

Request a PAR Extension

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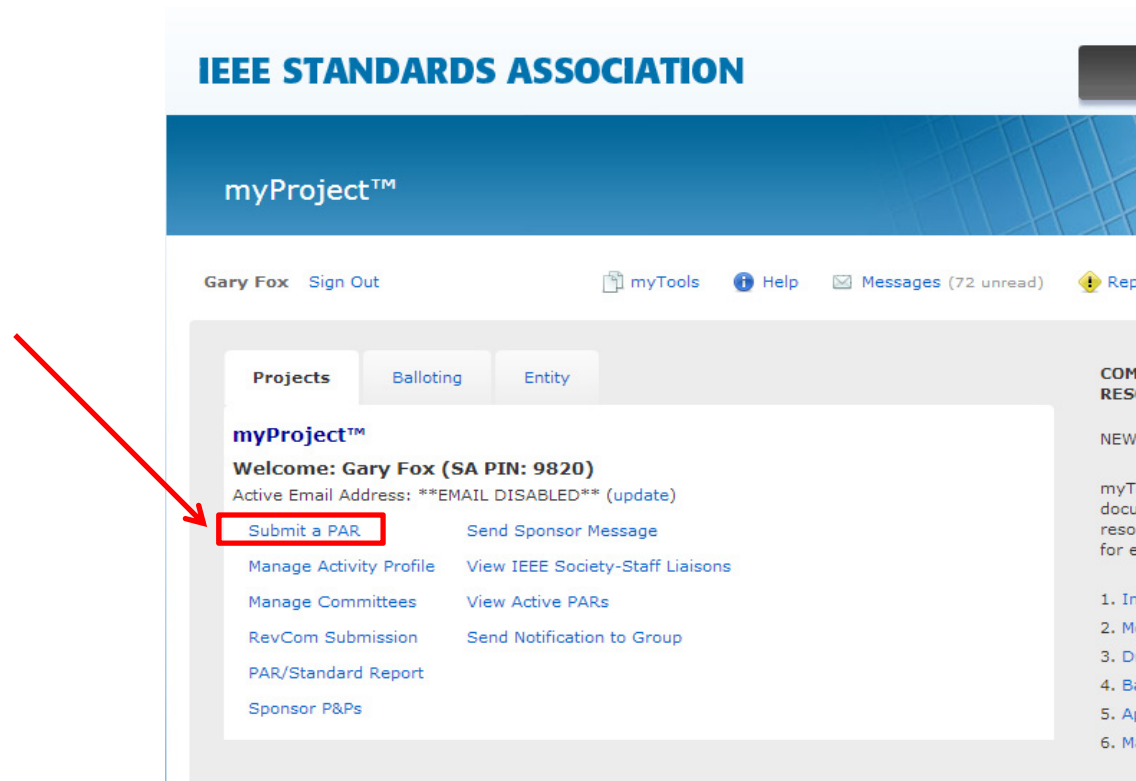
PAR Extensions

- PARs are valid for 4 years.
- If the WG needs more time to draft the standard, an extension must be requested of and approved by NesCom before the PAR expires.
- **Most important things to remember when submitting a PAR extension request:**
 - Don't request more than two years unless there is significant justification
 - **Explain why the project has been delayed**
 - Give a description of what the WG has accomplished, what remains to be accomplished, and reasons why the work was unable to be completed in the allotted time frame.
 - E.g., WG has X number of active PARs, change in Co-Chair, loss of Co-Chair, permissions issues, need more time to complete balloting, etc.
 - Number of people working on the draft
 - Usually the number of WG members
 - Percentage of draft that is stable
 - Date to submit to RevCom
 - Leave at least 6 to 8 months between start of balloting and RevCom submittal

Instructions on Requesting a PAR Extension

Extension is requested in myProject by the Working Group or Project Chair, if assigned as NesCom Designee

1. On the **myProject** Home page, select **“Submit a PAR”**.



Instructions on Requesting a PAR Extension (cont.)

2. Select "Extend an Approved PAR" and click "NEXT".

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<http://standards.ieee.org/about/sasb/nescom/meetings.html>

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 program, please consult <http://standards.ieee.org/faqs/pars.html>.

