

# IEEE IAS Technical Books Coordinating Committee (IAS/TBCC)

2014 I&CPS

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#### **Overview**

- Projects Status Summary
  - PARs expiring in 2014
  - Published
  - Balloting
- Mentor
  - Roster
  - Permissions
  - Mail
  - Documents
- Comment Resolution



# **Projects - Status Summary**

- Spreadsheet of status for all projects uploaded to <u>Mentor</u>
  - Bi-monthly updates
- PARs expiring in 2014

Instructions for submitting a PAR extension request can be found on Mentor

```
- 3001.2, 3001.9
```

```
- 3002.2, 3002.3, 3002.7, 3002.8, 3003.9
```

```
- 3003.1, 3003.2
```

- 3004.3, 3004.5, 3004.8, 3004.10, 3004.11
- 3005.3, 3005.4, 3005.7
- -3006.8



# Projects - Status Summary (cont.)

#### PUBLISHED IN 2014

- 3001.5-2013
  - RP for Application of Power Distribution Apparatus
  - Published 25 April 2014
- Published 2010–2013
  - 3001.8-2013 (Instrumentation and Metering)
  - 3004.1-2013 (Application of Instrument Transformers)
  - 3006.7-2013 (Determining the Reliability of "7 x 24" Continuous Power Systems)
  - 3006.9-2013 (Collecting Data for Use in Reliability, Availability, and Maintainability Assessments)
  - 3007.3-2012 (Electrical Safety)
  - 3007.2-2010 (Maintenance)
  - 3007.1-2010 (Operation and Management)
- All published RPs can be accessed on <u>Mentor</u>.



# **Projects - Status Summary (cont.)**

#### Currently In Ballot

- P3003.2 (Equipment Grounding and Bonding)
  - · Finishing comment resolution; to be recirculated
- P3004.5 (Application of Low-Voltage Circuit Breakers)
  - Finishing comment resolution; to be recirculated
- P3006.5 (Use of Probability Methods for Conducting a Reliability Analysis)
  - Initial ballot to close on 23 May 2014
- These drafts can be accessed on Mentor.

#### Drafts Uploaded to myProject for Initial Ballot

- P3002.2 (Conducting a Load Flow Analysis)
- P3002.3 (Calculating AC Short Circuit Currents)
- These drafts will be posted to <u>Mentor</u>.

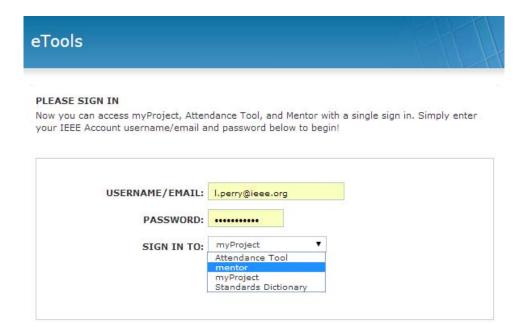
#### Ballot Group Forming

- P3002.8 (Conducting a Harmonic-Analysis)
  - Invitation will close on 12 June 2014



## Mentor

Login at <a href="http://development.standards.ieee.org/">http://development.standards.ieee.org/</a>



## Mentor - Collaboration tool

#### Roster

- Test message was sent from <u>l.perry@ieee.org</u> on 5/20/14 (Subject: [3000-stds] Test sending mail through Mentor).
  - If you did not receive the message, check your Junk mail folder. If it is not there, then check the roster list at <a href="https://mentor.ieee.org/3000-stds/dcn/14/stds-14-0041-00-TBCC-mentor-roster-list.pdf">https://mentor.ieee.org/3000-stds/dcn/14/stds-14-0041-00-TBCC-mentor-roster-list.pdf</a>
  - If your name is not listed on the roster, send email request to me at <a href="listed-ong">l.perry@ieee.org</a> (cc: WG Chair and Co-Chair) and request to be added to the workspace.

