

# myProject

## User Guide

## Table of Contents

<b>1</b>	<b>Introduction</b>	<b>5</b>
<b>2</b>	<b>Getting Started</b>	<b>6</b>
2.1	Accessing myProject for the First Time	6
2.2	Accessing/Updating myProject Account Information	6
2.3	The myProject Home Screen	9
<b>3</b>	<b>Manage Profile and Interests</b>	<b>10</b>
3.1	Follow/Register as an Interested Party (Standards Committee, Working Group, Project)	10
3.2	Update Affiliation Information	14
<b>4</b>	<b>Manage Groups</b>	<b>16</b>
4.1	Accept an Assigned Role	16
4.2	Creating Sub-groups	18
4.3	Manage Group Rosters	20
4.4	Modify Officer Roles	22
4.5	Upload Roster Template/Download Roster or Template	23
4.6	Edit Group Details	25
<b>5</b>	<b>View/Manage Pars</b>	<b>27</b>
5.1	Submit a PAR for a New IEEE Standard	27
5.2	Saving, Editing, Sharing and Deleting a Draft PAR	30
5.3	Submit a PAR for a Revision, Corrigendum, or Amendment to an Existing IEEE Standard	31
5.3.1	Submitting a PAR for a Revision to an existing IEEE Standard:	31
5.3.2	Submitting a PAR for a Corrigendum to an existing IEEE Standard:	34
5.3.3	Submitting a PAR for an Amendment to an existing IEEE Standard:	34
5.3.4	Submitting a PAR for the Adoption of a Non-IEEE Standard	35
5.4	Modify an Approved PAR	36
5.5	Extend an Existing PAR	38
5.6	Withdraw an Approved PAR	40
5.7	Accept or Reject a PAR	42

5.8	Respond to NesCom Comments About a PAR	45
<b>6</b>	<b>Invitations/Ballots</b>	<b>47</b>
6.1	Submit a Draft for MEC	47
6.2	Initiate Ballot Invitation	48
6.3	Reopen/Extend Ballot Invitation	53
6.4	Join SA Ballot Group (Individual and Entity Balloting)	54
6.5	Pay to Join a Single Ballot (Individual Balloting)	57
6.6	Manage Ballot Representatives (Entity Balloting)	61
6.7	Remove Yourself from a Ballot	63
6.8	Change Your Voter Classification or Affiliation	64
6.9	Initiate Standards Association Ballot	65
6.10	Vote and/or Comment on a Ballot	68
6.11	Change (Flip) a vote	72
6.12	View Ballot Details	74
6.13	View Ballot Comments (Balloter)	76
6.14	Submit Non-Ballot Comment	77
6.15	Comment Disposition	80
6.15.1	Respond To Individual Ballot Comments	80
6.15.2	Export Comments for Disposition	83
6.15.3	Upload Comment Responses	84
6.16	Initiate Recirculation	86
6.17	Request a Ballot Reset or Termination	88
<b>7</b>	<b>RevCom</b>	<b>91</b>
7.1	Submit a Project to RevCom	92
7.2	View RevCom Submission and Respond to Comments	94
<b>8</b>	<b>Working Group Awards</b>	<b>97</b>
8.1	Populating the Awards Recipient List	97
8.2	Selecting Award Recipients	100
8.3	Submitting to Awards Administrator	103

8.4	Clear/Reset the Recipients List _____	104
<b>9</b>	<b><i>View/Manage Standards Committee P&amp;Ps</i></b> _____	<b>106</b>
9.1	Upload & Manage Standards Committee or Working Group P&Ps _____	106
9.2	Respond to AudCom Comments _____	108
9.3	Download checklist and upload new P&P docs _____	109
<b>10</b>	<b><i>PAR and Standards Reports</i></b> _____	<b>110</b>
10.1	PAR Reports _____	110
10.2	Standards Report _____	112
<b>11</b>	<b><i>User Roles</i></b> _____	<b>114</b>
<b>12</b>	<b><i>Glossary</i></b> _____	<b>116</b>

## 1 Introduction

### myProject is:

- A web-based tool that facilitates the IEEE standards development process
- A database that holds information related to the standards process
- A tool used by IEEE members, staff, and other individuals who want to participate in the standards process

### In order to use my project, you must have:

- Access to the internet
- A web browser (Chrome is the recommended browser) for more information, see the IEEE Browser policy <https://www.ieee.org/about/help/browser-policy.html>
- A PDF viewer (e.g. [Adobe Reader](#))
- A spreadsheet editor ***only for download/upload comment functions*** (e.g. Excel)
- An IEEE account
  - IEEE Accounts are free and do not require IEEE membership.
  - If you do not have an IEEE account, create one by going to:  
<https://www.ieee.org/profile/public/createwebaccount/showRegister.html>

## 2 Getting Started

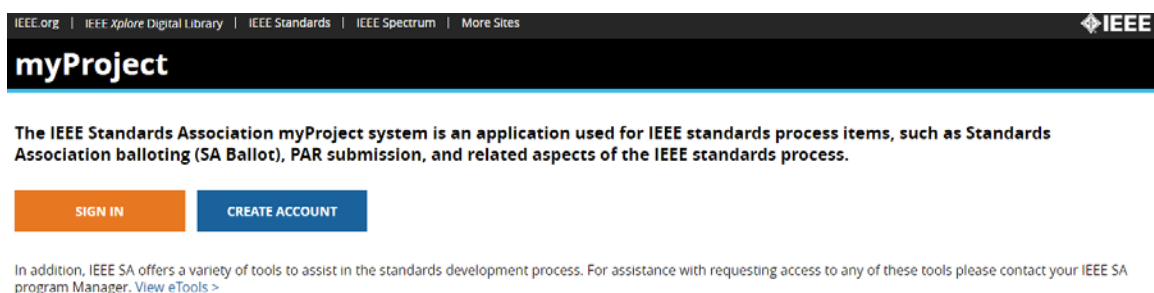
### 2.1 Accessing myProject for the First Time

**Applicable Users:**

- All myProject users

**Instructions:**

1. Go to <https://development.standards.ieee.org>
  - If you already have an IEEE account, click “Sign In” and enter your credentials.
  - If you do not have an IEEE account, click “Create Account” to create a new one.



### 2.2 Accessing/Updating myProject Account Information

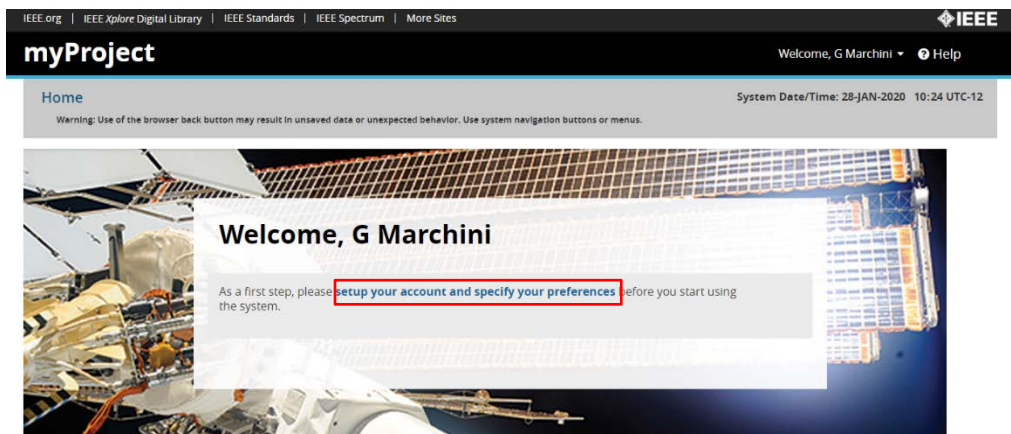
**Applicable Users:**

- All myProject users

When you access myProject for the first time, you will be prompted to set up your account and specify your preferences. This information is used by the system to notify you of events and tasks, as well as to automatically add your information to some fields, and is maintained separately from your IEEE Account information.

**Instructions:**

1. Click on **setup your account and specify your preferences** or click on **Menu > Manage Profile and Interests**.
2. On the **Personal and Professional Info** tab, verify your primary email address and mailing address. These fields may be blank if you have not previously created an IEEE Account. If you need to change this information, click on the **click here** link.
3. Enter your **Employer information**. (*you can select your employer from the list, or type it in if it isn't visible*). This is a required field.



**Firsttime User**

Personal & Professional Info | **Preferences** | Interests | My Roles

**CONTACT INFORMATION**

Primary Email Address firstimeuser1@gmail.com

SA PIN

**MAILING ADDRESS**

Country

City

State/Province

**EMPLOYMENT INFORMATION**

**Employer** Enter 2 or more characters and press enter

Your employer will be listed as your default affiliation when you are prompted for affiliations within the system.

Cancel Save

- On the **Preferences Tab**, review and update how you would like to receive email notifications.  
**NOTE:** Click the ⓘ information icon next to each option for a description.

**Manage Profile & Interests** System Date/Time: 20-DEC-2018 07:33 UTC-12

**Firsttime User**

Personal & Professional Info | **Preferences** | Interests | My Roles

**NOTIFICATION PREFERENCES ⓘ**

Indicate how you would like to receive notifications:

☐ Real Time ⓘ

☒ Digests ⓘ

☐ None ⓘ

Notifications will be sent to: firstimeuser1@gmail.com

Please [click here](#) to update this information.

Cancel Save

- Click **Save**. The **Interests Tab** will appear.

**NOTE:** The Interests Tab allows you to indicate the groups you would like to participate in or follow. (See **Section 3 Manage Profile and Interests** for detailed instructions.)

- Click on **myProject** in the title bar to access the **myProject** home screen or click **Menu** and click on the **Home** link.

IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites

**myProject** Welcome, Gregory Marchini Help Menu

Home System Date/Time: 29-APR-2020 13:55 UTC-12

Warning: Use of the browser back button may result in unsaved data or unexpected behavior. Use system navigation buttons or menus.

Alerts (62)	Showing 1-5
26 Mar 2020	A NesCom comment has been made on [redacted]. Please click to view and approve the comment.
02 Mar 2020	An AudCom P&P for Transformers is submitted, assign reviewers to it.
29 Feb 2020	A NesCom comment has been made on "[redacted]". Please click to view and approve the comment.
29 Feb 2020	A NesCom comment has been made on "[redacted]". Please click to view and approve the comment.
29 Feb 2020	A NesCom comment has been made on "[redacted]". Please click to view and approve the comment.

Next

Important Dates (7)	Showing 1-5
01 Jun 2020	AudCom Meeting
02 Jun 2020	NesCom Meeting
02 Jun 2020	RevCom Meeting
14 Aug 2020	RevCom Submission Deadline
14 Aug 2020	NesCom Submission Deadline

Next

## 2.3 The myProject Home Screen

The following features are available to all users. Additional features may be available to you based on your specific role and will appear in the lower section.

Home
System Date/Time: 23-DEC-2019 05:56 UTC-12
Warning: Use of the browser back button may result in unsaved data or unexpected behavior. Use system navigation buttons or menus.

Alerts (0)

Important Dates (7) Showing 1-5

08 Jan 2020	RevCom Meeting
21 Jan 2020	NesCom Meeting
24 Jan 2020	NesCom Submission Deadline
24 Jan 2020	RevCom Submission Deadline
03 Mar 2020	AudCom Meeting

Next

The Standards Development Lifecycle

IEEE Standards are developed using a time-tested, effective and trusted process that is easily explained in a six stage lifecycle diagram. For more information on our process, please visit <http://standards.ieee.org/develop>

myProject Quick Links

For links to commonly used features please click on a stage of the standards development lifecycle on the left.

**Alerts:** Items require your attention regarding a group or project you are participating in. The alerts can be addressed by clicking on the alert text and completing the action.

**Important Dates:** This section shows important IEEE Standards Association Standards Board (SASB) meeting and submission deadline dates.

**myProject Quick Links:** This section displays a view of the IEEE standards development process. By clicking on different steps of the process, you can navigate to relevant parts of the application.

## 3 Manage Profile and Interests

### 3.1 *Follow/Register as an Interested Party (Standards Committee, Working Group, Project)*

Indicating interest in an activity allows you to receive ballot invitations and other notifications. Working Group officers will also be notified when you register an interest to participate in the group.

#### Applicable Users:

- All myProject users

#### Notes:

- If you are declaring an interest in an individual group, you can enter multiple affiliations.
- If you are declaring interest in an entity group, you will be prompted to enter a single affiliation.

#### Instructions:

1. On the **myProject** Home Screen, select **Menu**.

IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites

**myProject** Welcome, Gregory Marchini Help Menu

Home System Date/Time: 29-APR-2020 13:55 UTC-12

Warning: Use of the browser back button may result in unsaved data or unexpected behavior. Use system navigation buttons or menus.

Alerts (62)	Showing 1-5
26 Mar 2020	A NesCom comment has been made on [redacted]. Please click to view and approve the comment.
02 Mar 2020	An AudCom P&P for Transformers is submitted, assign reviewers to it.
29 Feb 2020	A NesCom comment has been made on "Wirescan". Please click to view and approve the comment.
29 Feb 2020	A NesCom comment has been made on " ". Please click to view and approve the comment.
29 Feb 2020	A NesCom comment has been made on " ". Please click to view and approve the comment.

Next

Important Dates (7)	Showing 1-5
01 Jun 2020	AudCom Meeting
02 Jun 2020	NesCom Meeting
02 Jun 2020	RevCom Meeting
14 Aug 2020	RevCom Submission Deadline
14 Aug 2020	NesCom Submission Deadline

Next

2. Click on **Manage Profile and Interests**.

3. Click on the **Interests** tab

4. Click **Add Groups**.

5. On the **Add/Search Interested Groups** screen, expand the **Group Name** list by clicking the “+” or use the Search Bar to find the desired group.

6. Click in the **Groups I am Interested In** column to indicate interest in a group.

7. On the **Add Interested Group I want to follow** screen, indicate if you want to **Participate** or **Follow** the group.
8. Click **Declare Affiliations**.

9. On the next screen, confirm your current affiliation and add additional affiliations as necessary.  
**NOTE:** The first time you access myProject, you will be required to declare an employer, which will be used as your default affiliation. You can declare a different affiliation for each group you indicate interest in. Select the company name from the drop down or click in the box, type the name of the company and click **Add**. The box will accept any text entered and an organization does not need to be in the dropdown to be used as a valid affiliation.
10. Click **Save** or **Return to Level of Interest** to change your selection.
11. Click **OK to confirm affiliation**.

12. Click **Done**. The groups you indicated interest in will appear on the Interests Tab.

Manage Profile & Interests

System Date/Time: 20-DEC-2018 07:46 UTC-12

Firsttime User

Personal & Professional Info

Preferences

Interests

My Roles

Click "Add Groups" to add any groups that you would like to Participate in or Follow.

Show Group Status: Active

Add Groups

Group Edit

Committee	Group Name	Group Type	Associated Group(s)/Project(s)	Participation Level	Group Status	Level of Interest	Affiliations	Select All
C/LT ⓘ	Learning Technology	Sponsor	<a href="#">View</a>	Participant	Active	Participate	IEEE	<input type="checkbox"/>
C/LT/AR-LEM ⓘ	Augmented Reality Learning Experience Model	Working Group	<a href="#">View</a>	Participant	Active	Participate	IEEE	<input type="checkbox"/>
C/LT/FML ⓘ	Federated Machine Learning	Entity Working Group	<a href="#">View</a>	Participant	Active	Participate	IEEE	<input type="checkbox"/>
C/LT/TMPL ⓘ	Task Model for Project-Based Learning	Working Group	<a href="#">View</a>	Participant	Active	Participate	IEEE	<input type="checkbox"/>
C/LT/TMPL/1484.2 ⓘ	Task Model for Project-based	Project/Task Group	<a href="#">View</a>	Participant	Active	Participate	IEEE	<input type="checkbox"/>

## 3.2 Update Affiliation Information

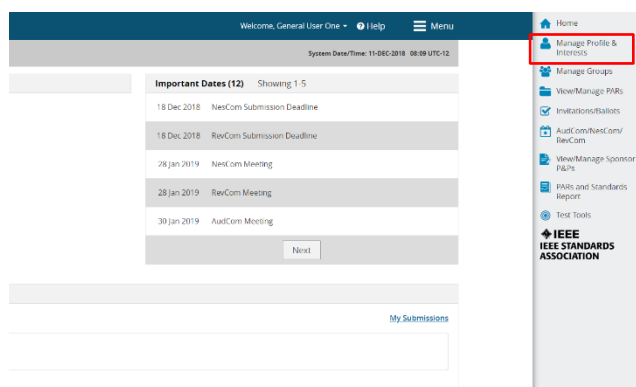
Use this function to manage your affiliation for each project/PAR. An individual can be affiliated with different entities on different PARs. See affiliation guidelines at <http://standards.ieee.org/faqs/affiliation.html>


### Applicable Users:

- All myProject users





### Instructions:

1. On the **myProject** Home Screen click the **Menu** link in the upper right.
2. Click the **Manage Profile and Interests** link.



3. Click on the **Interests** tab.
4. To change your affiliation for one group, click on the **Edit Interest Icon**  for that group. To change your affiliation for more than one group, click the indicator check box next to the desired groups or click the **Select All** box and click **Group Edit**. The **Edit Group/Bulk Edit Group** I follow window will appear.

**NOTE:** Entity affiliations cannot be changed using the Group Edit function

Personal & Professional Info Preferences <b>Interests</b> My Roles								
Click "Add Groups" to add any groups that you would like to Participate in or Follow.								
Show Group Status: <span>Active</span>		<span>Add Groups</span>		<span>Group Edit</span>				
Committee	Group Name	Group Type	Associated Group(s)/Project(s)	Participation Level	Group Status	Level of Interest	Affiliations	Select All <input type="checkbox"/>
PE/T&D/PQ-1250_WG	Voltage Quality Working Group	Working Group	<a href="#">View</a>	Observer	Active	Participate	IEEE Standards Association (IE... [+]	 <input type="checkbox"/>
PE/PSCC/M0_C37.236_WG	Guide for Power System Protective Relay Applications over Digital Communication Channels	Working Group	<a href="#">View</a>	Observer	Active	Participate	IEEE Standards Association (IE... [+]	 <input type="checkbox"/>
PE/PSRCC/C37.237_WG-H3	Time Tagging of Power System Protection Events	Working Group	<a href="#">View</a>	Observer	Active	Participate	IEEE Standards Association (IE... [+]	 <input type="checkbox"/>
C/S2ESC/WG_LCP	Working Group for Life Cycle Processes	Working Group	<a href="#">View</a>	Observer	Active	Participate	IEEE Standards Association (IE... [+]	 <input type="checkbox"/>

5. Click **Modify Affiliations**

**Edit Group I follow**

Level of Interest > Affiliations

Please confirm your level of interest in this group.

☒ Participate - I may be contacted for participation in group activities.

☐ Follow - I would only like to be considered "following" this group to receive notifications related to this group, including balloting invitations.

☐ Remove myself from following this group.

Cancel Save And Exit **Modify Affiliations**

6. In the **Select Affiliations** field, either choose the company name from the list or type it in and click **Add**.

7. Click **Save and Exit**.

**Edit Group I follow**

Level of Interest > Affiliations

In order to express interest in this group, please declare your affiliation(s) as per **IEEE-SA Standards Board Bylaws 5.2.1.5**. You must declare at least one affiliation before saving.  
You can add affiliations that do not already appear in the affiliation list by typing the full name, and then clicking on the Add button.

My Affiliation(s): IEEE Standards Association (IEEE-SA) ✕

Select Affiliation(s) **Enter 2 or more characters to display and select from the affiliation list.** Add

Cancel Return to Level of Interest **Save And Exit**

8. Click **OK** to confirm affiliation.

## 4 Manage Groups

### 4.1 Accept an Assigned Role

Group officers and Standards Board committee members may be assigned by IEEE staff or other group officers. Once the assignment has been made, the member receives an alert requesting that they accept the role and agree to the data policy and officer TOS policy.

#### Applicable Users:

- Group officers, NesCom/RevCom/AudCom members

#### Notes:

- Users will not see permissions related to newly assigned roles until they complete the role acceptance.
- If the user has been newly added to a group with a pending affiliation, they must confirm their affiliation prior to accepting the officer role.

#### Instructions:

- On the **myProject** homepage, locate and click on the alert that indicates that you have been assigned a new role.

The screenshot shows the IEEE SA myProject homepage. At the top, there is a navigation bar with a 'Home' link and a system date/time display: 'System Date/Time: 20-DEC-2018 02:05 UTC-12'. Below the navigation bar, there are two main sections: 'Alerts (1)' and 'Important Dates (10)'. The 'Alerts (1)' section is highlighted with a red box and contains a single alert: '20 Dec 2018 You have been added as the Working group Chair of Demo Working Group for Training. Please click to accept/decline the role.' The 'Important Dates (10)' section lists several upcoming events and deadlines, including 'NesCom Meeting', 'RevCom Meeting', 'AudCom Meeting', 'AudCom Submission Deadline', and 'NesCom Submission Deadline'. A 'Next' button is located at the bottom of the 'Important Dates' section.

The screenshot shows a dialog box titled 'Test Procedures for Antennas Role Assignment'. The dialog box contains a paragraph of text explaining the responsibilities of an IEEE SA officer, including the duty to be informed and the duty to comply with all IEEE and IEEE SA data privacy policies (including the IEEE Data Access and Use Policy) and IEEE Code of Ethics. Below the text, there are three buttons: 'I Accept', 'I Decline', and 'Remind Me Later'. The 'I Accept' button is highlighted with a red box. The dialog box also includes a close button (X) in the top right corner.

2. Click **I Accept**.
3. New permissions should be available to you at this time. If you are still not able to see necessary areas of the application, you may need to log out and back in again.

**NOTE:**

- You can view all the roles you have been assigned by accessing the **My Roles** tab under **Manage Profile and Interests**.

SA Member One

Personal & Professional Info	Preferences	Interests	<b>My Roles</b>
------------------------------	-------------	-----------	-----------------

Showing 1-4 of 4

Group Name	Group Short Name	Group Type	Role
<input type="text" value="Enter Group Name"/>	<input type="text" value="Enter Short Name"/>	<input type="text" value="Enter Group Type"/>	<input type="text" value="Enter Role"/>
IEEE QA TEST BALLOT	IEEETest/QTB	Sponsor	Secretary
New Specialty Learning Technology Group	C/LT/NSLTG	Working Group	Chair
RevCom	RevCom	RevCom	Guest
Demo Working Group for Training	IEEETest/TTG/DWGFT	Working Group	Chair

## 4.2 Creating Sub-groups

Group officers have the ability to add subgroups to existing groups.

### Applicable Users:

- Group Officers

### Notes:

- Group officers can only add subgroups of groups they manage.
- A list of your assigned roles can be found on your **Manage Profile & Interests** screen under the **Roles** tab.

### Instructions:

- From the myProject home screen, select **Menu**.
- Click **Manage Groups**. The groups the user has permissions to manage will appear.
- Use the **Search Bar** field, **Filter By Type** or **Filter by Group Status** options to locate the parent group of the new group. Click on the group icon to the left of the name of the group to see subgroups.
- Click on **Add New Sub-Group**.

The screenshot shows the 'Manage Groups' interface. At the top, there's a search bar with the placeholder 'At least 2 characters must be entered to Search'. Below it is a table with columns: Group Name, Committee, Group Type, and Group Status. The table lists several groups, including 'QA TEST INDIVIDUAL WORKING GROUP', 'Project Task Group', 'Sample Working Group', 'IEEE QA TEST BALLOT', 'ABC Working Group', 'Entity Working Group Ballot', 'IEEE Test Sub Committee Ballot', and 'Individual Working Group Ballot'. To the right of the table, there are two filter popups. The first, 'Filter by Type', has checkboxes for Sponsor, Subcommittee, Working Group, Project/Task Group, and Study Group. The second, 'Filter by', has radio buttons for Active, InActive, and All. At the bottom right of the table, there is a button labeled 'Add New Sub-Group' with a red arrow pointing to it. A red arrow also points to the 'Individual Working Group Ballot' row, labeled 'Click to expand'.

- On the next screen, select a **Group Type** from the dropdown.

The screenshot shows a form titled 'Group under Learning Technology'. It has a field labeled '\* Group Type:' with a dropdown menu. The dropdown menu is open, showing the following options: 'Select Group Type', 'Sub Committee', 'Working Group', and 'Study Group'. The 'Sub Committee' option is highlighted with a red box. There is a 'Cancel' button on the right side of the form.

6. Enter the **Group Name**, **Group Short Name** and optional **Group Description**.
7. Indicate required **Participation Level Options**.
  - a. Mandatory Participation levels are Voting member, Non-Voting, and Observer. The other options can be used if needed by the group.
8. Click **Save**. The new group will appear in the group list under the parent group.

Group under IEEE QA TEST

Group Type: Sub Committee

Group Name: Testing Sub Committee

Group Short Name: TSC

Group Description: used for demo

URL: Enter URL of group or Sponsor's public website

PARTICIPATION LEVEL OPTIONS

Check all participation level options applicable to this group.

☐ Aspirant Member
 ☐ Corresponding Member

☐ Nearly Member
 ☐ Member

☒ Voting Member
 ☒ Non-Voting Member

☒ Observer
 ☐ Potential Member

Cancel

Save

## 4.3 Manage Group Rosters

### Applicable Users:

- Group Officers

### Notes:

- Entity group rosters are only editable by IEEE staff at this time. Please contact your Program Manager for assistance.
- The **Manage Officers/Roster** screen contains three tabs:
  - Interested Tab:** Displays individuals who have indicated interest in the group you are managing.
  - Roster Tab:** Gives group officer ability to add members from the Interested tab to the group roster and assign a participation level. This is also where group officers can download a roster or template to facilitate bulk uploading of members.
  - Officers Tab:** Use to assign/modify the roles of the officers of an IEEE Project. In order to assign an officer role to a group member, the member must first be added to the group roster.

