myProject™

User Guide

Last Updated: Aug 19, 2011

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 IEE 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

How myProject™ is used in the standards development process:
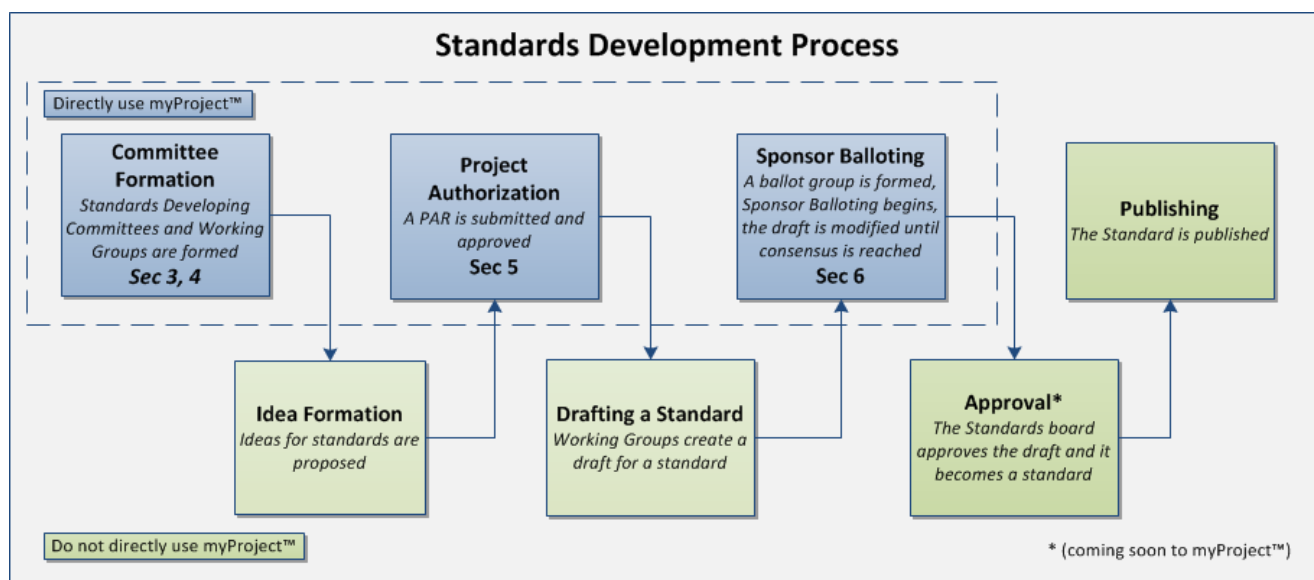
Relevant sections of the myProject™ User Guide:
- Committee Formation – **Sec 3. Managing Activities, Roles and Affiliations**, **Sec 4. Manage Sponsors and Working Groups**
- Project Authorization – **Sec 5. The PAR Submission and Approval Process**
- Sponsor Balloting – **Sec 6. Sponsor Balloting**

2 Getting Started

2.1   Accessing myProject™ for the First Time.

Applicable Users:
- All myProject™ users
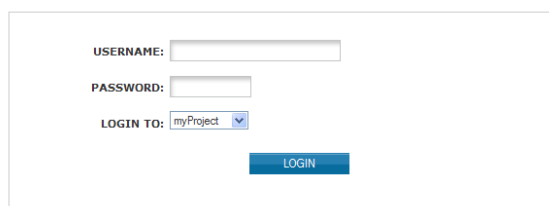
Instructions:
1. Go to https://development.standards.ieee.org/my-site
2. Enter your IEEE Web Account username and password and click "**LOGIN**".
   - If you do not have an IEEE web account, you can create one by clicking on the "**Need an IEE Web Account?**" link.
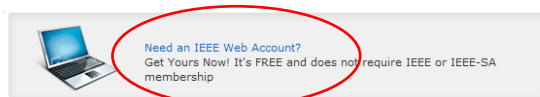
2.2   Changing myProject™ Account Information

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, and is maintained separately from your IEEE Web Account information. This information is required, and only asked for once. You can change this information, however, at any time by clicking on the "**Account**" link on the Home Screen.