# Permissions for Mail and Document Repository (rights shown on roster)

- WG Officers
  - Mail: view, send and delete; Documents: view public/private, post and delete
- Members
  - Mail: view and send; Documents: view public/private, post
- Guests
  - Mail: view; Documents: view public/private
- Interested
  - Mail: no access; Documents: view public



# Mentor - Collaboration tool (cont.)

#### Mail

- Send through Web interface (must login to the workspace)
- Send via email (must send email from the email address associated with your IEEE Web account)

#### Document Repository

The system provides each document with a unique ID and file name



This number represents the following pattern:

stds-14-0041-00-TBCC-mentor-roster-list.pdf

```
stds = the Mentor Group

14 = the year (2014)

0041 = the Document Control Number (DCN)

00 = the revision

TBCC = document group (for "TBCC main")
```

# Mentor - Collaboration tool (cont.)

- Follow-up Webinar on the Mentor Collaboration tool has been scheduled for 24 June 2014 from 4pm to 5pm EDT.
- WebEx and dial-in information to follow via Mentor mail.

## Mentor - Collaboration tool (cont.)

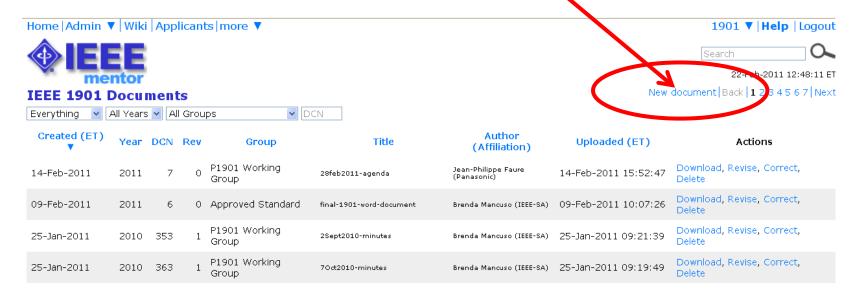
#### Documents

- Create links to documents posted to Mentor
  - · Send links in Mentor mail, e.g., when looking for reviewers
  - · Applies to public and private documents
  - Copy URL from the address bar in your browser and paste into email
     NOTE: Links will access the document, not necessarily the latest version
    - To create link to latest version automatically, delete the revision number from the link
    - E.g., using the roster link from previous page, you would delete "0041"
      - Before: <u>https://mentor.ieee.org/3000-stds/dcn/14/stds-14-0041-00-TBCC-mentor-roster-list.pdf</u>
      - After: <u>https://mentor.ieee.org/3000-stds/dcn/14/stds-14-00-TBCC-mentor-roster-list.pdf</u>



## **New Document**

If your role permission allows you to upload a document, you will see the "New Document" link. To upload a new document, click on "New Document"



**IEEE** 

## **New Document**



#### **IEEE 1901 New document**

You are about to generate a Document Control Number (DCN) for an entirely new document. To revise an existing document, please click on the **Revise** action in your Documents list.



Documents

- 1. Choose the "Group" from the drop down
- 2. Provide a Document Title
- 3. Enter in the Authors Name and Affiliation
- 4. Click "New Document"

Note: if you are uploading a revision to an existing document, do NOT do this through the "upload new document" area. You should upload revisions to in the "revise" area.

**IEEE** 

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## **New Document**

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New document create

#### IEEE 1901 Uplead document revision

You are uploading DCN 1901-11-0008-00-DRST, See BCN must appear in your document. Please use your Browse button to select the file you wish to upload for this revision, then click Upload Document. You may upload this revision later by just go to <u>Documents</u> and select My Pending.





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Documents New document

Now Browse and upload the document.