### Instructions:

1. From the myProject home screen, select **Menu**.
2. Click **Manage Groups**.
3. Use the **Search Bar**, **Filter By Type** or **Filter by Group Status** options to locate the appropriate group.
4. Click the **Manage Group Roster** icon. The **Manage Officers/Roster** screen will appear.

Manage Groups					System Date/Time: 18-DEC-2018
At least 2 characters must be entered to Search					<input type="text"/> <input type="button" value="Filter By Type"/>
Group Name	Committee	Group Type	Group Status		
QA TEST INDIVIDUAL WORKING GROUP ⓘ	IEEETest/IQT/QTIWG	Working Group	Active	<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>	
Project Task Group ⓘ	IEEETest/IQT/QTIWG/PTG	Project/Task Group	Active	<input type="button" value="Add"/> <input type="button" value="Edit"/>	
Sample Working Group ⓘ	IEEETest/IQT/SWG	Working Group	Active	<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>	
IEEE QA TEST BALLOT ⓘ	IEEETest/IQTB	Sponsor	Active	<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>	
ABC Working Group ⓘ	IEEETest/IQTB/ABCWG	Working Group	Active	<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>	
Entity Working Group Ballot ⓘ	IEEETest/IQTB/EWGB	Entity Working Group	Active	<input type="button" value="Add"/> <input type="button" value="Edit"/>	
IEEE Test Sub Committee Ballot ⓘ	IEEETest/IQTB/ITSCB	Sub Committee	Active	<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>	
Individual Working Group Ballot ⓘ	IEEETest/IQTB/IWGB	Working Group	Active	<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>	

## 5. Click on the **Roster** tab.

**Manage Officers/Roster**

Group Name: New Specialty Learning Technology Group  
Group Type: Working Group

Officers **Roster** Interested

Group officers have the ability to manage rosters. A roster can be populated by individually adding interested individuals or new members to the roster. In addition roster members can be added by using the template. If a new user is added who does not have an IEEE account, they will be sent an email with instructions to create one.

**Manage Roster**

Add Interested Members to the Roster:

Add New Members to the Roster:

Add Roster Members by Template:

Select Interested Member: **Select Interested Member** (dropdown menu showing SA Member One, SA Member One, SA Member Three, SA Member Two, and Following)

Select Participation Level: **Select Participation Level** (dropdown menu showing Voting Member, Non-Voting Member, and Observer)

**Add Interested** (button)

Name	Email Address	Participation Level	Edit	Remove from Roster
No records found				

Page 1 of 1

- From the **Select Interested Member** drop down, choose the name of the individual to be added to the Roster.
- On the **Select Participation Level** drop down, choose the appropriate level of participation.
- Click **Add Interested**. The newly added member will appear in the roster list. To change the participation level, click on the **Edit** pencil icon.
- To modify the involvement level of a single user or remove them from the roster, click on the **Edit** pencil, select an option from the dropdown menu and click **Save**
- To edit users in bulk, check the box next to the users you want to modify and click the **Group Edit** button.

### Notes:

- To add a member to the roster who is not already following the group, click the **Add External Participant** button. The person must have already agreed to the IEEE Privacy Policy.
- When a member on the **Interested list** is assigned a participation level, the name moves from the **Interested list** to the **Roster**. If a member name is removed from the roster, it returns to the Interested list.
- Once added to the roster, an individual can be assigned an officer role.

**Manage Roster**

Add Interested Members to the Roster: **Select Interested Member** (dropdown menu) **Select Participation Level** (dropdown menu) **Add Interested** (button)

Add New External Participant to the Roster: **Add External Participant** (button) *Click to add a new member who has NOT already logged interest*

Add Roster Members by Template: **Upload Roster Template** (button) **Download Roster or Template** (button) **Group Edit** (button)

Name	Email Address	Affiliation	Affiliation Status	Participation Level	Edit	Select All
Hendrik			Confirmed	Voting Member		<input type="checkbox"/>
Koorosh			Confirmed	Voting Member		<input type="checkbox"/>
Richard			Confirmed	Voting Member		<input type="checkbox"/>
Bernd			Confirmed	Voting Member		<input type="checkbox"/>
David			Confirmed	Voting Member		<input type="checkbox"/>
Tuncer I			Confirmed	Voting Member		<input type="checkbox"/>

## 4.4 Modify Officer Roles

After an individual has been added to the roster, they can be assigned an officer role.

### Applicable Users:

- Group Officers, Program Management Staff.

### Notes:

- All officers of individual-based projects shall be IEEE members of any grade except Student grade and shall be a member of the IEEE SA.
- All officers of entity-based projects shall be representatives of Advanced Entity Members of the IEEE SA.
- In order to change the role of a person who is already assigned an officer role, you must first delete them out of the existing role, before placing them in the new role.

### Instructions:

- From the myProject home screen, select **Menu**.
- Click **Manage Groups**.
- Use the **Search Bar**, **Filter By Type** or **Filter by Group Status** options to locate the appropriate group.
- Click the **Manage Group Roster** icon. The **Manage Officers/Roster** screen will appear.
- Click the **Officers Tab**.
- Locate the name of the officer to be edited.
- Click the **Edit** pencil icon.

Group Name: Individual Working Group Ballot  
Group Type: Working Group

**Officers** Roster Interested

On this screen, you are able to assign/modify the roles of the officers of an IEEE project. Those participants eligible for assignment as an officer must be located in the group roster. All officers of individual-based projects shall be IEEE members of any grade except Student grade and shall be a member of the IEEE-SA. All officers of entity-based projects shall be representatives of Advanced Entity Members of the IEEE-SA.

In order to change the role of a person who is already assigned an officer role, you must first delete them out of the existing role, before placing them in the new role.

Note - The chair can not be removed as it is a mandatory role. Please replace the chair with the appropriate member from the working group roster.

Name	Email Address	Officer Role	Role Acceptance	Edit	Delete Officer
Working Group Chair One	wkgrpchair1@gmail.com	Working Group Chair	Accepted		
Working Group Vice Chair	wkgrpvicechair@gmail.com	Working Group Vice Chair	Accepted		
Working Group Vice Chair Alt	wkgrpvicechairalt@gmail.com	Working Group Vice Chair Alternate	Accepted		
Working Group Secretary	wkgrpsecretary@gmail.com	Working Group Secretary	Accepted		
Working Group Treasurer	wkgrptreasurer@gmail.com	Working Group Treasurer	Accepted		
Working Group Other Officer	wkgrpotherofficer@gmail.com	Working Group Other Officer	Accepted		

Page 1 of 1

- In the Name drop down, choose the user you intend to assign the officer role.

- Click **Save**. The Role Acceptance column will change to *Pending* until the new officer accepts the role.

**Manage Officers/Roster**

Group Name: Individual Working Group Ballot  
Group Type: Working Group

Officers Roster Interested

On this screen, you are able to assign/modify the roles of the officers of an IEEE project. Those participants eligible for assignment as an officer must be located in the group roster. All officers of individual-based projects shall be IEEE members of any grade except Student grade and shall be a member of the IEEE-SA. All officers of entity-based projects shall be representatives of Advanced Entity Members of the IEEE-SA.

In order to change the role of a person who is already assigned an officer role, you must first delete them out of the existing role, before placing them in the new role.

Note - The chair can not be removed as it is a mandatory role. Please replace the chair with the appropriate member from the working group roster.

Name	Email Address	Officer Role	Role Acceptance	Edit	Delete Officer
Working Group Chair One	wkgrpchair1@gmail.com	Working Group Chair	Accepted		
Working Goup Vice Chair	wkgrpvicechair@gmail.com	Working Group Vice Chair	Accepted	<b>Save</b> <b>Cancel</b>	
Select Roster Member					
Working Group Chair One	wkgrpvicechairalt@gmail.com	Working Group Vice Chair Alternate	Accepted		
SA Member Five					
SA Member One					
SA Member Seven	wkgrpsecretary@gmail.com	Working Group Secretary	Accepted		
SA Member Six					
SA Member Three	wkgrptreasurer@gmail.com	Working Group Treasurer	Accepted		
SA Member Two					
Working Group Other Officer	wkgrpotherofficer@gmail.com	Working Group Other Officer	Accepted		
Working Group Secretary					
Working Group Treasurer					

Page 1 of 1

## 4.5 Upload Roster Template/Download Roster or Template

Group Officers can download a roster list, interested user list or a blank template as an Excel or CSV file. Lists of members can be uploaded and added in bulk to an existing group.

### Applicable Users:

- Group Officers, Program Management Staff

### Notes:

- Any information contained in the downloaded file shall be used in accordance with the [IEEE Data Access and Use Policy](#).

### Instructions for downloading roster:

- From the myProject home screen, select **Menu**.
- Click **Manage Groups**.
- Use the **Search** field, **Filter By Type** or **Filter by Group Status** options to locate the appropriate group.
- Click the **Manage Group Roster** icon.
- Click on the **Roster** Tab.
- Click on **Download Roster or Template**.

**Manage Roster**

Add Interested Members to the Roster:

Add New External Participant to the Roster:

Add Roster Members by Template:

Name	Email Address	Affiliation	Affiliation Status	Participation Level	Edit	Select All
<input type="text" value="Search by Name"/>	<input type="text" value="Search by Email Address"/>	<input type="text" value="Search by Affiliation"/>		<input type="text" value="All"/>		
Hendrik			Confirmed	Voting Member	<input type="button" value="Edit"/>	<input type="checkbox"/>
Koorosh			Confirmed	Voting Member	<input type="button" value="Edit"/>	<input type="checkbox"/>
Richard			Confirmed	Voting Member	<input type="button" value="Edit"/>	<input type="checkbox"/>
Bernd			Confirmed	Voting Member	<input type="button" value="Edit"/>	<input type="checkbox"/>
David			Confirmed	Voting Member	<input type="button" value="Edit"/>	<input type="checkbox"/>
Tuncer			Confirmed	Voting Member	<input type="button" value="Edit"/>	<input type="checkbox"/>

- Choose **Excel** or **CSV** file type.
- Choose **Download Roster List**, **Download Roster and Interested User list** or **Download Blank Template**.
- Click **OK**.

**Download Content :**

☐ Download Roster List

☐ Download Roster & Interested User

☐ Download Blank Template

Please be reminded that any information contained in the downloaded file shall be used in accordance with the [IEEE Data Access and Use Policy](#)

## Instructions for Uploading a Roster Template:

- On the Roster tab, click **Upload Roster Template**
- Click **Select Roster File**. Select the CSV or XLS file to be uploaded.
- Click **Start Upload**. You will receive on-screen confirmation of updates made.

Upload file in either CSV or XLS format. Upon upload you will receive on-screen confirmation of updates made.

**ROSTER FILE**

## 4.6 Edit Group Details

### Applicable Users:

- Group Officers, Program Management Staff

### Notes:

- Changes can be made to the name, short name, group description and participation level options of existing groups by using the **Edit Group Details** button.
- Working Group Type (individual/entity) can be modified by Governance staff only and can only be changed from entity to individual.

### Instructions:

- From the myProject home screen, select **Menu**.
- Click **Manage Groups**.
- Use the **Search Bar**, **Filter By Type** or **Filter by Group Status** options to locate the appropriate group.
- Click on the **Edit Group Details** icon.

Group Name	Committee	Group Type	Group Status
Entity Working Group Ballot	IEEE Test/IQTB/EWGB	Entity Working Group	Active
IEEE Test Sub Committee Ballot	IEEE Test/IQTB/ITSCB	Sub Committee	Active
Individual Working Group Ballot	IEEE Test/IQTB/IWGB	Working Group	Active

- Make desired changes and click **Save and Exit**.

**Edit Group**

Group Type: Working Group

Parent Group: IEEE Test/IQTB IEEE QA TEST BALLOT

Working Group Type: ☒ Individual ☐ Entity

Group Name: Individual Working Group Ballot

Group Short Name: IWGB

Group Description: Enter description here

URL: Enter URL of group or Sponsor's public website

**PARTICIPATION LEVEL OPTIONS**

Check all participation level options applicable to this group.

☐ Aspirant Member ☐ Corresponding Member

☐ Nearly Member ☐ Member

☒ Voting Member ☐ Non-Voting Member

☐ Observer ☐ Potential Member

Cancel Save & Exit Save

**Notes:**

These are the involvement levels available to Working Groups:

- **Voting Member** = a voting member
- **Non-Voting Member** = a member without voting rights
- **Observer** = someone who attends meeting or gets notices but does not participate
- **Optional- Aspirant Member, Nearly Member, Potential Member** = anything the group would like them to mean

Since not all Working Groups use all of these involvement levels, groups have the ability to select the ones they would like to use in myProject and Mentor.

- The “Voting Member”, “Non-Voting Member” and “~~Observer~~—Observer” involvement levels may not be removed
- The “Interested” involvement level is not listed here, as it represents a user who has not been assigned an involvement level.

## 5 View/Manage Pars

In order to start work on a new standard, a PAR (Project Authorization Request) must be submitted. Work cannot start on a standard until the PAR is reviewed by NesCom (New Standards Committee) and approved by the Standards Board.

### 5.1 Submit a PAR for a New IEEE Standard

This is the process is for submitting a PAR for a completely new standard. The project can be worked on by an existing Working Group, or a new one can be requested. You must have approval of a Standards Committee, however, for your PAR to be considered by NesCom.

#### Applicable Users:

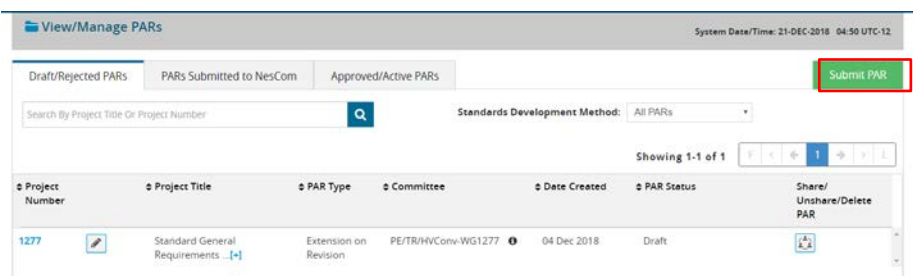
- IEEE SA Members

#### Notes:

- The Standards Committee must have an approved P&P (policy and procedures) before it can submit a PAR.
- If the Standards Committee's P&P is expired, the P&P must be re-approved before submitting a PAR. (For more information on uploading Standards Committee P&Ps, see **Sec 8.1 Upload & Manage Standards Committee or Working Group P&Ps.**)

#### Instructions:

1. On the **myProject** Home Screen, click **Menu**.
2. Click **View/Manage PARs**.
3. On the View/Manage PARs screen, click **Submit PAR**.



4. On the Submit PAR tab, click **PAR for a New IEEE Standard**. Click the information icon ⓘ for details about each type of PAR.
5. Click **Next**.

Home System Date/Time: 21-DEC-2018 04:56 UTC-12

Draft/Rejected PARs   PARs Submitted to NesCom   **Approved/Active PARs**   Submit PAR

1. Select PAR Type   2. Select / Request Working Group   3. Create PAR   4. Preview / Submit PAR

Select the appropriate PAR Type for the project. In order for a PAR to be considered and/or approved, it must be received by the IEEE SA Standards Department at least 40 calendar days before IEEE-SA Standards Board meetings. PARs may also be approved via the continuous processing program. For more information about this process, please consult <http://standards.ieee.org/faqs/pars.html>.

Existing PAR Actions must be performed by the Sponsor or a designee of the Sponsor.

**PAR Type**

- ☒ PAR for a New IEEE Standard
- ☐ PAR for a Revision to an existing IEEE Standard
- ☐ PAR for a Corrigendum to an existing IEEE Standard
- ☐ PAR for an Amendment to an existing IEEE Standard
- ☐ PAR for the Adoption of a Non-IEEE Standard

**Existing PAR Actions:**

- ☐ Modify PAR
- ☐ Extend PAR
- ☐ Withdraw PAR

Cancel   **Next** →

6. Locate the appropriate Standards Committee and Working Group by using the “+” to expand the Group Name list. (This is the group that is responsible for supporting the work. By selecting the appropriate group, the Standards Committee Chair and Working Group Chair are notified of the PAR submittal. The Standards Committee Chair will need to accept the PAR in order for NesCom to review it.)

Draft/Rejected PARs   PARs Submitted to NesCom   **Approved/Active PARs**

1. Select PAR Type   2. **Select / Request Working Group**   3. Create PAR   4. Preview / Submit PAR

If an appropriate working group already exists, choose it from the list, otherwise click the “request new working group” link next to the proper

At least 2 characters must be entered to Search

Group Name	Committee	Group Type	
+ IEEE Aerospace and Electronic Systems Society	AES	Society	
- IEEE Antennas and Propagation Society	APS	Society	
- Antennas and Propagation Standards Committee	AP/SC	Sponsor	<b>Request new</b>
+ Antenna Definitions	AP/SC/AntDef	Working Group	Select
+ Definitions of Terms for Radio Wave Propagation Working Group	AP/SC/211_WG	Working Group	Select
+ Earth Media Properties Measurements	AP/SC/WG_356	Working Group	Select
+ Minor Revisions Working Group	AP/SC/356_WG	Working Group	Select
+ Near-Field Antenna Measurements	AP/SC/1720	Working Group	Select

7. If the Working Group already exists, click **Select**.
8. Click **OK**.

#### Notes:

- If you need to create a new group, click **Request New** next to the appropriate Standards Committee and provide the requested information.
  - The Standards Committee chair will be notified of the new group and will need to approve it and assign a Working Group chair.
9. Complete the PAR form. Each section contains instructions for specific fields. The Working Group can be changed using the **Change Working Group** button.

10. When complete, click the check box to acknowledge and accept the IEEE Code of Ethics.
11. Click **Preview and Submit**. **NOTE:** Other options include **Delete Draft PAR**, **Save and Exit**, or sharing a PAR that will allow you to complete the PAR at a later date. (see sec 5.2 Saving, Editing, Sharing and Deleting a Draft PAR).
12. Review the PAR and click **Submit to NesCom Administrator**.

13. The PAR will now be added to the next NesCom agenda and notifications will be sent to the Working Group Chair, Standards Committee Chair, Program Manager, and NesCom Administrator
  - **NOTE:** Once you submit the information, changes may only be made through the NesCom Administrator.

## 5.2 Saving, Editing, Sharing and Deleting a Draft PAR

All PAR forms save automatically while you are working on them for the first time. When editing, you can save a draft PAR at any time and return to it later, share it, or delete it. Any user can create and edit a draft PAR, but only IEEE SA Members will be able to submit the PAR to NesCom.

### Applicable Users:

- All Users

### Instructions:

- Click **Save & Exit** on any PAR form.
- When you are ready to resume, go to the myProject Home page and select **Menu**.
- Click **View/Manage PARs**.
- In the **Draft/Rejected PARs** tab, locate the PAR using the search bar or using the Standards Development Method drop down or by sorting each column.
- Click the **Edit** icon. The PAR will appear.

The screenshot shows the 'View/Manage PARs' interface. At the top, there are tabs for 'Draft/Rejected PARs', 'PARs Submitted to NesCom', and 'Approved/Active PARs'. A search bar is present with the text 'Search By Project Title Or Project Number'. Below the tabs, there is a table with columns: Project Number, Project Title, PAR Type, Committee, Date Created, PAR Status, and Share/Unshare/Delete PAR. Two rows are visible: one for Project 1277 (Standard General Requirements ...) and one for Project 654 (Demo PAR). Annotations with red arrows point to the 'Project Title' and 'PAR Type' column headers, stating 'Sort by any column title'. Another annotation points to the 'Share/Unshare/Delete PAR' icon for Project 654, stating 'Click to share PAR with other user'.

Project Number	Project Title	PAR Type	Committee	Date Created	PAR Status	Share/Unshare/Delete PAR
1277	Standard General Requirements ...	Extension on Revision	PE/TR/HVConv-WG1277	04 Dec 2018	Draft	[Share/Unshare/Delete Icon]
654	Demo PAR	New	IEEETes/TTG/DWGFT	21 Dec 2018	Draft	[Share/Unshare/Delete Icon]

- To share the PAR with another user, click the **Share** icon. (This person will have the ability to view, edit and submit the PAR.)

**Share-Unshare-Delete Draft PAR**  
Unassigned

Enter the email address of the individual that you wish to share the PAR with and press "Enter" to search. Click the name from the search result to select the user and click "Share PAR".

You can also Share/Unshare the draft PAR with select committee officers by clicking on the "Share" button next to their name.

If you have the "Opt Out of Sharing" button showing, it is because you are not the originator of this draft PAR. If you no longer wish to review or have access rights to this draft PAR, you can click this button to remove it from your view.

mpsamember1@gmail.com **Share PAR** Clear User **Delete Draft PAR**

Member One, SA (mpsamember1@gmail.com) *Click on the name*

Name	Email Address	Group Role	Share/Unshare PAR
Sponsor Chair One	sponsorchair1@gmail.com		
Glenn	n.com	Working Group Chair	<b>Unshare</b>
James Member	01883768@domain.com	Standards Committee Standards Representative	<b>Share</b>

- Enter the email address of the person with whom you would like to share the PAR. The system will verify the address. (*The email address must be associated with an IEEE Account.*)
- Click on the **user's name**.
- Click **Share PAR**. The individual's name will be added to the list.
  - For your convenience, Working Group and Standards Committee chairs will already be listed. Click **Share** next to the individual's name/email to share the draft PAR with them.
- Click the **Delete Draft PAR** button to delete the PAR.
  - If you are not the PAR creator, you will not be able to delete the draft. Click **Opt Out of Sharing** to remove the draft PAR from your view.
- To unshare the PAR with an individual click the **Unshare** button in the row next to the person's name.

## 5.3 Submit a PAR for a Revision, Corrigendum, or Amendment to an Existing IEEE Standard

These PAR forms are similar to PARs for new standards but are for PARs that change existing IEEE standards. Revisions are documents that replace the current standards, corrigenda add technical corrections, and amendments are other additions or corrections to the standard.

### 5.3.1 Submitting a PAR for a Revision to an existing IEEE Standard:

#### Applicable Users:

- IEEE SA Members

#### Instructions:

1. On the **myProject** Home Screen, click **Menu**.
2. Click **View/Manage PARs**.

[standards.ieee.org](https://standards.ieee.org)

3. Click **Submit PAR**.
4. Click on the **PAR for a Revision to an existing IEEE Standard**.
5. Click **Next**.

Home System Date/Time: 26-DEC-2018 01:21 UTC-12

Draft/Rejected PARs PARs Submitted to NesCom Approved/Active PARs All PARs/Projects **Submit PAR**

1. Select PAR Type > 2. Select / Request Working Group > 3. Create PAR > 4. Preview / Submit PAR

Select the appropriate PAR Type for the project. In order for a PAR to be considered and/or approved, it must be received by the IEEE-SA Standards Department at least 40 calendar days before IEEE-SA Standards Board meetings. PARs may also be approved via the continuous processing program. For more information about this process, please consult <http://standards.ieee.org/faqs/pars.html>.

Existing PAR Actions must be performed by the Sponsor or a designee of the Sponsor.

**PAR Type**

- ☐ PAR for a New IEEE Standard
- ☒ **PAR for a Revision to an existing IEEE Standard**
- ☐ PAR for a Corrigendum to an existing IEEE Standard
- ☐ PAR for an Amendment to an existing IEEE Standard
- ☐ PAR for the Adoption of a Non-IEEE Standard

**Existing PAR Actions:**

- ☐ Modify PAR
- ☐ Extend PAR
- ☐ Withdraw PAR

Cancel **Next**

6. Enter the standard number in the search bar and click the Search icon.
7. Click **Select** next to the standard you want to revise.

Home System Date/Time: 21-DEC-2018 08:11 UTC-12

Draft/Rejected PARs PARs Submitted to NesCom Approved/Active PARs **Submit PAR**

1. Select PAR Type > 2. **Select Standard** > 3. Create PAR > 4. Preview / Submit PAR

Search for standard to update

Standard Number	Standard Approval Year	Committee	Standard Title	Select Standard
1036	2010	PE/T&D	IEEE Guide for the Application of Shunt Power Capacitors	<b>Select</b>

Back Cancel

8. Make desired changes to the PAR and be sure to fill in any required fields indicated with a red asterisk \*. If you want to change the working group, click **Change Working Group**.

## Notes:

- If you need to create a new group, click **Request New** and provide the requested information.
- If you create a new working group, the Standards Committee chair will be notified of the new group and will need to approve it and assign a working group chair.
- You will only be able to select Working Groups under the Standards Committee associated with the root standard. If there is a change in Standards Committee, please contact your assigned Program Manager.

9. Click **Save and Exit** to complete later **OR** click **Preview and Submit**.

Draft/Rejected PARs | PARs Submitted to NesCom | Approved/Active PARs | All PARs/Projects | [Submit PAR](#)

1. Select PAR Type > 2. Select / Request Working Group > 3. Create PAR > 4. Preview / Submit PAR

\* Required field

Sections: 1 2 3 4 5 6 7 8 [Show form with all instructions](#)

PAR Type: PAR for a Revision to an existing IEEE Standard

Sponsor/Working Group

**Sponsoring Society:** IEEE Industry Applications Society

**Sponsoring Committee:** Petroleum & Chemical Industry

**Sponsor Chair:** Robert Durham [\[E\]](#)

**Sponsor Vice Chair:** J Travis Griffith [\[E\]](#)

**Working Group Name:** Downhole Cable Working Group

**Working Group Type:** Individual

**Working Group Chair:** Robert Durham [\[E\]](#)

**Working Group Vice Chair:** Robert Schuermann [\[E\]](#)

[Change Working Group](#)

Section 1

1.1 Assigned project number: 1017 [\[i\]](#)  
If a specific project number is not required, this field can be left blank. Do not preface your project number with a P.

