

# myProject™

## *User Guide*

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## 1 Introduction

myProject™ is:

- A set of web-based tools that facilitate the IEEE standards 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 (e.g. [Internet Explorer](#), [Firefox](#), etc.)
- A PDF viewer (e.g. [Adobe Reader](#))
- A spreadsheet editor **only for download/upload comment functions** (e.g. Excel)
- An IEEE web account
  - IEEE Web Accounts are free and do not require IEEE membership.
  - If you do not have an IEEE web account, create one by going to: [http://www.ieee.org/go/create\\_web\\_account](http://www.ieee.org/go/create_web_account)

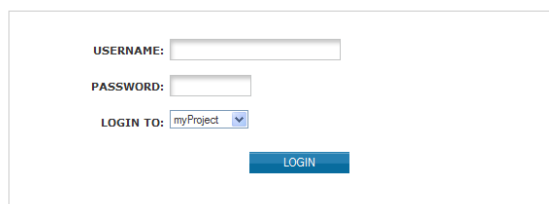
## 2 Getting Started

### 2.1 Accessing myProject™ for the First Time.

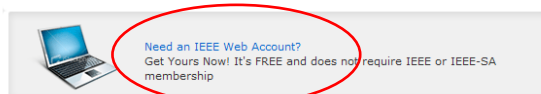
#### Instructions:

1. Go to <https://development.standards.ieee.org/my-site>
2. Enter your IEEE Web account username and password and click "**LOGIN**".
  - If you do not have an IEEE web account, you can create one by clicking on the "**Need an IEEE Web Account?**" link.

**PLEASE LOG IN**  
Now you can access myProject, IMAT, and Mentor with a single login. Simply enter your IEEE Web Account username and password below to begin!



[Retrieve Your Web Account Username and/or Password](#)  
Note: IEEE uses Cookies for Web Account Registration, Change Password and Recover Username/Password



3. When you access myProject™ for the first time, the Account page will open, requesting information. *(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)* This is required, and only asked once. *(You can change this information, however, at any time by clicking on the "**Account**" link on the Home Screen)*
  1. Select/enter your Employer/position information *(you can select your employer from the list, or type it in if it isn't visible).*
  2. Enter your address information.

3. Enter your telephone.
4. Enter a secondary email, if any (*If provided, a copy of messages will be sent here*).
5. Click "OK" to save your information.

## 2.2 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.

myTools  
Help  
Messages  
Report a Bug  
Announcements  
Account  
Submit a PAR  
Manage Activity Profile  
Sponsor P&Ps  
Send Sponsor Message  
View IEE Society-Staff Liaisons  
View Active PARs

Additional options may appear here.

### myTools

This section will give you access to resources related to the standards process.

### Help

Use this link to get the latest information and help related to the screen you are on.

### Messages

This screen allows you to view all system notifications. You can also manage your email notifications here.

### Report a Bug

This page lets you report a myProject™ bug to the system administrator.

### Announcements

Breaking news about myProject™ may be found here.

### Account

This area allows you to edit your IEE-SA contact information as well as manage your affiliations.

### Submit a PAR

This is for use by any SA Member who wishes to submit a PAR (Project Authorization Request) for consideration by NesCom. This screen is used for all PAR requests and all PAR actions (modify, extend, withdraw).

**Manage Activity Profile**

Use this screen to join sponsor committees, working groups and projects of interest to you.

**Sponsor P&Ps**

This is a comprehensive list of IEEE Sponsor P&Ps (Policies and Procedures) including their acceptance status.

**Send Sponsor Message**

This is for committee chairs and IEEE Standards Staff use in sending an email notification to a sponsor.

**View IEEE Society-Staff Liaisons**

This link brings you to a list of all IEEE Society-staff liaisons.

**View Active PARs**

This screen provides a view and search function on all active PARs. A link to view the approved PAR is provided.

## 3 Managing Activities, Roles and Affiliations

### 3.1 Join an Activity/Register as an Interested Party (Sponsor, Working Group, Project)

Joining an activity allows you to receive ballot invitations, be selected as Working Group chair or other office and get access to the group's Mentor area.

**Applicable Users:** All myProject™ users

**Notes:**

- IEEE-SA Basic Corporate membership or above is required to observe an entity project.
- Only IEEE-SA Advanced Corporate Members can contribute and hold voting privileges in entity working groups.

**Instructions:**

1. On the **myProject™** Home Screen, select "**Manage Activity Profile**".
2. On the **Manage Activity Profile Page**, scroll down to the Society or SCC you are interested in and expand the tree by clicking the "+" sign to view Sponsors, Working Groups, and Projects.

	Name	Designator ▲	Contact
Society	<input type="checkbox"/> IEEE Aerospace and Electronic Systems Society	AES	
	<input type="checkbox"/> IEEE Antennas and Propagation Society	APS	
Sponsor	<input type="checkbox"/> Antennas	APS/A	Michael Francis
	<input type="checkbox"/> Propagation	APS/P	David Thiel
Working Group	<input checked="" type="checkbox"/> Minor Revisions Working Group	APS/P/P356	David Thiel
	<input type="checkbox"/> Standard Definitions of Terms for Radio Wave Propagation	APS/P/P356/P211	David Thiel
Project	<input type="checkbox"/> Guide for Measurements of Electromagnetic Properties of Earth Media	APS/P/P356/356	David Thiel
	<input type="checkbox"/> IEEE-SA Board of Governors	BOG	
	<input type="checkbox"/> IEEE Broadcast Technology Society	BTS	

3. Check the box next to the activity you are interested in (Sponsor, Working Group, Project).
4. Click "**CONTINUE**"
5. Confirm your interest area and enter your affiliation information.
  - o Select from the list or type in your company/organization.
6. Click "**CONTINUE**"

### 3.2 Update Affiliation Information

Use this function to manage your affiliation for each project/PAR. A person could 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 "**Account**" link in the upper right.
2. Click the "**Affiliation Information**" link.

myProject™ >> **Account**  
 This information is solely for the use of the IEEE-SA and will not be provided to any third parties or used for commercial purposes.  
 You can also manage your **Affiliation Information** or view the **Obligations for Participation in IEEE Standards Development** agreement.

3. Update your affiliation for each project listed.
  - o Select from the list or type in your company/organization.
4. Click "**OK**"

### 3.3 Accept an Assigned Role

**Applicable Users:** All myProject™ users

#### Notes:

- Do this to accept an assigned role, such as working group chair.
- Not all officer roles require acceptance, individuals will just receive a notification that they have been added as an officer.

#### Instructions:

1. Login to **myProject™**
2. You will be prompted with a message informing you that you have been selected to serve as (*role title*) along with an agreement for acceptance.

myProject™ >> Account >> Working Group Chair Agreement

**You have been selected to serve as Working Group chair. In order to assume this position, you must agree to the following:**

I, Michael Lerer, as the Working Group Chair for the C/LM/WG802.5 Token Ring Working Group working group as of 29-Jul-2011, knowingly take on all responsibility for all project(s) under this working group.

As the Working Group Chair, I agree to avoid knowingly incorporating in Standards Publication(s) any copyrighted or proprietary material of another without such other's consent and acknowledge that Standards Publication(s) shall constitute a "work made for hire" as defined by the Copyright Act, and, that as to any work defined, I agree to and do hereby transfer any right or interest I may have in the copyright to said Standards Publication(s) to IEEE.

I acknowledge having read and understood the IEEE Code of Ethics:  
<http://www.ieee.org/ethics>

Please be advised that all Working Group Chair candidate requirements are outlined in the IEEE-SA Standards Board Bylaws, Section 5.2:  
<http://standards.ieee.org/guides/bylaws/sect5.html#5.2>

3. Select "**Accept**" to accept the role.

### 3.4 Enroll as DR or DRA (Entity Working Groups)

Participation in Entity Working Groups is limited to IEEE-SA entity members. These entities are represented by a DR (Designated Representative) and ADR (Alternate designated Representative). Any employee of the entity member institution may enroll as the DR or ADR if the slot has not already been filled. Only the EMR (Entity Member Representative) has the ability to replace the DR or ADR.

**Applicable Users:** All myProject™ users

#### Notes:

- Users must have an entity member listed as their employer in order to enroll in entity projects.

#### Instructions:

1. On the myProject™ Home Screen, click the "**Entity**" tab.
2. Click "**Entity Project Enrollment**"

3. Place a check next to the projects you would like to enroll in and enter your company in the "**Affiliation**" box. Make sure you enter the same entity member company that you have listed as your employer.

Entity Home >> Entity Project Enrollment

Entity Designated Representative

Join/Remove Interest Area	Working Group	Project	Name	Affiliation
<input checked="" type="checkbox"/>	BOG/CAG/UGCCNet	1888	Standard for Ubiquitous Green Community Control Network Protocol	IBM (Entity Member)
<input checked="" type="checkbox"/>	C/DA	P1734	Standard for Quality of Electronic and Software Intellectual Property used in System and System on Chip (SoC) Designs	IBM (Entity Member)
<input type="checkbox"/>	C/DA/1800_WG	P1800	Standard for System Verilog--Unified Hardware Design, Specification, and Verification Language	

4. Click "**OK**" to confirm enrollment in the project.
5. Click "**Entity Designated Representative**"



Entity Home >> Entity Project Enrollment

Entity Designated Representative

Join/Remove Interest Area	Working Group	Project	Name	Affiliation
<input checked="" type="checkbox"/>	BOG/CAG/UGCCNet	1888	Standard for Ubiquitous Green Community Control Network Protocol	IBM (Entity Member)
<input checked="" type="checkbox"/>	C/DA	P1734	Standard for Quality of Electronic and Software Intellectual Property used in System and System on Chip (SoC) Designs	IBM (Entity Member)
<input type="checkbox"/>	C/DA/1800_WG	P1800	Standard for System Verilog--Unified Hardware Design, Specification, and Verification Language	

- Click “**enroll as designated representative**” next to the project you would like to enroll as DR for. (If the DR slot has already been filled, you will be able to select “enroll as alternate representative”. If both have been filled, you will be able to select “add to representative waitlist” to add your name to a waiting list visible to the EMR.)

Entity Home >> Entity Project Enrollment >> Entity Designated Representative

Group/Project	Name	Affiliation	Designated Representative	Alternate Representative	Actions
BOG/CAG /UGCCNet/1888	Standard for Ubiquitous Green Community Control Network Protocol	IBM	Dino Butorac		
C/DA/1734	Standard for Quality of Electronic and Software Intellectual Property used in System and System on Chip (SoC) Designs	IBM			enroll as designated representative

- Click “**OK**” to confirm your enrollment.
- Your name will now show up under “Designated Representative” or “Alternate Representative”.

### 3.5 Manage DR and ADR (Entity Working Groups)

Participation in Entity Working Groups is limited to IEEE-SA entity members. These entities are represented by a DR (Designated Representative) and DRA (Designated Representative Alternate). Any employee of the entity member institution may enroll as the DR or DRA if the slot has not already been filled. Only the EMR (Entity Member Representative) has the ability to replace the DR or DRA.

**Applicable Users:** EMR

**Notes:**

- Users must already be enrolled in the entity project to be added as DR or DRA.

**Instructions:**

- On the **myProject™** Home Screen, click the “**Entity**” tab.
- Click “**Manage (your company)**”

The screenshot shows the myProject Home Screen with three tabs: Projects, Balloting, and Entity. The Entity tab is selected and highlighted with a red arrow. Below the tabs, there is a list of links: Entity Home, Manage IBM (highlighted with a red arrow), Entity Project Enrollment, Show/Join Open Ballot Invitations, and Manage myBallot Activity.

- Click “**manage wg roles**” next to the Working Group you want to manage.


Entity Home >> Entity Projects

IBM

You have access to this screen because of your role as the Entity Member Representative (EMR) for your organization. Below is the list of all active entity standard projects. Under the column "Roles" you will find the name(s) of your entity representatives who have affiliated with your organization, and the role(s), if one is assigned, they hold in each entity project listed. For more information regarding the actions and processes on this screen you can consult the help pages which are available in the header of this page.

Organization Users

Working Group	Project	Name	Roles	Actions
BOG/CAG/UGCCNet	1888	Standard for Ubiquitous Green Community Control Network Protocol	Dino Butorac DR Mark Brown DRA	manage wg roles, manage ballot 
C/DA	P1734	Standard for Quality of Electronic and Software Intellectual Property used in System and System on Chip (SoC) Designs	Anne Brinkley DR	manage wg roles, manage ballot
C/DA/1800_WG	P1800	Standard for System Verilog--Unified Hardware Design, Specification, and Verification Language		manage wg roles

4. You will see individuals currently enrolled as the DR and DRA as well as a waiting list of other individuals who have expressed interested in becoming the DR/DRA.
- To remove an individual from a DR/DRA position, delete their username from the box and click "OK"
  - To replace an individual in a DR/DRA position, replace their username with the username of the new individual and click "OK"
  - You may replace both usernames at the same time or switch the two.
  - You may assign a new DR/ADR, but it is recommended that you let the individual enroll him/herself or use a name from the waiting list to ensure they have already enrolled in the project.

Entity Home >> Entity Projects >> Manage WG Roles

IBM

BOG/CAG/UGCCNet Ubiquitous Green Community Control Network Working Group

As the Entity Member Representative (EMR) for your organization, an advanced member, you have the ability to assign/modify the Designated Representative (DR) and Designated Representative Alternate (DRA) roles for corporate standard projects at any time. For more information about the DR/DRA roles and other actions available on this page, please consult the help pages available in the header of this page.

DESIGNATED REPRESENTATIVE:  Dino Butorac

DESIGNATED REPRESENTATIVE ALTERNATE:  Mark Brown

Designated Representative Wait-list

Date Requested	Name	Username	Email Address
07/29/2011 09:16	Brinkley, Anne	ANNEBB	invalid:annebb@us.ibm.com

## 4 The PAR Submission and Approval Process

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.

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

This form is for submitting a PAR related to 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 sponsor committee, however, for your PAR to be considered.

**Applicable Users:** Any IEEE-SA member

#### Notes:

- The Sponsor must have an approved P&P (policy and procedures) before it can submit a PAR.

## 4.2 If the Sponsor's P&P is expired, the P&P must be submitting a PAR. (To upload Sponsor P&Ps, see sec. 6.1 Create a Sponsor and Appoint a Chair

Before a Sponsor committee can upload proposed P&Ps, the Sponsor must first be created.

### Applicable Users:

- AudCom Administrator and other governance staff

### Instructions:

1. On the **myProject™** Home Screen, select "**manage committees**".

**myProject™ >> Manage Committees**

This page allows staff and committee chairs to see who has officially enrolled through the myProject Activity Areas at the Sponsor, WG and project levels.

Enrollment at the Sponsor or WG level indicates that the individual has expressed an interest in the general work or management of the Sponsor or WG as well as serving to indicate you wish to be notified on any respective Ballot Invitations.

Enrollment at the project level indicates that the individual has expressed an interest in participating in the specific technical work of the specific project.

By definition, these are the rosters of people who have expressed such interests. Inclusion in these rosters does not imply that the individual has met the membership requirements of the respective committee.

[Replace Staff Liaison](#) | [Add Society](#) | [Add Sponsor](#) | [Add Working Group](#)

Name	Designator ▲	Contact	Liaison	Actions
IEEE Aerospace and Electronic Systems Society	AES		Soo H Kim	<a href="#">edit</a> , <a href="#">manage liaison</a>
IEEE Antennas and Propagation Society	APS		Soo H Kim	<a href="#">edit</a> , <a href="#">manage liaison</a>
IEEE-SA Board of Governors	BOG		Sue Vogel	<a href="#">edit</a> , <a href="#">manage liaison</a>
IEEE Broadcast Technology Society	BTS		Soo H Kim	<a href="#">edit</a> , <a href="#">manage liaison</a>
IEEE Computer Society	C		Michael Kipness	<a href="#">edit</a> , <a href="#">manage liaison</a>

2. Click "**Add Sponsor**".
  3. Select the parent society for the new sponsor, fill out the "name" and "short name fields", add a website URL if the group has one and click "**OK**".
- Upload Sponsor P&P)

### Instructions:

1. On the **myProject™** Home Screen, select "Submit a PAR".
2. Select "**PAR for a New Standard**" under "PAR Requests" then click "**NEXT**".

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 >>

3. Select the appropriate working group by using the "+" to expand the Society/Sponsor Committee. (This is the group that is responsible for supporting the work. By selecting the appropriate group, the Sponsor Chair and Working Group Chair are notified of the PAR submittal. The Sponsor Chair will need to accept the PAR in order for NesCom to approve it.)
  - If the PAR is for a new working group that you need to create:
    - Select "**Request New Working Group**" next to the appropriate sponsor/committee.
    - When Prompted, enter the full name of the working group, e.g., "Implementing Technology To Limit Climate Change" and a

- short name, e.g., CCWG (will appear on PAR as PE/ED&PG/CCWG), then click **"NEXT"**
  - Review the information displayed and click **"NEXT"**
  - The sponsor chair will be notified of the new group and will need to approve it and assign a working group chair
- If the PAR is for an existing working group:
  - Find the working group in the green area and click **"Select"**
  - Review the information displayed then click **"NEXT"**

Name	Designator ▲	Contact	Actions
IEEE Aerospace and Electronic Systems Society	AES		
IEEE Antennas and Propagation Society	APS		
IEEE-SA Board of Governors	BOG		
IEEE Broadcast Technology Society	BTS		
Audio and Visual Techniques	BTS/AVTech	Gregory Best	request new working group
Video Distribution Working Group	BTS/AVTech/G-2.1.4	Gregory Best	select
RF Techniques	BTS/RTTech	William Hayes	request new working group
IEEE Computer Society	C		
IEEE Consumer Electronics Society	CES		

4. Complete the PAR information on the pages displayed. Click **"NEXT"** to move through the pages.
5. When you get to the last page, review the PAR and click **"Submit to NesCom Administrator"**
6. 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.