Notice that the system provides each document with a Document Number. This number represents the following pattern:

1901-11-0008-00-DRST

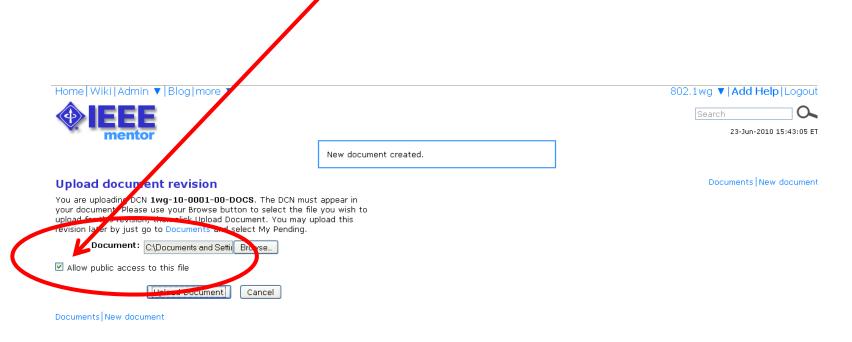
- -1901 = the Mentorgroup
- -11 = the year
- 0008 = the document number
- -00 =the revision
- DRST = the document group



## **Allow Public Documents**

**IEEE STANDARDS ASSOCIATION** 

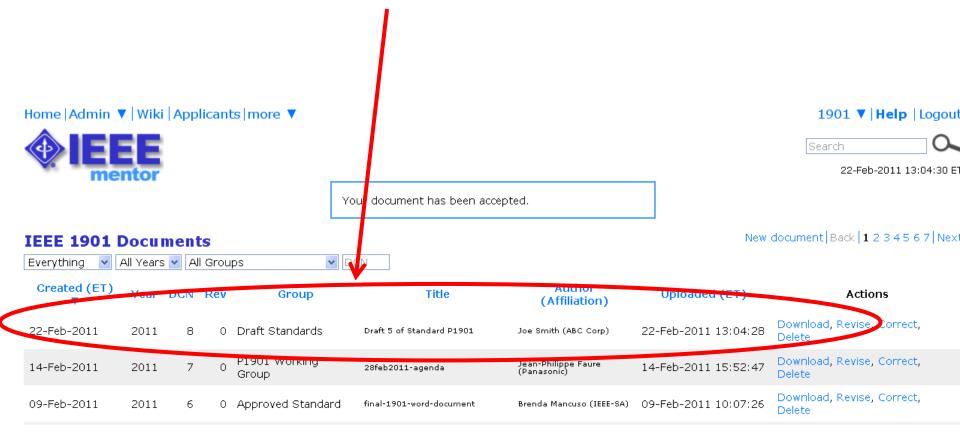
If your group allows "public" documents the option will be available at upload to make the document available to the public.





#### **Documents**

You can now see the document in the list and download it.