\* 1.2 Type of document: ☐ Standard [\[i\]](#)  
☒ Recommended Practice  
☐ Guide

\* 1.3 Life cycle: ☒ Full Use [\[i\]](#) ☐ Trial Use

10. On the **Preview /Submit PAR** screen, review all revisions to the PAR.

11. Click **Submit to NesCom Administrator**.

12. Click **OK**. The PAR will now be added to the next NesCom agenda and notifications will be sent to the Working Group Chair, Standards Committee Chair, Program Manager, and NesCom Administrator.

- **NOTE:** Once you review and submit the information, changes may only be made through the NesCom Administrator.

Draft/Rejected PARs | PARs Submitted to NesCom | Approved/Active PARs | [Submit PAR](#)

1. Select PAR Type > 2. Select / Request Working Group > 3. Create PAR > 4. Preview / Submit PAR

1129 [Download Draft PAR PDF](#)

PAR Type: Revision

Sponsor/Working Group

**Sponsoring Society:** IEEE Power and Energy Society

**Sponsoring Committee:** Electric Machinery

**Sponsor Chair:** Kay Chen [\[E\]](#)

**Sponsor Vice Chair:** None

**Working Group Name:** Generator SC Working Group For Online Monitoring of Large Synchronous Generators WG10

**Working Group Type:** Individual

**Working Group Chair:** Isidoro Kierszenbaum [\[E\]](#)

**Working Group Vice Chair:** None

1.1 Project Number: 1129

1.2 Type of Document: Guide

1.3 Life Cycle: Full Use

### 5.3.2 *Submitting a PAR for a Corrigendum to an existing IEEE Standard:*

**Applicable Users:**

- IEEE SA Members

**Instructions:**

1. On the **myProject** Home Screen click **Menu**.
2. Click **View/Manage PARs**.
3. Click **Submit PAR**.
4. Click **PAR for a Corrigendum to an existing IEEE Standard**
5. Click **Next**.

Draft/Rejected PARs   PARs Submitted to NesCom   Approved/Active PARs   **Submit PAR**

1. Select PAR Type > 2. Select / Request Working Group > 3. Create PAR > 4. Preview / Submit PAR

Select the appropriate PAR Type for the project. In order for a PAR to be considered and/or approved, it must be received by the IEEE-SA Standards Department at least 40 calendar days before IEEE-SA Standards Board meetings. PARs may also be approved via the continuous processing program. For more information about this process, please consult <http://standards.ieee.org/faqs/pars.html>.

Existing PAR Actions must be performed by the Sponsor or a designee of the Sponsor.

**PAR Type**

- ☐ PAR for a New IEEE Standard
- ☐ PAR for a Revision to an existing IEEE Standard
- ☒ **PAR for a Corrigendum to an existing IEEE Standard**
- ☐ PAR for an Amendment to an existing IEEE Standard
- ☐ PAR for the Adoption of a Non-IEEE Standard

**Existing PAR Actions:**

- ☐ Modify PAR
- ☐ Extend PAR
- ☐ Withdraw PAR

Cancel   **Next** >

6. Follow steps 6-12 under section 5.3.1 to complete and submit the PAR.

### 5.3.3 *Submitting a PAR for an Amendment to an existing IEEE Standard:*

**Applicable Users:**

- IEEE SA Members

**Instructions:**

1. On the **myProject** Home Screen, click **Menu**.
2. Click **View/Manage PARs**.
3. Click **Submit PAR**.
4. Click **PAR for an Amendment to an existing IEEE Standard**.
5. Click **Next**.

Draft/Rejected PARs
PARs Submitted to NesCom
Approved/Active PARs
Submit PAR

1. Select PAR Type
2. Select / Request Working Group
3. Create PAR
4. Preview / Submit PAR

Select the appropriate PAR Type for the project. In order for a PAR to be considered and/or approved, it must be received by the IEEE-SA Standards Department at least 40 calendar days before IEEE-SA Standards Board meetings. PARs may also be approved via the continuous processing program. For more information about this process, please consult <http://standards.ieee.org/faqs/pars.html>.

Existing PAR Actions must be performed by the Sponsor or a designee of the Sponsor.

PAR Type	Existing PAR Actions:
<input type="radio"/> PAR for a New IEEE Standard	<input type="radio"/> Modify PAR
<input type="radio"/> PAR for a Revision to an existing IEEE Standard	<input type="radio"/> Extend PAR
<input type="radio"/> PAR for a Corrigendum to an existing IEEE Standard	<input type="radio"/> Withdraw PAR
<input checked="" type="radio"/> PAR for an Amendment to an existing IEEE Standard	
<input type="radio"/> PAR for the Adoption of a Non-IEEE Standard	

Cancel
Next

6. Follow step **6-12 under section 5.3.1** to complete and submit the PAR.

## 5.3.4 Submitting a PAR for the Adoption of a Non-IEEE Standard

### Applicable Users:

- IEEE SA Members

### Instructions:

- On the **myProject** Home Screen click **Menu**.
- Click **View/Manage PARs**.
- Click **Submit PAR**.
- Click **PAR for the Adoption of a Non-IEEE Standard**.
- Click **Next**.

Draft/Rejected PARs
PARs Submitted to NesCom
Approved/Active PARs
Submit PAR

1. Select PAR Type
2. Select / Request Working Group
3. Create PAR
4. Preview / Submit PAR

Select the appropriate PAR Type for the project. In order for a PAR to be considered and/or approved, it must be received by the IEEE-SA Standards Department at least 40 calendar days before IEEE-SA Standards Board meetings. PARs may also be approved via the continuous processing program. For more information about this process, please consult <http://standards.ieee.org/faqs/pars.html>.

Existing PAR Actions must be performed by the Sponsor or a designee of the Sponsor.

PAR Type	Existing PAR Actions:
<input type="radio"/> PAR for a New IEEE Standard	<input type="radio"/> Modify PAR
<input type="radio"/> PAR for a Revision to an existing IEEE Standard	<input type="radio"/> Extend PAR
<input type="radio"/> PAR for a Corrigendum to an existing IEEE Standard	<input type="radio"/> Withdraw PAR
<input type="radio"/> PAR for an Amendment to an existing IEEE Standard	
<input checked="" type="radio"/> PAR for the Adoption of a Non-IEEE Standard	

Cancel
Next

6. Follow steps in **5.1 Submit a PAR for a New IEEE Standard** to complete the PAR.

## 5.4 *Modify an Approved PAR*

If the scope, purpose, or other elements of the draft standard change in any way, the PAR must be modified and approved by NesCom.

### Applicable Users:

- Working Group Chair, Project/Task Group Chair/Administrator, or Standards Committee Chair, Standards Representative, Vice Chair, and Vice Chair Alternate

### Instructions:

1. On the **myProject** Home Screen click **Menu**.
2. Click **View/Manage PARs**.
3. Click **Submit PAR**.
4. Select **Modify an Approved PAR** from the option under **PAR Actions**.

Draft/Rejected PARs   PARs Submitted to NesCom   Approved/Active PARs   Submit PAR

1. Select PAR Type   2. Select / Request Working Group   3. Create PAR   4. Preview / Submit PAR

Select the appropriate PAR Type for the project. In order for a PAR to be considered and/or approved, it must be received by the IEEE SA Standards Department via myProject on or before the established deadline, which is typically 40 calendar days before the IEEE SA Standards Board meeting <https://standards.ieee.org/about/sasb/meetings.html>. For more information about this process, please consult the FAQ <http://standards.ieee.org/faq/pars.html>.

Existing PAR Actions must be performed by the Standards Committee or a designee of the Standards Committee.

**Project Authorization Request (PAR) Types:**

- ☐ PAR for a New IEEE Standard
- ☐ PAR for a Revision to an existing IEEE Standard
- ☐ PAR for a Corrigendum to an existing IEEE Standard
- ☐ PAR for an Amendment to an existing IEEE Standard
- ☐ PAR for the Adoption of a Non-IEEE Standard

**PAR Actions:**

- ☒ Modify an Approved PAR
- ☐ Extend an Approved PAR
- ☐ Withdraw an Approved PAR

Cancel   Next

5. A list of all active PARs associated with groups you manage will be displayed. Enter the PAR number in the search bar and click the **search** icon.
6. Click **Select** next to the PAR you want to modify.

Draft/Rejected PARs   PARs Submitted to NesCom   Approved/Active PARs   Submit PAR

1. Select PAR Type   2. Select / Request Working Group   3. Create PAR   4. Preview / Submit PAR

Search By Project Title Or Project Number   Standards Development Method: All PARs

Showing 1-1 of 1

Project Number	Project Title	Project Type	Committee	Approval Date	Expiration Date	PAR Actions
P1218/PS	Remove Additional Verbiage fro... [-]	New	IEEE Test/ITO/Phyllis/ITO/Phyllis /WG	11 Feb 2019	31 Dec 2023	Select

Back   Cancel

7. Make required changes to the PAR and fill in any required fields indicated by a red asterisk \*.

8. Click to agree to the **IEEE Code of Ethics**.
9. Click **Save and Exit** to complete later **OR** click **Preview and Submit**

10. Review the PAR and click **Submit to NesCom Administrator**. The PAR will now be added to the next NesCom agenda and notifications will be sent to the Working Group Chair, Standards Committee Chair, Program Manager, and NesCom Administrator.

**NOTE:** Once you review and submit the information, changes may only be made through the NesCom Administrator.

## 5.5 Extend an Existing PAR

PARs are only valid for 4 years. If the working group needs more time to complete the standards development process, an extension must be filed and approved by NesCom before the PAR expires.

### Applicable Users:

- Working Group Chair, Project/Task Group Chair/Administrator, or Standards Committee Standards Committee Chair, Standards Representative, Vice Chair, and Vice Chair Alternate

### Instructions:

- On the **myProject** Home Screen click **Menu**.
- Click **View/Manage PARs**.
- Click **Submit PAR**.
- Under **PAR Actions**, click **Extend an Approved PAR**.
- Click **Next**.

- A list of all active PARs associated with groups you manage will be displayed. Enter the PAR number in the **Search Bar** and click the **search** icon.
- Click **Select** next to the PAR you want to extend. The **Review and Submit Request** screen will appear.

Project Number	Project Title	Project Type	Committee	Approval Date	Expiration Date	PAR Actions
P1218/PS	Remove Additional Verbiage fro... [+]	New	IEEE Test/ITO/Phyllis/ITO/Phyllis /WG	11 Feb 2019	31 Dec 2023	Select
P1276	Guide for the Application of H... [+]	Revision	PE/TR/InsLife-WG1276	27 Mar 2014	31 Dec 2018	Select
P1277	Standard General Requirements ... [+]	Revision	PE/TR/HVConv-WG1277	17 Feb 2017	31 Dec 2021	Select
P60214-1-57-131	Standard Requirements for Tap ... [+]	New	PE/TR/PwrTrans-TapChgr	07 Dec 2016	31 Dec 2020	Select
P60214-2	Tap Changers - Part 2: Applica... [+]	New	PE/TR/PwrTrans-TapChgr	12 Jun 2014	31 Dec 2018	Select

8. Fill in the required fields indicated with a red asterisk\*.
9. Choose **Delete Draft** to discard the extension request, **Save and Exit** to save the extension request and return to it later, or **Preview and Submit**.

Extend PAR > Review and Submit Request

\* Required field

Sections: 1 Show form with all instructions

Section 1

\* Number of Years that the Extension is being requested:  
1

\* Why an Extension is required (include actions to complete):

\* What date did/will you begin writing the first draft:  
MM/DD/YYYY

\* How many people are actively working on the Project:

How many times a year does the Working Group meet:

\* In Person:

\* Via Teleconference:

① \* How many times a year is a Draft circulated to the Working Group:

① \* What percentage of the Draft is stable:  
 %

\* How many significant work revisions has the Draft been through:

\* When will/did Initial Sponsor Balloting begin:  
Select Month  Select Year

\* When do you expect to submit the proposed Standard to RevCom:  
Select Month  Select Year

Note: Usual minimum time between initial sponsor ballot and submission to RevCom is 6 months.

\* Has this document already been adopted by another source? (if so, please identify):  
☐ Yes ☐ No

Delete Draft Save & Exit **Preview & Submit**

12. Review the information and click **Submit**. The PAR will now be added to the next NesCom agenda and notifications will be sent to the Working Group Chair, Standards Committee Chair, Program Manager, and NesCom Administrator.

**NOTE:** Once you review and submit the information, changes may only be made through the NesCom Administrator.

Approved PARs Extend PAR

Extend PAR Request for Project Standard General Requirements and Test Code for Dry-Type and Oil-Immersed Smoothing Reactors and for Dry-Type Converter Reactors for DC Power Transmission

Extend PAR > Review and Submit Request

Number of Years that the Extension is being requested:  
1

Why an Extension is required (include actions to complete):  
Testing

What date did/will you begin writing the first draft:  
31 Dec 2018

How many people are actively working on the Project:  
4

How many times a year does the Working Group meet:  
2

In Person:  
6

Via Teleconference:  
6

How many times a year is a Draft circulated to the Working Group:  
2

What percentage of the Draft is stable:  
50%

How many significant work revisions has the Draft been through:  
3

When will/did Initial Sponsor Balloting begin:  
01 Mar 2021

When do you expect to submit the proposed Standard to RevCom:  
30 Sep 2022

Has this document already been adopted by another source? (if so, please identify):  
NO

Back Save & Exit **Submit**

[Show PAR Details](#)

## 5.6 Withdraw an Approved PAR

This option is used if, for any reason, the working group decides to discontinue work on a project.

### Applicable Users:

Working Group Chair, Project/Task Group Chair/Administrator, or Standards Committee Standards Committee Chair, Standards Representative, Vice Chair, and Vice Chair Alternate **Instructions:**

1. On the **myProject** Home Screen click **Menu**.
2. Click **View/Manage PARs**.
3. Click **Submit PAR**.
4. Under **PAR Actions**, click **Withdraw an Approved PAR**.
5. Click **Next**.

6. A list of all active PARs associated with groups you manage will be displayed. Enter the PAR number in the search bar and click the **search** icon.
7. Click **Select** next to the PAR you want to withdraw. The **Review and Submit Request** screen will appear.

8. From the **Reason for the Withdrawal** drop down, choose a reason you are withdrawing the PAR.

9. Type an explanation for the withdrawal in the **Explanation for Withdrawal** box.
10. Click **Preview & Submit**.

PAR Withdrawal Request

[Withdraw PAR](#) > [Review and Submit Request](#)

\* Reason for the Withdrawal:

\* Explanation for Withdrawal:

Administrative withdrawal

Lack of Interest

Lack of time

No funding

No working group chair

Project has been overcome by another standard

The technology has not changed

Other

Delete Draft Save & Exit **Preview & Submit**

11. Review the Withdrawal request and click **Submit**. The PAR withdrawal will now be added to the next NesCom agenda and notifications will be sent to the Working Group Chair, Standards Committee Chair, Program Manager, and NesCom Administrator.

Approved PARs Withdraw PAR

Withdraw PAR Request for Project Remove Additional Verbiage from Initiate Invitation Ballot

[Withdraw PAR](#) > [Review and Submit Request](#)

Reason for the Withdrawal:

Explanation for Withdrawal:

Back Save & Exit **Submit**

## 5.7 Accept or Reject a PAR

After a PAR is submitted, it will be placed on the agenda for the next NesCom meeting. The PAR must be accepted by the Standards Committee Chair or Standards Representative before the NesCom meeting to remain on the agenda. In the case of Joint sponsorship, the primary Standards Committee must accept the PAR. The Co-Standards Committee, however, will receive all notifications and have access to NesCom comments and related dialogue.

### Applicable Users:

- Standards Committee Chair, Standards Representative

### Notes:

- The PAR will not be put onto the final NesCom meeting agenda without Standards Committee approval. If the Standards Committee fails to approve the PAR, it will move to the following NesCom meeting agenda.
- If you require changes to the PAR before accepting, please contact the NesCom Administrator to make those changes. Rejecting the PAR may delay approval.
- If you **Reject** the PAR, the PAR is removed from the NesCom agenda and reverted to a draft status. This will require resubmission to NesCom and the approval may be delayed.
- Standards Committee chairs will receive an email and get an alert in the system to let them know that a PAR has been submitted for approval.

You can also see pending PARs by accessing the **myProject** menu, choosing **View Manage PARS** and clicking on the **PARS Submitted to NesCom** tab OR choosing **AudCom/NesCom/RevCom**, viewing the **My NesCom Submissions** tab and clicking on **Submissions Details**.

### Instructions:

- On the **myProject** Home page, click on the Alert indicating a PAR is waiting for your approval or access it via the other options listed above.

The screenshot shows the 'myProject' Home page. At the top, there is a 'Home' link and a system date/time: '27-DEC-2018 02:38 UTC-12'. Below the header, there are two main sections: 'Alerts (1)' and 'Important Dates (12)'. The 'Alerts (1)' section is highlighted with a red box and contains a message: '27 Dec 2018 PAR for P3456 "Demo PAR" has been submitted. Please click to approve and allow consideration by NesCom.' The 'Important Dates (12)' section lists several dates and events: '14 Jan 2019 NesCom Submission Deadline', '28 Jan 2019 NesCom Meeting', '28 Jan 2019 RevCom Meeting', '30 Jan 2019 AudCom Meeting', and '30 Jan 2019 AudCom Submission Deadline'. A 'Next' button is visible at the bottom of the 'Important Dates' section.

- Review the PAR.

3. If the PAR submitter has requested a new Working Group, you will need to approve the group prior to accepting the PAR. If this is the case, you will see “New Working Group Requested” at the top of the PAR.

Home Submission Details

Project Number: P5132

Title: Standard for serenity has taken possession of my entire soul, like these sweet mornings of spring which I enjoy with my whole heart. [Show Details](#)

PAR

P5132 [Download Draft PAR](#)

**New Working Group Requested** [Review](#)

Submitter Email: sponsorchair1@gmail.com

Type of Project: New IEEE Standard

Project Request Type: Initiation / New

PAR Request Date: 13 May 2020

PAR Approval Date:

- a) Click **Review** to approve the group or assign the PAR to a different existing Working Group.
- b) You will see the information for the new group displayed here. To modify any of this information, click the icon next to **Edit Working Group**.
- c) If you would like to assign this group to a different group, click **Select Another Group** and select an existing Working Group from the list.
- d) If you approve of the new group as displayed, click **Approve Group** to approve the group. The group will now display in the **Manage Groups** area and will be available for users to log interest in.

Project

Welcome, Sponsor Chair Associate Member [Help](#) [Me](#)

New Working Group Under IEEEtes / Phyllis

[Edit Working Group](#)

Group Name: Newly Requested WG

Group Type: Individual

Short Name: NWG

Description: URL:

PARTICIPATION LEVEL OPTIONS

Check all participation level options applicable to this group.

☐ Aspirant Member ☐ Corresponding Member

☐ Nearly Member ☐ Member

☒ Voting Member ☒ Non-Voting Member

☒ Observer ☐ Potential Member

[Select Another Group](#) [Approve Group](#)

Project Request Type: Initiation / New

4. Click **Reject** or **Accept**.

4.1 Type of Ballot: Individual  
 4.2 Expected Date of submission of draft to the IEEE-SA for Initial Sponsor Ballot: Mar 2022  
 4.3 Projected Completion Date for Submittal to RevCom: Aug 2022  
 5.1 Approximate number of people expected to be actively involved in the development of this project: 2  
 5.2 Scope of proposed standard: Demo scope  
 5.3 Is the completion of this standard dependent upon the completion of another standard: No  
 5.4 Purpose: This document will not include a purpose clause.  
 5.5 Need for the Project: 346 East Main Street  
 5.6 Stakeholders for the Standard: everyone  
 6.1 Intellectual Property  
 6.1.1 Is the sponsor aware of any copyright permissions needed for this project: No  
 Explanation:  
 6.1.2 Is the sponsor aware of possible registration activity related to this project: No  
 Explanation:  
 7.1 Are there other standards or projects with a similar scope? No  
 7.2 Is it the intent to develop this document jointly with another organization: No  
 8.1 Additional Explanatory Notes:  
 Reject Accept

5. Click **Approve** to confirm acceptance of the PAR and allow placement on the next NesCom agenda.

**Confirm PAR Acceptance**  
 Are you sure you want to accept the PAR? By clicking "Approve" you are authorizing Sponsor Acceptance of the PAR, and the PAR can be placed on the next possible NesCom agenda.  
 Cancel Approve

## 5.8 Respond to NesCom Comments About a PAR

Once the PAR is submitted, there will be a review period when NesCom members can comment on the PAR. The comments will be moderated by the NesCom administrator. Any changes to the PAR based on discussions and comments can only be made by the NesCom Administrator.

### Applicable Users:

- Standards Committee Chair, Standard Representative, Working Group Chair/Vice-Chair/Vice-Chair Alternate, Project/Task Group Chair

### Notes:

- Failure to respond to a comment may result in deferral of the PAR to the next NesCom agenda.
- Only the NesCom administrator can make changes to the PAR at this stage. Your agreement with requested changes or submission of new wording can be included in your dialog response. If the changes are extensive, respond to the comment and email your changes to the NesCom administrator ([nescom-admin@ieee.org](mailto:nescom-admin@ieee.org))

### Instructions:

- On the **myProject** Home Screen click **Menu**.
- Click **AudCom/NesCom/RevCom** and click on the **My NesCom Submissions** tab.
- OR Click **View/Manage PARS** and click on the **PARs Submitted to NesCom** tab.
- User the **Search** feature or sort by column to locate the appropriate submission.
- Click on the **Number** in the **Comments** column or the **Submission Details** icon.

AudCom/NesCom/RevCom System Date/Time: 8-NOV-2021 09:49 UTC-12

Warning: Use of the browser back button may result in unsaved data or unexpected behavior. Use system navigation buttons or menus.

My NesCom Submissions My RevCom Submissions My AudCom Submissions

Show: All PARs

Show: ☒ Upcoming Meetings ☐ All Meetings Search by Submission Title

Project Number	Project Title	Project Request Type	Committee	Submitted By	Standards Committee Approval Date	Date Submitted to NesCom	NesCom Agenda Date	Comments	Preliminary Votes	Submission Details
P1147	Guide for the Rehabilitation of Hydroelectric Power Plants	Withdrawal Request / Revision	PE/EDPG/HPS - WG 1147	Sponsor Chair Associate Member		29 Sep 2021	13 Dec 2021	0	Y 0 N 0 A 0 S 0	
P564546	IEEE TEST ABC	Initiation / New	APS/SC/211_W G	Tomoko SA Member		05 Nov 2021	13 Dec 2021	1	Y 0 N 0 A 0 S 0	
P980980909	test	Initiation / New	IEEE Test/IQT/Q TIWG	Sponsor Chair Associate Member		26 Oct 2021	13 Dec 2021	0	Y 0 N 0 A 0 S 0	

- Click on **Show Details** to view additional information about the submission, including the submitter, meeting date, standards committee authorization status and more.

- View the submitted PAR contents by clicking the **PAR** tab.
- Review the comments and click **Show/Add Replies** on the comment you wish to reply to.

- Type your reply in the **Reply** box to continue a dialog with NesCom members and the NesCom administrator.
- Click **Save**.

## 6 *Invitations/Ballots*

Once a draft document has met its corresponding committee's P&P approval criteria, it is ready for balloting. The draft document must be submitted for the Mandatory Editorial Coordination (MEC) review, a ballot group invitation must be initiated, a ballot group formed and a ballot initiated.

### 6.1 *Submit a Draft for MEC*

Mandatory Editorial Coordination (MEC) is required prior to the start of a SA Ballot. MEC ensures conformance with all IEEE requirements.

#### **Applicable Users:**

- Standards Committee Chair, Standard Representative, Working Group Chair /Vice-Chair, Project/Task Group Chair/Administrator

#### **Notes:**

- The Mandatory Editorial Coordination (MEC) review should be initiated by the start of the ballot group invitation.
- Be sure to include all copyright permissions letters at this time.

#### **Instructions:**

1. On the **myProject** Home Screen click **Menu**.
2. Click **Invitations and Ballots**.

### 3. Click **Submit Draft to MEC**.

4. You will be directed out of myProject to the MEC form
5. Follow the instructions to complete the form displayed, making sure to fill out all relevant fields and upload your draft. Make sure to select the correct Program Manager. Program Managers are listed when clicking on the **i** button next to the group in the **Manage Groups** screen.

## 6.2 *Initiate Ballot Invitation*

The first step in SA balloting is forming the ballot group. In order to form this group, a ballot group invitation must be initiated. All users who have expressed interest in the project through myProject will be notified that the invitation to join the ballot group is open. During the invitation period, typically 30 days, individuals (or entity representatives) can join the balloting group, change their voter classification, or withdraw from the ballot. Working Group officers should monitor the group for balance during this period.

### Applicable Users:

- Standards Committee Chair, Standard Representative, Working Group Chair /Vice-Chair, Project/Task Group Chair/Administrator

### Notes:

- The MEC should be initiated before the ballot invitation is sent out. For more information on submitting a draft for MEC, see **Sec 6.1 Submit a Draft for MEC**.
- The invitation will not open until your Program Manager reviews and sends the invitation.
- The Standards Committee Chair/Standards Representative will be notified of the invitation.
- SA balloting must begin within six months of the ballot group formation. If SA balloting does not begin within six months, the ballot group must be terminated and then a new ballot group invitation must be started.