### 4.3 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.

**Applicable Users:** Any IEE-SA member

**Instructions:**

1. Click **"SAVE AND COME BACK LATER"** on any PAR page.
  - **NOTE:** All fields on a page must be completed, or nothing from that page will save
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.

PAR Number	Request Type	Status	Title	Actions
<unassigned>	PAR Request	Draft		edit, delete, share with another user
<unassigned>	PAR Request	Draft		edit, delete, share with another user
<unassigned>	PAR Request	Draft		edit, delete, share with another user
<unassigned>	PAR Request	Draft	Standard for new project	edit, delete, share with another user
<unassigned>	PAR Request	Draft	Standard for ikjyjr	edit, delete, share with another user
P1	PAR Request	Draft	Standard for This is being created in the name of Research	edit, delete, share with another user
P2	PAR Request	Draft	Standard for Created by tprevost and modified by dlaw	edit, delete, share with another user
P3	PAR Request	Draft	Standard for text	edit, delete, share with another user
PS15x	PAR Request	Draft	Standard for the Testing, Design, Installation, and Maintenance of Electrical Resistance Heat Tracing for Industrial ApplicationsAmendment for	edit, delete, share with another user
P802.1AC	PAR Request	Draft	Standard for Media Access Control (MAC) Service Definition	edit, delete, share with another user
P802.3.1	PAR Extension Request	Draft	Standard for Management Information Base (MIB) Definitions for Ethernet	edit, delete
P802.3.1	PAR Request	Draft	Standard for Management Information Base (MIB) Definitions for Ethernet	edit, delete, share with another user

4. To share the PAR with another user, click "**share with another user**" (*This person will have the ability to view, edit, and submit the PAR*)
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*)
6. To permanently delete a draft PAR, click "**delete**"

#### 4.4 Submit a PAR for a Revision, Corrigendum, or Amendment

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

##### Applicable Users:

- Any IEEE-SA member

##### Instructions:

1. On the **myProject™** Home Screen, select "**Submit a PAR**".
2. Select "**PAR for a Revision...**", "**PAR for a Corrigendum...**" or "**PAR for an Amendment...**" under "PAR Requests", then click "**NEXT**".

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 >>

3. Enter the standard number in the box and click "**SEARCH**".
4. Click "**select**" next to the standard you want to revise, amend, etc.

myProject™ >> Submit a PAR >> Select Project

PAR for a Corrigendum to an existing IEEE Standard

STANDARD NUMBER:

Standard Number ▲	Year	Sponsor	Title	Actions
802.3	2008	C/LM	IEEE Standard for Information technology-- Telecommunications and information exchange between systems--Local and metropolitan area networks--Specific requirements Part 3: Carrier Sense Multiple Access with Collision Detection (CSMA/CD) Access Method and Physical Layer Specifications	<input type="button" value="select"/>

5. You will be presented with a confirmation page to review the contact information.
  - If you want to assign the PAR to a different working group:
    - Click "**Reassign the Working Group**".
    - Enter the information for the new working group.
    - Click "**NEXT**".

myProject™ >> Submit a PAR >> Select Project >> **Confirm Contact Information**

PAR for a Corrigendum to an existing IEEE Standard

802.3-2008

**Sponsoring Society and Committee:** IEEE Computer Society/LAN/MAN Standards Committee (C/LM)

**Contact Information for Sponsor Chair**

**Name:** Paul Nikolich  
**Email Address:** invalid:p.nikolich@ieee.org  
**Phone:** +1 857.205.0050

**Working Group:** Ethernet Working Group (C/LM/WG802.3)

**Contact Information for Working Group Chair**

**Name:** David Law  
**Email Address:** invalid:david\_law@ieee.org  
**Phone:** +1 44 131 665 7264

**Contact Information for Working Group Vice-Chair**

**Name:** Wael Diab  
**Email Address:** invalid:wael.diab@gmail.com  
**Phone:** 4154468066



[Reassign the Working Group](#)

PAR SUBMITTER: Iman Engineer

**NEXT >>**    **CANCEL**

6. Click **"NEXT"**.
7. Review the information displayed on the subsequent pages, some fields may be pre-filled with information from the standard.
8. Modify the information or fill in fields as needed then click **"NEXT"** to move to the next page. Make sure to include the reasons for the revision, amendment or corrigendum.
  - o After you complete a page, you can save your PAR and return to it later. For more detailed instructions, see sec. 4.3.
9. When you get to the last page, you will be able to review the PAR before submitting.
7. Click **"Submit to NesCom Administrator"** to submit the PAR.
8. 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.
  - o **NOTE:** Once you approve and submit the information, changes may only be made through the NesCom Administrator.

### 4.5 Modify an Approved PAR

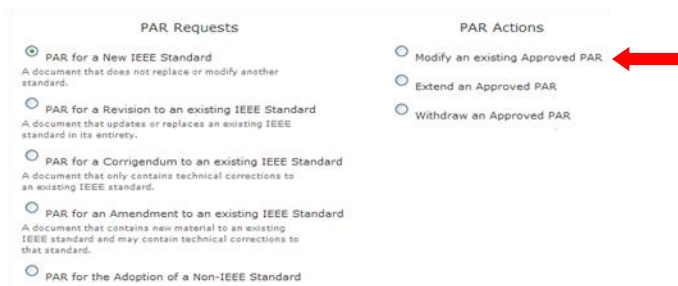
If the scope, purpose, or other elements of the draft standard change in any way, the PAR must be modified and approved.

**Applicable Users:**

- Any IEEE-SA member

**Instructions:**

1. On the myProject™ Home page, select **"Submit a PAR"**.
2. Select **"Modify an existing Approved PAR"** and click **"NEXT"**.



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

[myProject™](#) >> [Submit a PAR](#) >> [Select PAR](#)

Modify an existing Approved PAR

PAR NUMBER:

Sponsor	PAR Number	PAR Approval	Title	Actions
C/LM	P802.3	02-Feb-2011	Standard for Ethernet	<a href="#">select</a>
C/LM	P802.3.1	30-Jan-2009	Standard for Management Information Base (MIB) Definitions for Ethernet	<a href="#">select</a>

5. You will be presented with a confirmation page to review the contact information.
  - o If you want to assign the PAR to a different working group:
    - Click "**Reassign the Working Group**".
    - Enter the information for the new working group.
    - Click "**NEXT**".

[myProject™](#) >> [Submit a PAR](#) >> [Select PAR](#) >> [Confirm Contact Information](#)

Modification to a Previously Approved PAR for the Revision of a Standard

P802.3

**Sponsoring Society and Committee:** IEEE Computer Society/LAN/MAN Standards Committee (C/LM)

**Contact Information for Sponsor Chair**

**Name:** Paul Nikolich  
**Email Address:** [invalid:p.nikolich@ieee.org](mailto:invalid:p.nikolich@ieee.org)  
**Phone:** +1 857.205.0050

**Working Group:** Ethernet Working Group (C/LM/WG802.3)

**Contact Information for Working Group Chair**

**Name:** David Law  
**Email Address:** [invalid:david\\_law@ieee.org](mailto:invalid:david_law@ieee.org)  
**Phone:** +44 131 665 7264

**Contact Information for Working Group Vice-Chair**

**Name:** Wael Diab  
**Email Address:** [invalid:wael.diab@gmail.com](mailto:invalid:wael.diab@gmail.com)  
**Phone:** 4154468066

[Reassign the Working Group](#)

PAR SUBMITTER Iman Engineer

6. Click "**NEXT**".
7. Review the information displayed on the subsequent pages; some fields may be pre-filled with information from the existing PAR.
8. Modify the information or fill in fields as needed then click "**NEXT**" to move to the next page. Make sure to include the reasons for the modification.
  - o After you complete a page, you can save your PAR and return to it later. For more detailed instructions, see sec. 4.3
9. When you get to the last page, you will be able to review the PAR before submitting.
10. Click "**Submit to NesCom Administrator**" to submit the PAR.
11. 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.
  - o **NOTE:** Once you approve and submit the information, changes may only be made through the NesCom Administrator.

### 4.6 Extend an existing PAR

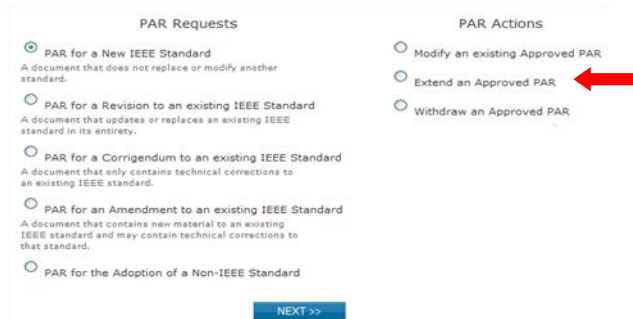
PARs are only valid for 4 years. If the working group needs more time to draft the standard, an extension must be filed and approved.

**Applicable Users:**

- Any IEE-SA member

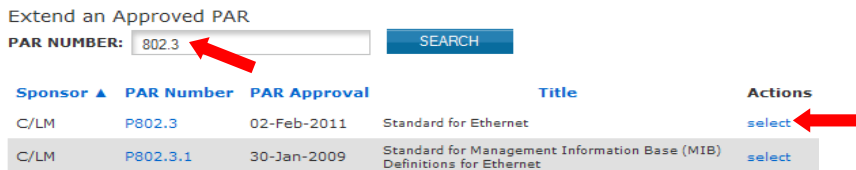
**Instructions:**

1. On the **myProject™** Home page, select **“Submit a PAR”**.
2. Select **“Extend an Approved PAR”** and click **“NEXT”**.



3. Enter the PAR number in the box and click **“SEARCH”**.
4. Click **“select”** next to the PAR you want to extend.

[myProject™](#) >> [Submit a PAR](#) >> [Select PAR](#)



5. You will be presented with a confirmation page to review the contact information.
  - If you want to assign the PAR to a different working group:
    - Click **“Reassign the Working Group”**.
    - Enter the information for the new working group.
    - Click **“NEXT”**.

[myProject™](#) >> [Submit a PAR](#) >> [Extension Request](#)





6. Click "**NEXT**".
7. Enter the number of years for the extension. Review the title, scope and purpose to ensure that they match the current draft.
8. Click "**NEXT**".
9. Provide an explanation for the extension. (a description of what the working group has accomplished, what remains to be accomplished and the reasons why the work was unable to be completed in the allotted time frame)
10. Click "**NEXT**".
11. Review the information displayed on the subsequent pages, modify as needed then click "**NEXT**" to move to the next page.
  - After you complete a page, you can save your PAR and return to it later. For more detailed instructions, see sec. 4.3.
12. When you get to the last page, you will be able to review the PAR before submitting.
9. Click "**Submit to NesCom Administrator**" to submit the PAR.
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.

#### 4.7 Withdraw an Approved PAR

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

##### Applicable Users:

- Any IEEE-SA member

##### Instructions:

13. On the **myProject™** Home page, select "**Submit a PAR**".
14. Select "**Withdraw an Approved PAR**" and click "**NEXT**".
15. Enter the PAR number in the box and click "**SEARCH**".
16. Click "**select**" next to the PAR you want to withdraw.

[myProject™](#) >> [Submit a PAR](#) >> [Select PAR](#)

Withdraw an Approved PAR

PAR NUMBER:

Sponsor ▲	PAR Number	PAR Approval	Title	Actions
C/LM	P802	27-Feb-2007	Standard for Local and Metropolitan Area Networks: Overview and Architecture	<a href="#">select</a>
C/LM	P802.1AC	22-Sep-2005	Standard for Media Access Control (MAC) Service Definition	<a href="#">select</a>

17. Select a reason for the withdrawal from the drop-down menu and provide a more detailed explanation of the reason for withdrawal.
18. Click "**OK**" to submit the withdrawal request.
19. The PAR withdrawal 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.

### 4.8 Accept or Reject a PAR

After the PAR is submitted, it will tentatively be placed on the agenda for the next NesCom meeting. The PAR must be accepted, however, by the Sponsor Chair or Standard representative before the NesCom meeting.

**Applicable Users:**

- Sponsor Chair, Standard Representative

**Notes:**

- The PAR will not be put onto the final NesCom agenda without sponsor approval. If the sponsor fails to approve the PAR, it will move to the following NesCom meeting agenda.

**Instructions:**

1. On the **myProject™** Home page, select **"Manage My PARs"**.
2. Under the **"Submitted PARs"** section, click **"accept"** or **"reject"** next to the PAR to accept or reject that PAR
3. You can also click on the PAR number to view the PAR as well as reading and making comments by clicking on the comments number.

**Submitted PARs**

The PARs listed on this page require some action by you (the Sponsor or Standards Representative).

**ACTIONS:**

- Accept : Acceptance of the PAR by the required cutoff date of the next NesCom meeting. If you choose to accept, the PAR will be added to the next NesCom meeting agenda. Once accepted, the options available to the Sponsor will be changed to "Remove from Agenda".
- Reject : If you choose to reject the PAR, it will be returned to the submitter.
- Remove Sponsor Authorization: Allows you to remove a previously accepted PAR from the NesCom Agenda.

**COMMENTS:**

If comments are available regarding the PAR, you will view and respond to them here.

Submission Status ▼	Committee	PAR Number	Request Type	Title	Comments	Actions
Submitted by David Law 02-Jun-2011	C/LM/WG802.22/802.22a	P802.22a	PAR Request	Standard for P802.22 Amendment on a project that is not yet approved	1	accept, reject
Submitted by David Law 20-May-2011	C/LM/WG802.3/802.3	P802.3	PAR Request	Standard for Information technology--Telecommunications and information exchange between systems--Local and metropolitan area networks--Specific requirements Part 3: Carrier Sense Multiple Access with Collision Detection (CSMA/CD) Access Method and Physical Layer Specifications	0	accept, reject

### 4.9 Respond to NesCom Comments About a PAR.

Once the PAR is submitted, there will be a review period where NesCom members can make comments on the PAR. The comments will be moderated by the NesCom administrator, who is also responsible for making any changes to the PAR before the NesCom meeting.

**Applicable Users:**

- Sponsor Chair, Standard Representative, Working 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:**

1. On the **myProject™** Home page, select **"Manage My PARs"**.

**Welcome: Iman Engineer**  
 Active Email Address: imeng@ieee.org (update)  
 IEEE-SA Membership Expires:

[Submit a PAR](#)                      [Send Sponsor Message](#)  
[Manage My PARs \(action required\)](#)   [View IEEE Society-Staff Liaisons](#)  
[Manage Activity Profile](#)                      [View Active PARs](#)  
[Manage Committees](#)                      [Send Notification to Group](#)  
[Sponsor P&Ps](#)

2. Locate the PAR and click the number under the Comments column.

**Submitted PARs**  
 The PARs listed on this page require some action by you (the Sponsor or Standards Representative).

**ACTIONS:**

- Accept : Acceptance of the PAR by the required cutoff date of the next NesCom meeting. If you choose to accept, the PAR will be added to the next NesCom meeting agenda. Once accepted, the options available to the Sponsor will be changed to "Remove from Agenda".
- Reject : If you choose to reject the PAR, it will be returned to the submitter.
- Remove Sponsor Authorization: Allows you to remove a previously accepted PAR from the NesCom Agenda.

**COMMENTS:**  
 If comments are available regarding the PAR, you will view and respond to them here.

Submission Status	Committee	PAR Number	Request Type	Title	Comments
Submitted by Iman Engineer 11-Jul-2011	IAS/PCI/515_WG/515x	P515x	PAR Request	Standard for the Testing, Design, Installation, and Maintenance of Electrical Resistance Heat Tracing for Industrial Applications Amendment for	0
Submitted by Iman Engineer 20-Jun-2011	VT/ITS/1512_WG/prj123	Pprj123	PAR Request	Standard for Test It	0
Submitted by Iman Engineer 02-Jun-2011	C/LM/WG802.22/802.22a	P802.22a	PAR Request	Standard for 802.22 Amendment on a project that is not yet approved	1
Submitted by Iman Engineer 20-May-2011 Sponsor Authorized 11-Jul-2011	C/LM/WG802.3/802.3	P802.3	PAR Request	Standard for Information technology--Telecommunications and information exchange between systems--Local and metropolitan area networks--Specific requirements Part 3: Carrier Sense Multiple Access with Collision Detection (CSMA/CD) Access Method and Physical Layer Specifications	0

3. Locate the comment you wish to respond to and click the number under **"Dialog"**.

[myProject™](#) >> [Manage My PARs](#) >> [Submission Details](#)  
**VT/RTSC/WG9/1544**  
**P1544** Standard for Transit Communications Interface Profiles (TCIP) for Railcar Basic Operating Unit Interoperability - Data Element Definitions  
 << PAR 1558-2004/Cor 1 || PAR 1629 >>  
[Show Full Comment Detail for P1544](#)

Index	Name	Date	Comment	Attachment	Moderation Required	Dialog	Actions
	NesCom Member	24-Nov-2010 21:36	This project had received two previous extens...			0	

4. Enter your response in the text box and click **"Add to Dialog"**.

[myProject™](#) >> [Manage My PARs](#) >> [Submission Details](#) >> [Comment Dialog](#)  
**VT/RTSC/WG9/1544**  
**P1544** Standard for Transit Communications Interface Profiles (TCIP) for Railcar Basic Operating Unit Interoperability - Data Element Definitions  
**Original Comment from Hung Ling**  
 This project had received two previous extensions of one year each. Were those extensions also due to the WG Chair not being able to move the balloting forward?  
**There is no dialog for this comment.**

5. You can use this feature to continue a dialog with NesCom members and the NesCom administrator.

**4.10 Enter Nescom Dates**

In order for PARs to be added to be added to a NesCom agenda, the Nescom administrator must first add the meeting dates to myProject™ and create agendas for those meetings.