Applicable Users:
- All myProject™ users

Instructions:
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 numbers.
4. Enter a secondary email, if any (*If provided, a copy of all messages will be sent here*). Your primary email is maintained through your IEEE Web Account and can be changed by clicking the "Click to change" link.
5. Click "**OK**" to save your information.

2.3   Accessing Messages and Notification Preference

MyProject™ users are notified of important events through the myProject™ "Messages" section as well as through email.

Applicable Users:
- All myProject™ users

Instructions:
1. From the myProject™ home screen, click "**Messages**".
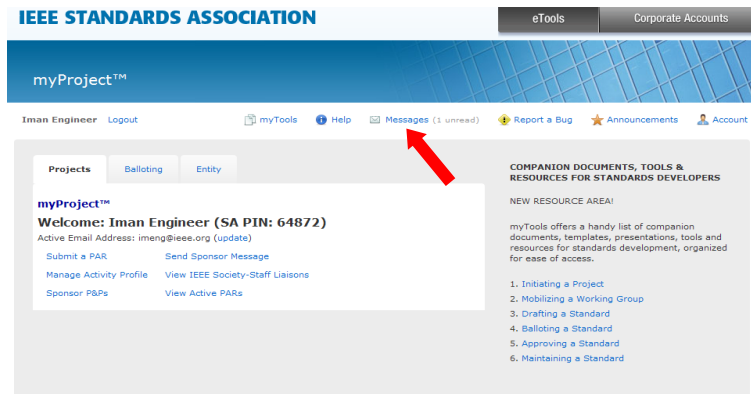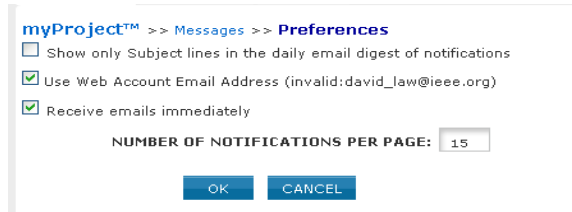
2. From this screen, you will be able to see all myProject™ notifications.
3. Click on the message subject text to display the message.
4. Place a check in the boxes next to the message to mark messages as read or flagged, or to delete messages.

5. Click "**UPDATE**" to apply any changes.
6. To manage notification preferences, click "**preferences**".

7. Check the box to activate or deactivate features.

a. "Show only Subject…" when checked will only show subjects in your daily email summary, not the message text.
b. "Use Web Account Email…" when checked will send emails to your primary email address.
c. "Receive emails immediately" when checked will send notification emails as they are generated instead of a daily email digest.

8. Change the "number of notifications per page" to change how many messages appear per page in the list view.
9. Click "**OK**" to save your changes.

2.4   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.

Click on "**eTools**" to access other tools (Mentor and IMAT)

Additional options may appear here.

Additional resources can be found here

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

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 and other notifications, be selected as Working Group chair or other officer and get access to the group's Mentor area. Joining an activity also adds you to the roster and allows the chair to assign involvement levels. For more information on rosters, see **Sec 4.18 Assign Involvement Level in a Working Group.**

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.

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.
   - 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.

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

3.3   Entity Members and myProject™

Management of entity roles (DR/DRA & EBR/EBRA) is done by the EMR (Entity member Representative). Other information for Entity Membership is not managed through myProject™ and is obtained from the MemberClicks database. This information includes: The name of the organization, the username of the EMR and the type of entity membership (basic or advanced).

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 DRA (Designated Representative Alternate). Any employee of the Entity Member organization 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.
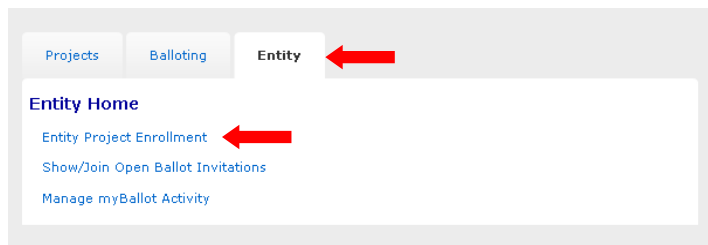
Applicable Users:
- Employees of Entity Member organizations