### Instructions:

1. On the **myProject** Home Screen click the **Menu**.
2. Click **Invitations and Ballots**.

3. Click **Initiate Ballot Invitation**.

The screenshot shows the 'Invitations/Ballots' management interface. At the top, there are tabs for 'Open Invitations' and 'Manage Ballots'. A red box highlights the 'Initiate Ballot Invitation' button. Below the tabs, there is a search bar and a filter by stage dropdown. A table of ballot invitations is displayed, with columns for Project Title, Committee, Ballot Stage, Invitation Close Date, Ballot Close Date, Ballot Group Members, Response Rate, Approval Rate, Balance, and Comments. A specific ballot invitation for 'Standard for Personal Data Artificial Intelligence (AI)' is shown with a 'P7006' project number. Below the table, there are links for 'View Ballot Invitation', 'View Ballot Details', and 'Send Notification to Invitation Group'.

4. In the **Initiate Ballot Invitation** bar, select your project from the **Project** drop-down. The Project Type field will automatically populate. The **Length of Your Ballot Invitation** defaults to 30 days.
5. Click **Next**.

The screenshot shows the 'Initiate Ballot Invitation' dialog box. It contains a text area with instructions: 'The first step in Sponsor Balloting is forming the ballot group. In order to form this ballot group, a ballot invitation must be initiated. Ballot invitations are typically 30 days.' Below this, there are three fields: 'Project' (a dropdown menu set to 'P1012'), 'Project Type' (a text field set to 'Revision'), and 'Length of Your Ballot Invitation' (a text field set to '30' days). At the bottom right, there are 'Cancel' and 'Next' buttons. The 'Next' button is highlighted with a red box.

6. Use the Search bar or “+” sign to select the committees, working groups, or project/task groups to receive the invitation to join the ballot group and click **Add**. Pre-selected groups are automatically added and will display in the **Group Invitation** area at the bottom of the screen.
7. Click **Next**.

Group Name	Committee	Group Type	Select
IEEE Aerospace and Electronic Systems Society	AES	Society	
IEEE Antennas and Propagation Society	APS	Society	
IEEE-SA Board of Governors	BOG	Society	
IEEE Broadcast Technology Society	BTS	Society	
IEEE Computer Society	C	Society	
IEEE Consumer Electronics Society	CES	Society	
IEEE Computational Intelligence Society	CIS	Society	
Standards Committee	CS/SC	Sponsor	Add
IEEE Extensible Event Stream Working Group	CS/SC/SES WG	Working Group	Add
Fuzzy Markup Language Working Group	CS/SC/FML WG	Working Group	Remove
IEEE Standard for Fuzzy Markup Language	CS/SC/FML WG/1855	Project/Task Group	Add
IEEE Communications Society	COM	Society	

Group Type Legend: Society Sponsor Subcommittee Working Group Project/Task Group

GROUP INVITATION

Send Invites to: FE/EDPG FE/EDPG/HPS - WG 10/10 FE/EDPG/HPS - WG 10/10/10/10 CIS/SC/FML WG

Cancel Back Next

8. Select the voter classifications for the ballot.
  - Choose at least 5 voter classifications from the options displayed.
  - To add another voter classification, click **Add Classifications**.
  - To edit a voter classification, click the **Edit** icon next to the classification.
  - To remove a voter classification, click “**delete**” next to the classification. (This is not recommended).

Note: In order to better achieve a balanced ballot group, it is recommended to select all of the classifications offered. At a minimum the following classifications need to be selected: user, producer, academic, government, and general interest

9. Click **Next**.

**Initiate Ballot Invitation**

Balloters are required to choose a classification that best represents their viewpoints on the specific project. No one classification can be more than 1/3 of the Sponsor Balloting group.  
You may edit or delete any of the classifications listed. When appropriate, additional classifications, along with descriptions, may be added by selecting 'new' from the 'add classification' list. A minimum of five classifications is required, but a larger number is recommended to aid in achieving balance.

**Add classification:** Choose...

Classification	Description	Actions
Subject matter covered by the standard(s) being developed.		
Academic Student	A student of an educational institution with direct interest in the standard being developed.	
Academic Teacher	A teacher/professor/instructor at an educational institution with direct interest in the standard being developed.	
Consulting	A person or entity that provides consulting services in the field covered by the standard being developed.	
Distributor/Retailer/Reseller	Distributors, resellers, or retailers of conformant products, or a person affiliated with such entity.	
General Interest	A participant in standards activities that may benefit directly or indirectly, and may be affected by the standard being developed without being primarily a member of any of the other interest categories defined for this ballot.	
Government - Defense/Military	A defense or military governmental entity, or a person affiliated with such entity, with direct interest in the standard being developed.	
Government - Other	A governmental entity that does not fall under any other Government categories, or a person affiliated with such entity with direct interest in the standard being developed.	
Government Regulatory Agency	A governmental entity involved in policymaking, or a person affiliated with such entity, with direct interest in the standard being developed.	

Cancel Back **Next**

10. Verify the Invitation information.

- Review the invitation. Use the **Back** button to make changes.
- Additional information can be added in the **Standards Committee Message** area.
- **Do not attach published standards or drafts. Necessary documents will be made available in myProject once the ballot has opened.**

11. Click **Submit**. The invitation will be submitted to your Program Manager for approval.

## Initiate Ballot Invitation

Please review the invitation below. You may add additional 'Standards Committee Text' to be included with the invitation. Upon clicking 'Submit', the invitation request will be sent to your Program Manager for review and release.

PAR or Standard #: P1017.1

Project Type: Revision

Ballot Type: Individual

Duration of the Invitation: 30 days

Total Invites Count: 243

Selected Voter Classifications:

Academic-Other, Academic-Researcher, Academic-Student, Academic-Teacher, Consulting, Distributor/Retailer/Retailer, General Interest, Government-Defense/Military, Government-Other, Government-Regulatory Agency, Insurance / Risk Management, Non-governmental Organization (NGO) / Advocacy Group, Producer-Component, Producer-Other, Producer-Software, Producer-System / Manufacturer, Professional Association / Professional Society, Research, Service Provider-Design Services, Service Provider-Documentation Services, Service Provider-Recycling and Reuse Services, Service Provider-Testing, Service Provider-Training, Standards Developing Organization (SDO), Supplier, Trade Association/Industry Trade Group/Industry Consortium, User-Consumer, User-Industrial, User-Labor, User-Other

Groups Included in Invitation: IAS/PCI, IAS/PCI/Downhole Cable WG, IAS/PCI/Downhole Cable WG/1017.1

\*\*\*\*\* Standards Association (SA) Ballot Invitation\*\*\*\*\*

We are contacting you because you indicated an interest in participating in this technical area, or you indicated an interest in the activities of this Working Group, project, or its Standards Committee in myProject.

IMPORTANT! To participate, you must have access to myProject through an IEEE Account

If you would like to participate in the balloting of the document listed below, you must enroll as a member of the ballot group by 16 Feb 2020, 23:59 UTC-12.

\*\*\*\*\* IEEE STANDARD DOCUMENT INFORMATION \*\*\*\*\*

The undefined Society/Petroleum & Chemical Industry invites you to participate in the INDIVIDUAL Standards Association Ballot for: P1017.1

Title: Recommended Practice for Field Testing Electric Submersible Pump Cable

Scope: No Scope defined

The Project Authorization Request Form contains additional information about this project.

\*\*\*\*\* MESSAGE FROM THE WORKING GROUP CHAIR \*\*\*\*\*

#MESSAGE-FROM-THE-WORKING-GROUP-CHAIR#

\*\*\*\*\* OBLIGATIONS AND RESPONSIBILITIES OF BALLOTERS \*\*\*\*\*

Once the document is ready to be balloted, you will receive notification via email. You will typically have 30 days to review the document and return the ballot with your vote. By agreeing to participate in this ballot you have an obligation to respond. Failure to return a completed ballot may disqualify you from participating in future ballots.

\*\*\*\*\* ENROLLMENT INSTRUCTIONS \*\*\*\*\*

Log on to myProject and access the menu bar on the top right. Select Invitations/Ballots, identify the project or standard you are interested in, then click Join Ballot.

Add Standards Committee message (optional)

Attach Documents (please do not attach draft standards):

No file selected for upload

Upload files

Cancel

Back

Submit

### 6.3 Reopen/Extend Ballot Invitation

This option is for extending a ballot invitation to allow potential balloters more time to join the ballot group or change their voter classification.

#### Applicable Users:

- Standards Committee Chair, Standard Representative, Working Group Chair /Vice-Chair, Project/Task Group Chair/Administrator

#### Notes:

- This can only be done after the initial invitation period closes and **before** the ballot opens (“PreBallot” or “PreBallot Review” stage).

#### Instructions:

- On the **myProject** Home Screen click **Menu**.
- Click **Invitations/Ballots**.
- Use the **Search Ballots** bar or **Filter by Stage** to locate the ballot you wish to extend.
- Click **Extend Invitation**.

System Date/Time: 8-Jan-2019 01:07 UTC-12

Open Invitations | My Ballots | **Manage Ballots** | Submit Draft to MEC | Initiate Ballot Invitation

Search Ballots [ ] Ballots: Active

Filter by Stage(s) [ ] Pre-Ballot

Submitted to Revcom Showing 1-1 of 1

PAR/Standard Number	Project Title	Committee	Ballot Stage	Invitation Close Date	Ballot Close Date	Ballot Group Members	Response Rate	Approval Rate	Balance	Comments	Collapse All
P95917	There are many variations of passages of Lorem Ipsum available...	IEEE Test/QTB/INWG	Pre-Ballot	06 Jan 2019		5			Yes	0	

PAR for P95917 Other Attachments

PAR P95917 Draft

Extend Invitation (circled in red)

Initiate Sponsor Ballot

View Ballot Invitation

View Ballot Details

Send Notification to Ballot Group

- Enter the number of days you wish to extend the invitation.
- Click **Submit**. The extension request will be sent to the Program Manager for approval.

**Extend Invitation for P95917**

How many days would you like to extend the invitation close date? The invitation will be reopened once the Program Manager has approved the extension.

\* Extend Invitation Close Date: [Enter numbers of days to extend] Days

Cancel Submit (circled in red)

## 6.4 Join SA Ballot Group (Individual and Entity Balloting)

### Applicable Users:

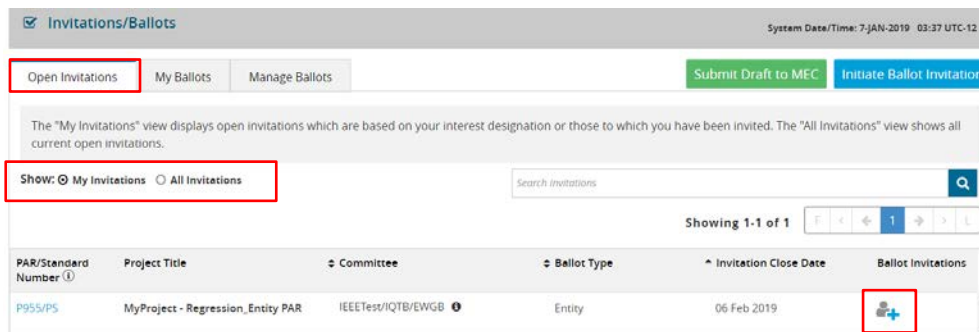
- All IEEE SA Members

### Notes:

- You are required to be an IEEE SA member or pay a per-ballot fee to join an IEEE SA ballot.
- Joining a ballot allows you to vote and submit comments when the project opens for balloting.
- Balloting group members have an obligation to respond during the balloting period; failure to return a ballot may disqualify the balloter from participation in future balloting groups.
- You can easily add or remove yourself from a balloting group, but only while the balloting group is forming. Your participation is fixed after the ballot invitation closes.

### Instructions:

1. On the **myProject** Home Screen click **Menu**.
2. Click **Invitations/Ballots**.
3. Click the **Open Invitations** tab. The default view is **My Invitations** which displays only invitations which are based on your interest designation and to which you have been invited. The **All Invitations** view shows all current open invitations.
4. Under Ballot Invitations, click the **Join Ballot Group** icon.



5. Review the invitation and click **Join the Ballot**.

Join Ballot System Date/Time: 7-JAN-2019 03:47 UTC-12

Open Invitations My Ballots Manage Ballots

Invitations/Ballots View Ballot Invitation for P955/PS Back **Join The Ballot**

**Ballot Invitation for P955/PS** View PAR

\*\*\*\*\* SPONSOR BALLOT INVITATION \*\*\*\*\*  
 We are contacting you because you indicated an interest in participating in this technical area, or you indicated an interest in the activities of this working group, project, or its Sponsor in myProject.

IMPORTANT! To participate, you must have access to myProject through an [IEEE Account](#)  
 If you would like to participate in the IEEE Standards Sponsor Ballot of the document listed below, you must enroll as a member of the ballot group by 06 Feb 2019, 23:59 UTC-12.

\*\*\*\*\* IEEE STANDARD DOCUMENT INFORMATION \*\*\*\*\*  
 The IEEE Test Society/IEEE QA TEST BALLOT invites you to participate in the ENTITY Sponsor Ballot for:  
 IEEE P955/PS  
 Title: MyProject - Regression\_Entity PAR  
 Scope: Regression Test  
 The Project Authorization Request Form contains additional information about this project.

\*\*\*\*\* MESSAGE FROM THE WORKING GROUP CHAIR \*\*\*\*\*  
 Starting Regression now

6. Declare an **affiliation** to the entity you represent.

- Your employer will be displayed as your affiliation by default. To add another affiliation, type the organization name into the box. Approved organizations matching your text will appear in a list. Click on any organization to select it or type the full organization name and click **Add**.
- To remove an affiliation click the **x** next to the organization name.
- If you are joining an entity ballot, you must be affiliated with a basic or advanced corporate member. If you are the first person to join an entity ballot, you will become the EBR (entity ballot Representative). If the EBR is already assigned, you will become the EBRA (entity ballot representative alternate). If both roles are already assigned, you will be added to a waiting list.

7. Click **Select Classification**.

Join Entity Ballot for P955/PS

Affiliation > Classification

Please declare your affiliation to the entity you represent per IEEE-SA Standards Board Operations Manual 5.4.1.1. Note that for ballots using the entity process, you are only permitted to declare one affiliation.  
 Entities with a current basic or advanced IEEE-SA entity membership may join this ballot. If your organization is not currently listed for selection, please see the IEEE-SA website for information on how to become an IEEE-SA entity member.

My Affiliation: ABB, Inc. x

Select Affiliation --Select Affiliation--

Cancel **Select Classification**

8. Click **OK** to confirm.

Confirmation

I confirm that the Affiliation(s) represents the individual or entity that has been, or will be financially or materially supporting my participation in this particular IEEE standards activity.

Cancel **Ok**

9. Select the voter classification from the list that best represents your voting interest.
10. Click **Submit**.

**Join Entity Ballot for P955/PS**

Affiliation > Classification

Select the voter classification from the list below that best represents your voting interest. You may change your selection at any time during ballot group formation.

**Specify Voter Classification**

Academic-Other	An educational institution or a person or entity affiliated with such institution, that does not fall under any of the other Academic categories, providing academic review of the standard being developed.	<input type="radio"/>
Academic-Researcher	An educational institution, or a person affiliated with such institution, engaged in research in the subject matter covered by the standard being developed.	<input checked="" type="radio"/>
Academic-Student	A student of an educational institution with direct interest in the standard being developed.	<input type="radio"/>
Academic-Teacher	A teacher/professor/instructor at an educational institution with direct interest in the standard being developed.	<input type="radio"/>
Consulting	A person or entity that provides consulting services in the field covered by the standard being developed.	<input type="radio"/>
Distributor/ Retailer/Reseller	Distributors, resellers, or retailers of conformant products, or a person affiliated with such entity.	<input type="radio"/>
General Interest	A participant in standards activities that may benefit directly or indirectly, and may be affected by the standard being developed without being primarily a member of any of the other interest categories defined for this ballot.	<input type="radio"/>
Government - Defense/Military	A defense or military governmental entity, or a person affiliated with such entity, with direct interest in the standard being developed.	<input type="radio"/>

Back Return to Affiliations **Submit**

11. Click **OK**. The Balloting group you have joined will now appear on the My Ballots tab in the Invitations/Ballots area.

**Invitations/Ballots** System Date/Time: 7 JAN 2019 04:00 UTC-12

Open Invitations My Ballots Manage Ballots **Submit Draft to MEC** **Initiate Ballot Invitation**

Search Ballots

Filter by Stage(s)

Ballots: Active

Showing 1-1 of 1

PAR/ Standard Number	Project Title	Committee	Ballot Type	Ballot Stage	Invitation Close Date	Ballot Close Date	Voter Classification	Vote	Comments	Collapse All
P955/PS PAR	MyProject - Regression_Entity	IEEE Test/QTB/E WGB	Entity	Invitation	06 Feb 2019		Academic- Researcher	0		
<div> <div> <div>PAR for P955/PS</div> <div>PAR</div> <div>P955/PS Draft</div> </div> <div> <div>Other Attachments</div> <div>  pnp-checklist-2015-SCC1.doc </div> </div> <div> <div>View Ballot Details</div> <div>View/Modify</div> </div> </div>										

## 6.5 *Pay to Join a Single Ballot (Individual Balloting)*

### Applicable Users:

- All Non IEEE SA Members.

### Notes:

- You are required to be an IEEE SA member or pay a per-ballot fee to join an IEEE SA individual ballot group.
- Joining a ballot group allows you to vote and submit comments when the project opens for balloting.
- You can easily add or remove yourself from a balloting group, but only while the balloting group is forming. Your participation is fixed after the ballot invitation closes.
- Be sure to leave enough time to process your payment/membership before the close of the ballot invitation.
- While you do not have to be an IEEE member or IEEE Society member to join the SA, it is far more cost effective to do both:
  - IEEE SA membership entitles you to unlimited individual balloting.
  - If you currently are or become an IEEE Member or Society Member, you can add SA membership to your IEEE Membership or Society Membership at a reduced price.
  - The most expensive option is to join a single ballot. Single ballot fees are higher than annual membership in the IEEE SA, and entitle you to join just one ballot group and any recirculations of that ballot. To take advantage of this service which is unavailable online, complete the form at least 5 working days prior to invitation closing to allow time for processing.
  - More information on membership can be found at: <http://standards.ieee.org/membership/>

### Instructions:

1. On the **myProject** Home Screen click **Menu**.
2. Click **Invitations/Ballots**. The **Open Invitations** tab will appear. By default, the **My Invitations** view will display any invitations you have received based on your interest designation. Click **All Invitations** view to display all open invitations.
3. Use the **Search Invitations** bar to locate the ballot group you would like to join.

- Click on the **Join Ballot Group** icon next to the group you would like to join.






Invitations/Ballots System Date/Time: 7-JAN-2019 05:23 UTC-12

Open Invitations My Ballots

The "My Invitations" view displays open invitations which are based on your interest designation or those to which you have been invited. The "All Invitations" view shows all current open invitations.

Show: ☐ My invitations ☒ All invitations

Showing 1-15 of 15

PAR/Standard Number	Project Title	Committee	Ballot Type	Invitation Close Date	Ballot Invitations
P2755.1	Taxonomy and Classification for Software Based Intelligent P...	BOG/CAG/IPA	Entity	10 Jan 2019	
P1591.3	Standard for Qualifying Hardware for Helically-Applied Fiber...	PE/PSCC/SCS-WG	Individual	12 Jan 2019	
P1594	Standard for Helically Applied Fiber Optic Cable Systems (WR...	PE/PSCC/SCS-WG	Individual	12 Jan 2019	
PC37.92	Standard for Analog Inputs to Protective Relays From Electro...	PE/PSRCCA-38	Individual	15 Jan 2019	
P1110	Guide for Synchronous Generator Modeling Practices and Param...	PE/EM/GEN-WG1110-WG10 (REV)	Individual	17 Jan 2019	

- Review the invitation and click **Join the Ballot**.

Join Ballot System Date/Time: 7-JAN-2019 05:29 UTC-12

Open Invitations My Ballots

Invitations/Ballots View Ballot Invitation for P2755.1 Back Join The Ballot

**Ballot Invitation for P2755.1** View PAR

\*\*\*\*\* SPONSOR BALLOT INVITATION \*\*\*\*\*

We are contacting you because you indicated an interest in participating in this technical area, or you indicated an interest in the activities of this working group, project, or its Sponsor in myProject.

IMPORTANT! To participate, you must have access to myProject through an [IEEE Account](#)

If you would like to participate in the IEEE Standards Sponsor Ballot of the document listed below, you must enroll as a member of the ballot group by 10 Jan 2019, 23:59 UTC-12.

\*\*\*\*\* IEEE STANDARD DOCUMENT INFORMATION \*\*\*\*\*

The IEEE-SA Board of Governors Society/Corporate Advisory Group invites you to participate in the ENTITY Sponsor Ballot for:

IEEE P2755.1

Title: Taxonomy and Classification for Software Based Intelligent Process Automation (SBIPA) Technology

Scope: This standard defines a taxonomy and classifies a SBIPA product's capabilities and features along with its underlying technology for the interested community.

The Project Authorization Request Form contains additional information about this project.

\*\*\*\*\* MESSAGE FROM THE WORKING GROUP CHAIR \*\*\*\*\*

#MESSAGE-FROM-THE-WORKING-GROUP-CHAIR#

- Under the **Join a Single Ballot** option, click **Join**.

**Join Single Individual Ballot for PC37.92**

Our records indicate that you are not currently an IEEE-SA member. Select from the options below if you wish to participate.

**REVIEW ALTERNATIVE MEMBERSHIP OPTIONS:**

**JOIN IEEE-SA**

If you are an IEEE member or affiliate, but not an IEEE-SA member consider joining IEEE-SA for an additional fee. This entitles you to join the unlimited number of sponsor ballot groups for the calendar year to review balloted drafts, vote and submit comments. For more information, see the [IEEE-SA website](#).

[Join](#)

**PARTICIPATE VIA PUBLIC REVIEW**

The IEEE-SA Public Review process gives the public the ability to impact the content of IEEE standards. There are no costs associated with participating in the Public Review process, other than that of purchasing the draft standard. The IEEE-SA Public Review draft standard will be available for purchase during the Public Review period.

[Join](#)

**JOIN A SINGLE BALLOT**

If you are NOT an IEEE member or affiliate (and do not wish to join the IEEE) and you are NOT an IEEE-SA member try single ballot enrollment. For more information, see the IEEE-SA website.

[Join](#)

[Cancel](#)

- Update your affiliation for this ballot.
- Click **Select Classification** then click **OK**.

**Join Single Individual Ballot for PC37.92**

Affiliation > Classification > Payment

Please update your affiliation(s) per IEEE-SA Standards Board Bylaws 5.2.1.5. You must declare at least one affiliation before saving. You can add affiliations that do not already appear in the affiliation list by typing the full name, and then clicking on the Add button.

**My Affiliation(s):** IEEE x

**Select Affiliation(s)**  [Add](#)

[Cancel](#) [Select Classification](#)

- Select a voter classification from the list that best represents your voting interest.
- Click **Go To Payment**.

**Join Single Individual Ballot for PC37.92**

Affiliation > Classification > Payment

Select the voter classification from the list below that best represents your voting interest. You may change your selection at any time during ballot group formation.

**Specify Voter Classification**

Consulting	A person or entity that provides consulting services in the field covered by the standard being developed.	<input type="radio"/>
Government - Other	A governmental entity that does not fall under any other Government categories, or a person affiliated with such entity with direct interest in the standard being developed.	<input checked="" type="radio"/>
Producer - System / Manufacturer	A person or entity that creates or may create a system for sale or distribution.	<input type="radio"/>
Service Provider - Design Services	A person or entity that provides, or may provide, design services for the subject matter covered by the standard being developed.	<input type="radio"/>
Service Provider - Testing	A person or entity that provides, or may provide, testing services to test the conformance and/or interoperability of products.	<input type="radio"/>
User - Industrial	An industrial user of the product when the standard being developed deals with an industrial product (e.g. steel or insulation used in transformers).	<input type="radio"/>

[Back](#) [Return to Affiliations](#) [Go To Payment](#)

- Select the desired payment method and click **Submit** and **OK**. Payment will not be collected at this time. The form will automatically be sent to the IEEE SA Balloting Center, which will process your request for the per-ballot fee. If you have any questions or require assistance, please send an email to: [sa-ballot@ieee.org](mailto:sa-ballot@ieee.org)

Join Single Individual Ballot for PC37.92

Affiliation > Classification > Payment

PAYMENT INFORMATION

\*Payment Method:  
(You will be contacted by IEEE-SA staff to collect your payment details)

Credit Card

Cancel

Return to Classifications

Submit

## 6.6 *Manage Ballot Representatives (Entity Balloting)*

Participation in Entity Ballots is limited to IEEE SA Entity Members. These entities are represented by an EBR (Entity Ballot Representative) and EBRA (Entity Ballot Representative Alternate). Any employee of the Entity Member institution may enroll as the EBR or EBRA if the slot has not already been filled. Only the EMR (Entity Member Representative) has the ability to replace the EBR or EBRA.

### Applicable Users:

- EMR

### Notes:

- Users must already be enrolled in the entity project to be added as EBR or EBRA and it is recommended that they enroll themselves as EBR and EBRA. For more information on joining an entity ballot, see **Sec 6.4 Join SA Ballot Group (Individual and Entity Balloting)**

### Instructions:

1. On the myProject Home Screen, click **Menu**.
2. Click **Entity Management**.
3. Click **Entity Representation** tab.
4. Use the search field to locate the project for which you wish to manage the ballot representative. Click the **Edit** icon.