**Applicable Users:**

- NesCom Administrator

**Instructions:**

1. On the **myProject™** Home Screen, select “**NesCom Member Area**”.
2. From the Nescom Member Area, Click “**Add New NesCom Date**”.

[Add New NesCom Date](#) | [Agenda Templates](#) | [Back](#) | 1 | 2 | 3 | [Next](#)

**myProject™ >> NesCom Member Area**

This page provides access to the specific tasks (actions) which are part of the NesCom Meeting Process. Here you will see the list of upcoming NesCom meeting dates, their status, and the tasks/actions available which are specific to your role. If you are new to this process, please go to the [New Member Orientation](#) page for further information and reference materials.

Please email questions to the NesCom Administrator at [bttest+bttest\\_nescom-admin-ieee.org@bttest.bivio.biz](mailto:bttest+bttest_nescom-admin-ieee.org@bttest.bivio.biz)

NesCom Meeting Date	Status	Actions
30-Dec-2011	Individual Review Starts 11-Nov-2011	<a href="#">edit dates</a> , <a href="#">remove</a> , <a href="#">agenda</a> , <a href="#">agenda builder</a> , <a href="#">submission summary</a> , <a href="#">recommendations</a> , <a href="#">offline zip</a>
29-Aug-2011	Individual Review	<a href="#">edit dates</a> , <a href="#">remove</a> , <a href="#">agenda</a> , <a href="#">agenda builder</a> , <a href="#">submission summary</a> , <a href="#">recommendations</a> , <a href="#">offline zip</a>

3. Enter the date of the SASB meeting.
4. Click “**Populate Default Dates**” to automatically generate dates for all of the fields.
5. You can now manually adjust any of the dates if necessary.

**myProject™ >> NesCom Member Area >> NesCom Dates**

**Add New NesCom Date**

SASB MEETING:  **POPULATE DEFAULT DATES**

- **Submission Deadline** - Deadline for PAR submissions for this NesCom agenda. PARs received after this date are automatically put on the next agenda.
- **Individual Review Start** - NesCom members may view the agenda, comment and vote, but may not see other member's comments and votes.
- **Open Review Start** - NesCom members may view all the comments and votes.
- **Review Closed** - Voting, comments and dialog are closed (end of day).
- **Sponsor Approval Cutoff** - The last day a Sponsor may approve or remove a PAR from this agenda.

**NesCom Meeting**

SUBMISSION DEADLINE:

INDIVIDUAL REVIEW START:

OPEN REVIEW START:

REVIEW CLOSED:

SPONSOR APPROVAL CUTOFF:

AUDCOM MEETING:

Leave AudCom Meeting date empty for NesCom Continuous Processing meetings

NESCOM MEETING:

6. Click “**OK**” to add the NesCom date.

**4.11 Build and Manage a Nescom Agenda**

**Applicable Users:**

- NesCom Administrator

**Use Instructions:**

1. On the **myProject™** Home Screen, select “**NesCom Member Area**”.
2. To create a meeting agenda, click on “**Agenda Builder**” next to the meeting you would like to edit

myProject™ >> NesCom Member Area

This page provides access to the specific tasks (actions) which are part of the NesCom Meeting Process. Here you will see the list of upcoming NesCom meeting dates, their status, and the tasks/actions available which are specific to your role. If you are new to this process, please go to the [New Member Orientation](#) page for further information and reference materials.

Please email questions to the NesCom Administrator at [btbest@btbest.nescom-admin-ieee.org](mailto:btbest@btbest.nescom-admin-ieee.org)

NesCom Meeting Date	Status	Actions
30-Dec-2011	Individual Review Starts 11-Nov-2011	<a href="#">edit dates</a> , <a href="#">remove</a> , <a href="#">agenda</a> , <a href="#">agenda builder</a> , <a href="#">submission summary</a> , <a href="#">recommendations</a> , <a href="#">offline zip</a>
29-Aug-2011	Individual Review	<a href="#">edit dates</a> , <a href="#">remove</a> , <a href="#">agenda</a> , <a href="#">agenda builder</a> , <a href="#">submission summary</a> , <a href="#">recommendations</a> , <a href="#">offline zip</a>

- After a date is added, you will need to build a meeting agenda. PAR withdrawals, modified PARs, New PARs and extension requests will automatically be added to the next meeting agenda, but the agenda must be created first.
- You can add items to the agenda individually, or start with a template and edit the agenda to your needs. To use a template, select one from the list and click **"Load From Template"**

myProject™ >> NesCom Member Area >> Agenda Builder

### 10-Nov-2011 NesCom Agenda

TEMPLATE #:  **LOAD FROM TEMPLATE**

This list is empty.

[Add Item](#)

- An agenda will automatically be created from the template.
- To add additional agenda items, click **"add item"** or **"add sub-item"**

Only one item may be moved at a time.

<input type="text" value="1"/>	1. CALL TO ORDER	<a href="#">edit</a> , <a href="#">remove</a> , <a href="#">add sub-item</a>
<input type="text" value="2"/>	2. REVIEW OF AGENDA	<a href="#">edit</a> , <a href="#">remove</a> , <a href="#">add sub-item</a>
<input type="text" value="2.1"/>	2.1 Consent Agenda	<a href="#">edit</a> , <a href="#">remove</a> , <a href="#">add sub-item</a>
<input type="text" value="2.1.1"/>	2.1.1 Withdrawal Requests	<a href="#">edit</a> , <a href="#">remove</a> , <a href="#">add sub-item</a>
<input type="text" value="3"/>	3. APPROVAL OF MINUTES FROM THE 8/10 MEETING	<a href="#">edit</a> , <a href="#">remove</a> , <a href="#">add sub-item</a>
<input type="text" value="4"/>	4. PARS FOR DISCUSSION	<a href="#">edit</a> , <a href="#">remove</a> , <a href="#">add sub-item</a>
<input type="text" value="4.1"/>	4.1 Modified PARs	<a href="#">edit</a> , <a href="#">remove</a> , <a href="#">add sub-item</a>
<input type="text" value="4.2"/>	4.2 Extension Requests	<a href="#">edit</a> , <a href="#">remove</a> , <a href="#">add sub-item</a>
<input type="text" value="4.3"/>	4.3 New PARs	<a href="#">edit</a> , <a href="#">remove</a> , <a href="#">add sub-item</a>
<input type="text" value="4.4"/>	4.4 PARs for the Revision of Standards	<a href="#">edit</a> , <a href="#">remove</a> , <a href="#">add sub-item</a>
<input type="text" value="5"/>	5. OLD BUSINESS	<a href="#">edit</a> , <a href="#">remove</a> , <a href="#">add sub-item</a>
<input type="text" value="6"/>	6. NEW BUSINESS	<a href="#">edit</a> , <a href="#">remove</a> , <a href="#">add sub-item</a>
<input type="text" value="6.1"/>	6.1 New Agenda Item	<a href="#">edit</a> , <a href="#">remove</a> , <a href="#">add sub-item</a>
<input type="text" value="7"/>	7. NEXT MEETING	<a href="#">edit</a> , <a href="#">remove</a> , <a href="#">add sub-item</a>
	The next meeting of NesCom will take place on _____ in _____.	<a href="#">edit</a> , <a href="#">remove</a> , <a href="#">add sub-item</a>
<input type="text" value="8"/>	8. ADJOURNMENT	<a href="#">edit</a> , <a href="#">remove</a> , <a href="#">add sub-item</a>

[Add Item](#) **UPDATE**

- Now you can select the item type (use "text" unless you need sub-items to be added automatically), add additional text and relevant files.

myProject™ >> NesCom Member Area >> Add Agenda Item

ITEM TYPE:

TITLE:

BODY:

FILE 1:

FILE 2:

FILE 3:

- Click **"OK"** to add the item to the agenda.

## 4.12 Making comments and voting on a PAR

Once the PAR is submitted, there will be a review period where NesCom members can make comments and vote on the PAR.

### Applicable Users:

- NesCom Members

### Notes:

- The NesCom Administrator must approve all comments before they are visible to the submitter.

### Instructions:

1. On the **myProject™** Home Screen, select "**NesCom Member Area**".
2. Here you will see a list of past and upcoming meetings along with the meeting status and actions. To view the agenda and comment or vote on PARs, click "**agenda**" next to a meeting that is in individual or open review status.

#### **myProject™** >> **NesCom Member Area**

This page provides access to the specific tasks (actions) which are part of the NesCom Meeting Process. Here you will see the list of upcoming NesCom meeting dates, their status, and the tasks/actions available which are specific to your role. If you are new to this process, please go to the [New Member Orientation](#) page for further information and reference materials.

Please email questions to the NesCom Administrator at [bttest+bttest\\_nescom-admin-ieee.org@bttest.bivio.biz](mailto:bttest+bttest_nescom-admin-ieee.org@bttest.bivio.biz)

NesCom Meeting Date ▼	Status	Actions
29-Aug-2011	Individual Review	<a href="#">agenda</a> , <a href="#">submission summary</a> , <a href="#">offline zip</a>
19-Aug-2011	Open Review	<a href="#">agenda</a> , <a href="#">submission summary</a> , <a href="#">offline zip</a>
15-Jun-2011	Meeting Closed	<a href="#">agenda</a> , <a href="#">submission summary</a> , <a href="#">recommendations</a> , <a href="#">offline zip</a>
30-May-2011	Meeting Closed	<a href="#">agenda</a> , <a href="#">submission summary</a> , <a href="#">recommendations</a> , <a href="#">offline zip</a>
30-Mar-2011	Meeting Closed	<a href="#">agenda</a> , <a href="#">submission summary</a> , <a href="#">recommendations</a> , <a href="#">offline zip</a>

3. Now you will be able to view the meeting agenda. To view the PAR, click on the PAR number. To vote or add comments, click "**Comments/Vote**".

#### **19-Aug-2011 NesCom Agenda**

Agenda Version:  
Time: 8:00  
Location:

[Submission Summary](#) - Go here to view or enter NesCom comments.

##### 1. CALL TO ORDER

##### 2. REVIEW OF AGENDA

###### 2.1.1 Withdrawal Requests

##### 3. APPROVAL OF MINUTES FROM THE XX MEETING

##### 4. PARS FOR DISCUSSION

###### 4.1 Modified PARS

###### IEEE Computer Society/Design Automation

###### 1. P1735 [Comments/Vote](#)

Recommended Practice for the Creation and Management of Electronic Design Intellectual Property (IP)

###### 4.2 Extension Requests

###### 4.3 New PARS

###### IEEE Computer Society/LAN/MAN Standards Committee

###### 1. P802.22a [Comments/Vote](#)

Standard for P802.22 Amendment on a project that is not yet approved

###### IEEE Vehicular Technology Society/Intelligent Transportation Systems

###### 2. Pprj123 [Comments/Vote](#)

Standard for Test It

4. On the next screen, you will be able to cast a vote, add a new comment, or add to the dialog on an existing comment.
  - a. To cast a vote, simply choose your vote from the dropdown menu. Your current vote will be displayed in the box. You can change your vote by selecting a different option.

myProject™ >> NesCom Member Area >> Submission Summary >> **Submission Details** Previous | Next

C/LM/WG802.22/802.22a

**P802.22a** Standard for P802.22 Amendment on a project that is not yet approved

CAST VOTE:

Add New Comment

Index	Name	Date	Comment	Attachment	Moderation Required	Dialog	Actions
1	Lisa Yacone #1	11-Jul-2011 14:48	Hello this is a comment about your PAR. Can...			0	

- b. To add a new comment, click **"Add New Comment"**, select the type of comment, add your comment text, add any supporting files and click **"OK"**
- c. To add to an existing comment, click on the number next to that comment, add your text to the dialog and click **"add to dialog"**

myProject™ >> NesCom Member Area >> Submission Summary >> **Submission Details** Previous | Next

C/LM/WG802.22/802.22a

**P802.22a** Standard for P802.22 Amendment on a project that is not yet approved

CAST VOTE:

Add New Comment | View Comment Detail

Index	Name	Date	Comment	Attachment	Moderation Required	Dialog	Actions
1	Lisa Yacone #1	11-Jul-2011 14:48	Hello this is a comment about your PAR. Can...			0	

myProject™ >> NesCom Member Area >> Submission Summary >> Submission Details >> **Comment**

C/LM/WG802.22/802.22a

**P802.22a** Standard for P802.22 Amendment on a project that is not yet approved

RECIPIENTS:  Private Comment for the Administrator  
 Comment for the Agenda

COMMENT:

ATTACHED FILE:

5. From the NesCom Member area you can also access the submission summary screen by clicking on **"submission summary"**

myProject™ >> **NesCom Member Area**

This page provides access to the specific tasks (actions) which are part of the NesCom Meeting Process. Here you will see the list of upcoming NesCom meeting dates, their status, and the tasks/actions available which are specific to your role. If you are new to this process, please go to the [New Member Orientation](#) page for further information and reference materials.

Please email questions to the NesCom Administrator at [bttest+bttest\\_nescom-admin-ieee.org@bttest.bivio.biz](mailto:bttest+bttest_nescom-admin-ieee.org@bttest.bivio.biz)

NesCom Meeting Date	Status	Actions
29-Aug-2011	Individual Review	<a href="#">agenda</a> , <a href="#">submission summary</a> , <a href="#">offline zip</a>
19-Aug-2011	Open Review	<a href="#">agenda</a> , <a href="#">submission summary</a> , <a href="#">offline zip</a>
15-Jun-2011	Meeting Closed	<a href="#">agenda</a> , <a href="#">submission summary</a> , <a href="#">recommendations</a> , <a href="#">offline zip</a>
30-May-2011	Meeting Closed	<a href="#">agenda</a> , <a href="#">submission summary</a> , <a href="#">recommendations</a> , <a href="#">offline zip</a>
30-Mar-2011	Meeting Closed	<a href="#">agenda</a> , <a href="#">submission summary</a> , <a href="#">recommendations</a> , <a href="#">offline zip</a>

6. This screen shows all of the PARs submitted for a particular meeting. From here you can access the comments/vote screen by clicking the number under **"comments"**, and see the detail of votes cast by clicking on your vote under **"My Vote"**.

myProject™ >> NesCom Member Area >> Submission Summary

**NesCom Submission Summary for the 19-Aug-2011 Agenda**

This page provides access links to the PARs that have been submitted. NOTE: This list includes PARs that have not yet been accepted by the Sponsor. Clicking on "View Complete Comment Detail" will provide you with all comments and responses.

[View Complete Comment Detail](#) | [Upload Comments](#) | [Download Blank Comment File](#)

Submission Status	Agenda Item ▲	Sponsor	PAR Number	Project Type	Request Type	Title	Comments	My Vote
Submitted by Jon Rosdahl 09-Jun-2011	4.1.1	C/DA	P1735	Modify PAR	PAR Request	Recommended Practice for Encryption and Management of Electronic Design Intellectual Property (1P)	1	Yes (Approve)
Submitted by David Law 02-Jun-2011 Sponsor Authorized 14-Jul-2011	4.3.1	C/LM	P802.22a	Amendment	PAR Request	Standard for P802.22 Amendment on a project that is not yet approved	1	Yes (Approve)
Submitted by David Law 20-Jun-2011	4.3.2	VT/ITS	Pprj123	New	PAR Request	Standard for Test It	0	
Submitted by David Law 20-May-2011	4.4.1	C/LM	P802.3	Revision	PAR Request	Standard for Information technology--Telecommunications and information exchange between systems--Local and metropolitan area networks--Specific requirements Part 3: Carrier Sense Multiple Access with Collision Detection (CSMA/CD) Access Method and Physical Layer Specifications	0	

7. Comments can be made offline and uploaded as a CSV file.
  - a. Click "**Download Blank Comment File**" and save the file to your computer.

myProject™ >> NesCom Member Area >> Submission Summary

**NesCom Submission Summary for the 19-Aug-2011 Agenda**

This page provides access links to the PARs that have been submitted. NOTE: This list includes PARs that have not yet been accepted by the Sponsor. Clicking on "View Complete Comment Detail" will provide you with all comments and responses.

[View Complete Comment Detail](#) | [Upload Comments](#) | [Download Blank Comment File](#)

- b. Edit the CSV file using any spreadsheet editor, making sure to maintain the format, and save it on your computer.
  - c. Click "**Upload Comments**"

myProject™ >> NesCom Member Area >> Submission Summary

**NesCom Submission Summary for the 19-Aug-2011 Agenda**

This page provides access links to the PARs that have been submitted. NOTE: This list includes PARs that have not yet been accepted by the Sponsor. Clicking on "View Complete Comment Detail" will provide you with all comments and responses.

