive complimentary PDF copies of the standard.
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 contain new material to an existing IEEE standard and may contain technical corrections to that standard.
  - Corrigenda: Documents that only contain technical corrections to the standard.

ADDITIONAL RESOURCES

- Standards Board Rules: [link]
- IEEE-SA Standards Board Operations Manual: [link]
- IEEE-SA Standards Board Processes: [link]
- IEEE-SA Standards Board Procedures: [link]
- IEEE-SA Standards Board Policies: [link]
- IEEE-SA Standards Board Bylaws: [link]

QUESTIONS

Vanessa Selter
Program Coordinator
[link]
Mobile: 1-722-479-7535

Visit the IEEE-SA website:
[link]
## Attachment D: Project Timeline (draft)

### OPM 4 Year Standards Development Model

<table>
<thead>
<tr>
<th>Action</th>
<th>Duration</th>
<th>Due Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft Development</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kick-off Mtg - First Official Meeting</td>
<td>Within 5 months of PAR Approval (2/05/2022)</td>
<td>03/14/21</td>
<td>Typically 30 day announcement requirement in the Standards Committee P&amp;P. 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 CPI processing is 4 weeks</td>
</tr>
<tr>
<td>Create draft outline/table of contents in the IEEE SA Standards Template</td>
<td>3 Meetings or 6 months from PAR approval</td>
<td>11/30/21</td>
<td>IEEE SA documents; clubs; Standards Committee - During the development of content, the outline can be refined. If the Title, Scope and Purpose need to be changed, a modified PAR should be submitted. Please discuss this with your PM and Standards Committee Chair prior to submission.</td>
</tr>
</tbody>
</table>

### Draft Development

<table>
<thead>
<tr>
<th>Action</th>
<th>Duration</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft 1.0 Approved by Group (i.e., working group or task force depending on Standards Committee terminology)</td>
<td>1 year from Initial Outline</td>
<td>12/11/22</td>
</tr>
<tr>
<td>Draft 2.0</td>
<td>1 year from Draft 1.0 Approval</td>
<td>12/11/22</td>
</tr>
<tr>
<td>Draft 3.0 Ballot Ready Draft - Submit final draft for Standards Committee Approval</td>
<td>8 Months from Draft 2.0 Approval</td>
<td>8/1/24</td>
</tr>
<tr>
<td>Mandatory Editorial Coordination (MEC)</td>
<td>30 days</td>
<td>11/3/24</td>
</tr>
<tr>
<td>Formation of a Standards Association Ballot (SA Ballot) Group</td>
<td>30</td>
<td>11/3/24</td>
</tr>
<tr>
<td>Update draft based on various drafts</td>
<td>TBD - based on number of changes</td>
<td>12/19/24</td>
</tr>
<tr>
<td>Review of the SA Ballot group</td>
<td></td>
<td>12/19/24</td>
</tr>
<tr>
<td>Initiate SA Ballot</td>
<td></td>
<td>12/19/24</td>
</tr>
<tr>
<td>SA Ballot close date</td>
<td></td>
<td>1/8/25</td>
</tr>
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</table>

### Public Review

<table>
<thead>
<tr>
<th>Action</th>
<th>Duration</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Initial SA Ballot and Circulate Comments to the Comment Resolution Group (CRG)</td>
<td>Roughly allocated 9 months</td>
<td>1/18/25</td>
</tr>
<tr>
<td>Standards Association Ballot</td>
<td>60</td>
<td>12/29/24</td>
</tr>
<tr>
<td>Public Review Closes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comment Resolution Meeting 1</td>
<td>1/24/25</td>
<td>Comment resolution</td>
</tr>
<tr>
<td>Comment Resolution Meeting 2, etc.</td>
<td>1/24/25</td>
<td>Comment resolution if needed</td>
</tr>
<tr>
<td>Comment Resolution Meeting 3, etc.</td>
<td>2/21/25</td>
<td>Comment resolution if needed</td>
</tr>
<tr>
<td>Comment Resolution Meeting 4, etc.</td>
<td>3/21/25</td>
<td>Comment resolution if needed</td>
</tr>
<tr>
<td>Comment Resolution Meeting 5, etc.</td>
<td>4/21/25</td>
<td>Comment resolution if needed</td>
</tr>
<tr>
<td>Create and upload 1st recirculation ballot draft package</td>
<td>Clean draft with all changes incorporated include recirculation cover letter</td>
<td>3/28/25</td>
</tr>
</tbody>
</table>

### Initiate 1st Recirculation Ballot

<table>
<thead>
<tr>
<th>Action</th>
<th>Duration</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiate 1st Recirculation Ballot</td>
<td>Min. 30 day recirculation period required. (Target Recirculation time period 1 to 4 months)</td>
<td>5/11/25</td>
</tr>
<tr>
<td>1st Recirculation Ballot closes</td>
<td></td>
<td>4/12/25</td>
</tr>
<tr>
<td>Circulate 1st comments</td>
<td>6/12/25</td>
<td>Circulate comments received from Standards Committee Ballot to the WG for review.</td>
</tr>
<tr>
<td>Comment Resolution Meeting 1</td>
<td>6/20/25</td>
<td>Comment resolution</td>
</tr>
<tr>
<td>Comment Resolution Meeting 2</td>
<td>6/20/25</td>
<td>Comment resolution if needed.</td>
</tr>
<tr>
<td>Comment Resolution Meeting 2, etc.</td>
<td>7/17/25</td>
<td>Comment resolution if needed.</td>
</tr>
<tr>
<td>Create and upload recirculation ballot draft package</td>
<td>To incorporate into a new draft and prepare recirculation package.</td>
<td>5/17/25</td>
</tr>
<tr>
<td>2nd Recirculation Ballot closes</td>
<td>6/30/25</td>
<td>Close after 10 days</td>
</tr>
<tr>
<td>Circulate 2nd comments</td>
<td>6/1/25</td>
<td>Circulate comments received from SA Ballot to the Working Group Chair for review</td>
</tr>
<tr>
<td>Comment Resolution Meeting 1</td>
<td>6/15/25</td>
<td>Comment resolution</td>
</tr>
<tr>
<td>Comment Resolution Meeting 2, etc.</td>
<td>7/6/25</td>
<td>Comment resolution if needed</td>
</tr>
<tr>
<td>Create and upload recirculation ballot draft package</td>
<td>To incorporate into a new draft and prepare recirculation package.</td>
<td>7/9/25</td>
</tr>
</tbody>
</table>

### Submit to Reviews

<table>
<thead>
<tr>
<th>Action</th>
<th>Duration</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Recirculation (Final)</td>
<td>45 Days (end of recirc)</td>
<td>7/9/25</td>
</tr>
<tr>
<td>RevCom comments reviewed and all responded to.</td>
<td></td>
<td>8/24/25</td>
</tr>
</tbody>
</table>

### SASB Approval/Publication

<table>
<thead>
<tr>
<th>Action</th>
<th>Duration</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>SASB Approval</td>
<td>9/8/25</td>
<td>Standard potentially approved</td>
</tr>
<tr>
<td>Publication</td>
<td>11/5/25</td>
<td>Editor is assigned and styler will work with both WG and Tech Editor, Applicable, to finalize the draft. Once the standard is published, WG membership will be able to download complimentary copy. The process takes approx. 90 days.</td>
</tr>
</tbody>
</table>