Project Number	Project Title	Stage	Invitation Close Date	Ballot Close Date	SASB Approval Date	Vote
P2413	Standard for an Architectural Framework for the Internet of Things (IoT)	Ballot	26 Nov 2018	20 Jan 2019		

- Click the **Edit** icon next to the ballot group member whose role you wish to change.

**Manage Ballot Group Members**

Project Name	P2413	Invitation Open Date	18 Oct 2018
Working Group	Internet of Things (IoT) Architecture	Invitation Close Date	26 Nov 2018
Stage	Ballot	Ballot Start Date	21 Dec 2018
Vote		Ballot End Date	20 Jan 2019

Showing 1-1 of 1

Name	Classification	Role	Comments
Gary Stuebing	Producer - Component	EBR	0

- Use the **Role** dropdown to change the ballot group member's role.
- Click **Save**.

**Manage Ballot Group Members**

Project Name	P2413	Invitation Open Date	18 Oct 2018
Working Group	Internet of Things (IoT) Architecture	Invitation Close Date	26 Nov 2018
Stage	Ballot	Ballot Start Date	21 Dec 2018
Vote		Ballot End Date	20 Jan 2019

Showing 1-1 of 1

Name	Classification	Role	Comments
Gary Stuebing	Producer - Component	EBR	0

Save Cancel

Organization Type: Corporate Entity Status: Approved

- You will see individuals currently enrolled as the EBR and EBRA as well as a waiting list of other individuals who have expressed interested in the ballot.
  - As EMR, you will automatically be added to the waiting list and can assign EBR permission to yourself if necessary.

## 6.7 Remove Yourself from a Ballot

### Applicable Users:

- IEEE SA members currently enrolled in a ballot

### Notes:

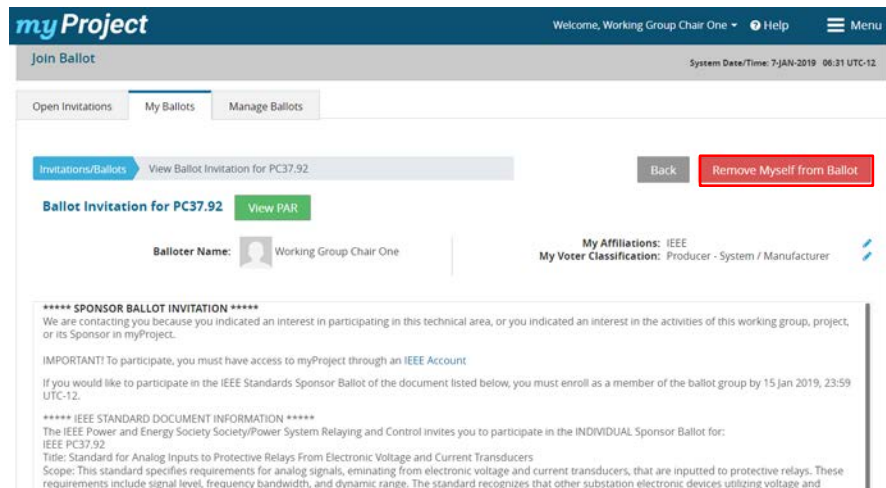
- You can easily remove yourself from a balloting group, but only while the balloting group is forming.
- Your participation is fixed after the ballot invitation closes.
- If you have paid a per-ballot fee or your membership is processing, you will not be able to remove yourself from a ballot.
- Instructions for Entity Balloting are the same, but ballots are accessed through the “**Entity**” tab instead of the “**Balloting**” tab.

### Instructions:

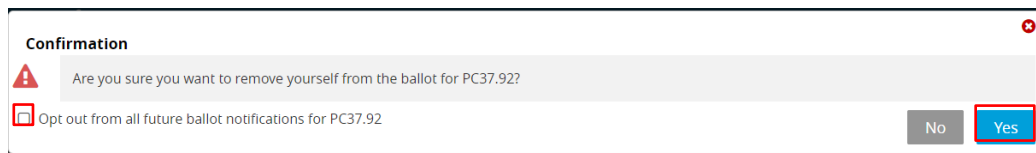
1. On the **myProject** Home Screen click **Menu**.
2. Click **Invitations/Ballots**.
3. Click the **My Ballots** tab.
4. Use the **Search Ballots** bar or **Filter by Stage** function to locate the ballot group you want to remove yourself from.
5. Click the edit pencil next to your voter classification for the ballot you wish to modify.

PAR/ Standard Number	Project Title	Committee	Ballot Type	Ballot Stage	Invitation Close Date	Ballot Close Date	Voter Classification	Vote	Comments	Collapse All
P1186	Recommended Practice for Applicability of Methods for the Ev...[+]	PE/IC/D07W_W G/P1186	Individual	Invitation	07 Feb 2020		Service Provider - Design Service	0		
PAR for P1186 PAR Other Attachments										
P302/PS	Hide Ballot Details	AES/GA/SYSTM_WG	Individual	Pre-Ballot	09 Jan 2020		Academic-Other	0		

6. Click **Remove Myself from the Ballot**.



- Click **Yes** to confirm. Click the **Opt out** box to prevent future ballot notifications for this ballot.



## 6.8 *Change Your Voter Classification or Affiliation*

### Applicable Users:

- IEEE SA members currently enrolled in a ballot

### Notes

- You may change your voter classification on any single ballot before the initial SA Ballot starts.
- If you have paid a per-ballot fee or your membership is processing, you will not be able to change your voter classification. IEEE SA staff must make any necessary changes.
- Changing affiliation for an entity ballot will result in you removing yourself from the ballot and re-joining under a new entity. If representatives have already been assigned for that entity you may be placed in the waiting list.
- Only the EBR will be able to modify the balloter classification for an entity ballot.

### Instructions:

- On the **myProject** Home Screen click **Menu**.
- Click **Invitations/Ballots**.
- Click the **My Ballots** tab.
- Use the **Search Ballots** bar or **Filter by Stage** function to locate the ballot group you want to modify.
- Click the edit pencil next to your voter classification for the ballot you wish to modify.




Open Invitations **My Ballots**

Search Ballots

Ballots: Active

Filter by Stage(s)

Showing 1-3 of 3

PAR/Standard Number	Project Title	Committee	Ballot Type	Ballot Stage	Invitation Close Date	Ballot Close Date	Voter Classification	Vote	Comments	Collapse All
P1186	Recommended Practice for Applicability of Methods for the Ev...[-]	PE/IC/D07W_W G/P1186	Individual	Invitation	07 Feb 2020		Service Provider - Design Service 	0		
PAR for P1186  PAR           Other Attachments										
P302/PS	Hide Ballot Details	AES/GA/SYSTM	Individual	Pre-Ballot	09 Jan 2020		Academic-Other 	0		

6. Click the **Edit** icon next to **My Affiliations** or **My Voter Classification**.


Join Ballot


System Date/Time: 8-JAN-2019 05:39 UTC-12

Open Invitations **My Ballots**

Invitations/Ballots View Ballot Invitation for P2755.1

**Ballot Invitation for P2755.1**

Balloter Name:  General User One

**My Affiliations:** Hunan University 

**My Voter Classification:** Academic-Teacher

\*\*\*\*\* SPONSOR BALLOT INVITATION \*\*\*\*\*

We are contacting you because you indicated an interest in participating in this technical area, or you indicated an interest in the activities of this working group, project, or its Sponsor in myProject.

IMPORTANT! To participate, you must have access to myProject through an IEEE Account

If you would like to participate in the IEEE Standards Sponsor Ballot of the document listed below, you must enroll as a member of the ballot group by 10 Jan 2019, 23:59 UTC-12.

\*\*\*\*\* IEEE STANDARD DOCUMENT INFORMATION \*\*\*\*\*

1. Follow the on-screen instructions to complete your modifications.

## 6.9 Initiate Standards Association Ballot

Once the ballot invitation is closed and the ballot group has been formed and is balanced, it is time to and initiate the SA ballot request and upload the draft.

### Applicable Users:

- Standards Committee Chair, Standard Representative, Working Group Chair /Vice-Chair, Project/Task group chair/Administrator.

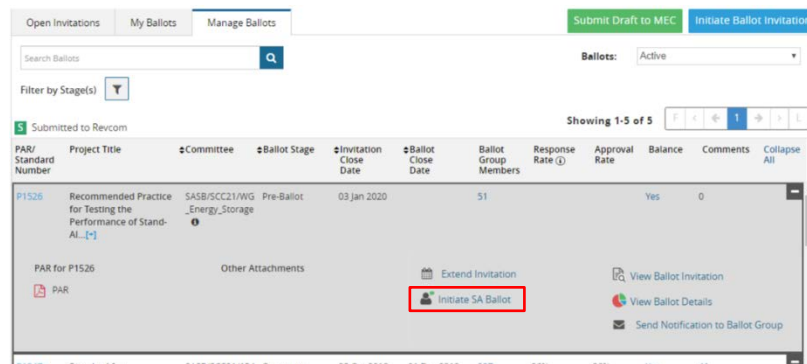
### Notes:

[standards.ieee.org](https://standards.ieee.org)

- Ballots cannot be opened unless all permission letters for borrowed material have been received, reviewed and approved by staff.
- The ballot will not actually open until your Program Manager approves the uploaded draft.
- A cover letter is not required.

## Instructions:

1. On the **myProject** Home Screen, click **Menu**.
2. Click **Invitations/Ballots**.
3. On the **Manage Ballots** tab, use the **Search Ballots** bar or **Filter by Stages** function to locate the ballot you want to create a SA ballot for.
4. Click **Initiate SA Ballot**.



5. At the top of the screen, enter a **Draft Number** and **Ballot Duration**.

The screenshot shows the 'Sponsor Ballot' form. At the top, there are tabs for 'Open Invitations' and 'Manage Ballots'. Below these is a section for 'Invitations/Ballots' with a 'Sponsor Ballot' sub-tab. The form includes a 'PAR or Standard P' field with the value 'AutomationTest1546961080075'. Below this are two input fields: 'Draft Number:' (highlighted with a red box) and 'Ballot Duration:' (highlighted with a red box). The 'Ballot Duration' field has a value of '30'. Below these fields is a large text area containing a draft email template for a ballot invitation.

6. Scroll to the bottom of the screen and click **Upload Draft Standard (shall be a clean PDF document)** to attach the required draft.
7. Click **Add Standards Committee Text** (optional)
8. Click **Upload Supporting Documents** (optional).
9. Check the **Request RAC Coordination** box to notify the RAC admin of this ballot activity. If your PAR indicated registration activity related to this project, the box will be checked by default.
10. Click **Submit** and **OK** to confirm. The SA Ballot request will be sent to the Program Manager for approval.

The screenshot shows a web form for submitting a ballot request. At the top, it displays the identifier 'IEEE PAutomationTest1546961080075'. Below this, there are three main sections for document uploads: 'Attach/Replace Draft Document', 'Supporting Document(s) (Optional)', and 'Attach Document(s)'. Each section has a corresponding button: 'Upload Draft Standard (PDF)' (highlighted with a red box), 'Upload Supporting Document(s)' (highlighted with a blue box), and 'Attach Document(s)'. At the bottom right, there is a checkbox labeled 'Request RAC Coordination' which is unchecked. Below the checkbox are two buttons: 'Cancel' and 'Submit' (highlighted with a red box).

## 6.10 *Vote and/or Comment on a Ballot*

Members of a ballot group will be able to log or change a vote on that ballot during an open ballot or recirculation period.

### Applicable users:

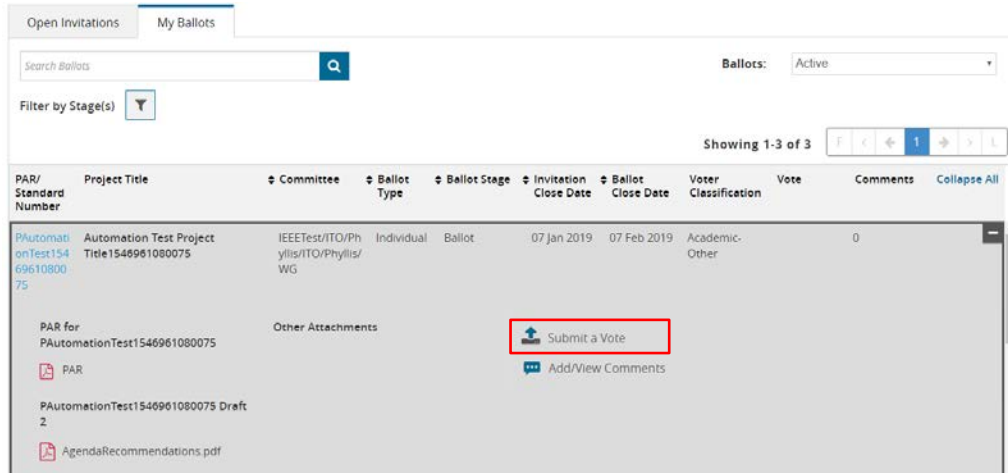
- myProject users currently enrolled in a ballot

### Notes:

- You will be able to select a vote from a list of the following: Approve, Disapprove, Abstain.
- In order to submit comments, you must log a vote.
- If the selection is "abstain", you must select a reason from the following: Lack of time, lack of expertise, conflict of interest, other.
- You can change your selection at any time during an open ballot or a recirculation period; the vote made during the ballot or the most recent recirculation, if applicable, will be carried forward to the following recirculation until it is changed
- Once the ballot period is closed, you will only be able to change or flip your vote from "disapprove" to "approve" or "abstain". You may only do this once and may not change back to a "disapprove" vote. The change/flip vote option will be available until the project has been recommended for approval/disapproval by RevCom.
- If a balloter votes disapprove they shall select "must be satisfied" when submitting comments in order to have their vote count towards the approval rate. You will only be able to mark a comment as "must be satisfied" if it is accompanied by a "disapprove" vote.
- If you change a vote during the ballot or recirculation period FROM "disapprove" to "approve" or "abstain", the "must be satisfied" value of "yes", will be set to "no" automatically. You will be presented with a message explaining this and asked for confirmation.

### Instructions:

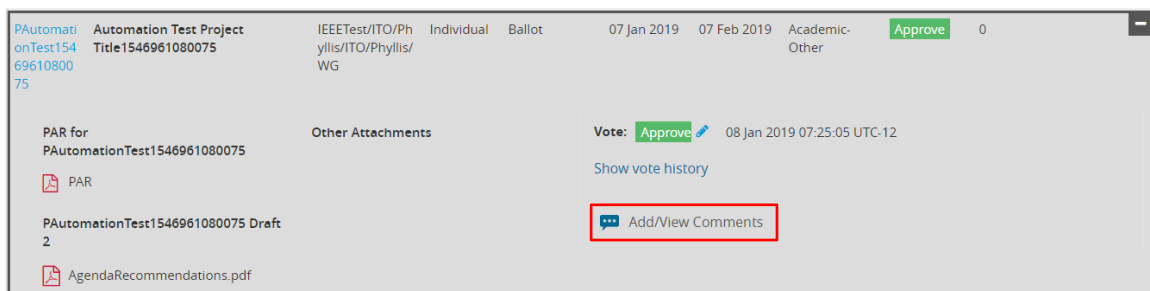
1. On the **myProject** Home Screen, click **Menu**.
2. Click **Invitations/Ballots**.
3. Click the **My Ballots** tab.
4. Use the **Search Ballots** bar or **Filter by State** function to locate the ballot you want to vote on.
5. Click **Submit a Vote**.



6. Click **Approve**, **Disapprove** or **Abstain**.



7. Once you have voted, the system will allow you to add and view comments. Click on **Add/View Comments**.



8. To enter a single comment:
  - a) Click **Single Comment Entry**.

Vote-Comment

Comments Open Date: 08 Jan 2019 Close Date: 07 Feb 2019 Status: Open

Ballot Stage: Initial Ballot

Vote: Approve 08 Jan 2019 07:25:05 UTC-12  
Show vote history

[Export Comments](#)  
[Single Comment Entry](#)  
[Upload Bulk Comments File](#)  
[Bulk Comments Template](#)

Index#	Category	Page	Sub-clause	Line	Comment	Proposed Change	Must Be Satisfied	File
<p>Documents</p> <p>IEEE PAutomationTest1546961080075 Draft 2</p> <p><a href="#">AgendaRecommendations.pdf</a></p> <p>Supporting Document(s) (Optional)</p> <p><a href="#">Download Standard Draft and Support Docs (zip)</a></p>								

- Use the **Comment Category** drop down to choose a category for your comment.
- Enter your comment in the **Comment** box. Enter any other optional information or upload files.
- Click **Save and Close**.

New Comment

Comments you enter for this Sponsor ballot will be considered by the Comment Resolution Group after this ballot period ends, and, if required, responses will be provided during the next round of ballot (i.e., during the next recirculation). Sponsors shall provide evidence of the consideration of each comment. Such evidence shall include:

- An indication of whether the resolution proposed by the comment was accepted, revised, or rejected.
- For comments that are not accepted verbatim, an explanation for the rejection of the comment or for revision of the change proposed by the commenter.

For more information on comments in the ballot, please see Clause 5.4.3.3 of the IEEE-SA Standards Board Operations Manual. For additional guidance, refer to the RevCom Resolution Preparation Guidelines.

\* required field

\* Vote: Approve

\* Comment Category: Choose type ☐ Must Be Satisfied

Page #:  Sub-clause:  Line #:

\* Comment:

Proposed Change:

[Upload files](#)

Files:  
Uploaded Files  
No file uploaded

Current selected file(s) for uploads.  
No file selected for upload.

[Cancel](#) [Save & Close](#)

- Your comment will now appear on your **My Ballots** page and will be visible only to you and the administrators of the ballot.

Vote-Comment

Comments Open Date: 08 Jan 2019 Close Date: 07 Feb 2019 Status: Open

Ballot Stage: Initial Ballot

Vote: Approve 08 Jan 2019 07:25:05 UTC-12  
Show vote history

[Export Comments](#)  
[Single Comment Entry](#)  
[Upload Bulk Comments File](#)  
[Bulk Comments Template](#)

Showing 1-1 of 1

Index#	Category	Page	Sub-clause	Line	Comment	Proposed Change	Must Be Satisfied	File
1	General				Testing the comments		No	<a href="#">Edit</a>

- f) To change your comment, click on the comment and click **Edit** or **Delete**.

**Comment**

Commenter: SA Member Three

Comments you enter for this Sponsor ballot will be considered by the Comment Resolution Group after this ballot period ends, and, if required, responses will be provided during the next round of ballot (i.e., during the next recirculation). Sponsors shall provide evidence of the consideration of each comment. Such evidence shall include:

a) An indication of whether the resolution proposed by the comment was accepted, revised, or rejected.

b) For comments that are not accepted verbatim, an explanation for the rejection of the comment or for revision of the change proposed by the commenter. For more information on comments in the ballot, please see Clause 5.4.3.3 of the IEEE-SA Standards Board Operations Manual. For additional guidance, refer to the RevCom Resolution Preparation Guidelines.

**Edit**

Vote: **APPROVE**

Comment Category: General      Must be satisfied: No

Page #:      Sub-clause:      Line #:

Comment: Testing the comments

Proposed Change:

No file uploaded

**Delete**      **Close**

- g) Make changes to your comment and click **Save and Close**.

**Comment**

Commenter: SA Member Three

Comments you enter for this Sponsor ballot will be considered by the Comment Resolution Group after this ballot period ends, and, if required, responses will be provided during the next round of ballot (i.e., during the next recirculation). Sponsors shall provide evidence of the consideration of each comment. Such evidence shall include:

a) An indication of whether the resolution proposed by the comment was accepted, revised, or rejected.

b) For comments that are not accepted verbatim, an explanation for the rejection of the comment or for revision of the change proposed by the commenter. For more information on comments in the ballot, please see Clause 5.4.3.3 of the IEEE-SA Standards Board Operations Manual. For additional guidance, refer to the RevCom Resolution Preparation Guidelines.

\* required field

\* Vote: **Approve**

\* Comment Category: General      ☐ Must Be Satisfied

Page #:      Sub-clause:      Line #:

\* Comment: Testing the comments, again

Proposed Change:

**Upload files**

Files:  
Uploaded Files  
No file uploaded

Current selected file(s) for uploads:  
No file selected for upload.

**Delete**      **Cancel**      **Save & Close**

1. To upload comments from a spreadsheet:

- a) Click **Bulk Comments Template** to download an Excel or CSV template to enter your comments into.
- b) After you have entered comments into the template, Click **Upload Bulk Comments File**.

Vote-Comment

Comments      Open Date: 08 Jan 2019      Close Date: 07 Feb 2019      Status: Open

Ballot Stage: Initial Ballot

Vote: **Approve**      08 Jan 2019 07:25:05 UTC-12      Show vote history

**Export Comments**

**Single Comment Entry**

**Upload Bulk Comments File**

**Bulk Comments Template**

Showing 1-1 of 1

Index#	Category	Page	Sub-clause	Line	Comment	Proposed Change	Must Be Satisfied	File
1	General				Testing the comments		No	<b>Edit</b>

- c) Click **Select Bulk Comments** file and select the comments file on your computer.
- d) Click **Start Upload**. The system will display an upload result with all comments uploaded successfully and any errors. Click **Select Bulk Comments File** again to re-upload your file after correcting any errors. Comments that are duplicates of those already uploaded will be ignored.

**Bulk Comments Upload**

Comments you enter for this Standards Association Ballot will be considered by the Comment Resolution Group after this ballot period ends, and, if required, responses will be provided during the next round of ballot (i.e., during the next recirculation). Standards Committees shall provide evidence of the consideration of each comment. Such evidence shall include:

- a) An indication of whether the resolution proposed by the comment was accepted, revised, or rejected.
- b) For comments that are not accepted verbatim, an explanation for the rejection of the comment or for revision of the change proposed by the commenter.

For more information on comments in the ballot, please see [Clause 5.4.3.3](#) of the IEEE SA Standards Board Operations Manual.  
For additional guidance, refer to the [RevCom Resolution Preparation Guidelines](#).

**FILE UPLOAD RESULT**

1 out of 2 row(s) uploaded successfully.

Comment in row 2 not uploaded because it is a duplicate of a comment entered earlier.

[Select Bulk Comments File](#) [Ok](#)

- e) Click **Ok** to dismiss the upload box.

## 6.11 *Change (Flip) a vote*

After a round of balloting closes, voters who have voted “Disapprove” may “flip” their vote to either “Approve” or “Abstain” at any time before the RevCom meeting.

### Applicable users:

- myProject users who have voted “Disapprove” on a ballot.

### Notes:

- You will receive notification of your vote change. This notification will be included with the RevCom submission.
- You may only change your vote once using this feature. You will not be able to change the vote back to “Disapprove” unless another recirculation is opened..

### Instructions:

1. On the **myProject** Home Screen, click **Menu**.
2. Click **Invitations/Ballots**.
3. Click on the **My Ballots** tab.
4. Use the **Search Ballots** bar to locate the ballot with the vote you wish to change.

- Click the **edit** icon next to the current vote.

The screenshot shows the 'Invitations/Ballots' page with the 'My Ballots' tab active. A table displays ballot information. For ballot P2413, a 'Submit a Vote' modal is open, showing three options: 'Approve', 'Disapprove' (selected), and 'Abstain'. The 'Disapprove' option is highlighted with a red checkmark.

PAR/Standard Number	Project Title	Committee	Ballot Type	Ballot Stage	Invitation Close Date	Ballot Close Date	Voter Classification	Vote	Comments	Collapse All
P2413	Standard for an Architectural Framework for the Internet of ...	BOG/CAG/IoT Architecture	Entry	Ballot	26 Nov 2018	20 Jan 2019	Producer - Component	Disapprove	1	
P2413	Standard for Secure SCADA Communications Protocol (SCSP)	PE/PSCC/S0	Individual	Comment Resolution			Producer - Component	Approve	0	

- Click the new vote you want to submit. Click **Yes** to confirm. After confirming your change, a message will be sent to you, the Working Group Chair and Standards Committee Chair notifying them of the flipped vote.

## 6.12 View Ballot Details

### Applicable Users:

- Standards Committee Chair, Standards Committee Standards Representative, Working Group Chair /Vice-Chair, Project/Task Group Chair/Administrator, IEEE Staff

### Instructions:

- On the **myProject** Home Screen click **Menu**.
- Click **Invitations/Ballots**.
- Click the **Manage Ballots** tab.
- On the Manage Ballots tab, use the **Search Ballots** bar or **Filter by Stages** function to locate the ballot you want to see details of.
- Click **View Ballot Details**.

Open Invitations | **Manage Ballots** | Submit Draft to MEC | Initiate Ballot Invitation

Search Ballots

Filter by Stage(s)

Submitted to Revcom Showing 21-40 of 313

PAR/Standard Number	Project Title	Committee	Ballot Stage	Invitation Close Date	Ballot Close Date	Ballot Group Members	Response Rate	Approval Rate	Balance	Comments	Collapse All
PC57.12.32	Standard for Submersible Equipment - Enclosure Integrity	PE/TR/Dist-WGC57.12.32	Ballot	24 Nov 2018	06 Jan 2019	99	61% (14)	91%	Yes	81	
<div> <div> <b>PAR for PC57.12.32</b>   PAR  PC57.12.32 Draft 2.8   PC57.12.32_D2.81.pdf </div> <div> <b>Other Attachments</b>   PC57.12.32_D2.8.pdf </div> <div>  Extend Ballot Period </div> <div>  View Ballot Invitation  <b>View Ballot Details</b>   Send Notification to Ballot Group </div> </div>											
P627	Standard for Qualification of Equipment Used in Nuclear	PE/NPE/WG_2.10_627	Ballot	24 Nov 2018	25 Jan 2019	43	32% (19)	85%	Yes	17	

- The top half of the screen will display **Project Information**, **Ballot Summary** information and **Standards Committee/Working Group** Information.