[View Complete Comment Detail](#) | [Upload Comments](#) | [Download Blank Comment File](#)

- d. Click "**Browse...**" to select the file with your comments and click "**OK**".

### 4.13 Downloading a .zip file

NesCom members have the ability to download a .zip file containing PDF files of the meeting agenda, complete PARs, a submission summary, complete comment detail, and a blank comment upload file. These files allow NesCom members to review the PARs and record comments while offline.

#### Instructions:

1. On the myProject™ Home Screen, select "**NesCom Member Area**".
2. To download a .zip file, click "**download offline zip**"

myProject™ >> NesCom Member Area

This page provides access to the specific tasks (actions) which are part of the NesCom Meeting Process. Here you will see the list of upcoming NesCom meeting dates, their status, and the tasks/actions available which are specific to your role. If you are new to this process, please go to the [New Member Orientation](#) page for further information and reference materials.

Please email questions to the NesCom Administrator at [btst+btst\\_nescom-admin-ieee.org@btst.bivio.biz](mailto:btst+btst_nescom-admin-ieee.org@btst.bivio.biz)

NesCom Meeting Date ▼	Status	Actions
29-Aug-2011	Individual Review	<a href="#">agenda</a> , <a href="#">submission summary</a> , <a href="#">offline zip</a>
19-Aug-2011	Open Review	<a href="#">agenda</a> , <a href="#">submission summary</a> , <a href="#">offline zip</a>
15-Jun-2011	Meeting Closed	<a href="#">agenda</a> , <a href="#">submission summary</a> , <a href="#">recommendations</a> , <a href="#">offline zip</a>
30-May-2011	Meeting Closed	<a href="#">agenda</a> , <a href="#">submission summary</a> , <a href="#">recommendations</a> , <a href="#">offline zip</a>
30-Mar-2011	Meeting Closed	<a href="#">agenda</a> , <a href="#">submission summary</a> , <a href="#">recommendations</a> , <a href="#">offline zip</a>

3. Follow your web browser prompts to save the file.



## 5 Balloting

Once a draft document is stable, it is ready for balloting. A ballot invitation must be initiated, a ballot pool formed and a ballot initiated. The draft must receive a consensus approval or be recirculated until one is obtained.

### 5.1 Submit a Draft for MEC

Mandatory Editorial Coordination (MEC) is required prior to the start of a Sponsor Ballot. MEC ensures conformance with all IEE requirements. Review of your draft and permission letters will reduce the number of recirculations and help to avoid delays in approval or possible rejection by RevCom.

#### Applicable Users:

- Sponsor Chair, Standard Representative, Working Group Chair, Sponsor Ballot Designee

#### Notes:

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

#### Instructions:

1. On the **myProject™** Home Screen click the **"Balloting"** tab.

The screenshot shows the myProject™ Home Screen. At the top, there are navigation tabs for 'Projects', 'Balloting', and 'Entity'. The 'Balloting' tab is selected and highlighted with a red arrow. Below the tabs, there is a user profile section for 'Iman Engineer (SA PIN: 64872)' with options to 'Submit a PAR', 'Send Sponsor Message', 'Manage Activity Profile', 'View IEEE Society-Staff Liaisons', 'Sponsor P&Ps', and 'View Active PARs'. To the right, there is a section titled 'COMPANION DOCUMENTS, TOOLS & RESOURCES FOR STANDARDS DEVELOPERS' with a 'NEW RESOURCE AREA!' and a list of 6 steps: 1. Initiating a Project, 2. Mobilizing a Working Group, 3. Drafting a Standard, 4. Balloting a Standard, 5. Approving a Standard, 6. Maintaining a Standard.

2. Click **"Mandatory Editorial Coordination"**

The screenshot shows the myBallot Home (Management) screen. The 'Balloting' tab is selected. The main content area is divided into three columns: 'Balloting Process', 'Balloting Tools', and 'General'. The 'Balloting Process' column contains links for 'Initiate Invitation Request', 'Mandatory Editorial Coordination' (highlighted with a red arrow), 'Initiate Sponsor Ballot', and 'Initiate Recirculation'. The 'Balloting Tools' column contains links for 'Manage Misc. Coordination Users', 'View Invitation Summary', 'Replace Draft for Balloting', 'Manage Sponsor Ballot Activity', 'Download/Upload Comment Response', 'Submit Rogue Comment', and 'Prepare RevCom Submission'. The 'General' column contains links for 'Send Liaison Message', 'Send Balloting Center Message', 'Send Notification to Balloting Group(s)', and 'Default System Parameter View'. There is also a yellow button labeled 'myBallot™ Home (Voter)'.

3. Complete the form displayed, making sure to fill out all relevant fields. Make sure to select the correct staff liaison. Liaisons for your working group can be found here: <https://development.standards.ieee.org/pub/liasons>

4. Click the "**Browse...**" button to select your file for upload. If you are including copyright permissions letters or other additional files, you will need to create a .zip file and upload a single file.
5. Click "**Upload selected file now**" to submit the form, upload your file and notify your Staff liaison.

### 5.2 Appoint Invited Experts

The *IEEE-SA Standards Board Bylaws* allow for the participation of invited individual experts in ballots of specific standards projects upon approval of the IEEE-SA Standards Board. An invited individual expert is a non-IEEE-SA member who has been invited by a Sponsor to ballot on a specific standards project for the purpose of providing his or her technical expertise to improve the quality of that document.

**Applicable Users:**

- Sponsor Chair, Standard Representative, Working Group Chair, Sponsor Ballot Designee

**Notes:**

- Appointments will remain as "pending" until the standards board approves them.
- The individual must use the Manage Activity Profile function and select the specific project (as instructed above) before he/she can be appointed as an invited expert.

**Instructions:**

1. On the **myProject™** Home Screen, select "**manage committees**".
2. Under the "**Projects**" section click "**manage**" under the "**Actions**" column.

myProject™ >> Manage Committees

Name	Designator	Contact	Liaison	Roster	Actions
<b>Sponsor Committees</b>					
LAN/MAN Standards Committee	C/LM	Paul Nikolich	Michael Kipness	594	<a href="#">manage</a>
<b>Working Group Committees</b>					
A new working group	C/LM/new group	David Law	Michael Kipness	2	<a href="#">manage</a>
Ethernet Working Group	C/LM/WG802.3	David Law	Kathryn Bennett	1009	<a href="#">manage</a>
<b>Projects</b>					
Standard for Ethernet	C/LM/WG802.3 /P802.3	David Law	Kathryn Bennett	150	<a href="#">manage</a>
IEEE Standard for Local and metropolitan area networks--Link Aggregation	C/LM/WG802.3 /802.1AX	David Law	Kathryn Bennett	132	<a href="#">manage</a>

1. On the next screen, click "**Manage Invited Experts**".

myProject™ >> Manage Committees >> Manage Committee Back

**Manage C/LM/WG802.3/802.3: Standard for Ethernet Project**

To assign or unassign a user to an officer role, click "Manage Officer Roster" to be taken to the add/delete screen.

To request approval for an Invited Expert or check the status of an approval request, click "Manage Invited Experts".

To download a printable attendance roster, click "Download Attendance Roster".

[Manage Officer Roster](#) | [Manage Invited Experts](#) | [Download Roster as CSV](#) | [Download Attendance Roster PDF](#)

Name ▲	Phone	Employer	Affiliation	Role
Aherne, Thomas	4085464696	JDS Uniphase Corporation	JDS Uniphase Corporation	
Alexander, Thomas	503 803 3534	VeriWave	VeriWave	
Amos, James	330-497-0976	Aclara	Aclara	
Antonelli, Danilo	+39 335 7840335	Vitrociset	EDA Enterprise	

2. Click the **"Choose User"** button, select the individual and click **"OK"**.
3. Provide the information requested and click **"OK"**.
4. An email will be sent to the staff liaison to approve the request. The staff liaison will login to myProject and use the **"Manage Invited Experts"** function to approve the request.

### 5.3 Initiate Ballot Invitation

**Applicable Users:**

- Sponsor Chair, Standard Representative, Working Group Chair, Sponsor Ballot Designee

**Notes:**

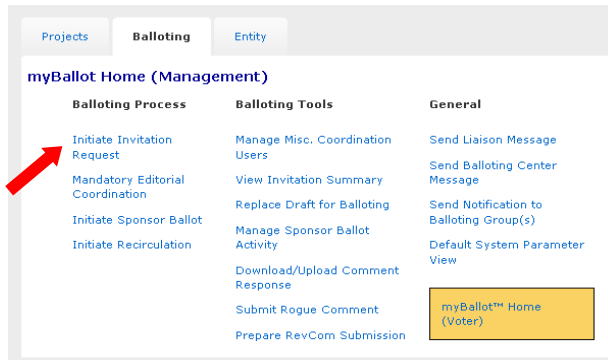
- The MEC should be initiated before the ballot invitation is sent out. For more information on submitting a draft for MEC, see Sec 5.1.

**Instructions:**

6. On the myProject™ Home Screen click the **"Balloting"** tab.

The screenshot shows the myProject™ interface. At the top, there are navigation tabs for 'eTools' and 'Corporate Accounts'. Below that, the user's name 'Iman Engineer' and a 'Logout' link are visible. A navigation bar contains 'Projects', 'Balloting' (highlighted with a red arrow), and 'Entity'. The main content area displays a welcome message: 'Welcome: Iman Engineer (SA PIN: 64872)' with the active email address 'imeng@ieee.org'. Below this are links for 'Submit a PAR', 'Send Sponsor Message', 'Manage Activity Profile', and 'View IEEE Society-Staff Liaisons'. To the right, there is a section titled 'COMPANION DOCUMENTS, TOOLS & RESOURCES FOR STANDARDS DEVELOPERS' with a 'NEW RESOURCE AREA!' and a list of 6 steps: 1. Initiating a Project, 2. Mobilizing a Working Group, 3. Drafting a Standard, 4. Balloting a Standard, 5. Approving a Standard, 6. Maintaining a Standard.

7. Click **"Initiate Invitation Request"**



8. Complete the fields and click **"NEXT"**.
- **Project:** Select the project from the drop-down menu.
  - **Ballot Type:** Select the type from the drop-down menu.
  - **Length of Your Invitation:** Enter the length of the invitation, a minimum of 30 days is required.

[myBallot Home \(Management\)](#) >> [Initiate Invitation Request](#)

Step 1 / 4

Please fill in this form to begin processing your IEEE Standards Sponsor Ballot Invitation.

A pre-ballot review of your draft is strongly recommended. Please [fill out this form](#) to receive a pre-ballot review.

A copy of your PAR may aid in submitting this form. For your convenience a copy of the PAR is available at the [PAR Approvals/History](#) site.

IEEE Standards balloting groups are usually formed by sending out invitations to existing IEEE Standards Invitation pools. Those who are eligible and respond to the invitation become the balloting group for your specific IEEE Standards Sponsor ballot ([as per IEEE-SA Standards Board Bylaws](#)).

Invitations are usually made available for a 30-day period.

Please fill out all fields in this form to begin processing your IEEE Standards Sponsor Ballot Invitation. When complete this information will be sent to your IEEE staff liaison. It normally takes 3-5 business days to process a ballot invitation request. If you have any questions, please contact your [IEEE Standards Staff Liaison](#).

PROJECT:

TYPE:

LENGTH OF YOUR INVITATION:  days

9. Select the groups and individuals you would like to invite to the Balloting Group.
- Click the **"+"** sign beside the Society and Committee (Sponsor) names to see a list of working groups under that committee
  - Put a check mark next to each Committee and/or Working Group you wish to invite.
  - Additional people can be invited by entering e-mail addresses in the **"Additional Invitations"** section.
  - Click **"NEXT"**.

## myBallot Home (Management) &gt;&gt; Initiate Invitation Request 2

## Step 2 / 4

Select the IEEE Standards Activity Area below. Those Activity Area members will receive an invitation to join the Balloting Group for this project.

Name	Designator ▲	Contact
<input type="checkbox"/> IEEE Aerospace and Electronic Systems Society	AES	
<input type="checkbox"/> IEEE Antennas and Propagation Society	APS	
<input type="checkbox"/> IEEE-SA Board of Governors	BOG	
<input type="checkbox"/> IEEE Broadcast Technology Society	BTS	
<input type="checkbox"/> IEEE Computer Society	C	
<input checked="" type="checkbox"/> Design Automation	C/DA	Stanley Krolikowski
<input type="checkbox"/> Environmental Assessment of Standards Committee	C/EASC	Holly Elwood
<input type="checkbox"/> Foundation for Intelligent Physical Agents	C/FIPA	James Odell
<input type="checkbox"/> Information Assurance	C/IA	James Hughes
<input checked="" type="checkbox"/> LAN/MAN Standards Committee	C/LM	Paul Nikolich
<input type="checkbox"/> Learning Technology	C/LT	Don Holmes

## Additional Invitations

Enter the email addresses of any additional people to receive an invitation to join the balloting group. Delimit each email address with a space or comma.

Select the Next button to proceed to the Voter Classifications.

<< BACK NEXT >> CANCEL

## 10. Confirm the voter classifications for the ballot.

- Verify that at least 3 voter classifications are displayed.
- To add another voter classification, click **"Add New Voter Classifications"**.
- To edit a voter classification, click **"edit"** next to the classification
- To remove a voter classification, click **"delete"** next to the classification. (This is not recommended).
- Click **"NEXT"**

## myBallot Home (Management) &gt;&gt; Initiate Invitation Request 3

## Step 3 / 4

## Voter Classifications

Below are the voter classifications for this ballot. Remember, you must have at least three voter classification chosen to submit this request.

[Add New Voter Classification](#)

Classification ▲	Definition	Actions
Academic	An educational institution or a person or entity affiliated with such institution, providing academic review of the standard being developed.	<a href="#">edit</a> , <a href="#">delete</a>
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.	<a href="#">edit</a> , <a href="#">delete</a>
Government/Military	A governmental entity or a person affiliated with such entity with direct interest in the standard being developed.	<a href="#">edit</a> , <a href="#">delete</a>
Producer	A person or entity that directly creates or that will create a conformant product, component, or service, for sale or distribution.	<a href="#">edit</a> , <a href="#">delete</a>
User	A person or entity that relies or will rely on the standard to define conformance of the product or service, and to create a common understanding of the operation of the product or service.	<a href="#">edit</a> , <a href="#">delete</a>

Select the next button to review the Invitation Request before it is sent to the IEEE Standards staff.

<< BACK NEXT >> CANCEL

## 11. Verify the Invitation information.

- Review the invitation. Use the **"BACK"** button to make changes.
- For most ballots, do not include an attachment.
- Additional description can be added in the **"Sponsor Text"** area.
- For a reaffirmation ballot, attach a cover letter in the **"Invitation Attachment"** area or place the cover letter language in the **"Sponsor Text"** area. State clearly in your cover letter that this is a Reaffirmation and no changes will be made to the standard. (See example below)
- Do not attach published standards or drafts.
- Click **"OK"** to complete the invitation process.

**Reaffirmation Cover Letter Example:**

DATE

Members of Ballot Group IEEE #####.##

Subject: Reaffirmation

IEEE #####.## is currently up for a reaffirmation. For a reaffirmation, no changes can be made to the document. The purpose of the reaffirmation ballot is to allow the ballot group to determine if it believes the existing document is technically correct with no significant obsolete or erroneous information.

If you have any questions or would like to discuss this issue further, please contact me.

Thank you for your efforts and contributions.

Sincerely,

*Your Name*  
Working Group Chair

## **5.4 Reopen/Extend Ballot Invitation**

This option is for extending a ballot invitation to allow more people to join the ballot group.

**Applicable Users:**

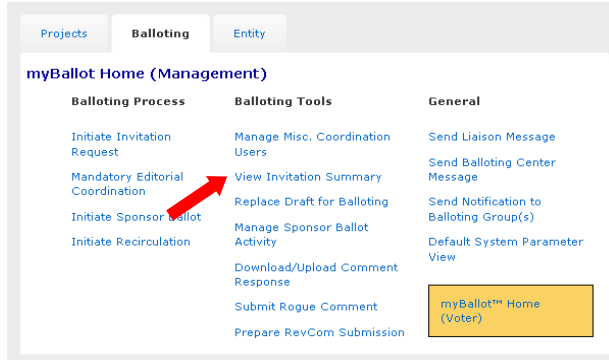
- Sponsor Chair, Standard Representative, Working Group Chair, Sponsor Ballot Designee

**Notes:**

- This can only be done **after** the ballot invitation closes and **before** the ballot opens (PreBallot stage).

