

SSIT/SC PAR Adoption Process

The Society for Social Implications of Technology Standards Committee (SSIT/SC) meets on the 3rd Thursday of each month. To ensure that proposed Project Authorization Requests (PARs) are thoughtful and efficiently considered the following process will be used.

1. The proponent of a new PAR is requested to contact the SSIT/SC Program Manager (PM), currently Malia Zaman, m.zaman@ieee.org, to obtain the PAR application proforma (Word format). The proponent completes the proposal, noting the guidance given in the template, and returns the completed proposal to the PM. To allow enough time for the Committee to review the PAR before their next monthly meeting, the PAR needs to be submitted to the PM on or before the **last Thursday of the month**. The PM will distribute the proposal to the SSIT/SC Chair, Vice-Chair, and Secretary.
If the proponent of a new PAR, completes the proposal in myProject and submits to the New Standards Committee (NesCom) the SSIT/SC Chair will be notified. The Project Manager will:
 - a. Ask the proponent to download a PDF version of the PAR and send it to the PM, who will distribute it to the SSIT/SC Officers.
 - b. Ask the NesCom administrator to send the PAR back to the proponent and advise the proponent of the SSIT/SC PAR approval process.
 - c. The Secretary will create a Word version to record any changes.
2. The SSIT/SC Officers will review the PAR and set up a meeting with the proposer/s of the PAR with assistance from the PM. Any suggestions will be incorporated into the Word document, and a new PDF version created.
3. The SSIT/SC Secretary will review the dates for NesCom submissions and determine the timetable for distribution, review, and approval of the PAR.
4. Depending on the NesCom meeting dates a PDF version of the PAR will be circulated on or before the **1st Thursday of the month** for review by SSIT/SC members.
5. Any questions on or suggested changes from the SSIT/SC members on the new PAR must be submitted by email, on the PAR review proforma (Attachment 1), by the date given in the request for comments and returned to the Secretary for consideration during the SSIT/SC meeting. Please refer to the PAR clauses and line number when framing questions or suggestions in a helpful way. It is recommended that if a change is requested replacement text should be provided. Please note that any suggestions or comments that do not refer to a particular clause will be included as *General Advice* or *Questions*.
6. The Secretary will combine all submissions into a single document, sorted by clause number and line number. General Advice and Question submissions will be added to the end of the document.
7. Within 3 days of the comments & suggestion return date, the Secretary will forward the list of questions/suggestions to the Chair and Vice-Chair to determine if a meeting is needed with the PAR submitter.
 - a. If a meeting is required, the approval of the PAR will be deferred to the next SC meeting.
 - b. If a meeting is not required,
 - i. The Secretary will forward the list of questions/suggestions to the PAR submitter to allow them to prepare a response for the meeting and to the SC members for their consideration.
 - ii. The Chair will decide if the PAR can be registered in myProject so that NesCom meeting deadlines can be met.
8. At the meeting, the Chair will introduce the PAR submitter, and ask them to briefly introduce the PAR, its background and purpose.
9. To ensure effective use of the SC time, the approval for a PAR will be time-bound, approximately 15 mins to discuss and vote on a new PAR, to commence when the Chair introduces the new PAR submitter.
10. The Chair will manage the discussion of the PAR as follows.
 - a. For comments & suggestions submitted in writing; deal with each clause in turn by:
 - i. Seeking any clarifications from the question/suggestion submitter for maximum of 1 minute
 - ii. Members of SSIT/SC may comment on the question/suggestion or responses at the meeting and will be time limited to 1 minute each. Each member will only get to speak once per question/suggestion. Members are asked to use the WebEx chat to be put into the queue.
 - iii. The question/suggestion submitter and the PAR submitter will have a final right of reply.
 - b. Ask SC members present if there are any substantive changes that should be made to the PAR. The Chair will decide if the matters raised here will be discussed or can be deferred to WG deliberation.

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11. After discussion, if there is a quorum present, a vote on acceptance of the PAR by the SSIT/SC voting members will take place approximately 15 minutes after the Chair introduces the PAR submitter. If not, the vote will be deferred to an e-ballot.
12. Once accepted through a successful vote, the proponent will be asked to submit the modified PAR to NesCom via myProject, <https://standards-support.ieee.org/hc/en-us/sections/4412984803860-PAR-Submittal-and-NesCom-Review>. NesCom will consider the PAR in line with their procedures and make a recommendation to approve or disapprove to the IEEE SA Standards Board (SASB).