Invitations/Ballots View Ballot Details

## Ballot Details for PC57.12.32 Standard for Submersible Equipment - Enclosure Integrity

### Project information

PAR/Standard#: PC57.12.32

Project Title: Standard for Submersible Equipment - Enclosure Integrity

Project Type: Revision

Ballot Stage: Ballot

Ballot Type: Individual

Invitation Open Date: 25 Oct 2018

Invitation Close Date: 24 Nov 2018

Links:

- PAR
- Invitation
- Draft Standard & Additional Ballot Documents

### Ballot Summary

Ballot Results

Ballot Stage: Initial Ballot

Open Date: 07 Dec 2018 Close Date: 06 Jan 2019 Status: Open

Ballot Group Members: 99  
Minimum should be 10

Return Ballots: (81) 81%  
Minimum return rate is 75%

Abstentions: (1) 1%  
Abstentions must be below 30%

Approval Rate: 91%  
Approval rate must be at least 75%

Votes counted in approval rate:		Votes not counted in approval rate:	
Approve	55	Disapprove Without MBS Comments(s)	0
Disapprove With MBS Comments(s)	5	Abstentions	1
Total	60	Total	1

Total Votes: 61


The vote tally for "Disapprove With MBS Comments(s)" = current Disapprove votes for which an MBS (Must Be Satisfied) comment existed in any round of balloting.

### Sponsor/Working Group

Sponsoring Society: IEEE Power and Energy Society


Sponsoring Committee: Transformers


7. The lower part of the screen contains details about the ballot group including **Ballot Group Makeup**, **Ballot Group**, and **Ballot Notifications** information and **Vote-Comment** information.

Standards Representative: James Graham 

Working Group Name: Distribution - End Integrity - Subm. Working Group


Working Group Type: Individual

Working Group Chair: Daniel Mulkey 

Program Manager: Malia Zaman 

### Ballot Group Makeup

Academic-Researcher	1	1.01%
Consulting	16	16.16%
General Interest	17	17.17%
Government - Other	1	1.01%
Producer - Component	22	22.22%
Producer - Other	3	3.03%
Producer - System / Manufacturer	13	13.13%
Professional Association / Professional Society	1	1.01%
Service Provider - Design Services	5	5.05%
Service Provider - Testing	2	2.02%
Standards Developing Organization (SDO)	2	2.02%
Supplier	2	2.02%
User - Consumer	2	2.02%
User - Industrial	2	2.02%
User - Other	10	10.10%



### Vote-Comment

Ballot Group

Ballot Notifications

Comments

Open Date: 07 Dec 2018 Close Date: 06 Jan 2019 Status: Open

Ballot Stage: Initial Ballot

Export Comments

Non-Ballot Comments

View Public Review Comments

Showing 1-20 of 81

Comment#	Style	Commenter	Index#	Category	Page	Sub-clause	Line	Vote	Comment	Proposed Change	Must Be Satisfied	Disposition Status	Disposition Detail	File
----------	-------	-----------	--------	----------	------	------------	------	------	---------	-----------------	-------------------	--------------------	--------------------	------

## 6.13 View Ballot Comments (Balloter)

A balloter may view all of their comments made on a ballot, along with the resolution status of each comment after the ballot has closed and the comment resolution process has been completed. During recirculation, all comments from previous rounds will be visible to all ballot group members.

### Applicable Users:

- All myProject users who have participated in a ballot

### Instructions:

1. On the **myProject** Home Screen, click **Menu**.
2. Click **Invitations/Ballots**.
3. Click the **My Ballots** tab.
4. Use the **Search Ballots** bar or **Filter by Stage** feature to locate the ballot with comments you want to view.
5. Click on the **number** under the **Comments** column.

Search Ballots

Ballots: Active

Filter by Stage(s)

Submitted to Revcom

Showing 1-20 of 319

PAR/Standard Number	Project Title	Committee	Ballot Stage	Invitation Close Date	Ballot Close Date	Ballot Group Members	Response Rate	Approval Rate	Balance	Comments	Collapse All
1076-2008	Standard VHDL Language Reference Manual	C/DA/P1076	Comment Resolution - 1	08 Jan 2019	09 Jan 2019	8	75%	83%	Yes	13	

IEEE Standard 1076-2008

New PAR - DRAFT - 200.pdf

Other Attachments

BallotNotification\_2019-01-09\_15-45-31.pdf

audcom submission detail.docx

Initiate Ballot Recirculation

Submit Project to RevCom

View Ballot Invitation

View Ballot Details

Send Notification to Ballot Group

6. The comments for the most recent round of ballot will be displayed.
  - a. Use the Ballot Stage dropdown to view comments from prior rounds of balloting.
  - b. Use the **Search drop downs** to filter for specific commenter, vote, comment, disposition status, etc.
  - c. Click **Export Comments** to download all comments to an Excel or CSV file.

Ballot Stage: Recirculation 1

Export Comments  
Upload Bulk Comments Response File  
Non-Ballot Comments  
View Public Review Comments

Showing 1-13 of 13

Comment#	Style	Commenter	Index#	Category	Page	Sub-clause	Line	Vote	Comment	Proposed Change	Must Be Satisfied	Disposition Status	Disposition Detail	File
R1-13	Non-Ballot Comment	SA Member Five	11	Technical	12	3	34	N/A	Test comment OOC		No	ACCEPTED		
R1-12	Ballot	SA Member Five	10	Editorial	323	34	4	Approve	Lexes define what has to be don. [v]	test	No		Y	
R1-11	Public Review Comment	Person Two	1	Technical	3	4	6	N/A	This is a PR comment	change that to edit version	No			
R1-10	Non-Ballot Comment	Person One	1	Technical	2	5	5	N/A	this is a non-ballot comment	change this	No			
R1-9	Ballot	SA Member Five	9	General	75	40	684	Approve	Comment Balloter-9	As needed	No			

## 6.14 Submit Non-Ballot Comment

This feature can be used to submit comments that have been received by the Working Group outside of the myProject system. These comments cannot be marked as “Must Be Satisfied”, but will become part of the record that is submitted to RevCom.

### Applicable Users:

- Standards Committee Chair, Standards Committee Standards Representative, Working Group Chair/Vice-Chair, Project/Task Group Chair/Administrator, IEEE Staff

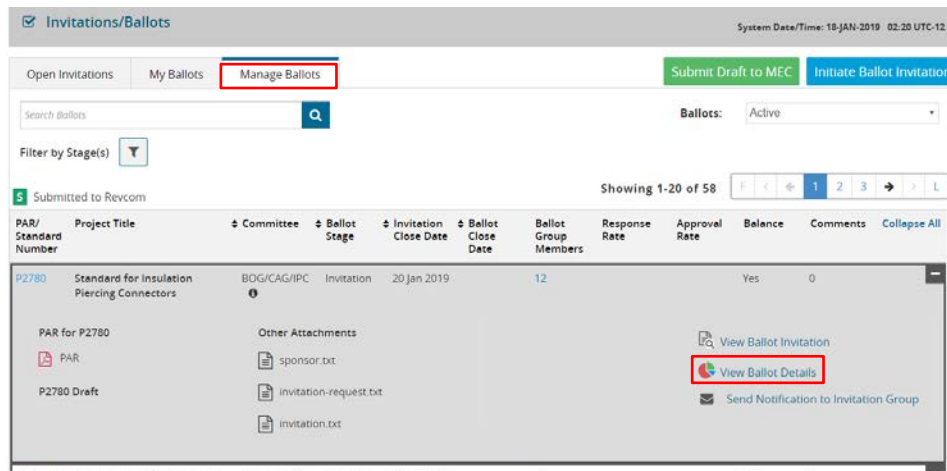
### Notes:

- The system provides templates for creating files for uploading non-ballot comments in bulk.
- Comments received from the Public Review application should be uploaded using this feature.
- Non-ballot comments may be entered during ballot or comment resolution periods.
- Non-ballot comments may be considered by the Comment Resolution Group after the ballot period ends and, if required, responses will be provided during the next round of ballot (i.e. during the next recirculation).

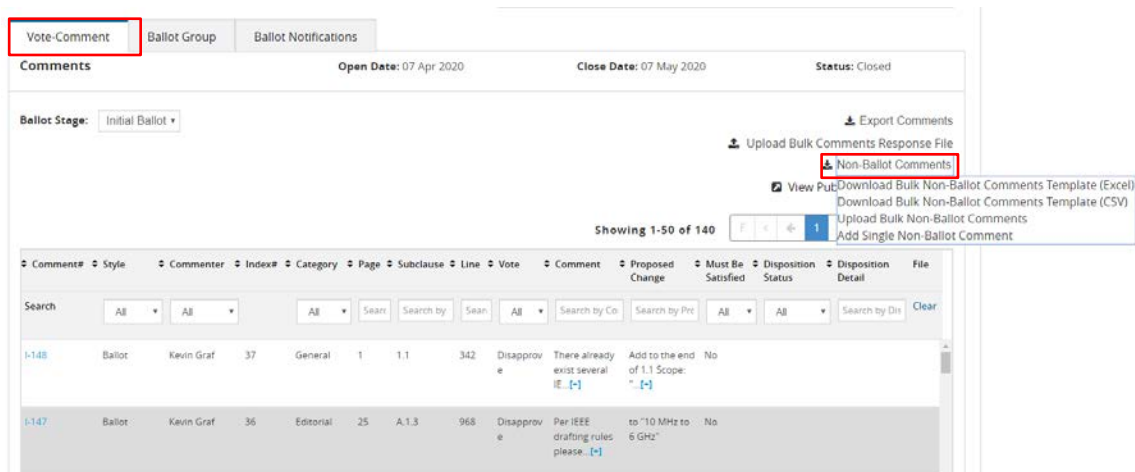
### Instructions:

- On the myProject Home Screen click **Menu**.
- Click **Invitations/Ballots**.

3. On the **Manage Ballots** tab, use the **Search Ballots** bar to locate the project to which you want to add non-ballot comments.
4. Click **View Ballot Details**.



5. Scroll down to the **Vote-Comment** tab.
6. Click **Non-Ballot Comments**.



7. Choose from the following options:
  - a. **Download Bulk Non-Ballot Comments Template (Excel)**
  - b. **Download Bulk Non-Ballot Comments Template (CSV)**
  - c. **Upload Bulk Non-Ballot Comments**
  - d. **Add Single Non-Ballot Comment**
8. If adding a single Non-Ballot comment, fill in the required fields and click **Save and Close**.

\* required field

\* Style: Non-Ballot Comment

\* First Name:

\* Last Name:

\* Email:

\* Comment Category: Choose type

Page #:

Sub-clause:

Line #:

\* Comment:

Proposed Change:

 Upload files

Files:

Uploaded Files

No file uploaded

Current selected file(s) for uploads.

No file selected for upload.

Cancel

Save & Close

## 6.15 *Comment Disposition*

Please refer to the **Ballot and Comment Resolution Process Guidelines**

(<https://standards.ieee.org/content/dam/ieee-standards/standards/web/governance/revcom/guidelines.pdf>)

for guidance and additional information on disposition statuses.

### 6.15.1 *Respond To Individual Ballot Comments*

#### Applicable Users:

- Standards Committee Chair, Standards Committee Standards Representative, Working Group Chair/Vice-Chair, Project/Task Group Chair/Administrator, IEEE Staff

#### Notes:

- All comments must be responded to. The response should show that the comment was seriously considered.

#### Instructions:

- On the **myProject** Home Screen click **Menu**.
- Click **Invitations/Ballots**.
- Click **Manage Ballots**.
- Use the **Search Ballots Bar** or the **Filter by Stage** function to locate the desired ballot.
- Click on the number in the **Comments** column.

PAR/Standard Number	Project Title	Committee	Ballot Stage	Invitation Close Date	Ballot Close Date	Ballot Group Members	Response Rate	Approval Rate	Balance	Comments
P1711.2	Standard for Secure SCADA Communications Protocol (SSCP)	PE/PSCC/50	Comment Resolution	06 Nov 2018	18 Dec 2018	92	75%	93%	Yes	37

- Locate the comment you want to respond to and click on the **comment number** or hover the cursor under the file column until the **Edit** icon appears and click on it.

Ballot Stage: Initial Ballot

Export Comments  
Upload Bulk Comments Response File  
Non-Ballot Comments  
View Public Review Comments

Showing 1-20 of 306

Comment#	Style	Commenter	Index#	Category	Page	Sub-clause	Line	Vote	Comment	Proposed Change	Must Be Satisfied	Disposition Status	Disposition Detail	File
I-300	Ballot	Richard Marek	37	Technical	50	B.4	23	Disapprove	The procedures used to develop...[-]	Change the word effective to e...[-]	Yes			
I-299	Ballot	Richard Marek	36	Technical	50	B.4	19	Disapprove	The procedures used to develop...[-]	Change Table 2 title to Compar...[-]	Yes			

7. Click on **Edit**.

**Review Comment**

Commenter: Richard Marek

Sponsors shall provide evidence of the consideration of each comment. Such evidence shall include:  
 Note 1: an indication of whether the resolution proposed by the comment was accepted, revised, or rejected.  
 Note 2: for comments that are not accepted verbatim, an explanation for the rejection of the comment or for revision of the change proposed by the commenter.  
 For more information on Comments in the Ballot, please see Clause 5.4.3.3  
 For additional guidance, refer to the RevCom Resolution Preparation Guidelines.

Vote: **DISAPPROVE**

Comment Category: Technical      Must be satisfied: Yes

Page #: 50      Sub-clause: B.4      Line #: 23

Comment:  
The procedures used to develop the thermal classes in this Annex do not follow any recognized procedure and definitive statements are questionable.

Proposed Change:  
Change the word effective to estimated

Disposition Status:  
Disposition Detail:  
No file uploaded

**Edit**

Close

8. Select the applicable disposition status from the **Disposition Status** drop-down menu.
9. Enter a description of the disposition in the **Disposition Detail** box (this is required if disposition status is **Revised** or **Rejected**).
10. Click **Save and Close**.

Review Comment

Commenter: Richard Marek

Sponsors shall provide evidence of the consideration of each comment. Such evidence shall include:

Note 1: an indication of whether the resolution proposed by the comment was accepted, revised, or rejected

Note 2: for comments that are not accepted verbatim, an explanation for the rejection of the comment or for revision of the change proposed by the commenter.

For more information on Comments in the Ballot, please see Clause 5.4.3.3

For additional guidance, refer to the [RevCom Resolution Preparation Guidelines](#).

\* required field

Vote: DISAPPROVE

Comment Category: Technical

Must be satisfied: Yes

Page #: 50

Sub-clause: B.4

Line #: 23

Comment:

The procedures used to develop the thermal classes in this Annex do not follow any recognized procedure and definitive statements are questionable.

Proposed Change:

Change the word effective to estimated

\* Disposition Status:

Choose status

\* Disposition Detail:

Files:

Uploaded Files

No file uploaded

Cancel

Save & Close

## 6.15.2 Export Comments for Disposition

This option allows officers the ability to download comments and respond to them offline.

### Applicable Users:

- Standards Committee Chair, Standards Committee Standards Representative, Working Group Chair/Vice-Chair, Project/Task Group Chair/Administrator, IEEE Staff

### Instructions:

- On the **myProject** Home Screen click **Menu**.
- Click **Invitations/Ballots**.
- Click **Manage Ballots**.
- Use the **Search Ballots** bar or the **Filter by Stage** function to locate the desired ballot.
- Click on the number in the **Comments** column.

- Click **Export Comments** and choose either Excel or CSV as the file type to download.

- Edit the exported file using any spreadsheet editor and save the file in either .csv or .xls format.
  - Make sure to only use only the values listed on the excel or CSV file (Accepted, Revised, Rejected) in the “Disposition Status” column.

- **\*\*Make sure to only edit the Disposition Status and Disposition Details columns. Edits to other columns may result in an error when uploading the file.\*\***

### 6.15.3 Upload Comment Responses

This feature allows officers to upload comment responses that have been recorded offline.

#### Applicable Users:

- Standards Committee Chair, Standards Committee Standards Representative, Working Group Chair /Vice-Chair, Project/Task Group Chair/Administrator, IEEE Staff

#### Notes:

- All comments must be responded to. The response should show that the comment was seriously considered.

#### Instructions:

1. On the **myProject** Home Screen click **Menu**.
2. Click **Invitations/Ballots**.
3. Click **Manage Ballots**.
4. Use the **Search Ballots** bar or the **Filter by Stage** function to locate the desired ballot.
5. Click on the number in the **Comments** column.

Invitations/Ballots

System Date/Time: 9-JAN-2019 01:33 UTC-12

Open Invitations Manage Ballots

Submit Draft to MEC Initiate Ballot Invitation

Search Ballots

Filter by Stage(s)

Comment Resolution

Showing 1-20 of 113

PAR/Standard Number	Project Title	Committee	Ballot Stage	Invitation Close Date	Ballot Close Date	Ballot Group Members	Response Rate	Approval Rate	Balance	Comments	Collapse All
P1711.2	Standard for Secure SCADA Communications Protocol (SSCP)	PE/PSCC/50	Comment Resolution	06 Nov 2018	18 Dec 2018	92	75%	93%	Yes	37	

Submitted to Revcom

PAR for P1711.2

PAR

P1711.2 Draft D2.3

IEEE 1711-2 - Draft 2.31.pdf

Other Attachments

Invitation-extension.txt

IEEE 1711-2 - Draft 2.3.pdf

Initiate Ballot Recirculation

Submit Project to RevCom

View Ballot Invitation

View Ballot Details

Send Notification to Ballot Group

6. Click **Upload Bulk Comments Response File**.

Ballot Stage: Initial Ballot

Export Comments

Upload Bulk Comments Response File

Non-Ballot Comments

View Public Review Comments

Showing 1-20 of 306

Comment#	Style	Commenter	Index#	Category	Page	Sub-clause	Line	Vote	Comment	Proposed Change	Must Be Satisfied	Disposition Status	Disposition Detail	File
300	Ballot	Richard Marek	37	Technical	50	B.4	23	Disapprove	The procedures used to develop...	Change the word effective to e...	Yes			

7. Click **Select Bulk Comments Response File**.

**Bulk Comments Upload**

Sponsors shall provide evidence of the consideration of each comment. Such evidence shall include:  
 Note 1: an indication of whether the resolution proposed by the comment was accepted, revised, or rejected  
 Note 2: for comments that are not accepted verbatim, an explanation for the rejection of the comment or for revision of the change proposed by the commenter.  
 For more information on Comments in the Ballot, please see Clause 5.4.3.3  
 For additional guidance, refer to the [RevCom Resolution Preparation Guidelines](#).

**COMMENTS FILE**

Select Bulk Comments Response File
Cancel

8. Select your Excel or CSV file and click **Start Upload**. Click **OK** when complete.

**Bulk Comments Upload**

Sponsors shall provide evidence of the consideration of each comment. Such evidence shall include:  
 Note 1: an indication of whether the resolution proposed by the comment was accepted, revised, or rejected  
 Note 2: for comments that are not accepted verbatim, an explanation for the rejection of the comment or for revision of the change proposed by the commenter.  
 For more information on Comments in the Ballot, please see Clause 5.4.3.3  
 For additional guidance, refer to the [RevCom Resolution Preparation Guidelines](#).

**COMMENTS FILE**

ParsReport.XLSX

Start Upload
Cancel

9. View the comments in myProject and make sure your comments were uploaded correctly (See Sec 6.12 View Ballot Details).

## 6.16 *Initiate Recirculation*

A recirculation is typically needed when:

- Substantive changes were made since the last balloted draft.
- Comments are received from IEEE SA editors marked “must be satisfied” (MBS).
- A recirculation resulted in negative votes with new comments within the scope of the recirculation.

On a recirculation, a vote shall be based only on the changed portions of the balloted document, clauses affected by the changes, or portions of the balloted document that are the subject of the unresolved negative votes.

### Applicable Users:

- Standards Committee Chair, Standards Committee Standards Representative, Working Group Chair /Vice-Chair, Project/Task Group Chair/Administrator, IEEE Staff

### Notes:

- A cover letter is required.
- A tracked changes PDF version of the draft, showing all changes (including updated draft number) made since the previous ballot should be uploaded for a recirculation.
- A recirculation cannot be initiated until all comments have a disposition status (and detail if applicable) entered.
- The recirculation must be approved by the Program Manager.

### Instructions:

1. On the **myProject** Home Screen click **Menu**.
2. Click **Invitations/Ballots**.
3. Use the **Search Ballots** bar or **Filter by Stage** option to locate the desired ballot.
4. Click **Initiate Ballot Recirculation**.

Invitations/Ballots System Date/Time: 9-JAN-2019 03:40 UTC-12

Open Invitations Manage Ballots Submit Draft to MEC Initiate Ballot Invitation

Search Ballots [Search Icon] Ballots: Active

Filter by Stage(s) [Filter Icon] Comment Resolution

Showing 1-20 of 113

PAR/Standard Number	Project Title	Committee	Ballot Stage	Invitation Close Date	Ballot Close Date	Ballot Group Members	Response Rate	Approval Rate	Balance	Comments	Collapse All
P1708a	Standard for Wearable Cuffless Blood Pressure Measuring Devices	EMB/Std Com/WC-BPM	Comment Resolution	05 Sep 2018	08 Oct 2018	28	82%	95%	Yes	25	

PAR for P1708a: PAR, P1708a Draft P1708a/D1, P1708a\_D1\_Sept\_6\_2018\_MDT1.pdf

Other Attachments: P1708a\_D1\_Sept\_6\_2018\_MDT.pdf

Initiate Ballot Recirculation (highlighted), Submit Project to RevCom, View Ballot Invitation, View Ballot Details, Send Notification to Ballot Group

- At the top of the Recirculation screen, enter a **Draft Number**. The **Recirculation Duration** defaults to 10 days but can be longer if desired. If no significant changes have been made to the most recent draft, click **Recirculate Prior Document**. This will re-use the draft number and file uploaded in the previous ballot round.

Initiate Recirculation System Date/Time: 9-JAN-2019 03:42 UTC-12

Open Invitations Manage Ballots

Invitations/Ballots Recirculation

PAR or Standard P1708a

\* Draft Number: [Red Box] \* Recirculation Duration: 10 [Red Box] Start Date: 08 Jan 2019

Numbers only (e.g. 1, 2, 1, 100) End Date: 18 Jan 2019

☒ Recirculate Prior Document (highlighted)

Dear IEEE P1708a Balloting Group Member:

This e-mail is to advise you of the opening of a Recirculation Ballot for:

IEEE P1708a Standard for Wearable Cuffless Blood Pressure Measuring Devices

The recirculation will close on <Close Date>. Log on to myProject to enter/update your vote and to comment.

\*\*\*\*\* MESSAGE FROM THE WORKING GROUP CHAIR \*\*\*\*\*

A

Should you have any questions, please contact Patricia Bader at pbader@ieee.org

- Scroll down the page.
- Complete the fields
  - Add Standards Committee text (optional)
  - Attach/Replace Draft Document (required)
  - Supporting Documents (optional)
  - Cover letter stating the reason for recirculation – click Upload Cover Letter (Word or PDF). Click the **Download Cover Letter Template** if needed.
  - Check the **Request RAC Coordination** box to notify the RAC admin of this ballot activity. If your PAR indicated registration activity related to this project, the box will be checked by default.

8. Click **Submit**. The Recirculation will be submitted to the Program Manager for Approval.

## 6.17 *Request a Ballot Reset or Termination*

Resetting a ballot will delete any votes and comments made and will return the ballot to the stage after invitation (pre-ballot).

Terminating a ballot means that the ballot group has been disbanded. A request will be sent to Program Management staff, who will reset or terminate the ballot.

### **Applicable Users:**

Standards Committee Chair, Standards Committee Standards Representative, Working Group Chair /Vice-Chair, Project/Task Group Chair/Administrator, IEEE Staff

### **Notes on Resetting a ballot**

- You must supply a reason for resetting/terminating the ballot.
- When reset, the ballot must be opened again and a draft uploaded but the ballot group will be maintained.
- A ballot may not be reset after a recirculation has begun.

### **Notes on Terminating a ballot**

- When terminated, an invitation to join the ballot group must be resent and all individuals interested in balloting need to re-join the ballot group at that time.
- All current ballot group members, regardless of current interests, will receive an invitation to join the ballot group if a new invitation is sent out.
- You may terminate a ballot at any stage in the balloting process.

### **Instructions:**

1. On the **myProject** Home Screen click **Menu**.
2. Click **Invitations/Ballots**.

3. Use the **Search Ballots** bar or **Filter by Stage** option to locate the desired ballot.
4. Click on **View Ballot Details**.

Invitations/Ballots System Date/Time: 9-JAN-2019 06:33 UTC-12

Open Invitations Manage Ballots Submit Draft to MEC Initiate Ballot Invitation

Ballots: Active

Filter by Stage(s) ▼

Submitted to Revcom Showing 1-1 of 1 1

PAR/ Standard Number	Project Title	Committee	Ballot Stage	Invitation Close Date	Ballot Close Date	Ballot Group Members	Response Rate	Approval Rate	Balance	Comments	Collapse All	
P1820-1	A standard can be designated full-use or trial-use.	C/DA/IBIS	Ballot	07 Jan 2019	08 Feb 2019	6	0% (5)	0%	Yes	0	<div> <div> <div>PAR for P1820-1</div> <div> <div>PAR</div> <div>P1820-1 Draft 12</div> <div>Sample Draft .pdf</div> </div> </div> <div> <div>Other Attachments</div> <div> <div>InvitationNotification_2019-01-08_11-48-33.pdf</div> <div>screen shot (1).docx</div> </div> </div> <div> <div>Extend Ballot Period</div> <div>View Ballot Invitation</div> <div style="border: 2px solid red; padding: 2px;">View Ballot Details</div> <div>Send Notification to Ballot Group</div> </div> </div>	

- Click on the **Related Actions** dropdown and click **Reset/Terminate Ballot Group**.