**Instructions:**

1. On the **myProject™** Home Screen click the "**Balloting**" tab.
2. Click "**View Invitation Summary**".



3. Locate the project and click **"extend invitation"** under the **"Actions"** column.

myBallot Home (Management) >> View Invitation Summary

Project ▲	PAR or Standard #	Style	Draft # -- <Filename>	Title	Stage	Ballot Designee	Invitation Start	Invitation Close	Pool	Response Count	Actions
C/LM/WG802.3 /802.3	P802.3	Individual	1 -- <TEST Document1.pdf>	Standard for Ethernet	PreInvite				1,410	0	delete
C/LM/WG802.3 /802.3	P802.3	Individual		Standard for Ethernet	Incomplete				1,413	0	edit, delete
C/LM/WG802.3 /802.3	P802.3	Individual		Standard for Ethernet	PreBallot		24-May-2011	23-Jun-2011 11:59pm ET	1,411	2	extend invitation

IEEE Standard for

4. Enter in the Invitation Close Date, then Click **"OK"**.

### 5.5 Join a Ballot (Individual Balloting)

#### Applicable Users:

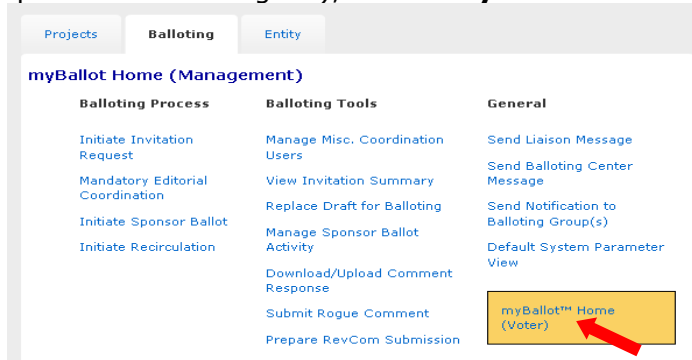
- All IEEE-SA Members

#### Notes:

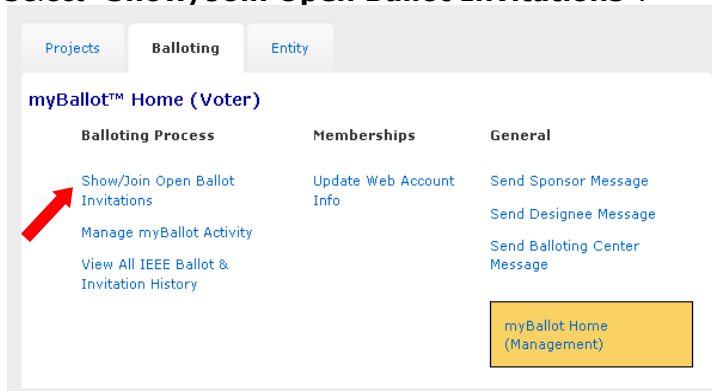
- You are required to be an IEEE-SA member or pay a per-ballot fee to join an IEEE-SA ballot.
- Joining a ballot allows you to vote and submit comments when the project opens for balloting.
- You can easily remove yourself from a balloting group, but only while the balloting group is forming. Your participation is fixed after the ballot invitation closes.

#### Instructions:

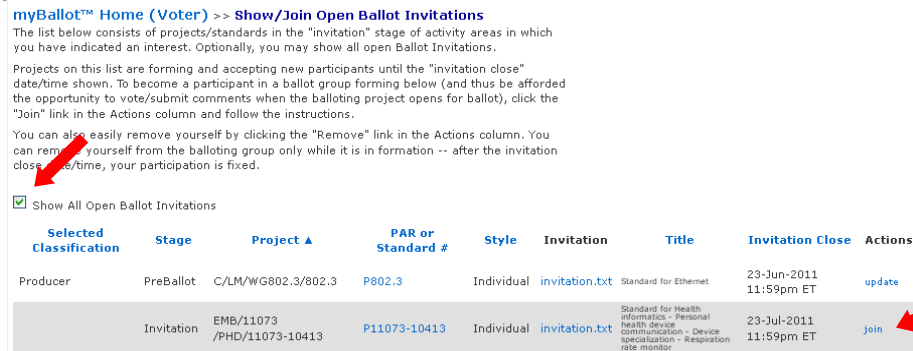
1. On the **myProject™** Home Screen click the **"Balloting"** tab.
2. If you have sponsor authority (e.g. sponsor chair, working group chair, sponsor ballot designee), select **"myBallot™ Home (Voter)"**.



3. Select **"Show/Join Open Ballot Invitations"**.

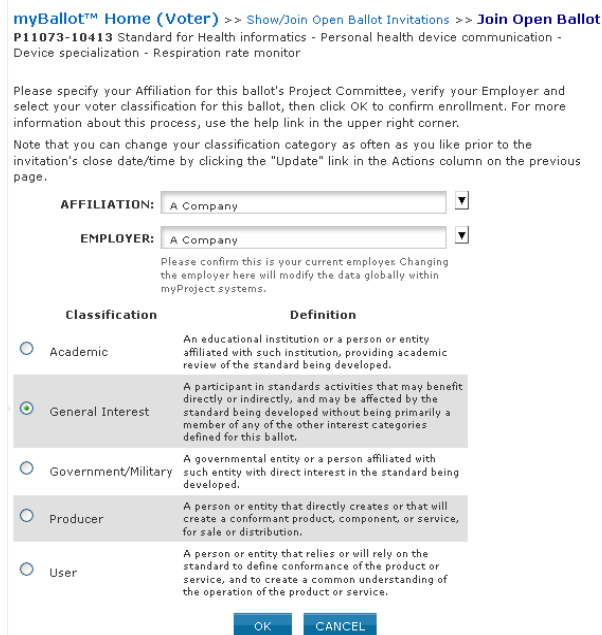


4. On this screen you will initially see open ballot invitations that are tied to your selection(s) under **"Manage Activity Profile"**. Check the box next to **"Show all open ballot invitations"** to see all ballot invitations you are eligible to join.



5. Find the project you would like to join. Scroll to the right and click **"join"** under the Actions column.

6. Specify your affiliation and your voter classification for this ballot.



7. Click **"OK"** to complete joining the ballot.



## 5.6 Pay to Join a Single Ballot (Individual Balloting)

### Applicable Users:

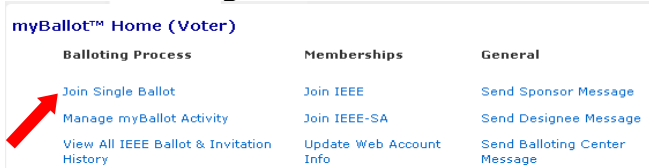
- All Non-Member myProject™ users.

### 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.
- 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.
- 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.
  - Adding IEEE-SA membership to your IEEE membership or IEEE Society membership was \$47 for calendar year 2011.
  - Joining the IEEE-SA alone was \$219 for calendar year 2011.
  - Per-ballot fee is the most costly option. It was \$275 for one individual sponsor ballot (including any recirculations) in 2011.

### Instructions:

- On the myProject™ Home Screen click the "Balloting" tab.
- Select "Join Single Ballot".



- Fill out the form to submit your information electronically or click "print & mail" to print the form and follow the instructions on the page to mail in your request.

Join a Single IEEE Standards Association Ballot

CONTACT INFORMATION

NAME OF INDIVIDUAL VOTER:

IEEE MEMBER # (IF AVAILABLE):

ADDRESS (MAILING):

PHONE:

EMAIL:

CORPORATION:

IEEE PROJECT # YOU WISH TO PARTICIPATE:

PAYMENT INFORMATION

PAYMENT METHOD:  American Express  Check Attached  Mastercard  Visa

CREDIT CARD #:

EXPIRATION DATE:

NAME ON CARD:

POSTAL CODE:

PHONE # OF CARDHOLDER:

[Print & Mail](#)

4. Click **“OK”** when done. The form will automatically be sent to the IEEE-SA Balloting Center, which will process your request for the per-ballot fee. Please allow 5 business days for processing. If you have any questions or require assistance, please send an email to: [sa-ballot@ieee.org](mailto:sa-ballot@ieee.org)

### 5.7 Join a Ballot (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:**

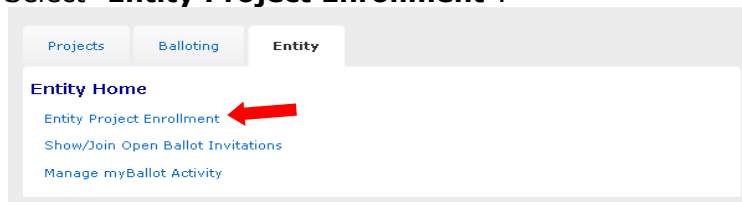
- EBR (Entity Ballot representative) or EBRA (Entity Ballot Representative Alternate) of an IEEE-SA Advanced Corporate member.

#### **Notes:**

- Joining a ballot allows you to vote and submit comments when the project opens for balloting.
- 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.
- **Each entity shall name one primary voting representative and, optionally, one alternate voting representative. Only a ballot from one of these representatives will be accepted.** If ballots are received from other parties, they will not be counted. If ballots are received from both the primary voting representative and the alternate voting representative, only the vote from the primary voting representative will be counted.
- **By joining a ballot, you will automatically be entered as the EBR if one has not already been entered.** If the EBR slot is filled, you will be entered as EBRA. If both slots are filled, you will be added to a waiting list.
- Each primary and alternate voting representative can ballot for only one entity; no individual can represent the interests of more than one entity.

#### **Instructions:**

1. On the **myProject™** Home Screen click the **“Entity”** tab.
2. Select **“Entity Project Enrollment”**.



3. Check the **“Join/Remove Interest Area”** box to the left of the project(s) you are enrolling, select your affiliation for that project from the **“Affiliation”** drop-down box on right, and click **“OK”**.

- Your affiliation must be an entity member. Entity members have “(Entity Member)” at the end of their names in the drop-down box.
- Entities can be represented in a ballot group by a maximum of two individuals: a primary member and an alternate member. If your affiliate is already represented in the ballot group in those two roles, you will be asked if you wish to join a wait list.

Entity Home >> Entity Project Enrollment

Entity Designated Representative

Join/Remove Interest Area	Working Group	Project	Name	Affiliation
<input checked="" type="checkbox"/>	BOG/CAG/UGCCNet	1888	Standard for Ubiquitous Green Community Control Network Protocol	Broadcom Corporation (Entity Member)
<input type="checkbox"/>	C/DA	P1734	Standard for Quality of Electronic and Software Intellectual Property used in System and System on Chip (SoC) Designs	
<input type="checkbox"/>	C/DA/1800_WG	P1800	Standard for System Verilog--Unified Hardware Design, Specification, and Verification Language	
<input type="checkbox"/>	C/DA/1850_WG	1850	IEEE Standard for Property Specification Language (PSL)	

4. Review the next screen and click “OK”.
5. From the Entity tab, select “**Show/Join Open Ballot Invitations**”.
6. Click “**Join**” next to the ballot you would like to join.

Entity Home >> Show/Join Open Ballot Invitations

The list below consists of projects/standards in the "invitation" stage.

Projects on this list are forming and accepting new participants until the "invitation close" date/time shown. To become a participant in a ballot group forming below (and thus be afforded the opportunity to vote/submit comments when the balloting project opens for ballot), click the "Join" link in the Actions column and follow the instructions.

You can also easily remove yourself by clicking the "Remove" link in the Actions column. You can remove yourself from the balloting group only while it is in formation -- after the invitation close date/time, your participation is fixed.

Selected Classification	Stage	Project ▲	PAR or Standard #	Style	Invitation	Title	Invitation Close	Actions
	Invitation	BOG/CAG /UGCCNet/1888	1888-2011	Entity	<a href="#">invitation.txt</a>	Standard for Ubiquitous Green Community Control Network Protocol	22-Jul-2011 11:59pm ET	<a href="#">join</a>

### 5.8 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:**

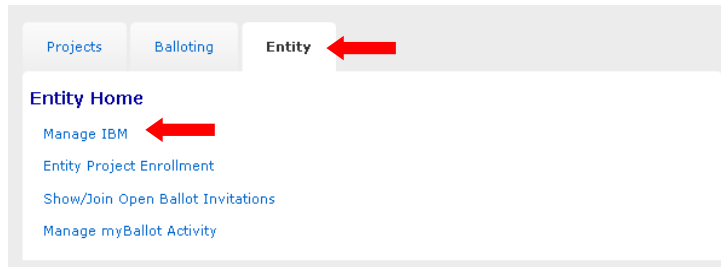
- EMR

**Notes:**

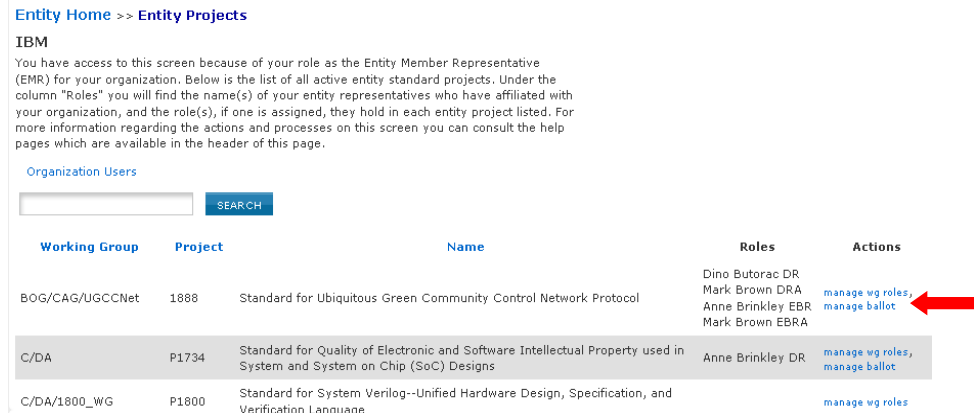
- Users must already be enrolled in the entity project to be added as EBR or EBRA.

**Instructions:**

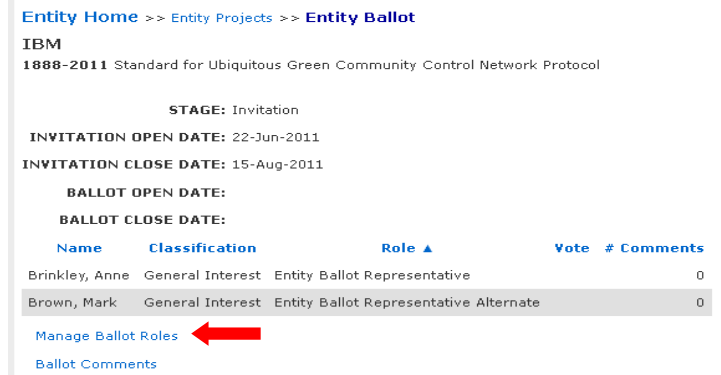
5. On the myProject™ Home Screen, click the “Entity” tab.
6. Click “**Manage your company**”



7. Click **“manage ballot”** next to the project ballot you want to manage.



8. You will see the details on the open ballot, along with any votes that have been submitted on behalf of your company. To manage the ballot representatives, click **“Manage Ballot Roles”**.



9. 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.

- To remove an individual from a EBR/EBRA position, delete their username from the box and click **“OK”**
- To replace an individual in a EBR/EBRA position, replace their username with the username of the new individual and click **“OK”**
- You may replace both usernames at the same time or switch the two.
- You may assign a new DR/ADR, but it is recommended that you let the individual enroll him/herself or use a name from the waiting list to ensure they have already enrolled in the project.
- You may also change the voter classification for your entity using this screen.

[Entity Home](#) >> [Entity Projects](#) >> [Manage Ballot Roles](#)

IBM

1888-2011 Standard for Ubiquitous Green Community Control Network Protocol

As the Entity Member Representative (EMR) for your organization you have the ability to assign/modify the Entity Ballot Representative (EBR) and Entity Ballot Representative Alternate (EBRA) roles for Sponsor ballot groups at any time. The EMR also has the ability to choose and modify the entity interest category for each Sponsor ballot and committee only prior to the ballot starting.

ENTITY BALLOT REPRESENTATIVE:  Anne Brinkley

ENTITY BALLOT REPRESENTATIVE ALTERNATE:  Mark Brown

**Entity Ballot Representative Wait-list**

Date Requested	Name	Username	Email Address
07/29/2011 10:12	Butorac, Dino	dinobutorac	invalid:dino.butorac@inet.hr

Classification	Definition
<input type="radio"/> Academic	An educational institution or a person or entity affiliated with such institution, providing academic review of the standard being developed.
<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/Military	A governmental entity or a person affiliated with such entity with direct interest in the standard being developed.
<input checked="" type="radio"/> Producer	A person or entity that directly creates or that will create a conformant product, component, or service, for sale or distribution.
<input type="radio"/> User	A person or entity that relies or will rely on the standard to define conformance of the product or service, and to create a common understanding of the operation of the product or service.

## 5.9 Remove Yourself from a Ballot

### Applicable Users:

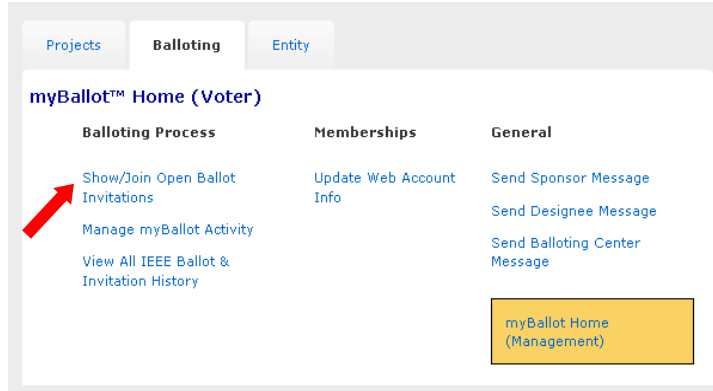
- All myProject™ users

### Notes:

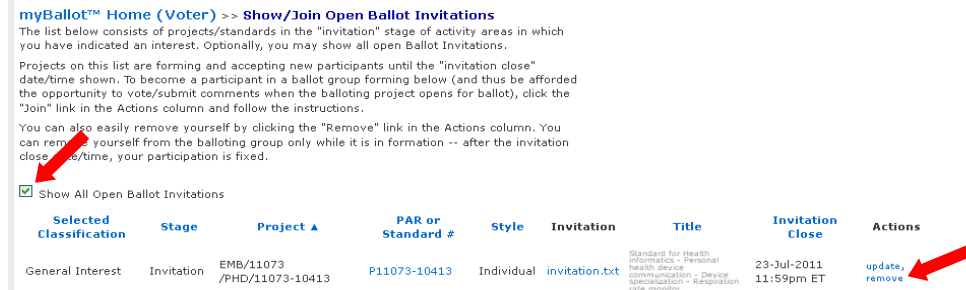
- You can easily remove yourself from a balloting group, but only while the balloting group is forming.
- Your participation is fixed after the ballot invitation closes.
- **Instructions for Entity Balloting are the same, but ballots are accessed through the "Entity" tab instead of the "Balloting" tab.**

### Instructions:

1. On the myProject™ Home Screen click the "Balloting" tab.
2. If you have sponsor authority (e.g. sponsor chair, working group chair, sponsor ballot designee), select "myBallot" Home (Voter)".
3. Select "Show/Join Open Ballot Invitations".