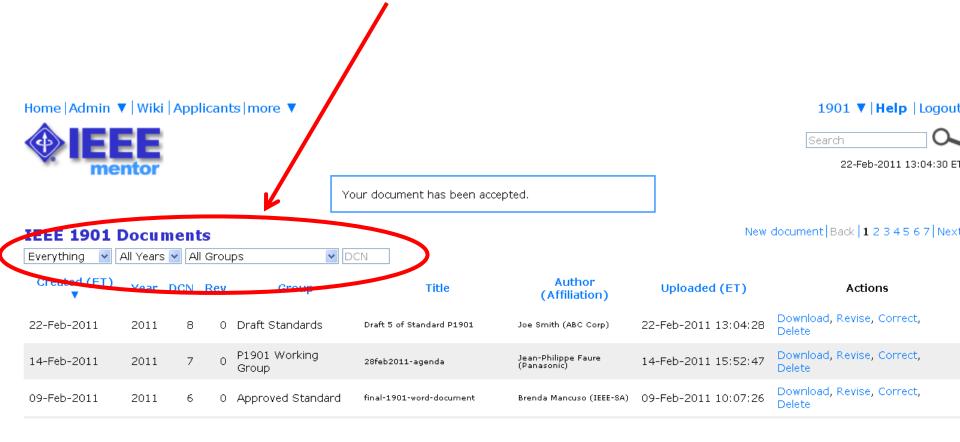




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## **Documents Filter**

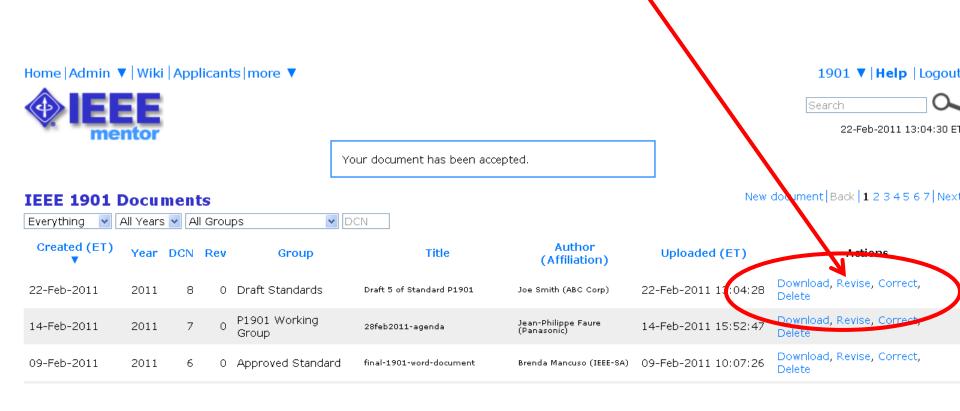
Use these drop downs to filter your view of the documents.





## **Revise Documents**

If you need to update a document, simply click on "Revise" (if your permissions allow you will see this link.





## **Revise Documents**

Enter the Author and affiliation, then click on "Revise Document".



**IEEE** 

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## **Revise Documents**

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New document revisio

IEEE 1901 Upload document revision

You are uploading DCI 1901-11-0008-01-DRST. The DCN must appear in your document. Please use your Browse button to select the file you wish to upload for this revision, then click Upload Document. You may upload this revision later by just go to <u>Documents</u> and select My Pending.

Document: C:\Documents and Set Browse.

Upload Document | Cancel

Documents New document

Browse and upload document. Notice that the document number now changed to 1091-11-0008-01-DRST.

The 01 means this is the first revision.



#### **Comment resolution**

- Purpose of comment resolution
  - To increase the level of support by ballotters for a draft
  - To improve the quality of a draft standard
  - To engage with voters and gain from their viewpoint/experience
- Note: frequently cannot satisfy <u>all</u> the commenters and complete in a <u>timely</u> fashion

#### **Comment Resolution**

- After a ballot has completed, the Working Group will need to respond to the commenters
- This can often be a daunting task for ballots that have a large number of comments
- Know the process, what to avoid, what to prepare, etc.

# IEEE-SA Standards Board Operations Manual

#### 5.4.3.3 Comments in the ballot

The Sponsor shall consider all comments that are received by the close of the ballot. Comments received after the close of balloting will be provided to the Sponsor. The Sponsor shall acknowledge the receipt of these late comments to the initiator and take such action as the Sponsor deems appropriate.

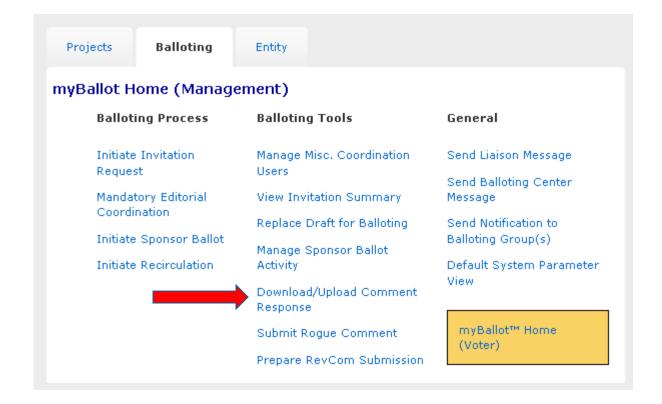
The Sponsor shall make a reasonable attempt to resolve all Do Not Approve votes that are accompanied by comments. Comments that advocate changes in the proposed standard, whether technical or editorial, may be accepted, revised, or rejected.

Sponsors shall provide evidence of the consideration of each comment via approved IEEE Standards Association balloting tools.