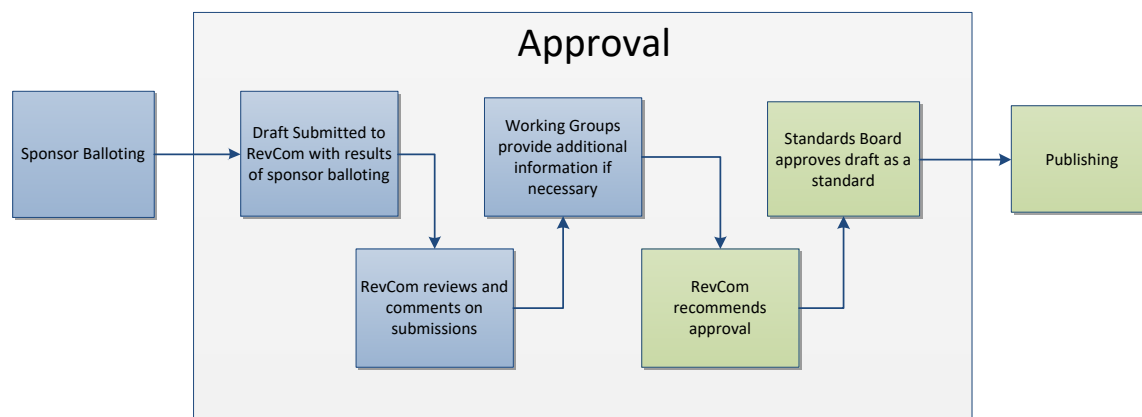
The screenshot shows the 'Manage Ballots' section of the IEEE SA Standards Association website. The 'Ballot Details for P1820-1 A standard can be designated full-use or trial-use.' are displayed. The 'Related Actions' dropdown menu is open, showing options: 'Extend Ballot Period', 'Send Notification to Ballot Group', 'Reset/Terminate Ballot Group' (highlighted with a red box), and 'Export Ballot Summary to PDF'. The 'Ballot Summary' section shows 'Open Date: 09 Jan 2019', 'Close Date: 07 Jan 2019', 'Ballot Group Members: 6', 'Return Ballots: (0) 0%', 'Abstentions: (0) 0%', and 'Approval Rate: 0%'. The 'Votes counted in approval rate' table shows 'Approve: 0', 'Disapprove With MBS Comments(s): 0', and 'Abstentions: 0'. The 'Votes not counted in approval rate' table shows 'Disapprove Without MBS Comments(s): 0' and 'Abstentions: 0'.

- Click **Reset** or **Terminate** button and enter a justification in the **Justification** box.
- Click **Approve**.
- Click **Yes**. The Reset or Termination request will be sent to the Program Manager for approval.

The screenshot shows the 'Reset/Terminate Ballot for P1820-1' dialog box. The 'Reset' radio button is selected. The 'Justification' text box contains the text 'testing reset'. The 'Approve' button is highlighted with a red box. The dialog box also includes a 'Cancel' button and a 'Program Management staff will review and approve all reset and terminate requests.' message.

## 7 RevCom

After a draft has been balloted and consensus reached, the project can be submitted for approval. The draft, along with information from the balloting process will be submitted for review by the RevCom (Review Committee). RevCom will then recommend approval of the standard to the Standards Board. Once the Standards Board approves the project, the draft becomes a standard and is ready to be prepared for publishing.



## 7.1 *Submit a Project to RevCom*

A balloted draft may be submitted to RevCom at any time after initial ballot, including during a recirculation. Additional information on requirements for RevCom submission can be found here:

<http://standards.ieee.org/about/sasb/revcom/revguide.html>

### Notes:

- Additional documents and/or source files may be uploaded at any time. These files will be saved even if you do not complete the submission.
- Source files include the Word or Framemaker files for the draft and all figures created outside of the Framemaker or Word document. These files are **required** and must be sent to editorial staff if they are not uploaded via myProject.

### Applicable Users:

- Standards Committee Chair, Standard Representative, Working Group Chair/Co-Chair/Vice-Chair, RevCom Designee

### Instructions:

1. On the **myProject** Home Screen click **Menu**.
  2. Click **Invitations/Ballots**.
  3. Use the **Search Ballots** field or the **Filter by Stage** function to locate the project you want to submit to RevCom.
1. Click **Submit Project to RevCom** next to the PAR/Standard you would like to submit.

Search Ballots

Ballots: Active

Filter by Stage(s)

Submitted to RevCom Showing 1-20 of 113

PAR/Standard Number	Project Title	Committee	Ballot Stage	Invitation Close Date	Ballot Close Date	Ballot Group Members	Response Rate	Approval Rate	Balance	Comments	Collapse All
1076-2008	Standard VHDL Language Reference Manual	C/DA/P1076	Comment Resolution - 1	08 Jan 2019	09 Jan 2019	8	75%	83%	Yes	13	

IEEE Standard 1076-2008

New PAR - DRAFT - 200.pdf

Other Attachments

BallotNotification\_2019-01-09\_15-45-31.pdf

audcom submission detail.docx

Initiate Ballot Recirculation

**Submit Project to RevCom**

View Ballot Invitation

View Ballot Details

Send Notification to Ballot Group

2. Respond to the questions on the **RevCom Submission Questionnaire** by clicking the appropriate button and check the box to confirm your adherence to policies and procedures.

3. Scroll down to see attached supporting material and click **Add new source file** if you want to add a file to the submission.
4. Click **Submit to Revcom** and **Yes** to confirm.

Invitations/Ballots
RevCom Submission

Ballot Details for 1076-2008 Standard VHDL Language Reference Manual
Show Details

Related Documents

### RevCom Submission Questionnaire

All balloting group members, observers and coordinating groups have been advised of substantive changes made with respect to the balloted draft standard (in response to comments, in resolving negative votes, or for other reasons) and have received copies of all unresolved negative votes with reasons from the negative voter and the rebuttal, and have been advised that they have an opportunity to change their votes.

**Have unresolved comments accompanying negative votes been circulated?**  
☐ Yes ☐ No ☐ No Unresolved Comments from Negative Voters

**Have substantive document changes been circulated?**  
☐ Yes ☐ No ☐ No Substantive Changes

**Did PAR indicate possible registration activity related to this project, did the IEEE Registration Authority Committee (RAC) request coordination, or is the registration of objects and/or numbers included in the proposed standard?**  
☐ Yes ☐ No

**Is the intent to submit this standard for fast-track adoption, or was the standard jointly developed with another organization, a revision to a standard previously adopted by another organization or will this standard from the basis of, or be included in, another organization's standard?**  
☐ Yes ☐ No

☐ I attest draft standard has been developed in accordance with the policies and procedures of the sponsor and I am authorized by those policies and procedures to make this submittal.

**Submit to RevCom**

**Supporting Documents:** System generated files and other uploaded documents in support of your RevCom Submission. e.g. Emails to outstanding negative balloters, additional comment resolution files.

**Source Materials:** Word format of last balloted draft along with any figures and tables must be uploaded. Source Materials are required.

Source Material

Submittal Form

MBS Comments

PAR

Draft

**Current selected file(s) for uploads.**  
No file selected for upload.

**Add new source file**

## 7.2 View RevCom Submission and Respond to Comments

When a Revcom member or RevCom Administrator makes a comment on your submission, you can view the comment and add a response that will be recorded for the agenda.

### Applicable Users:

- Standards Committee Chair, Standard Representative, Working Group Chair/Co-Chair/Vice-Chair, RevCom Designee

### Instructions:

- On the **myProject** Home Screen click **Menu**.
- Click **AudCom/NesCom/RevCom**.
- Click the **My RevCom Submissions** tab.
- User the **Search by Submission Title** or use the **column filters** to locate the appropriate submission.
- Click on the **Number** in the **Comments** column.

AudCom/NesCom/RevCom

System Date/Time: 14-JAN-2019 03:11 UTC-12

Meetings

Agenda Templates

My NesCom Submissions

My RevCom Submissions

My AudCom Submissions

Show:

Upcoming Meetings

All Meetings

Search by Submission Title

RevCom Meeting

Project/Draft #

Committee

Submission Type

Submission Title

Submitted by

Comments

Preliminary Votes

Submission Details

25 Jan 2019

P1267/Draft 4

PE/SUB/WGD8

Revision

Guide for Development of Specification for Turnkey Substation Projects

Matthew Vacha

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- Review the comments and click **Show/Add Replies** on the comment you wish to reply to.

Voting and Comments	PAR	Most Recent Ballot	Resolution of Comments and Negative Votes	Related Documents
---------------------	-----	--------------------	---	-------------------

**VOTING RESULTS**

Y Approve 2  
N Disapprove 0  
A Abstain 0  
D Defer 0  
C Conditional Approval 0  
R Recuse 0  
U Undecided 2

Name	Vote
Andrew Myles	<span>Y</span>
Annette Reilly	<span>U</span>

**COMMENTS: 3** [Show All Replies](#)

Add a comment

---

**Comments from Previous Agendas**

1. Gary Hoffman (RevCom Chair) [Show/Add Replies](#) 4

30 Oct 2018 15:55:49 UTC-12

Please keep in mind that all Members of the Balloting Group deserve responses to their comments. Also known as disposition status and disposition detail. Please ensure all comments are responded to and please examine RevCom convention 5.

- Comments from all previous agendas will appear. Type your reply in the **Reply** box.
- Click **Save**.

C Conditional Approval 0  
R Recuse 0  
U Undecided 2

Name	Vote
Andrew Myles	<span>Y</span>
Annette Reilly	<span>U</span>
Daleep Mohla	<span>U</span>
Douglas J Edwards	<span>U</span>
Gary Hoffman	<span>U</span>
Hamid Sharifnia	<span>U</span>
Jon Rosdahl	<span>U</span>
Mehmet Uliema	<span>U</span>
Philip Winston	<span>Y</span>
Robby Robson	<span>U</span>
Thomas Koshy	<span>U</span>
Xiaohui Liu	<span>U</span>

**Comments from Previous Agendas**

1. Gary Hoffman (RevCom Chair) [Show/Add Replies](#) 4

30 Oct 2018 15:55:49 UTC-12

Please keep in mind that all Members of the Balloting Group deserve responses to their comments. Also known as disposition status and disposition detail. Please ensure all comments are responded to and please examine RevCom convention 5.

1.1 Matthew Vachia  
07 Nov 2018 01:17:26 UTC-12  
Comment resolution file for recirculation #1 has been uploaded. Draft 4 has also been uploaded reflecting disposition of editorial comments.

1.2 Matthew Vachia  
14 Nov 2018 09:39:31 UTC-12  
The Working Group has submitted an updated disposition for comment r01-5 after further careful consideration of the change's impact on the document. New comments and draft 5 have been uploaded.

1.3 Gary Hoffman (RevCom Chair)  
14 Nov 2018 15:35:43 UTC-12  
Okay and remember it is essential to inform the MBS balloter on all of their rejected comments and your correspondence to the Balloter and any response is required to be posted for consideration by the Members of RevCom.

1.4 Matthew Vachia  
27 Nov 2018 07:47:56 UTC-12  
The WG has contacted the commenter but has not received a response. A copy of the email has been uploaded to the Related Documents tab for RevCom's consideration. The WG will reach out again to try to get the commenter's feedback.

This is my reply to all of the above

[Cancel](#) [Save](#)

- You may also upload additional documents and/or source files by clicking on the **Related Documents** tab.




**Title:** IEEE Draft Guide for Development of Specification for Turnkey Substation Projects [Show Details](#)

Voting and Comments	PAR	Most Recent Ballot	Resolution of Comments and Negative Votes	<b>Related Documents</b>
---------------------	-----	--------------------	---	--------------------------

**Supporting Documents:** System generated files and other uploaded documents in support of your RevCom Submission. e.g. Emails to outstanding negative balloters, additional comment resolution files.

**Source Materials:** Word format of last balloted draft along with any figures and tables must be uploaded. **Source Materials are required.**

**Source Material**

-  Submittal Form
-  MBS Comments
-  Final Ballot - Comments
-  Ballot Summary - 2nd Recirculation

## 8 *Working Group Awards*

This feature will allow a Working Group Chair or Vice-Chair to populate a list of award recipients based on involvement levels set in the Working Group roster. The system will automatically pull the recipient's address from their IEEE account profile if they have provided one. The Chair/Vice-Chair can then select the type of award the individual should receive and select a delivery method. The Chair/Vice-Chair can also deselect persons from receiving awards as needed. Once all selections are made, the information can be submitted to the IEEE SA Awards Administrator for processing.

### 8.1 *Populating the Awards Recipient List*

In order to send awards to Working Group participants, you must first populate the recipient list from your Working Group roster.

#### **Applicable Users:**

- Working Group Chair, Working Group Vice-Chair, Working Group Secretary

#### **Notes:**

- You will only be able to pull users who have been assigned involvement levels via the group roster area in myProject. Individuals who are “interested” may not be included as award recipients.
- Individuals in the roster with a **pending** affiliation status **will** be included in the awards recipients list.
- All participants in the Working Group roster with the assigned involvement level of **Voting Member** will be sent an email requesting that they update their IEEE Account address in preparation for sending awards.
- Individuals may not be deleted from the recipient list. If the individual should not receive an award, set the award type to “none.”

## Instructions:

1. On the **myProject** Home Screen, select **Menu**.
2. Click on **Working Group Awards**.

3. Use the search and filter functions to help you locate the project you would like to work on awards for. Once SASB approval of a standard is input into myProject, that project will be available in the Working Group Awards screen. New submissions will display as **Not Started**.

* Project Number	* Project Title	* Committee	* Status	* Date Needed By	* Date Submitted	* Finalized Date	* Submitted By	Submission Details
2862	IEEE Draft Recommendation...	DEI/SC/HVDC WG	Not Started					

4. Click on the Submission Details icon next to the project you would like to send awards for.

* Project Number	* Project Title	* Committee	* Status	* Date Needed By	* Date Submitted	* Finalized Date	* Submitted By	Submission Details
2862	IEEE Draft Recommendation...	DEI/SC/HVDC WG	Not Started					
15026-2	IEEE Draft International...	C/S2ESC/WG_LCP	Submitted		26 Mar 2021		Teresa Member 40191703@domain.com	
29119-1	ISO/IEC/IEEE Draft...	C/S2ESC/SF	In Progress					

- From the submission details screen, click on **Click here to populate list from Working Group Roster**.

**Awards Submission** System Date/Time: 15-APR-2021 05:26 UTC-12

Warning: Use of the browser back button may result in unsaved data or unexpected behavior. Use system navigation buttons or menus.

**Working Group Awards** View Submission Details

Project Number: 2862

Title: IEEE Draft Recommended Practice for Partial Discharge Measurements under AC Voltage with VHF/UHF Sensors during Routine Tests on Factory and Pre-moulded Joints of HVDC Extruded Cable Systems up to 800 kV

Status: Not Started

Submitter:

Submitted:

Date Needed By:

\* Venue:

Working Group: Working Group for HVDC cable systems (cables, joints and terminations) (DE/SC/HVDC cable systems)

Working Group Chair: Giovanni Mazzanti

Standards Committee: IEEE Dielectrics and Electrical Insulation Society/Standards Committee

Standards Committee Chair: Stephen

Standards Representative: Paul

Program Manager: Michael Kipness

Recipients list not populated.  
[Click here to populate list from Working Group Roster](#)

- Select the involvement levels of individuals you would like to add to the recipients list and click **Populate List**.

**Participation Level Options**

Select involvement levels to populate award recipient list.  
 (You must select at least one involvement level)

☐ Aspirant Member

☒ Voting Member

☐ Corresponding Member

☐ Non-Voting Member

☐ Nearly Member

☐ Observer

☐ Member

☐ Potential Member

Cancel **Populate list**

- You may continue to select award recipients or leave this screen and resume later. Awards are typically given to the voting membership of the Working Group. By selecting an involvement level, all participants assigned to that level will be added to the recipient list. If certain individuals of a particular involvement level should not receive awards, you can set those individuals to the award type of "none."

8. If you would like to add additional recipients to the list, click on the **Add Recipients** button to add additional involvement levels. Adding an involvement level again will not result in duplicate entries or any other updates made to recipients already in the list.

Working Group Awards
View Submission Details

Project Number: 1806  
Title: IEEE Draft Guide for Reliability Based Placement of Overhead and Underground Switching and Overcurrent Protection Equipment Up to and Including 38 kV  
Status: In Progress  
Submitter: Gregory Marchini  
Submitted: 07 Jun 2021  
Date Needed By: 15 Jun 2021  
\* Venue: Hotel  
Bohdan St

Working Group: Working Group on Switching and Overcurrent Protection - P1806  
Working Group Chair: Fredric Senior Member  
Standards Committee: IEEE Power and Energy Society/Transmission and Distribution  
Standards Committee Chair:  
Standards Representative:  
Program Manager: Michael Kipness

Export Add Recipients Bulk Edit

Show/Hide Column(s) Showing 1 - 68 of 68

## 8.2 Selecting Award Recipients

Once the awards recipients list is populated, you will need to select the type of award and delivery method for each individual in the list. You can modify both of these values individually or in bulk.

### Applicable Users:

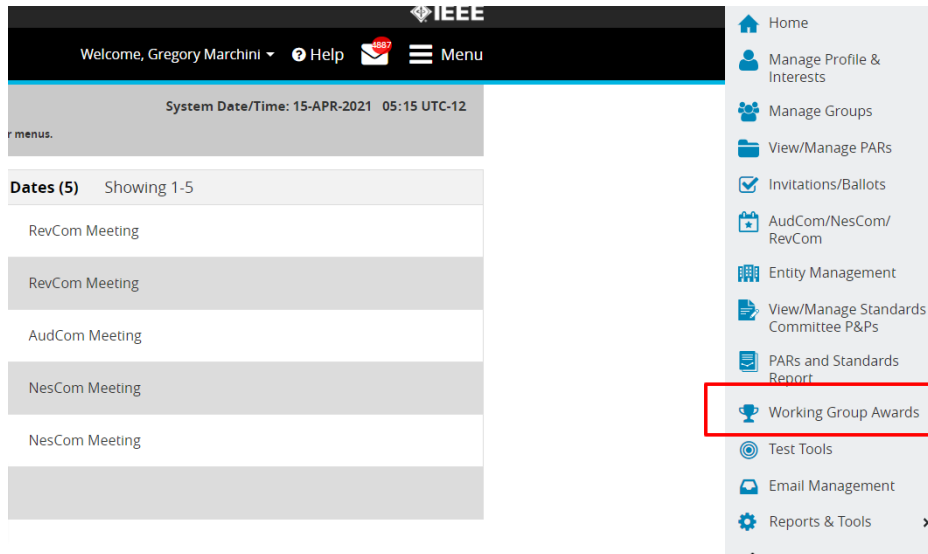
- Working Group Chair, Working Group Vice-Chair, Working Group Secretary

### Notes:

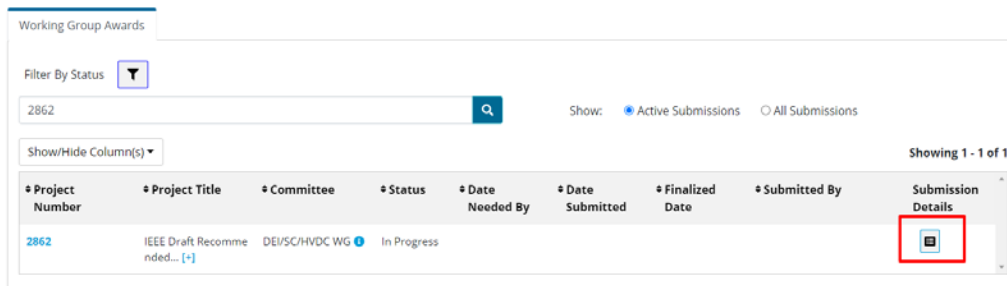
- Individuals may not be deleted from the recipient list. If the individual should not receive an award, set the award type to “none.”
- Recipient addresses are pulled from the individual’s IEEE account at the time the recipient list is populated. Any changes made on the IEEE account after the list is populated will not be reflected in the recipient list, so any modifications to the address will need to be done by the Working Group (prior to submission) or Awards Administrator (after submission).
- By default, Working Group officers will be set to receive a plaque, and all others will be set to receive a certificate.
- Venue and Date Needed By information is required if any awards are being sent to a venue.

## Instructions:

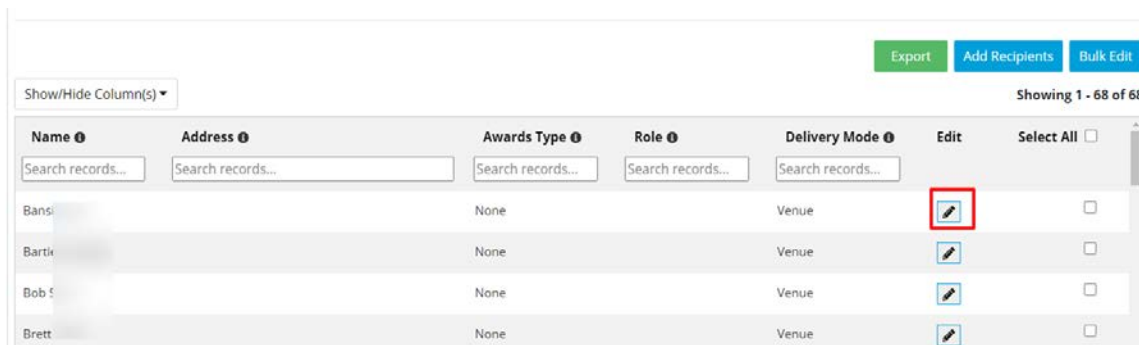
1. On the **myProject** Home Screen, select **Menu**.
2. Click on **Working Group Awards**



3. Use the search and filter functions to help you locate the project you would like to work on awards for. After the recipient list is populated, submissions will display as **In Progress**.
4. Click on the **Submission Details** icon for the submission you would like to work on.



5. To modify the selection for a single recipient, click on the  icon next to the recipient



6. You may update the name and address of each recipient.
7. Select the award type they should receive. Plaques should be awarded to Working Group officers and certificates should be awarded to Working Group members and other participants. For individuals who should not receive an award, select the **None** option under **Awards Type**. If you select **Plaque**, you may add a **Role** to be displayed on the award.
8. Select a delivery mode. All awards with **Venue** selected will be sent in a single shipment to the venue specified above. All awards with **Recipient** selected will ship directly to the recipient address listed.

Name	Address	Awards Type	Role	Delivery Mode	Edit	Select All
Bartien Sayogo	445 Hoes Lane, Temecula, California 92591-4583, USA	Certificate		Recipient		<input type="checkbox"/>

9. Click **Save** to save any changes to the recipient.
10. To make changes in bulk, click the checkbox next to each recipient you would like to modify or click **Select All** to select all recipients.

Name	Address	Awards Type	Role	Delivery Mode	Edit	Select All
Jerome Castellon	445 Hoes Lane Suite 1, Montpellier Cedex5, 34095, France	Certificate		Recipient		<input checked="" type="checkbox"/>
George Chen	445 Hoes Lane Suite 1 Room 1, Southampton, S017 2BJ, United Kingdom	Certificate				<input checked="" type="checkbox"/>
John Fothergill	445 Hoes Lane Suite 1, Leicester, Leicestershire LE4 4JP, United Kingdom	Certificate				<input checked="" type="checkbox"/>
Wu Kai	445 Hoes Lane Suite 1, Xian, 710049, China	Certificate				<input checked="" type="checkbox"/>
Frank Mauseith	445 Hoes Lane, Trondheim, 7491, Norway	Certificate				<input checked="" type="checkbox"/>
Peter Morshuis	445 Hoes Lane, Leiden, 2311 SG, Netherlands	Certificate				<input checked="" type="checkbox"/>
Clive Reed	445 Hoes Lane, Scotia, New York 12302-4808, USA	Certificate				<input checked="" type="checkbox"/>

11. Select from the dropdown to update **Awards Type** or **Delivery Mode**.

### Edit Award Selections

Updating 11 user award selections.

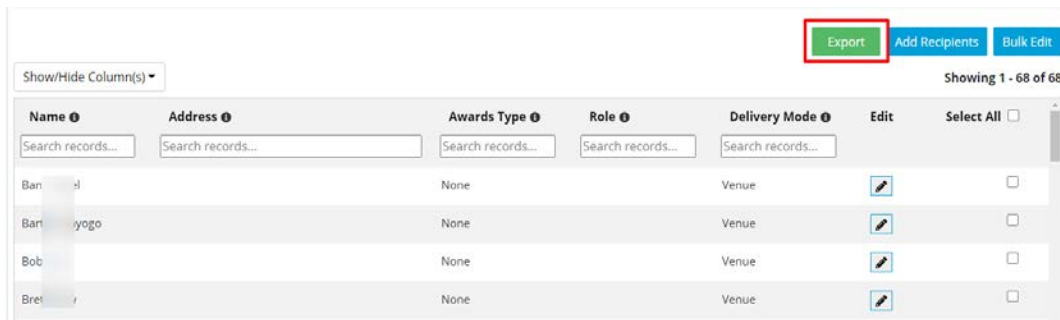
Awards Type: Select Awards Type

Delivery Mode: Recipient

Cancel Save

12. Click **Save** to apply the changes to the selected recipients.

13. You may download a copy of the recipients list in XLS format at any time by clicking on **Export**.



The screenshot shows a web interface for managing awards. At the top right, there are three buttons: 'Export' (highlighted with a red box), 'Add Recipients', and 'Bulk Edit'. Below these is a table with columns: Name, Address, Awards Type, Role, Delivery Mode, Edit, and Select All. The table contains four rows of data, each with an edit icon in the 'Edit' column. The status 'Showing 1 - 68 of 68' is visible at the top right of the table area.