4. On this screen you will initially see open ballot invitations that are tied to your selection(s) under **"Manage Activity Profile"**. Check the box next to **"Show all open ballot invitations"** to see all ballot invitations you are eligible to join.
5. Click **"remove"** next to the project you wish to remove yourself from.



6. Click "OK" to confirm your removal.

## 5.10 Change Your Voter Classification

### Applicable Users:

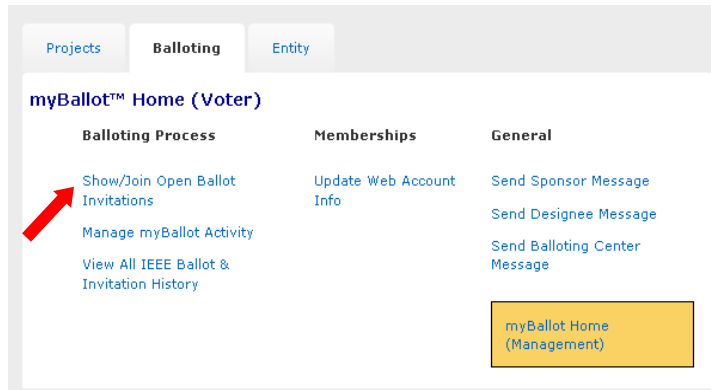
- All myProject™ users

### Notes

- You may change your voter classification for any single 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 the **"Balloting"** tab.
2. If you have sponsor authority (e.g. sponsor chair, working group chair, sponsor ballot designee), select **"myBallot" Home (Voter)"**.
3. Select **"Show/Join Open Ballot Invitations"**.



- On this screen you will initially see open ballot invitations that are tied to your selection(s) under **"Manage Activity Profile"**. Check the box next to **"Show all open ballot invitations"** to see all ballot invitations you are eligible to join.

myBallot™ Home (Voter) >> Show/Join Open Ballot Invitations

The list below consists of projects/standards in the "invitation" stage of activity areas in which you have indicated an interest. Optionally, you may show all open Ballot Invitations.

Projects on this list are forming and accepting new participants until the "invitation close" date/time shown. To become a participant in a ballot group forming below (and thus be afforded the opportunity to vote/submit comments when the balloting project opens for ballot), click the "Join" link in the Actions column and follow the instructions.

You can also easily remove yourself by clicking the "Remove" link in the Actions column. You can remove yourself from the balloting group only while it is in formation -- after the invitation close date/time, your participation is fixed.

Show All Open Ballot Invitations

Selected Classification	Stage	Project ▲	PAR or Standard #	Style	Invitation	Title	Invitation Close	Actions
General Interest	Invitation	EMB/11073 /PHD/11073-10413	P11073-10413	Individual	invitation.txt	Standard for Health informatics - Personal health device communication - Device specialization - Respiration rate monitor	23-Jul-2011 11:59pm ET	update, remove

- Click "update" next to the project you wish to remove yourself from.
- Select your new classification under the **"Classification"** column.
- Click **"OK"** to save your changes.

## 5.11 Initiate Ballot

### Applicable Users:

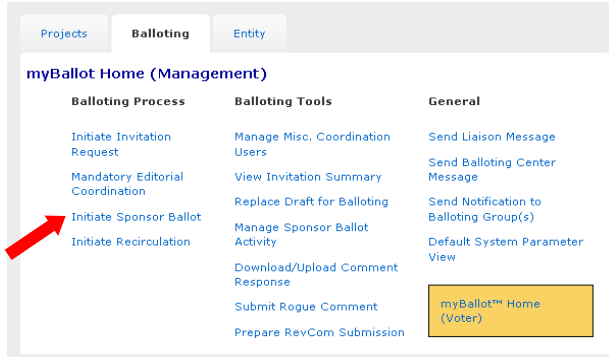
- Sponsor Chair, Standard Representative, Working Group Chair, Sponsor Ballot Designee

### Notes:

- A cover letter is not required

### Instructions:

- On the **myProject™** Home Screen click the **"Balloting"** tab.
- Click **"Initiate Sponsor Ballot"**.



3. Select your project from the PAR drop down list.
4. Enter the **"Ballot Open Date"**.
5. Enter the **"Ballot Close Date"** (should be a minimum of 30 days).
6. Enter the **"Draft #"** (must match the draft number in the draft).
7. **Select File for Uploading:** Click the Browse... to find your draft file. The file must be in PDF format.
8. Review the system generated text. If you would like to add additional instruction or information, use the **"Sponsor Text"** Area.
9. Click **"Initiate Ballot"**.

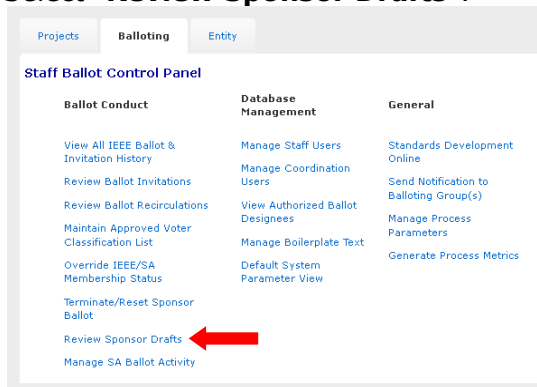
## 5.12 Approve a Draft for Balloting

### Applicable users:

- Staff Liaison

### Instructions:

1. On the **myProject™** Home Screen click the **"Balloting"** tab.
2. Select **"Review Sponsor Drafts"**.



3. On this screen, you will see all of the drafts that have been submitted for balloting. You can view the PAR and the draft document by clicking on them. To approve the draft, click **"approve draft"**.
  - If you need to replace the draft document, click **"replace draft"** and upload a new PDF file.

Staff Ballot Control Panel >> Review Sponsor Drafts

Project	PAR or Standard #	Style	Draft # -- <Filename>	Stage	Date Submitted	Chair	Ballot Designee	Actions
EMB/11073 /PHD/11073-10413	P11073-10413	Individual	123 -- <TEST.pdf>	PreBallot Review	29-Jul-2011	Douglas Bogie		approve draft, replace draft
C/LM/WG802.3 /802.3	P802.3	Individual	1 -- <TEST.pdf>	PreBallot Review	26-Jul-2011	David Law		approve draft, replace draft



- On the next screen, you will be able to modify the open and close dates of the ballot (the ballot open date must be the current date or later). Click **"OK"** to finish the approval.

[Staff Ballot Control Panel](#) >> [Review Sponsor Drafts](#) >> [Approve Draft](#)  
**P11073-10413** Standard for Health informatics - Personal health device communication -  
 Device specialization - Respiration rate monitor

Approve draft 123, send the ballot email, and open the ballot period?

BALLOT OPEN DATE: 07/29/2011

BALLOT CLOSE DATE: 08/28/2011

OK

CANCEL

### 5.13 Vote or Comment on a Ballot

#### **Applicable users:**

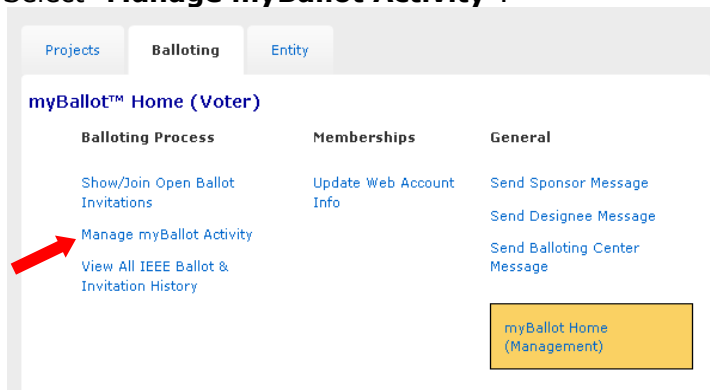
- All myProject™ users (must join ballot first)

#### **Notes:**

- Instructions for Entity Balloting are the same, but ballots are accessed through the **"Entity"** tab instead of the **"Balloting"** tab.

#### **Instructions:**

- On the **myProject™** Home Screen, click the **"Balloting"** tab.
- If you have sponsor authority (e.g. sponsor chair, working group chair, sponsor ballot designee), select **"myBallot Home (Voter)"**.
- Select **"Manage myBallot Activity"**.



- On this screen, you will see all active ballots that you have participated in (check "include Inactive ballots" to show all ballot history). You can view the draft document by clicking on the file under the draft number.
- If the project is in the balloting stage, you will see a dropdown box under the "Vote" column. Select your vote and click **"OK"** so save.

PAR or Standard #	Style	Draft # -- <Filename>	Other Files	Classification	Stage	Ballot Close Date	Vote	Actions
P11073-10413	Individual	123 -- <TEST.pdf>		Government/Military	Ballot	28-Aug-2011 11:59pm ET	<input type="text"/>	COMMENTS
P1413.1	Individual	1		Producer	Comment Resolution	22-May-2011 11:59pm ET	Approve	COMMENTS
P802.3.1	Individual	D3.0 -- <802dot3dotd3.pdf>		Producer	Comment Resolution	30-Dec-2010 11:59pm ET	Approve	COMMENTS
P802.3bd	Individual	P802.3bd/D2.2 -- <802-3bd-d2-2-cb.pdf>		Producer	Recirculation Review 3	11-Sep-2010 11:59pm ET	Approve	
P802.3bf	Individual	D3.1 -- <802_3_bf_D3_1_markup.pdf>		Producer	Comment Resolution 1	05-Feb-2011 11:59pm ET	Approve	COMMENTS
P802.3bg	Individual	1 -- <TEST Document1.pdf>		Producer	Comment Resolution	22-May-2011 11:59pm ET	Approve	COMMENTS

OK CANCEL

6. To make a comment, click the **“Comments”** button.

- To submit a single comment:
  1. Click **“Single Comment Submittal”**.
  2. Complete the comment form, then click **“OK”** (be sure to be as clear as possible with your reasons for a disapprove vote).
  3. Complete the previous steps again to make additional comments.
- To submit multiple comments at one time:
  1. Click **“Offline Comment Submittal”**.
  2. Select the file format you want to use.
  3. Go back to the Offline Comment Submittal page and enter the file location in the input box. (Click the Browse button to find the file you saved)
  4. Click **“OK”**

**NOTE:** You must follow some rules for uploading multiple comments, and strictly adhere to the formats presented in the "Data Field Descriptions". Failure to do so will, at best, result in difficulties with the upload and, at worse, could cause your upload to be rejected or partially uploaded.

myBallot™ Home (Voter) >> Manage myBallot Activity >> Ballot Comments  
P11073-10413 Standard for Health informatics - Personal health device communication - Device specialization - Respiration rate monitor

Draft #: 123

SEARCH  Show all comments

Single comment submittal  
Offline comment submittal  
Download Comments

Index #	Affiliation	Category	Page	Subclause	Line #	Comment	File	Must Be Satisfied	Proposed Change	Resolution Status	Resolution Detail
1	Hewlett-Packard Development Company, L.P.	General	1	2	3	This needs clarification.		Yes			

- **Must be Satisfied**
  - If a person has voted Approve or Abstain, he/she will not see the "Must be Satisfied" field when commenting.
  - If a user has voted "Disapprove" and has checked "Must be Satisfied" with his/her comments, but later changes his/her vote, "Must be Satisfied" will be blank.
  - If the user changes his/her vote back to Disapprove, then "Must be Satisfied" will appear again.

### 5.14 Change (Flip) a vote

After 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:**

- All myProject™ users

**Notes:**

- When “flipping” a vote, you will need to supply a reason for the change. Your response will be included with the RevCom submission.

**Instructions:**

1. On the **myProject™** Home Screen, click the “**Balloting**” tab.
2. If you have sponsor authority (e.g. sponsor chair, working group chair, sponsor ballot designee), select “**myBallot Home (Voter)**”.
3. Select “**Manage myBallot Activity**”.
4. Click “**CHANGE VOTE**” next to the vote you would like to flip. **This option will only be available if you have voted “disapprove”.**

PAR or Standard #	Style	Draft # -- <Filename>	Other Files	Classification	Stage	Ballot Close Date	Vote	Actions
P802.3.1	Individual	D3.0 -- <802dot3dot1d3.pdf>		Producer	Comment Resolution	30-Dec-2010 11:59pm ET	Disapprove	<a href="#">COMMENTS</a> <a href="#">CHANGE VOTE</a>
P802.3bd	Individual	P802.3bd/D2.2		Producer	Recirculation Review 3	11-Sep-2010 11:59pm ET	Approve	
P802.3bf	Individual	D3.1		Producer	Comment Resolution 1	05-Feb-2011 11:59pm ET	Disapprove	<a href="#">COMMENTS</a> <a href="#">CHANGE VOTE</a>

[OK](#)   [CANCEL](#)

5. Select either “Abstain” or “Approve” from the “**VOTE**” menu, enter the reason for the change of vote, and click “**OK**”.

myBallot™ Home (Voter) >> Manage myBallot Activity >> Change Vote

Please note:  
 The Sponsor can not commit to make a future change to resolve a negative ballot - only the future balloting group can make such a commitment. An informed negative balloter should recognize that the Sponsor has no authority to make such a commitment. A recirculation ballot is needed on the unresolved negative issue, including Sponsor rebuttal.

If you feel the Sponsor has address your concerns during the comment resolution period, you may change your vote below.

VOTE:

REASON FOR VOTE CHANGE:

[OK](#)   [CANCEL](#)

6. A message will be sent to the Working Group Chair and Sponsor Chair notifying them of the flipped vote.

**5.15 View Ballot Comments**

You may view all of the comments that have been made on a ballot, along with the resolution status of each comment after the ballot has closed.

**Instructions:**

- On the **myProject™** Home Screen, click the “**Balloting**” tab.
- If you have sponsor authority (e.g. sponsor chair, working group chair, sponsor ballot designee), select “**myBallot Home (Voter)**”.
- Select “**Manage myBallot Activity**”.
- Click the “**Comment**” button next to the ballot you would like to view comments from.

- To view ballot comments and responses from prior circulations of the ballot (e.g., Initial Ballot, Recirculation 1, Recirculation 2, etc.), click the corresponding link in the box at the top of the page.
- To see the detailed comment and resolution, click on the comment text.
- To only show comments that have been marked "must be satisfied", select "**show only MBS comments...**" from the dropdown menu.
- To download all comments as a .csv file that you can view in a spreadsheet program, click "**Download Comments**".

Comment #	Name	Style	Index #	Classification	Vote	Affiliation	Category	Page	Subclause	Line #	Comment	File	Must Be Satisfied	Proposed Change	Resolution Status	Resolution Detail
35	Frazier, Howard M	Individual	5	Producer	Disapprove	Broadcom Corporation	Technical	41	90.7	30	As the data delay values are reported in unit...		Yes	Add the following sentence to the end of 90.7...	Disagree	REJECT. We are only specifying the delays &...
34	Frazier, Howard M	Individual	4	Producer	Disapprove	Broadcom Corporation	Technical	15	1	7	I don't think that 802.1AS rises to the level...		Yes	Move 802.1AS to the bibliography	Agree	ACCEPT.
33	Frazier, Howard M	Individual	3	Producer	Disapprove	Broadcom Corporation	Technical	15	1.3	10	I don't think that 1588 rises to the level of...		Yes	Move 1588 to the bibliography	Agree	ACCEPT.
32	Frazier, Howard M	Individual	2	Producer	Disapprove	Broadcom Corporation	Technical	20	30.12.1.5	33	The phrase "the value stored in this attribut...		Yes	Add to the end of BEHAVIOUR DEFINED AS: "The...	Principle	ACCEPT IN PRINCIPLE. See comment #31.

## 5.16 Comment Resolution

### 5.16.1 Resolution Status Definitions

The IEEE-SA has not defined the meaning of the Resolution Status (Agree, Disagree, Out of Scope, Principle, & Unresolvable) to give a leeway to the committee. Here are some guidelines:

**Agree/A:** committee agrees with the comment and implements change exactly as suggested.

**Revised (new for ballots started after 1 June 2011)**--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 (new for ballots started after 1 June 2011)**--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.

The following resolution status values are obsolete beginning 1 June 2011: For all initial and recirculation ballots in process at the time of the roll-out (1 June 2011), the "OLD" Resolution Status options, including 'Unresolvable' and 'Out of Scope', will be used. For all ballots that start after the roll-out (initial and recirculation), only the "NEW" Resolution Status options, excluding 'Unresolvable' and 'Out of Scope', will be used.