PowerPoint presentations to assist you with the PAR submittal process can be found at http://standards.ieee.org/resources/development/initiate/par_training.html

If a project will be jointly sponsored between two IEEE-SA Sponsors, a Joint Sponsorship Agreement (JSA) is required. Download a [JSA](#), complete the form and submit it via email to the [NesCom Administrator](#) at the time of PAR submittal. A jointly sponsored PAR will not be approved without a JSA.

PAR Requests

- PAR for a New IEEE Standard
A document that does not replace or modify another standard.
- PAR for a Revision to an existing IEEE Standard
A document that updates or replaces an existing IEEE standard in its entirety.
- PAR for a Corrigendum to an existing IEEE Standard
A document that only contains technical corrections to an existing IEEE standard.
- PAR for an Amendment to an existing IEEE Standard
A document that contains new material to an existing IEEE standard and may contain technical corrections to that standard.
- PAR for the Adoption of a Non-IEEE Standard

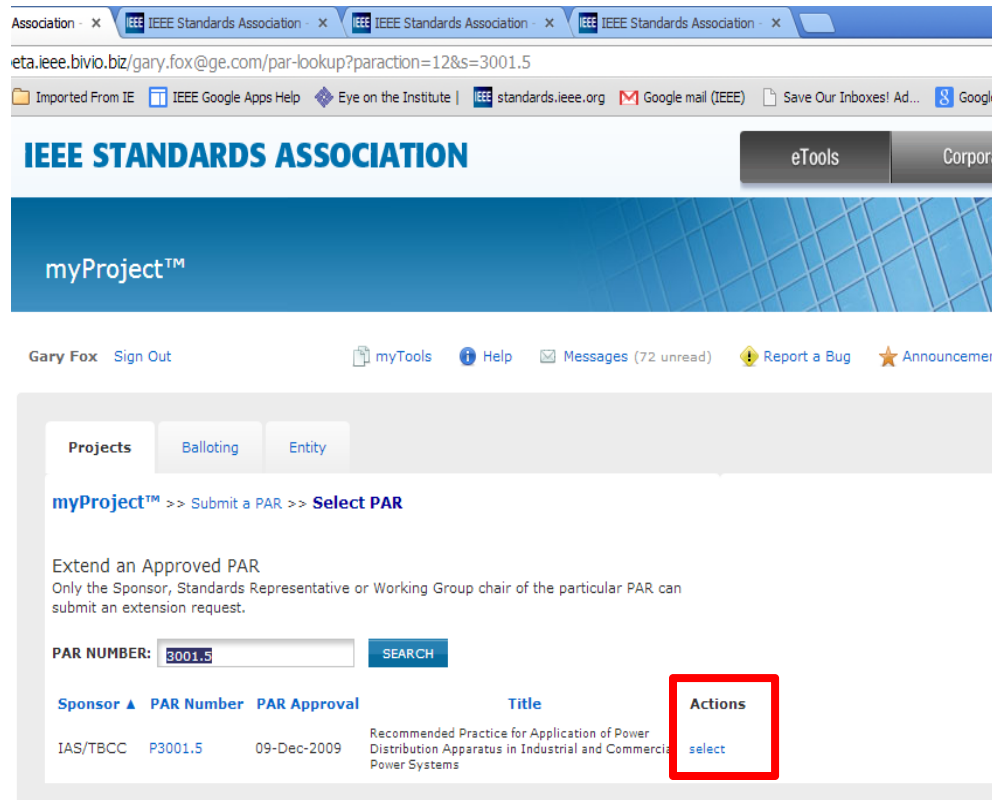
PAR Actions

- Modify an existing Approved PAR
- Extend an Approved PAR
- Withdraw an Approved PAR