### 8.3 Submitting to Awards Administrator

Once all award selections are complete, you must submit the recipient list to the Awards Administrator for review and processing.

#### Applicable Users:

- Working Group Chair, Working Group Vice-Chair, Working Group Secretary

#### Notes:

- You will not be able to modify the recipients list in any way after it is submitted to the Awards Administrator. Contact [wg-awards@ieee.org](mailto:wg-awards@ieee.org) if any updates need to be made.
- If a large amount of updates needs to be made, the Awards Administrator may reject your submission and revert it to the **In Progress** status for you to update within the myProject system.

#### Instructions:

1. On the **myProject** Home Screen, select **Menu**.
2. Click on **Working Group Awards**.
3. Use the search and filter functions to help you locate the project you would like to work on awards for. Submissions will display as **In Progress** until they are submitted to the Awards Administrator, at which time they will show as **Submitted**.
4. Click on the **Submission Details** icon for the submission you would like to work on.
5. Click **Submit to Admin**.

Export Add Recipients Bulk Edit

Show/Hide Column(s) ▾ Showing 1 - 68 of 68

Name ⓘ	Address ⓘ	Awards Type ⓘ	Role ⓘ	Delivery Mode ⓘ	Edit	Select All <input type="checkbox"/>
Chr isiewicz	445 Hoes Lane, Lake Oswego, Oregon 97035-8663, USA	Certificate		Recipient		<input type="checkbox"/>
Clay	445 Hoes Lane, Hailey, Idaho 83333-8446, USA	Plaque		Recipient		<input type="checkbox"/>
Cra	445 Hoes Lane, Leawood, Kansas 66209-1224, USA	Certificate		Recipient		<input type="checkbox"/>
Dav	445 Hoes Lane, Spring Branch, Texas 78070-6523, USA	Certificate		Recipient		<input type="checkbox"/>
Dav	445 Hoes Lane, Raleigh, North Carolina 27607-4143, USA	Certificate		Recipient		<input type="checkbox"/>
DEA UCANE G	445 Hoes Lane, Honolulu, Hawaii 96813-4526, USA	Certificate		Recipient		<input type="checkbox"/>

Clear Recipients
Save and Close
Submit to Admin

## 8.4 *Clear/Reset the Recipients List*

Although it is not possible to individually remove recipients from the list, if you have mistakenly added the wrong involvement levels or wish to clear the recipients list for any reason, you may do so.

### Applicable Users:

- Working Group Chair, Working Group Vice-Chair, Working Group Secretary

### Notes:

- You may only clear the list prior to submitting to the Awards Administrator.
- Clearing the recipient list will set the submission status to “not started.”

## 9. Instructions:

1. On the **myProject** Home Screen, select **Menu**.
2. Click on **Working Group Awards**.
3. Use the search and filter functions to help you locate the project you would like to work on awards for.
4. Click on the **Submission Details** icon for the submission you would like to work on.
5. Click **Clear Recipients**.

[Export](#)
[Add Recipients](#)
[Bulk Edit](#)

Show/Hide Column(s) ▼

Showing 1 - 68 of 68

Name	Address	Awards Type	Role	Delivery Mode	Edit	Select All
Chr... isiewicz	445 Hoes Lane, Lake Oswego, Oregon 97035-8663, USA	Certificate		Recipient		<input type="checkbox"/>
Clay...	445 Hoes Lane, Hailey, Idaho 83333-8446, USA	Plaque		Recipient		<input type="checkbox"/>
Cra... A	445 Hoes Lane, Leawood, Kansas 66209-1224, US	Certificate		Recipient		<input type="checkbox"/>
Dav...	445 Hoes Lane, Spring Branch, Texas 78070-6523, USA	Certificate		Recipient		<input type="checkbox"/>
Dav...	445 Hoes Lane, Raleigh, North Carolina 27607-4143, USA	Certificate		Recipient		<input type="checkbox"/>
DEM... 3UCANE G	445 Hoes Lane, Honolulu, Hawaii 96813-4526, US	Certificate		Recipient		<input type="checkbox"/>

[Clear Recipients](#)

[Save and Close](#)
[Submit to Admin](#)

6. Click **Yes** to confirm clearing the list.

### Confirm Clear Recipients

✕

Are you sure you want to reset the awards submission? This will remove all awards recipient and venue information you have entered.

Cancel
Yes

## 9 View/Manage Standards Committee P&Ps

### 9.1 Upload & Manage Standards Committee or Working Group P&Ps

In order to submit PARs, Standards Committee Committees must have approved P&Ps (Policies and Procedures) on file. P&Ps can be submitted and status monitored through **myProject**. Working Groups may be requested to submit P&Ps, although regular approval is not necessary.

#### Applicable Users:

- Standards Committee Chair, Standard Representative, Working Group Chair/Vice-Chair/Co-Chair, AudCom Admin

#### Instructions:

- On the **myProject** Home Screen, click **Menu**.
- Click **View/Manage Standards Committee P&Ps**. By default, the Accepted P&Ps tab will appear, displaying all accepted P&Ps.
- Click the **Manage Standards Committee P&Ps tab**. The status of all submitted P&Ps can be seen on this screen including submission, acceptance and expiration dates.
- Click **Submit New P&P**.

Sponsor	Contact	P&P File	Scope	URL	Status	Submitted Date	Accepted Date	Expiration Date	Actions
AES/GA	Randall Senior Member	435413000...	The Sponsor drafts and maintains documen... [+]		Not Accepted	03 Feb 2010	dd mm yyyy	dd mm yyyy	Submit P&P Submission History
APS/SC	Vikass Senior Member	Document ...	The Antennas and Propagation Standards C... [+]		Submitted	23 Jan 2019	dd mm yyyy	dd mm yyyy	Submit P&P Submission Details History
BOG/CAG	OPM SA Member One	08_CAG Pn...	This group shall be responsible for proc... [+]		Submitted	18 Oct 2018	dd mm yyyy	dd mm yyyy	Submit P&P Submission Details History
C/DA	Stanley Krolkoski	Document ...	The IEEE DASC is responsible for the sta... [+]		Submitted	24 Jan 2019	dd mm yyyy	dd mm yyyy	Submit P&P Submission Details History

- Click the appropriate **Standards Committee Group** or **Working Group**.
- Click **Upload files** and upload the P&P file from your computer.

- Click **Submit**. The newly submitted P&P will be displayed with a status of “submitted” until it is approved by the AudCom Administrator.

Select a Group & Upload P&P

Group Name	Group Type	Sponsor Group	Working Group
IEEE QA TEST	Sponsor	<input type="radio"/>	<input checked="" type="radio"/>
QA TEST INDIVIDUAL WORKING GROUP	Working Group		<input type="radio"/>
IEEE Sponsor Group	Sponsor	<input checked="" type="radio"/>	<input checked="" type="radio"/>
IEEE Entry Working Group	Working Group		<input type="radio"/>
IEEE Individual Working Group	Working Group		<input type="radio"/>
Phyllis	Sponsor	<input type="radio"/>	<input checked="" type="radio"/>
Phyllis_WG	Working Group		<input type="radio"/>

No file uploaded.

Current selected file(s) for uploads.

View/Manage Sponsor P&Ps System Date/Time: 31-JAN-2019 07:48 UTC-12

Accepted P&Ps **Manage Sponsor P&Ps** Manage WG P&Ps

Search By Sponsor or Scope  ☐ Show All

Showing: 1 - 1 of 1

Sponsor	Contact	P&P File	Scope	URL	Status	Submitted Date	Accepted Date	Expiration Date	Actions
IEEE Test/IS G	Sponsor Chair One	Documen...	BALLOT TEST		Submitted	31 Jan 2019			Submission Details History

## 9.2 *Respond to AudCom Comments*

After an AudCom reviewer has commented on a P&P and the AudCom Admin has approved the comment, the Standards Committee chair can respond to the comment.

### Applicable Users:

- Standards Committee Chair, Standards Representative

### Instructions:



- On the **myProject** Home Screen, click **Menu**.
- Click **View/Manage Standards Committee P&Ps**. The Accepted P&Ps tab will display.
- Click the **Manage Standards Committee P&Ps** tab.
- Use the **Search by Standards Committee or Scope** field to locate the P&P you want to respond to comments on.
- Click the **Submission Details** link.

View/Manage Sponsor P&Ps									
System Date/Time: 8-FEB-2019 05:15 UTC-12									
Accepted P&Ps   Manage Sponsor P&Ps   Manage WG P&Ps									
<div> <input type="text" value="Search By Sponsor or Scope"/> <input type="button" value="Q"/> <input type="checkbox"/> Show All         </div> <div>Submit New P&amp;P</div> <div>Showing: 1 - 2 of 2</div>									
⚡ Sponsor	⚡ Contact	⚡ P&P File	⚡ Scope	⚡ URL	⚡ Status	⚡ Submitted Date	⚡ Accepted Date	⚡ Expiration Date	Actions
IEEE TesU/IQT	Sponsor Chair One	Manage g...			Submitted	08 Feb 2019			<a href="#">Submission Details</a> <a href="#">History</a>
IEEE Test/ISG	Sponsor Chair One	Documen...	BALLOT TEST		Submitted	07 Feb 2019			<a href="#">Submission Details</a> <a href="#">History</a>

- Click on the **Comments** tab.
- Click **Show/Add Replies** and enter your comment.
- Click **Save**.

View/Manage Sponsor P&Ps Submission Details

Sponsor P&P

Sponsor P&P File:  Document 2.doc 

Submission Status: Submitted

Submission Date: 07 Feb 2019

Primary Reviewer: AudCom Member Four

Secondary Reviewer: AudCom Member Three

Sponsoring Society: IEEE Test

Sponsoring Committee: IEEE Sponsor Group

Process Block Status: No

Sponsor Chair: Sponsor Chair One 

Sponsor Vice Chair:

Program Manager: Program Manager One 

Comments Checklists History

COMMENTS: 1

[Show All Replies](#)



1. AudCom Member Three [Show/Add Replies 0](#)

08 Feb 2019 05:09:34 UTC-12

This is a comment on your submission of a P&P. Do you have a response?

## 9.3 Download checklist and upload new P&P docs

### Applicable Users:


- Standards Committee Chair




### Instructions:


- On the **myProject** Home Screen, click **Menu**.
- Click **AudCom/NesCom/RevCom**.
- Click the **My AudCom Submissions** tab.
- Use the **Search by Submission Title** field or sort by column to locate the P&P.
- Click the **View** icon.

AudCom/NesCom/RevCom System Date/Time: 8-FEB-2019 05:29 UTC-12

My NesCom Submissions My RevCom Submissions **My AudCom Submissions**

Search by Submission Title 

AudCom Meeting Date	Sponsor/Working Group	Submission Type	Submission Title	Submitted by	Comments
19 Mar 2019	IEEE Test 	P&P - Sponsor	Document 2.doc	Sponsor Chair One	2
19 Mar 2019	IEEE Test/ISG 	P&P - Sponsor	Manage groups screen.docx	Sponsor Chair One	0
	IEEE Test/IQT 				




- Click the **Checklists** tab.
- Click on the **name of the checklist** to download.

Home
System Date/Time: 8-FEB-2019 05:33 UTC-12

AudCom/NesCom/RevCom
Submission Details

**Sponsor P&P**

Sponsor P&P File:  Manage groups screen dock


Submission Status: Submitted

Submission Date: 08 Feb 2019

Primary Reviewer: AudCom Member Three

Secondary Reviewer: AudCom Member Four


Upload P&P File




Sponsoring Society: IEEE Test

Sponsoring Committee: IEEE QA TEST


Process Block Status: No

Sponsor Chair: Sponsor Chair One 

Sponsor Vice Chair:

Program Manager: Program Manager Two 

Comments
Checklists
History

Checklist	Uploaded by	Upload Date	P&P Status
 sample checklist.docx	AudCom Admin	08 Feb 2019	Submitted
+ Checklist Default Templates			

- To upload a new or updated P&P, click the **Upload P&P** icon next to Standards Committee P&P File near the top of the screen.

## 10 PAR and Standards Reports

**myProject** provides users with a robust reporting tool that can be used to search for and download detailed information about active and completed projects as well as approved standards.

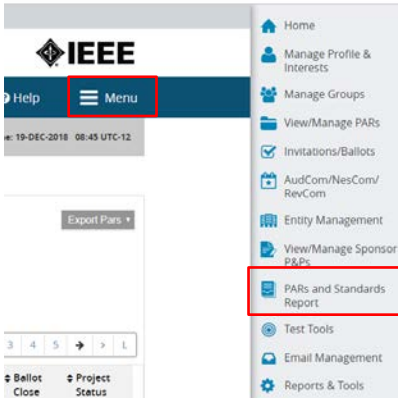
### 10.1 PAR Reports

#### Applicable Users:

- All myProject users

#### Instructions:

- On the **myProject** Home Screen, select **Menu**.
- Click on **PARs and Standards Report**. The PARs tab will appear.



PARs and Standards Report

System Date/Time: 19-DEC-2018 08:48 UTC-12

PARS Standards

Search By Project Title Or Project Number

Standards Development Method: All Methods

Filter by PAR Type: Active PARs

Show: Filter by Committee

Export PARS

Click to export filtered list to an XLS or CSV file

Showing 1-20 of 800

Project Number	Project Type	Committee	Project Title	Scope	Purpose	Program Manager	Approval Date	Expiration Date	Invitation Close Date	Ballot Close Date	Project Status
P3002.7	Extension on New	IAS/ICPS TBCC/3002 WG	Recommend Practice for Condu...	This recommend practice desc...	IEEE's Industrial Applications...	Patricia Roder	12 Jun 2008	31 Dec 2018	14 Feb 2016	29 Sep 2018	Sponsor Ballot: Complete
P3004.11	Extension on New	IAS/ICPS TBCC/3004 WG	Recommend Practice for Bus a...	This recommend practice cove...	IEEE's Industrial Applications...	Patricia Roder	12 Jun 2008	31 Dec 2018	07 Jun 2017	08 Nov 2018	Sponsor Ballot: Comment Resolution
P3004.3	Extension on New	IAS/ICPS TBCC/3004 WG	Recommend Practice for the A...	This recommend practice cove...	IEEE's Industrial Applications...	Patricia Roder	09 Dec 2009	31 Dec 2018	30 Apr 2017	10 Oct 2017	Sponsor Ballot: Comment Resolution

Click project number to view original PAR and download a PDF

Click to expand description

IAS/ICPS TBCC/3002 WG

Working Group:  
Power Systems Analysis  
Working Group Chair:  
Farookh Shokoh  
farookh@ieee.org

Sponsor:  
IEEE Industry Applications Society/Technical Books  
Coordinating Committee

Sponsor Chair:  
Dileep Mohia  
dileep@ieee.org

Program Manager:  
Patricia Roder  
p.roder@ieee.org

- Use the search bar and search drop down menus to locate the PAR.
- Click the number of the PAR to see the original PAR and download a PDF.



c) Click **Export PARs** to export a list of all PARs to an Excel or CSV file.

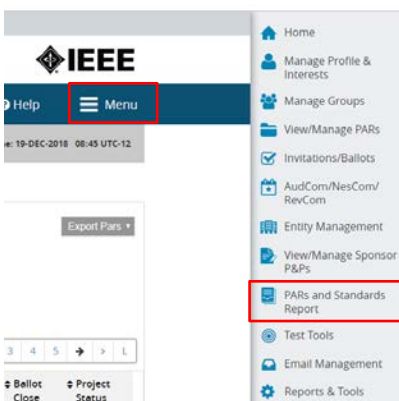
## 10.2 Standards Report

### Applicable Users:

- All myProject users

### Instructions:

13. On the **myProject** Home Screen, select **Menu**.
14. Click on PARs and Standards Report. The PARs tab will appear.



15. Click on the **Standards** tab.

PARs and Standards Report System Date/Time: 20-DEC-2018 03:51 UTC-12

PARs **Standards**

Use search and filter fields to find Standards

Search By Project Title Or Project Number

Standards Development Method:

Show:

Click to export filtered list to an XLS or CSV file

Showing 1-20 of 1302

Standard Number	Year	Program Manager	Committee	Project Title	Standard Expiration Date	ANSI Approval Date	ANSI Reaffirmation Date
<a href="#">2</a>	1929	Patricia Roder	AES/GA	A.I.E.E. Revised Report on Standard Definitions and Symbols	31 Dec 1939		
<a href="#">55</a>	1953	Michael Kipness	PE/IC	IEEE Guide for Temperature Correlation in the Connection of Insulated Wire and Cables to Electronic Equipment	31 Dec 1963		
<a href="#">62</a>	1978	Malia Zaman	PE/TR/Std-WGC57.152	PE/TR/Std-WGC57.152			

Click Standard number to view original Standard

Working Group:  
Standards - Diagnostic Field Testing - Xfmr's & Reactors Working Group  
Working Group Chair:  
Jane Verner  
jverner@ieee.org  
Sponsor:  
IEEE Power and Energy Society/Transformers  
Standard Representative:  
James Graham  
jimgraham@ieee.org  
Program Manager:  
Malia Zaman  
m.zaman@ieee.org

- Use the search bar and search drop down menus to locate the Standard.
- Click the number of the Standard to see the original PAR and download an Excel or CSV.

## 11 User Roles

**General User** - This is default user type if a user is not an IEEE SA member and has not been given any additional authority. As a general user, you can:

- Register as interested in a Standards Committee, Working Group or Project and be assigned an involvement level
- View Active PARs, Standards Committee P&Ps and Standards Development Group Information
- Create and share a PAR (but not submit)
- Join a single Ballot (for a fee) and vote/comment on that ballot
- View open ballot invitations and personal ballot history
- Access their membership information
- Be assigned as DR/DRA or enroll as EBR/EBRA (if employed by and entered in the myProject organizations employee list by an SA Entity Member Organization's EMR)

**IEEE SA Member** – IEEE SA Members can:

- Register as interested in a Standards Committee, Working Group or Project and be assigned an involvement level
- View Active PARs, Standards Committee P&Ps and Standards Development Group Information
- Create, share, and Submit a PAR
- Join an Individual Ballot (Entity Ballot participation requires IEEE SA Basic or Advanced Corporate Membership).
- Be assigned as DR/DRA or enroll as EBR/EBRA (if employed by and entered in the myProject organizations employee list by an SA Entity Member Organization's EMR)

**Standards Committee Chair/Standard Representative** – Standards Committee Chairs/Standard Representatives have all abilities of IEEE SA Members plus:

- Accept/Reject a PAR
- Manage Roster involvement for Standards Committee, Working Groups and Projects/task groups
- Manage Officers for Standards Committee (other than the Chair position)
- Manage Officers for Working Groups and Projects/task groups
- Initiate Ballot Invitation Requests
- Submit a draft for MEC
- Initiate SA Ballot
- Initiate Recirculation
- View Invitations
- Replace Drafts for Balloting
- View ballot Activity and respond to comments
- Submit Non-Ballot Comments
- Submit to RevCom
- Send Notifications to Invitation and Balloting Groups

**Working Group Chair/Vice Chair/Vice Chair Alternates** – have all abilities of IEEE SA Members plus:

- Manage Roster involvement for Working Groups and Projects/Task groups
- Manage Officers for Working Groups and Projects/Task Groups (other than the Chair position)
- Initiate Ballot Invitation Requests
- Submit a draft for MEC
- Initiate SA Ballot
- Initiate Recirculation
- View Invitations
- Replace Drafts for Balloting
- View ballot Activity and respond to comments
- Submit Non-Ballot Comments
- Submit to RevCom
- Send Notifications to Invitation and Balloting Groups

**Project/Task Group Chair or Administrator** – have all abilities of IEEE SA Members plus:

- Manage Roster involvement for Projects/Task groups
- Initiate Ballot Invitation Requests
- Submit a draft for MEC
- Initiate SA Ballot
- Initiate Recirculation
- View Invitations
- Replace Drafts for Balloting
- View ballot Activity and respond to comments
- Submit Non-Ballot Comments
- Send Notifications to Invitation and Balloting Groups

**EMR** – Entity member Representatives will have all abilities relevant to their personal roles plus:

- Manage Representatives for the Entity (DR/DRA and EBR/EBRA)

**DR/DRA** – Designated Representatives/Alternates will have all abilities relevant to their personal roles plus:

- Participate in Entity Working Groups

**EBR/EBRA** – Entity Ballot Representatives/Alternates will have all abilities relevant to their personal roles plus:

- Vote/Comment on Entity Ballots

## 12 Glossary

Activity Area	A group of people with a common technical interest such as a Working Group, Standards Committee, or project, joining an Activity Area is open to the public and merely expresses interest
Affiliation	An individual or entity that has been, or will be, financially or materially supporting an individual's participation in a particular IEEE standards activity, this is not necessarily the same as an employer
AudCom	Oversees the standards development activities of Societies, their standards-developing entities, and the Standards Coordinating Committees (SCCs) of the IEEE SA Standards Board
Ballot	See SA Ballot
Ballot Group	The list of individuals or entities who accepted the invitation to join the ballot group and are able to cast a yes/no/abstain vote during a ballot
Balloter	An individual and/or entity authorized to cast a vote on a SA Ballot
Committee	A generic term referring to any group of people with a leader (e.g. Working Group, Study Group, Standards Committee Executive Committee, SASB standing committee, adhoc, etc.)
CSM	Client Services Manager, an IEEE SA staff member responsible for facilitating funded projects
CSV	Comma Separated Value, a file format that can be edited by spreadsheet programs like MS Excel
DR/DRA	Designated Representative/Designated Representative Alternate, the individual responsible for representing an Entity Member organization in an entity Working Group
EBR/EBRA	Entity Ballot Representative/Entity Ballot Representative Alternate, the individual responsible for representing an Entity Member Organization by casting a vote in a specific entity ballot
EMR	Entity Member Representative, the individual responsible for managing representatives of an Entity member Organization
Entity Member	Membership in the IEEE SA by a company or other organization, only one vote may be cast by a single entity in an entity ballot
Group Officers	This is a general term for all Individuals holding an officer position in a Standards Development group including but not limited to the following:

Chair, Vice-Chair, Vice-Chair (Alternate), Standards Representative, Secretary, Treasurer, Other Officer Sub-Committee: Chair, Vice-Chair, Vice-Chair (Alternate), Secretary, Treasurer, Other Officer Working Group: Chair, Vice-Chair, Vice-Chair (Alternate), Secretary, Treasurer, Other Officer Project/Task Group: Chair, Administrator

IEEE Account	A single web account used for all IEEE web services
IEEE SA	The IEEE Standards Association, the division of the IEEE responsible for creating and maintaining standards
Interested Party	An individual who has expressed an interest in the activities of an Activity Area, does not imply higher Involvement Levels in the area; this is a self-assigned level of involvement and cannot be removed by anyone other than the individual him/herself
Involvement Level	The classification of a user's involvement within a committee (e.g. Interested Party, Observer, Non-Voting Member, Voting Member)
MEC	Mandatory Editorial Coordination, required review by staff to verify all legal, copyright and other editorial matters related to a draft
myProject	A set of web-based tools that facilitate the IEEE standards development process
NesCom	New Standards Committee, serves as the gatekeeper for new and revised standards, recommending the approval of new or revised standards requests to the Standards Board
NesCom Administrator	IEEE SA staff member responsible for facilitating activities of NesCom
Officer	Any member of a committee with a special role, e.g. Chair, Secretary
PAR	Project Authorization Request, PARs are used to authorize work on a new standard or revision to an existing standard
PDF	Portable Document Format, a file format used for sharing documents
Project	Projects are initiated when a PAR is submitted, a working group can be responsible for several projects
Recirculation	An additional round of voting on a SA Ballot
RevCom	Review Committee, recommends the approval of standards to the Standards Board
Non-Ballot Comment	A comment received on a SA ballot from someone outside of the balloting group or outside of the ballot or recirculation period
SASB	The IEEE SA Standards Board

Society	IEEE technical societies
Standards Committee	An entity authorized by the IEEE SA Standards Board per the IEEE SA Standards Board Bylaws to submit a PAR or conduct a Standards Committee Ballot. This includes, but is not limited to, Society Standards Committees (e.g. C/LM or C/MMSC), Standards Coordinating Committees, the Corporate Advisory Group and IEEE Councils such as the Nanotechnology Council.
SA Ballot	The process of conducting the formal consensus ballot (as opposed to the actual yes/no vote that is the actual vote cast by a user)
Project/Task Group Chair/Administrator	The individual responsible for managing the Project/Task Group(s) and SA Ballot activities for a specific project. By default, the Working Group Chair assumes these responsibilities
Standards Committee Chair	The chair of record for a Standards Committee as defined above
Program Manager	A member of the IEEE SA staff responsible for guiding Standards Committees and Working Groups through the standards development process
Standards Board	Oversees the process and policies that support standards development
Standards Representative	The individual responsible for handling the standards activities within a Standards Committee. By default, the Standards Committee Chair is the Standards Representative.
Voter Classification	A selection of interest categories based on the individual balloters technical background, which may be related to their employment, job functions, or experience. IEEE SA entity balloters are classified based on their entity interest as it relates to the scope of the standards project (for example, producer, consumer, general interest). No single classification (interest category) is permitted to constitute more than one-third of the Standards Association balloting
Working Group	A formally recognized organization, usually under a Standards Committee, responsible for the development of one or more standards projects
Working Group Chair	The chair of record for a Working Group as defined above
ZIP	A file format used to combine multiple files into a single, smaller file for purposes of uploading and downloading