For bulk comment files, here are the find/replace operations you may need to do if you completed the field with “old” responses and need to convert to “new” responses.

(1) Highlight the Resolution Status column and perform the ‘find/replace’ procedure with the following:

(2) Replace Agree with Accepted.

(3) Replace Principle with Revised

(4) Replace Disagree, Out of Scope and Unresolvable with Rejected

\*NOTE: Verify that the Resolution Details are accurate or make sense after the replacements are made. Suggest adding the text “out of scope” for “unresolvable” to the Resolution Details where applicable

**Disagree/D:** committee does not agree with the comment.

**Out of Scope/OOS:** comment may refer to something that is not available for comment at this time /comment is outside of the scope of the document or recirculation. Note: The section of the document that was not commented on the first review is recognized as approved section and the negative comment on the recirculation may not be recognized unless majority of WG/BRC (Ballot Resolution Committee) feels the need to address the comment.

**Principle/P:** committee agrees in theory but does not agree with the change or the other way around. In any case, a detail response needs to be made to state your action.

**Unresolvable:** comment cannot be resolved (may be too broad or vague) or the chair has unsuccessfully attempted to contact the commenter to resolve the issue.

### 5.16.2 Respond To Ballot Comments Individually

#### **Applicable Users:**

- Working Group Chair, Sponsor Ballot Designee

#### **Notes:**

- All comments must be responded to. The response should show that the comment was seriously considered (myProject will accept a resolution status without any detail but RevCom will look for the details).

#### **Instructions:**

1. On the **myProject™** Home Screen click the “**Balloting**” tab.
2. Click “**Manage Sponsor Ballot Activity**”.

3. Find the project you want to manage and click the number under the **“Comments”** column to view the comments.

myBallot Home (Management) >> Manage Sponsor Ballot Activity

Project A	PAR or Standard #	Style	Draft # -- <Filename>	Other Files	Stage	# of Balloters	Ballot Close Date	Response Rate %	Approval Rate %	Abstain Rate %	# Comments	Actions
C/LM/WG802.1/802.1BA	P802.1BA	Individual	1 -- <TEST Document1.pdf>		Failed	87	18-May-2011 11:59pm ET	1.0% / 65	0.0% / 1	0.0%	1	extend ballot, reset ballot, terminate ballot
C/LM/WG802.1/802.1Q	P802.1Q	Individual	D1.3 -- <802-1Q-REV-D1-3.pdf> <8021-q-rev-d1-3-mibs.zip>		Comment Resolution	96	17-Dec-2010 11:59pm ET	84.0%	92.0%	4.0%	66	resolve comments, reset ballot, terminate ballot
C/LM/WG802.1/802.1Qaz	P802.1Qaz	Individual	2.3 -- <1az-d2-3.pdf>	Cover Letter <1az-d2-3.mib>	Comment Resolution 2	77	04-Jan-2011 11:59pm ET	84.0%	95.0%	4.0%	9	resolve comments, terminate ballot
C/LM/WG802.1/802.1Qbb	P802.1Qbb	Individual	2.3 -- <802-1bb-d2-3-cb.pdf>	Cover Letter <MIB_and_no-change>	Comment Resolution 1	95	03-Jul-2010 11:59pm ET	85.0%	98.0%	6.0%	1	resolve comments, terminate ballot

4. Click the **“edit”** link under **“Resolution Status”** for the comment you would like to respond to.

myBallot Home (Management) >> Manage Sponsor Ballot Activity >> Voter Response Detail

P802.1Q Standard for Local and Metropolitan Area Networks---Media Access Control (MAC) Bridges and Virtual Bridged Local Area Networks

Draft #: D1.3  
Download/Upload Comment Response

Comment #	Name	Style	Index #	Classification	Vote	Affiliation	Category	Page	Subclause	Line #	Comment	File	Must Be Satisfied	Proposed Change	Resolution Status	Resolution Detail
51	Haddock, Stephen	Individual	7	General Interest	Disapprove	Extreme Networks	Technical	345	13.16	37	Should not reference SPB.		Yes	Change "(for MSTP and SPB protocols)" to "(for..."	Agree edit	ACCEPT.
50	Haddock, Stephen	Individual	6	General Interest	Disapprove	Extreme Networks	Editorial	340	13.13	38	typo		No	"identical" should be one word.	Agree edit	ACCEPT.
49	Haddock, Stephen	Individual	5	General Interest	Disapprove	Extreme Networks	Editorial	105	8.3	46	Missing references, and the classification an...		No	Add reference "8.6.4" to bullet d2). Add ref...	Agree edit	ACCEPT.
48	Haddock, Stephen	Individual	4	General Interest	Disapprove	Extreme Networks	Technical	104	8.2	3	Bridges now include systems with multiple br...		No	Replace "A Bridge comprises" with "A Bridge c...	Agree edit	ACCEPT.

5. Select the applicable resolution status from the drop-down menu and enter a description of the resolution.

6. Click **“OK”**.

To download comments and prepare responses offline:

1. Click Download/Upload Comment Response
2. See Sec. 5.16.3 Step 3.

### 5.16.3 Download Comments Resolution File

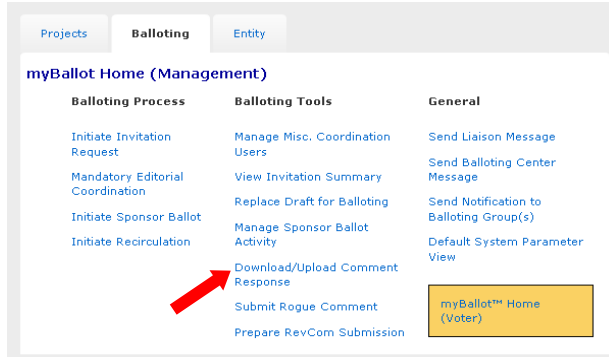
This option allows officers the ability to respond to comments offline and then upload them.

**Applicable Users:**

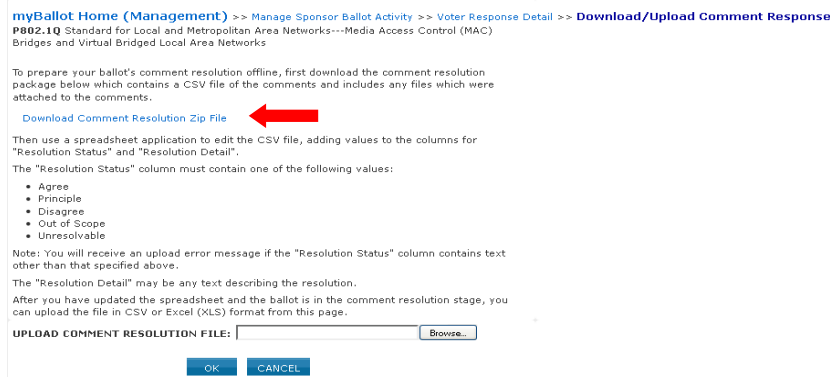
- Working Group Chair, Sponsor Ballot Designee

**Instructions:**

1. On the **myProject™** Home Screen click the **“Balloting”** tab.
2. Click **“Download/Upload Comment Response”**.



3. Select the PAR # from the drop down-box and click "OK".
4. Click "Download Comments Resolution Zip File". This will download a .zip file containing a CSV file of the comments and any files that may be attached to the comments.



5. Edit the CSV file using any spreadsheet editor and save the file in either .csv or .xls format.
  - o Make sure to only use only the values listed on the download page (Agree, Principle, Disagree, Out of Scope, Unresolvable) in the "Resolution Status" column.

### 5.16.4 Upload Comments Resolution File

**Applicable Users:**

- Working Group Chair, Sponsor Ballot Designee

**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 the "Balloting" tab.
2. Click "Download/Upload Comment Response".
3. Select the PAR # from the drop down-box and click "OK".
4. Click the "Browse" button to upload your edited comment resolution file.

**myBallot Home (Management)** >> Manage Sponsor Ballot Activity >> Voter Response Detail >> Download/Upload Comment Response

**P802.1Q Standard for Local and Metropolitan Area Networks---Media Access Control (MAC) Bridges and Virtual Bridged Local Area Networks**

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:

- Agree
- Principle
- Disagree
- Out of Scope
- Unresolvable

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:

5. Click "OK"
6. View the comments in myProject and make sure your comments were uploaded correctly (See Sec 5.16.2 for more detail).

### 5.17 Initiate Recirculation

A recirculation is needed when:

- Substantive changes were made since the last balloted draft (whether triggered by comments accompanied with YES or NO votes).
- 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:

- Sponsor Chair, Standard Representative, Working Group Chair, Sponsor Ballot Designee

#### Notes:

- A cover letter is required.

#### Instructions:

1. On the **myProject™** Home Screen click the "Balloting" tab.
2. Click "Initiate Recirculation".

The screenshot shows the 'myBallot Home (Management)' interface with the 'Balloting' tab selected. The interface is divided into three columns: 'Balloting Process', 'Balloting Tools', and 'General'. A red arrow points to the 'Initiate Recirculation' link in the 'Balloting Process' column.

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

3. Select the PAR from the drop-down box and click "OK".
4. Complete the fields, click "Browse..." to select files, making sure to include:



- Cover letter stating the reason for recirculation. Click the “view a sample cover letter” link to view/download a sample cover letter that you can use as a template.
- Draft number, if changes have been made. This number must match the draft number on the file being uploaded.
- New draft in PDF format, if changes have been made. If a draft is not provided, the system will assume you did not make any changes to the draft since it was last balloted. If this is the case, the last balloted draft will be available to the ballot group during the recirculation ballot.
- Additional files you wish the ballot group to review (optional). You can only upload one file; if you want to include multiple files, create a .zip file first and upload that.
- Number of days you want the recirculation ballot to remain open (minimum 10).

[myBallot Home \(Management\)](#) >> **Initiate Recirculation**  
**P802.1Q** Standard for Local and Metropolitan Area Networks---Media Access Control (MAC) Bridges and Virtual Bridged Local Area Networks

Please supply the Cover Letter.  
**SELECT FILE FOR UPLOADING:**

[View a sample cover letter.](#)

Please supply the recirculation draft (in PDF format) if you have made changes.  
**DRAFT #:**   
**SELECT FILE FOR UPLOADING:**

NOTE: If a draft is not provided, the system will assume you did not make any changes to the draft since it was last balloted. Therefore the last balloted draft will be available to the ballot group during the recirculation ballot.

Please supply any additional files you want the ballot group to review. If multiple files, please upload a ZIP file.  
**SELECT FILE FOR UPLOADING:**

How many days do you want the recirculation ballot to remain open to the Ballot group?  
**ENTER NUMBER OF DAYS:**

5. Click “**CONTINUE**”.
6. Review the Recirculation Ballot Announcement, add any additional messages into the “**Sponsor Text**” box and click “**CONTINUE**”.
7. Review the confirmation screen and make changes if needed. When you are done, click “**Submit to Staff Liaison**”. Your request for a recirculation ballot will now be sent to your staff liaison.

### 5.18 Submit a Draft to RevCom

Much of the RevCom process is not done within myProject™. Be sure to read the information provided in the following links before proceeding with your draft submission:

- Guide for Submittal of Proposed Standards:  
<http://standards.ieee.org/about/sasb/revcom/revguide.html>
- RevCom Submittal Help:  
[http://standards.ieee.org/about/sasb/revcom/submit\\_help.pdf](http://standards.ieee.org/about/sasb/revcom/submit_help.pdf)
- RevCom Conventions:  
<http://standards.ieee.org/about/sasb/revcom/conv.html>
- RevCom Review Checklist:  
[https://development.standards.ieee.org/myproject/Public/mytools/approve/s\\_ubchk1st.pdf](https://development.standards.ieee.org/myproject/Public/mytools/approve/s_ubchk1st.pdf)

#### Applicable Users:

- Sponsor Chair, Standard Representative, Working Group Chair, Sponsor Ballot Designee

### **Instructions:**

8. On the **myProject™** Home Screen click the "**Balloting**" tab.
9. Click "**Prepare RevCom Submission**".
10. Locate the project and click "download zip file" to save the .zip file to your hard drive. This .zip file contains the information you will need to prepare the submittal form.
11. The actual submittal is not done through myProject™. Complete the submittal form ([http://standards.ieee.org/cgi-bin/revcom\\_submittal](http://standards.ieee.org/cgi-bin/revcom_submittal)), print and sign the signature page and send the signature page and any additional materials to the RevCom Administrator.

## **6 Manage Sponsors and Working Groups**

### **6.1 Create a Sponsor and Appoint a Chair**

Before a Sponsor committee can upload proposed P&Ps, the Sponsor must first be created.

#### **Applicable Users:**

- AudCom Administrator and other governance staff

Instructions:

4. On the **myProject™** Home Screen, select "**manage committees**".

[myProject™ >> Manage Committees](#)

This page allows staff and committee chairs to see who has officially enrolled through the myProject Activity Areas at the Sponsor, WG and project levels.

Enrollment at the Sponsor or WG level indicates that the individual has expressed an interest in the general work or management of the Sponsor or WG as well as serving to indicate you wish to be notified on any respective Ballot Invitations.

Enrollment at the project level indicates that the individual has expressed an interest in participating in the specific technical work of the specific project.

By definition, these are the rosters of people who have expressed such interests. Inclusion in these rosters does not imply that the individual has met the membership requirements of the respective committee.

[Replace Staff Liaison](#) | [Add Society](#) | [Add Sponsor](#) | [Add Working Group](#)

Name	Designator ▲	Contact	Liaison	Actions
IEEE Aerospace and Electronic Systems Society	AES		Soo H Kim	<a href="#">edit</a> , <a href="#">manage</a> , <a href="#">liaison</a>
IEEE Antennas and Propagation Society	APS		Soo H Kim	<a href="#">edit</a> , <a href="#">manage</a> , <a href="#">liaison</a>
IEEE-SA Board of Governors	BOG		Sue Vogel	<a href="#">edit</a> , <a href="#">manage</a> , <a href="#">liaison</a>
IEEE Broadcast Technology Society	BTS		Soo H Kim	<a href="#">edit</a> , <a href="#">manage</a> , <a href="#">liaison</a>
IEEE Computer Society	C		Michael Kipness	<a href="#">edit</a> , <a href="#">manage</a> , <a href="#">liaison</a>

5. Click "**Add Sponsor**".
6. Select the parent society for the new sponsor, fill out the "name" and "short name fields", add a website URL if the group has one and click "**OK**".

### **6.2 Upload Sponsor P&P and check status**

In order to submit PARs, Sponsor Committees must have approved P&Ps (Policies and Procedures) on file. P&Ps can be submitted and status monitored through **myProject™**.

#### **Applicable Users:**

- Sponsor Chair, Standard Representative

#### **Instructions:**

1. On the **myProject™** Home Screen, select "**manage committees**".

- Under the **"Sponsor Committees"** section click **"manage"** under the **"Actions"** column.

myProject™ >> Manage Committees

Name	Designator	Contact	Liaison	Roster	Actions
<b>Sponsor Committees</b>					
LAN/MAN Standards Committee	C/LM	Paul Nikolich	Michael Kipness	594	<a href="#">manage</a>
<b>Working Group Committees</b>					
A new working group	C/LM/new group	David Law	Michael Kipness	2	<a href="#">manage</a>
Higher Layer LAN Protocols Working Group	C/LM/WG802.1	Anthony Jeffree	Kathryn Bennett	668	<a href="#">manage</a>
Logical Link Working Group	C/LM/WG802.2	Paul Nikolich	Michael Kipness	60	<a href="#">manage</a>

- Select **"Manage Sponsor P&P"**.

Back | 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 | Next

myProject™ >> Manage Committees >> Manage Committee

**Manage C/LM: LAN/MAN Standards Committee Sponsor**

To assign or unassign a user to an officer role, click "Manage Officer Roster" to be taken to the add/delete screen.

To submit a new Policies & Procedures document or check the status of a previous submission, click "Manage Sponsor P&P".

To add a new Working Group, click "Add a Working Group".

To download a printable attendance roster, click "Download Attendance Roster".

[Manage Officer Roster](#) | [Manage Sponsor P&P](#) | [Add a Working Group](#) | [Upload Voter Roster](#) | [Download Roster as CSV](#) | [Download Attendance Roster PDF](#) | [Involvement Levels](#)

URL: <http://www.ieee802.org/>

Name	Phone	Employer	Affiliation	Role	Involvement Level
Abdallah, Mohamed	+20 2 35678842	Cairo University	Cairo University		
Abdelhalim, Ahmed	408-111-2222	Independent	Independent		
Aboulmagd, Osama	613-599-5078	Nortel Networks	Nortel Networks		
AHN, JUNBAE	82-2-2142-3861	SOLID Technologies	SOLID Technologies		
Ahn, Woo-Geun	82423504298	KAIST	KAIST		
Akpose, Wole	4436832905	HNT Solutions	Heritage Network Technologies		

- The status of all submitted P&Ps can be seen in this screen, including submission, acceptance and expiration dates.

- Click the **"Browse"** button to locate the file.
  - Select the P&P file and click **"OK"**.
  - Click **"OK"** when you are prompted by "Are you sure?"

myProject™ >> Manage Committees >> Manage Committee >> Manage Sponsor P&P

**Manage Sponsor P&P for C/LM: LAN/MAN Standards Committee Sponsor**

The current, accepted P&P for this Sponsor is <http://standards.ieee.org/about/sasb/audcom/pnp/LMSC.pdf>

Submit a new or revised P&P for AudCom approval.

