

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

2014 I&CPS

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Fort Worth, TX  
20 May 2014



# 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 [Mentor](#)

- 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 [Mentor](#).

# 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 [Mentor](#).

## ■ Ballot Group Forming

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

# Mentor

- Login at <http://development.standards.ieee.org/>

eTools

**PLEASE SIGN IN**  
Now you can access myProject, Attendance Tool, and Mentor with a single sign in. Simply enter your IEEE Account username/email and password below to begin!

USERNAME/EMAIL:

PASSWORD:

SIGN IN TO:  ▼

- Attendance Tool
- mentor
- myProject
- Standards Dictionary

# Mentor – Collaboration tool

## ■ Roster

- Test message was sent from [L.perry@ieee.org](mailto:L.perry@ieee.org) 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 <https://mentor.ieee.org/3000-stds/dcn/14/stds-14-0041-00-TBCC-mentor-roster-list.pdf>
  - If your name is not listed on the roster, send email request to me at [L.perry@ieee.org](mailto:L.perry@ieee.org) (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

### IEEE 3000 Standards Collection Documents

[New document](#) | [Doc](#)

Everything	All Years	All Groups	DCN, Title, Author or Affiliation					
Created (ET) ▼	Year	DCN	Rev	Group	Title	Author (Affiliation)	Uploaded (ET)	Public
20-May-2014	2014	41	0	TBCC main	Mentor "roster" list	Lisa Perry (IEEE staff)	20-May-2014 11:04:56	Yes

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:  
<https://mentor.ieee.org/3000-stds/dcn/14/stds-14-0041-00-TBCC-mentor-roster-list.pdf>
    - After:  
<https://mentor.ieee.org/3000-stds/dcn/14/stds-14-00-TBCC-mentor-roster-list.pdf>

# 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"

Home | Admin ▼ | Wiki | Applicants | more ▼ 1901 ▼ | Help | Logout

**IEEE 1901 Documents** 22-Feb-2011 12:48:11 ET

Everything ▼ All Years ▼ All Groups ▼ DCN

[New document](#) | Back | 1 2 3 4 5 6 7 | Next

Created (ET)	Year	DCN	Rev	Group	Title	Author (Affiliation)	Uploaded (ET)	Actions
14-Feb-2011	2011	7	0	P1901 Working Group	28feb2011-agenda	Jean-Philippe Faure (Panasonic)	14-Feb-2011 15:52:47	<a href="#">Download</a> , <a href="#">Revise</a> , <a href="#">Correct</a> , <a href="#">Delete</a>
09-Feb-2011	2011	6	0	Approved Standard	final-1901-word-document	Brenda Mancuso (IEEE-SA)	09-Feb-2011 10:07:26	<a href="#">Download</a> , <a href="#">Revise</a> , <a href="#">Correct</a> , <a href="#">Delete</a>
25-Jan-2011	2010	353	1	P1901 Working Group	25sept2010-minutes	Brenda Mancuso (IEEE-SA)	25-Jan-2011 09:21:39	<a href="#">Download</a> , <a href="#">Revise</a> , <a href="#">Correct</a> , <a href="#">Delete</a>
25-Jan-2011	2010	363	1	P1901 Working Group	7oct2010-minutes	Brenda Mancuso (IEEE-SA)	25-Jan-2011 09:19:49	<a href="#">Download</a> , <a href="#">Revise</a> , <a href="#">Correct</a> , <a href="#">Delete</a>

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## 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](#).

The screenshot shows a web form for creating a new document. The form has three input fields: "Group:" with a dropdown menu showing "Draft Standards", "Document Title:" with the text "Draft 5 of Standard P1901", and "Author (Affiliation):" with the text "Joe Smith (ABC Corp)". Below these fields are two buttons: "New Document" and "Cancel". A red circle is drawn around the three input fields, and a red arrow points from the top right towards the circle.

[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.

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New document create

## IEEE 1901 Upload document revision

You are uploading DCN **1901-11-0008-00-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 [Documents](#) and select My Pending.

Document: C:\Documents and Set

[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 Mentor group
- 11 = the year
- 0008 = the document number
- 00 = the revision
- DRST = the document group

# Allow Public Documents

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

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802.1wg | Add Help | Logout

Search

23-Jun-2010 15:43:05 ET

Documents | New document

**Upload document revision**

You are uploading DCN **1wg-10-0001-00-DOCS**. 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 [Documents](#) and select My Pending.

Document: C:\Documents and Settings\... Browse...

Allow public access to this file

Upload document Cancel

Documents | New document

# Documents

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

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1901 ▼ | [Help](#) | [Logout](#)

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22-Feb-2011 13:04:30 ET

Your document has been accepted.