NEXT >>

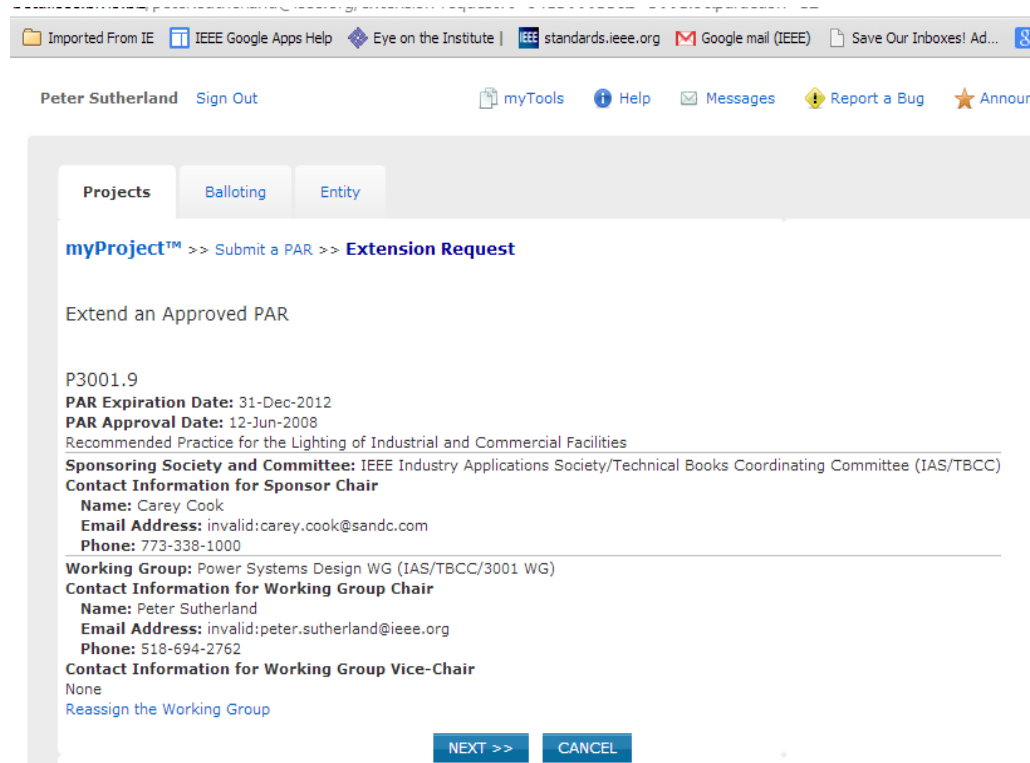
Instructions on Requesting a PAR Extension (cont.)

- 3. Enter the PAR number in the box and click "SEARCH".
- 4. Click "select" next to the PAR you want to extend.



Instructions on Requesting a PAR Extension (cont.)

- 5. You will be presented with a confirmation page to review the contact information.
- 6. Click **"NEXT"**.



Instructions on filling out the form will be displayed by moving your cursor over the "i" buttons.

P3001.9

1. NUMBER OF YEARS THAT THE EXTENSION IS BEING REQUESTED:

2. WHY AN EXTENSION IS REQUIRED:

3.1. WHAT DATE DID YOU BEGIN WRITING THE FIRST DRAFT: MM/DD/YYYY

3.2. HOW MANY PEOPLE ARE ACTIVELY WORKING ON THE PROJECT:

3.3. HOW MANY TIMES A YEAR DOES THE WORKING GROUP MEET:

IN PERSON:

VIA TELECONFERENCE:

3.4. HOW MANY TIMES A YEAR IS A DRAFT CIRCULATED TO THE WORKING GROUP VIA ELECTRONIC MEANS:

3.5. WHAT PERCENTAGE OF THE DRAFT IS STABLE:

3.6. HOW MANY SIGNIFICANT WORK REVISIONS HAS THE DRAFT BEEN THROUGH:

4. WHEN WILL/DID SPONSOR BALLOTING BEGIN: /

WHEN DO YOU EXPECT TO SUBMIT THE PROPOSED STANDARD TO REVCOM: /

HAS THIS DOCUMENT ALREADY

Generally, no more than 2 years

A description of what the WG has accomplished, what remains to be accomplished, and reasons why the work was unable to be completed in the allotted time frame. E.g., WG has X number of active PARs, change in Co-Chair, loss of Co-Chair, permissions issues, etc.

Leave at least 6 to 8 months between the start of balloting and RevCom submittal

Instructions on Requesting a PAR Extension (cont.)

7. Review the rest of the information displayed on the page and modify as needed.

- You can save your PAR at any time and return to edit it later. You can also share the PAR before submittal
(For more detailed instructions, see next **slide**.)

8. When complete, click "**Preview And Submit**"

9. Review the PAR and click "**Submit to NesCom Administrator**"

10. The PAR will now be added to the next NesCom agenda and notifications will be sent to the Working Group Chair, Sponsor Chair, Staff Liaison, and NesCom Administrator)

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

Saving, Editing, Sharing and Deleting a Draft PAR

You can save a PAR at any time as a draft and return to it later, share it, or delete it.