UPLOAD THE P&P FILE:

Submitted File	Status	URL	Submitted On	Accepted On	Expires On	Actions
IEEE_802_PandP_07162010.pdf	Accepted	<a href="http://standards.ieee.org/about/sasb/audcom/pnp/LMSC.pdf">http://standards.ieee.org/about/sasb/audcom/pnp/LMSC.pdf</a>	25-Aug-2010 14:37	25-Aug-2010	30-Dec-2015	
IEEE_802_PandP_approved_091120_rev_100213.pdf	Not Accepted		19-Feb-2010 15:57			<a href="#">view checklist</a>
LMSC_PaP_approved_081114_corrected_090316.pdf	Expired	<a href="http://standards.ieee.org/board/aud/LMSC_2009.pdf">http://standards.ieee.org/board/aud/LMSC_2009.pdf</a>	16-Mar-2009 10:36	19-Mar-2009	31-Dec-2014	

- The uploaded P&P will now be placed on the next AudCom agenda.
- If a P&P is rejected, click **"view checklist"** for more details.

### 6.3 Assign/Change Sponsor Officers

The Sponsor chair has the ability to assign a standards representative, secretary, vice-chair(s), co-chair and treasurer.

**Applicable Users:**

- Sponsor Chair

**Notes:**

- The person you are about to assign this role must sign up in this activity area first and be an IEEE and IEEE-SA member.
- The person must accept this assignment the next time he/she logs into myProject.
- For instructions on joining activities and accepting roles, see Sec 3.3

**Instructions:**

1. On the myProject™ Home Screen, select “manage committees”.
2. Under the “Sponsor Committees” section click “manage” under the “Actions” column.

myProject™ >> Manage Committees

Name	Designator	Contact	Liaison	Roster	Actions
<b>Sponsor Committees</b>					
LAN/MAN Standards Committee	C/LM	Paul Nikolich	Michael Kipness	594	<a href="#">manage</a>
<b>Working Group Committees</b>					
A new working group	C/LM/new group	David Law	Michael Kipness	2	<a href="#">manage</a>
Higher Layer LAN Protocols Working Group	C/LM/WG802.1	Anthony Jeffree	Kathryn Bennett	668	<a href="#">manage</a>
Logical Link Working Group	C/LM/WG802.2	Paul Nikolich	Michael Kipness	60	<a href="#">manage</a>

3. Click “Manage Officer Roster”

myProject™ >> Manage Committees >> Manage Committee

Back | 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 | Next

**Manage C/LM: LAN/MAN Standards Committee Sponsor**

To assign or unassign a user to an officer role, click “Manage Officer Roster” to be taken to the add/delete screen.  
 To submit a new Policies & Procedures document or check the status of a previous submission, click “Manage Sponsor P&P”.  
 To add a new Working Group, click “Add a Working Group”.  
 To download a printable attendance roster, click “Download Attendance Roster”.

[Manage Officer Roster](#) | [Manage Sponsor P&P](#) | [Add a Working Group](#) | [Upload Voter Roster](#) | [Download Roster as CSV](#) | [Download Attendance Roster as PDF](#) | [Involvement Levels](#)  
 URL: <http://www.ieee802.org/>

Name ▲	Phone	Employer	Affiliation	Role	Involvement Level
Abdallah, Mohamed	+20 2 35678842	Cairo University	Cairo University		
Abdelhalim, Ahmed	408-111-2222	Independent	Independent		
Aboulmagd, Osama	613-599-5078	Nortel Networks	Nortel Networks		
AHN, JUNBAE	82-2-2142-3861	SOLID Technologies	SOLID Technologies		
Ahn, Woo-Geun	82423504298	KAIST	KAIST		
Akpose, Wole	4436832905	HNT Solutions	Heritage Network Technologies		

4. Enter the myProject™ usernames of any individuals you would like to assign roles and click “OK”. You can also change or un-assign roles by changing or deleting the username that appears in the box.
5. The next screen will confirm the changes you are making. Click “OK” to save the changes.

**6.4 Add a Working Group**

**Applicable Users:**

Sponsor Chair, Standard Representative

**Instructions:**

1. On the **myProject™** Home Screen, select **"manage committees"**.
2. Under the **"Sponsor Committees"** section click **"manage"** under the **"Actions"** column.

myProject™ >> Manage Committees

Name	Designator	Contact	Liaison	Roster	Actions
<b>Sponsor Committees</b>					
LAN/MAN Standards Committee	C/LM	Paul Nikolich	Michael Kipness	594	<a href="#">manage</a>
<b>Working Group Committees</b>					
A new working group	C/LM/new group	David Law	Michael Kipness	2	<a href="#">manage</a>
Higher Layer LAN Protocols Working Group	C/LM/WG802.1	Anthony Jeffree	Kathryn Bennett	668	<a href="#">manage</a>
Logical Link Working Group	C/LM/WG802.2	Paul Nikolich	Michael Kipness	60	<a href="#">manage</a>

3. On the next screen select **"Add a Working Group"**.

myProject™ >> Manage Committees >> Manage Committee

Back | 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 | Next

**Manage C/LM: LAN/MAN Standards Committee Sponsor**

To assign or unassign a user to an officer role, click "Manage Officer Roster" to be taken to the add/delete screen.  
 To submit a new Policies & Procedures document or check the status of a previous submission, click "Manage Sponsor P&P".  
 To add a new Working Group, click "Add a Working Group".  
 To download a printable attendance roster, click "Download Attendance Roster".  
[Manage Officer Roster](#) | [Manage Sponsor P&P](#) | [Add a Working Group](#) | [Upload Voter Roster](#) | [Download Roster as CSV](#) | [Download Attendance Roster PDF](#) | [Involvement Levels](#)  
 URL: <http://www.ieee802.org/>

4. Enter the working group information.
  - o **Name** - Enter the full name of the working group. e.g. "Implementing Technology to Limit Climate Change".
  - o **Short name** - (This is 23 characters or less. The short name shows up in the tree and should be consistent within the sponsor and working group, e.g., CCWG (will appear as PE/ED&PG/CCWG).
  - o **Website** - Enter the URL if the Working Group has a website (optional).
5. Select **"OK"**

### 6.5 Assign/Change Working Group Officers

The Sponsor Chair and Standard Representative have the ability to assign officers for any of their Working Groups. Once a WG (Working Group) chair is assigned, he/she has the ability to manage the WG actions in myProject, including: manage committee, assign WG Officers, manage the WG Voting Member roster, initiate ballot invitations, start sponsor ballots, and more. A working group can manage more than one PAR/project. The working group chair may solicit help from the WG to manage the Sponsor ballots for the PARs. The person assigned to manage a Sponsor ballot for a specific PAR is called the Sponsor Ballot Designee. If a sponsor ballot designee is not assigned the responsibility falls on the WG chair.

#### Applicable Users:

- Sponsor Chair, Standard Representative, Working Group Chair

#### Notes:

- The person you are about to assign this role must sign up in this activity area first and be an IEEE and IEEE-SA member.
- Officers of working groups developing under the entity method must be representatives of Advanced Entity Members.

**Instructions:**

1. On the **myProject™** Home Screen, select “**manage committees**”.
2. Under the “**Sponsor Committees**” section click “**manage**” under the “**Actions**” column.

myProject™ >> Manage Committees

Name	Designator	Contact	Liaison	Roster	Actions
<b>Sponsor Committees</b>					
LAN/MAN Standards Committee	C/LM	Paul Nikolich	Michael Kipness	594	<a href="#">manage</a>
<b>Working Group Committees</b>					
A new working group	C/LM/new group	David Law	Michael Kipness	2	<a href="#">manage</a>
Higher Layer LAN Protocols Working Group	C/LM/WG802.1	Anthony Jeffree	Kathryn Bennett	668	<a href="#">manage</a>
Logical Link Working Group	C/LM/WG802.2	Paul Nikolich	Michael Kipness	60	<a href="#">manage</a>

3. Click “**Manage Officer Roster**”

myProject™ >> Manage Committees >> Manage Committee Back | 1 2 3 4 5 6 7 8 9 10 11 12 13 14 :

Manage C/LM/WG802.3: Ethernet Working Group Working Group

To assign or unassign a user to an officer role, click “Manage Officer Roster” to be taken to the add/delete screen.

To download a printable attendance roster, click “Download Attendance Roster”.

[Manage Officer Roster](#) | [Upload Voter Roster](#) | [Download Roster as CSV](#) | [Download Attendance Roster PDF](#) | [Involvement Levels](#)

URL: <http://www.ieee802.org/3/>

Name ▲	Phone	Employer	Affiliation	Role	Involvement Level
Abbas, Ghani	0044115 928 6129	Ericsson AB	Ericsson AB		Aspirant Member ▼
Abbott, John	607-974-6182	Corning Inc.	Corning Inc.		Voting Member ▼
Abbott, Justin					Voting Member ▼
Abdelhalim, Ahmed	408-111-2222	Independent	Independent		Voting Member ▼
Aboulmagd, Osama	613-599-5078	Nortel Networks	Nortel Networks		Aspirant Member ▼
Abraham, Menachem			Columbus Advisors and MultiPhy		Observer ▼

4. Enter the myProject™ usernames of any individuals you would like to assign roles and click “**OK**”. You can also change or un-assign roles by changing or deleting the username that appears in the box.
5. The next screen will confirm the changes you are making. Click “**OK**” to save the changes.

## 6.6 Assign Involvement Level in a Working Group

The Sponsor Chair, Standard Representative and Working Group Chair have the ability to define the involvement level of those who have enrolled in a committee using myProject™. Involvement levels are used to allow write access to the group’s Mentor area.

**Applicable Users:**

- Sponsor Chair, Standard Representative, Working Group Chair

**Notes:**

- The involvement level set for a person in myProject™ will determine the type of access that person has to the Working Group area in Mentor.

- If the involvement level is blank, that person will be listed on the Mentor roster as "Interested" and will only have access to public documents in Mentor.
- Voting members have read/write access to mentor documents and all other involvement levels have access to private content but no read/write ability.
- The Working Group officers (chair, vice-chair, secretary, etc.) automatically have read/write access to the working group area in Mentor.

**Instructions:**

1. On the **myProject™** Home Screen, select "**manage committees**".
2. Under the "**Working Group Committees**" section click "**manage**" under the "**Actions**" column.

myProject™ >> Manage Committees

Name	Designator	Contact	Liaison	Roster	Actions
<b>Sponsor Committees</b>					
LAN/MAN Standards Committee	C/LM	Paul Nikolich	Michael Kipness	594	manage
<b>Working Group Committees</b>					
A new working group	C/LM/new group	David Law	Michael Kipness	2	manage
Higher Layer LAN Protocols Working Group	C/LM/WG802.1	Anthony Jeffree	Kathryn Bennett	668	manage
Logical Link Working Group	C/LM/WG802.2	Paul Nikolich	Michael Kipness	60	manage

3. Under the "**Involvement Level**" column, select the appropriate involvement level for each person from the drop-down box next to his/her name.

myProject™ >> Manage Committees >> Manage Committee Back | 1 2 3 4 5 6 7 8 9 10 11 12 13 14 :

Manage C/LM/WG802.3: Ethernet Working Group Working Group

To assign or unassign a user to an officer role, click "Manage Officer Roster" to be taken to the add/delete screen.

To download a printable attendance roster, click "Download Attendance Roster".

[Manage Officer Roster](#) | [Upload Voter Roster](#) | [Download Roster as CSV](#) | [Download Attendance Roster PDF](#) | [Involvement Levels](#)

URL: <http://www.ieee802.org/3/>

Name ▲	Phone	Employer	Affiliation	Role	Involvement Level
Abbas, Ghani	0044115 928 6129	Ericsson AB	Ericsson AB		Aspirant Member ▼
Abbott, John	607-974-6182	Corning Inc.	Corning Inc.		Voting Member ▼
Abbott, Justin					Voting Member ▼
Abdelhalim, Ahmed	408-111-2222	Independent	Independent		Voting Member ▼
Aboulmagd, Osama	613-599-5078	Nortel Networks	Nortel Networks		Aspirant Member ▼
Abraham, Menachem			Columbus Advisors and MultiPhy		Observer ▼

4. Click "**UPDATE**" to apply any changes.

**6.7 Select Involvement Levels**

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
- **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™.

**Applicable Users:**

- Sponsor Chair, Standard Representative, Working Group Chair

**Instructions:**

5. On the **myProject™** Home Screen, select “**manage committees**”.
6. Under the “**Working Group Committees**” section click “**manage**” under the “**Actions**” column.

myProject™ >> Manage Committees

Name	Designator	Contact	Liaison	Roster	Actions
<b>Sponsor Committees</b>					
LAN/MAN Standards Committee	C/LM	Paul Nikolich	Michael Kipness	594	manage
<b>Working Group Committees</b>					
A new working group	C/LM/new group	David Law	Michael Kipness	2	manage
Higher Layer LAN Protocols Working Group	C/LM/WG802.1	Anthony Jeffree	Kathryn Bennett	668	manage
Logical Link Working Group	C/LM/WG802.2	Paul Nikolich	Michael Kipness	60	manage

7. Click “**Involvement Levels**”.

myProject™ >> Manage Committees >> Manage Committee Back | 1 2 3 4 5 6 7 8 9 10 11 12 13 14 :

Manage C/LM/WG802.3: Ethernet Working Group Working Group

To assign or unassign a user to an officer role, click “Manage Officer Roster” to be taken to the add/delete screen.

To download a printable attendance roster, click “Download Attendance Roster”.

Manage Officer Roster | Upload Voter Roster | Download Roster as CSV | Download Attendance Roster PDF | **Involvement Levels**  
 URL: http://www.ieee802.org/3/

Name ▲	Phone	Employer	Affiliation	Role	Involvement Level
Abbas, Ghani	0044115 928 6129	Ericsson AB	Ericsson AB		Aspirant Member
Abbott, John	607-974-6182	Corning Inc.	Corning Inc.		Voting Member
Abbott, Justin					Voting Member
Abdelhalim, Ahmed	408-111-2222	Independent	Independent		Voting Member
Aboulmagd, Osama	613-599-5078	Nortel Networks	Nortel Networks		Aspirant Member
Abraham, Menachem			Columbus Advisors and MultiPhy		Observer

8. Click the boxes to place a check next to the levels you would like to use.

myProject™ >> Manage Committees >> Manage Committee >> **Involvement Levels**

Involvement Levels for COM/SC/DYSPAN-P1900.5: Policy Language and Architectures for Managing Cognitive Radio for Dynamic Spectrum Access Applications Working Group

- Aspirant Member
- Nearly Member
- Potential Member
- Voting Member
- Observer
- Non Voting Member

OK CANCEL

9. Click “**OK**” to save your selection.

### 6.8 Assign/Change Sponsor Ballot Designee and Other Project Officers

A working group can manage more than one PAR/project. The working group chair may solicit help from the working group to manage the Sponsor ballots for the PARs. The person assigned to manage a Sponsor ballot for a specific PAR is called the Sponsor Ballot Designee. If a sponsor ballot designee is not assigned, the responsibility falls on the working group chair.

**Applicable Users:**



- Sponsor Chair, Standard Representative, Working Group Chair

**Notes:**

- The person you are about to assign this role must sign up in this activity area first and be an IEEE and IEEE-SA member.
- The Designee for an entity project must be representatives of Advanced Entity Members.
- The person must accept this assignment the next time he/she logs into myProject.

**Instructions:**

3. On the myProject™ Home Screen, select “manage committees”.
4. Under the “Projects” section click “manage” under the “Actions” column.

myProject™ >> Manage Committees

Name	Designator	Contact	Liaison	Roster	Actions
<b>Sponsor Committees</b>					
LAN/MAN Standards Committee	C/LM	Paul Nikolich	Michael Kipness	594	manage
<b>Working Group Committees</b>					
A new working group	C/LM/new group	David Law	Michael Kipness	2	manage
Ethernet Working Group	C/LM/WG802.3	David Law	Kathryn Bennett	1009	manage
<b>Projects</b>					
Standard for Ethernet	C/LM/WG802.3 /P802.3	David Law	Kathryn Bennett	150	manage
IEEE Standard for Local and metropolitan area networks--Link Aggregation	C/LM/WG802.3 /802.1AX	David Law	Kathryn Bennett	132	manage

5. Click “Manage Officer Roster”

myProject™ >> Manage Committees >> Manage Committee Back

**Manage C/LM/WG802.3/802.3: Standard for Ethernet Project**

To assign or unassign a user to an officer role, click “Manage Officer Roster” to be taken to the add/delete screen.

To request approval for an Invited Expert or check the status of an approval request, click “Manage Invited Experts”.

To download a printable attendance roster, click “Download Attendance Roster”.

[Manage Officer Roster](#) | [Manage Invited Experts](#) | [Download Roster as CSV](#) | [Download Attendance Roster PDF](#)

SEARCH

Name ▲	Phone	Employer	Affiliation	Role
Aherne, Thomas	4085464696	JDS Uniphase Corporation	JDS Uniphase Corporation	
Alexander, Thomas	503 803 3534	VeriWave	VeriWave	
Amos, James	330-497-0976	Aclara	Aclara	
Antonelli, Danilo	+39 335 7840335	Vitrociset	EDA Enterprise	

6. Enter the myProject™ usernames of any individuals you would like to assign roles and click “OK”. You can also change or un-assign roles by changing or deleting the username that appears in the box.
7. The next screen will confirm the changes you are making. Click “OK” to save the changes.