## IEEE 1901 Documents

Everything ▼ All Years ▼ All Groups ▼ **1901**

[New document](#) | [Back](#) | [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) | [Next](#)

Created (ET)	Year	DCN	Rev	Group	Title	Author (Affiliation)	Uploaded (ET)	Actions
22-Feb-2011	2011	8	0	Draft Standards	Draft 5 of Standard P1901	Joe Smith (ABC Corp)	22-Feb-2011 13:04:28	<a href="#">Download</a> , <a href="#">Revise</a> , <a href="#">Correct</a> , <a href="#">Delete</a>
14-Feb-2011	2011	7	0	P1901 working Group	28feb2011-agenda	Jean-Philippe Faure (Panasonic)	14-Feb-2011 15:52:47	<a href="#">Download</a> , <a href="#">Revise</a> , <a href="#">Correct</a> , <a href="#">Delete</a>
09-Feb-2011	2011	6	0	Approved Standard	final-1901-word-document	Brenda Mancuso (IEEE-SA)	09-Feb-2011 10:07:26	<a href="#">Download</a> , <a href="#">Revise</a> , <a href="#">Correct</a> , <a href="#">Delete</a>

# Documents Filter

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

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Created (ET) ▼	Year	DCN	Rev	Group	Title	Author (Affiliation)	Uploaded (ET)	Actions
22-Feb-2011	2011	8	0	Draft Standards	Draft 5 of Standard P1901	Joe Smith (ABC Corp)	22-Feb-2011 13:04:28	<a href="#">Download</a> , <a href="#">Revise</a> , <a href="#">Correct</a> , <a href="#">Delete</a>
14-Feb-2011	2011	7	0	P1901 Working Group	28feb2011-agenda	Jean-Philippe Faure (Panasonic)	14-Feb-2011 15:52:47	<a href="#">Download</a> , <a href="#">Revise</a> , <a href="#">Correct</a> , <a href="#">Delete</a>
09-Feb-2011	2011	6	0	Approved Standard	final-1901-word-document	Brenda Mancuso (IEEE-SA)	09-Feb-2011 10:07:26	<a href="#">Download</a> , <a href="#">Revise</a> , <a href="#">Correct</a> , <a href="#">Delete</a>



# Revise Documents

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

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22-Feb-2011 13:04:30 ET

Your document has been accepted.

## IEEE 1901 Documents

Everything ▼ | All Years ▼ | All Groups ▼ | DCN

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Created (ET) ▼	Year	DCN	Rev	Group	Title	Author (Affiliation)	Uploaded (ET)	Actions
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14-Feb-2011	2011	7	0	P1901 Working Group	28feb2011-agenda	Jean-Philippe Faure (Panasonic)	14-Feb-2011 15:52:47	<a href="#">Download</a> , <a href="#">Revise</a> , <a href="#">Correct</a> , <a href="#">Delete</a>
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# Revise Documents

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

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## IEEE 1901 Revise document

You are revising **Draft 5 of Standard P1901**. To create an entirely new document, please click on [New document](#).

Author (Affiliation):

[Documents](#) | [New document](#)

# Revise Documents

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New document revisio

## IEEE 1901 Upload document revision

You are uploading DCN **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 [Documents](#) and select My Pending.

Document: C:\Documents and Set

[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 balloters 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 all the commenters and complete in a timely 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

The screenshot shows the 'myBallot Home (Management)' interface with three tabs: 'Projects', 'Balloting', and 'Entity'. The 'Balloting' tab is active. The interface is divided into three columns: 'Balloting Process', 'Balloting Tools', and 'General'. A red arrow points to the 'Download/Upload Comment Response' link in the 'Balloting Tools' column. A yellow box highlights the 'myBallot™ Home (Voter)' link in the 'General' column.

Balloting Process	Balloting Tools	General
<a href="#">Initiate Invitation Request</a>	<a href="#">Manage Misc. Coordination Users</a>	<a href="#">Send Liaison Message</a>
<a href="#">Mandatory Editorial Coordination</a>	<a href="#">View Invitation Summary</a>	<a href="#">Send Balloting Center Message</a>
<a href="#">Initiate Sponsor Ballot</a>	<a href="#">Replace Draft for Balloting</a>	<a href="#">Send Notification to Balloting Group(s)</a>
<a href="#">Initiate Recirculation</a>	<a href="#">Manage Sponsor Ballot Activity</a>	<a href="#">Default System Parameter View</a>
	<a href="#">Download/Upload Comment Response</a>	<a href="#">myBallot™ Home (Voter)</a>
	<a href="#">Submit Rogue Comment</a>	
	<a href="#">Prepare RevCom Submission</a>	



# 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:

# 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

Lisa Perry

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