#### **How to Access the Comments**

- Download the .zip file containing a .csv file of the comments and any files that may be attached to the comments.
- Edit the .csv file using any spreadsheet editor and save the file in either .csv or .xls format

## **Download Comment Resolution File**



# Download Comment Resolution File (cont.)

myBallot Home (Management) >> Manage Sponsor Ballot Activity >> Voter Response Detail >> Download/Upload Comment Response P802.15.7 Physical (PHY) and Medium Access Control (MAC) Layer Standard for Short-Range Wireless Optical Communication Using Visible Light To prepare your ballot's comment resolution offline, first download the comment resolution package below which contains a CSV file of the comments and includes any files which were attached to the comments. Download Comment Resolution Zip File Then use a spreadsheet application to edit the CSV file, adding values to the columns for "Resolution Status" and "Resolution Detail". The "Resolution Status" column must contain one of the following values: Accepted Revised Rejected Note: You will receive an upload error message if the "Resolution Status" column contains text other than that specified above. The "Resolution Detail" may be any text describing the resolution. After you have updated the spreadsheet and the ballot is in the comment resolution stage, you can upload the file in CSV or Excel (XLS) format from this page. UPLOAD COMMENT RESOLUTION FILE: Browse... CANCEL



## **Resolution Statuses**

- Accepted The committee agrees with the comment and implements change exactly as suggested.
- Revised The ballot resolution committee accepts the suggested remedy in principle. This means that the ballot resolution committee will make a change to the draft based on a revision of the suggested remedy. The Resolution Detail field shall provide sufficient detail for ballot group members to understand the revision of the suggested remedy provided by the commenter.
- Rejected The ballot resolution committee does not accept the suggested remedy. The Resolution Detail field shall provide sufficient detail for ballot group members to understand the rationale for this rejection.

# Do's and Don'ts— Editorial Comments

- Don't make, or promise to make, any post-ballot changes to the draft. If you do, RevCom will require a recirculation.
  - RevCom will review the last balloted draft
- Do reject an editorial comment and defer it to IEEE-Editorial for review (not for change)
  - You cannot make the promise that IEEE-Editorial will indeed make the change, just defer for review for change

#### Example

- Comment: Resize Figure 1 to fit the page better
- Don't: Accepted. Resized the figure.
- Do: Rejected. Defer this change to IEEE-Editorial staff for consideration during final publication



# Do's and Don'ts— Comment Resolution Spreadsheet

- Don't have any empty disposition status or detail columns
  - All comments need to be shown consideration
  - If "accepted," a comment can simply put "change made"
- Do have sufficient detail explaining the reason for rejection or the revised change

# Do's and Don'ts— Outstanding Negatives

- Don't have an outstanding negative ballot with comment(s) and submit to RevCom without addressing the comment(s)
- Do email the balloter a reason for rejecting the comment and advise he/she that you are submitting to RevCom
- Do include this email to RevCom

# Do's and Don'ts— Cross references

- Don't cross reference
  - E.g., "Disagree see resolution of comment 1234"
- Do cut and paste the comment resolution from the cited comment and then add "(same comment resolution as comment 1234)"

# Do's and Don'ts— External Documents

- Don't reference an external document
  - E.g., "Disagree see 11-09/9876r1"
  - Not an appropriate response
- Do copy information from document 11-09/9876r1 and paste it in the resolution

#### **Best Practices**

- The WG Chair can form a "Ballot Resolution Committee" (BRC) to resolve the comments
- Document in meeting minutes what the scope of the BRC is
- Resolve the comments (accepted, rejected, revised)
- Can split work and assign roles to expedite process

## Submission to RevCom

- Final approval of a standard is achieved by submitting the document and supporting material to RevCom (Review Committee), which issues a recommendation to the IEEE-SA Standards Board
- Once a project is submitted to RevCom, the Working Group Chair is responsible for responding to any comments/questions raised by the RevCom Members
  - Dialogue and responses are done via myProject
  - WG Chairs will receive automatic notification email from myProject that a comment has been made
    - Don't reply to the email
    - **Do** log into myProject and post a response

## Questions

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