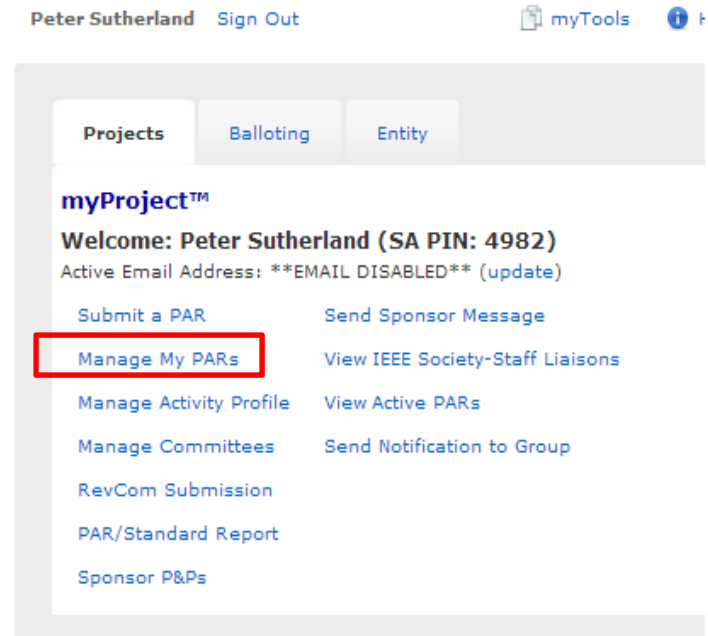
1. Click **“SAVE”** on any PAR form.

The screenshot shows the myProject™ interface. At the top, there are three buttons: 'PREVIEW AND SUBMIT', 'DISCARD', and 'SAVE'. The 'SAVE' button is highlighted with a red box. Below this, the user's name 'Peter Sutherland' and 'Sign Out' are visible. There are also links for 'myTools', 'Help', 'Messages', 'Report a Bug', and 'Announcements'. A notification box contains the text: 'The Draft PAR P3001.9 has been saved. You can resume editing the PAR at any time by selecting the edit link below.' A red arrow points from this notification to the 'edit' link in the table below.

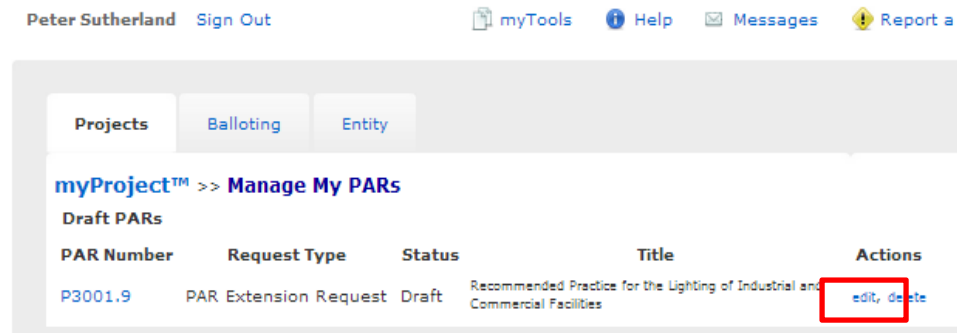
PAR Number	Request Type	Status	Title	Actions
P3001.9	PAR Extension Request	Draft	Recommended Practice for the Lighting of Industrial and Commercial Facilities	edit, delete

Saving, Editing, Sharing and Deleting a Draft PAR (cont.)

2. When you are ready to resume, go to the myProject Home page and select **“Manage My PARs”**



3. To return to the PAR, locate the PAR in the list and click **“edit”**, then continue editing the PAR.



Saving, Editing, Sharing and Deleting a Draft PAR (cont.)

4. To share the PAR with another user, click “**share with another user**”

I will be happy to review the PAR extension request before you submit it to NesCom!

5. Enter the email address or username of the person with whom you would like to share the PAR and click “**OK**” (*The email address must be associated with an IEEE Web Account*)

l.perry@ieee.org

6. To permanently delete a draft PAR, click “**delete**”

Contact Information

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