Notes:
- Users must have an IEE-SA Entity Member organization listed as their employer in order to represent his/her company 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 organization that you have listed as your employer.
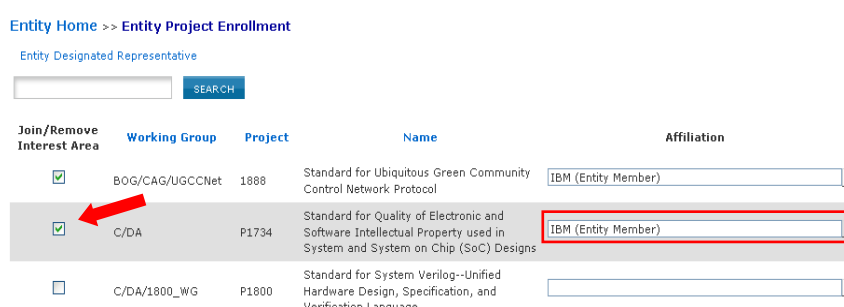
4. Click "**OK**" to confirm enrollment in the project.
5. Click "**Entity Designated Representative**"

6. 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.)

7. Click "**OK**" to confirm your enrollment.
8. Your name will now show up under "Designated Representative" or "Alternate Representative".

3.5   Manage DR and 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 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:
1. On the **myProject**™ Home Screen, click the "**Entity**" tab.
2. Click "**Manage (*your company)*"**.
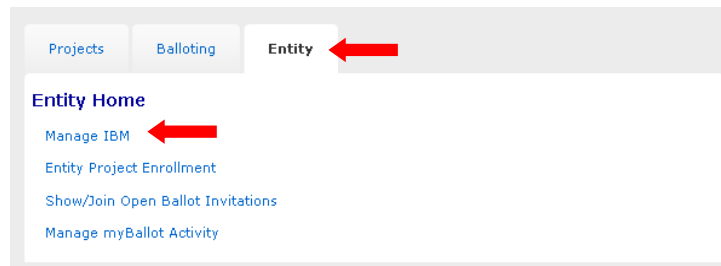
3. Click "**Manage WG Roles**" next to the Working Group you want to manage.
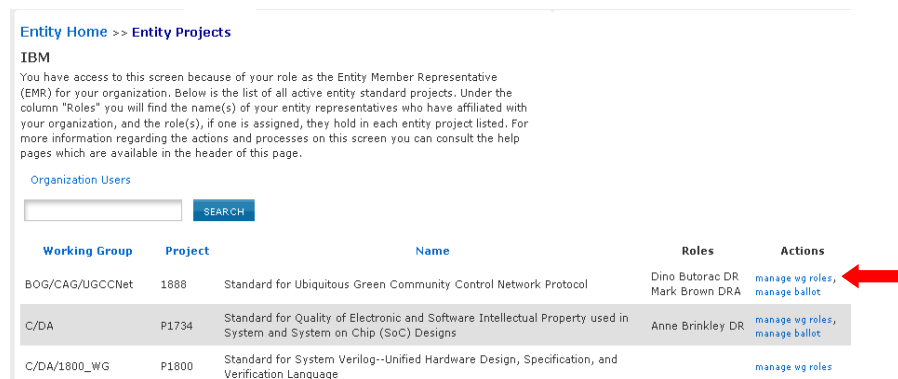
4. You will see individuals currently enrolled as the DR and DRA as well as a waiting list of other individuals who have expressed interested in becoming the DR/DRA.
   - To remove an individual from a DR/DRA position, delete their username from the box and click "**OK**"
   - To replace an individual 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.

3.6 Manage Board Members/Add a Board Administrator

Although it is possible to add the administrators for all boards to the roster, only the NesCom and AudCom administrators are currently given special access to myProject™.

Applicable Users:
- Governance Staff

Instructions:
1. On the **myProject**™ Home Screen click the "**Manage Board Members**".
2. Select the board you would like to edit from the "**SELECT BOARD**" dropdown menu.
3. To add a new member, click "**Add New Member**".

myProject™ >> Manage Board Members   Add New Member
SELECT BOARD: NesCom ▾

Name ▲	Username	Phone	Email Address	Role	Actions
Alston, Tina	t.alston	732-562-3816	invalid:t.alston@ieee.org	Staff	edit role, remove
Ariyoshi, Masayuki	Masa-B.Ari	+81 44 396 2624	invalid:m-ari@ieee.org	Staff	edit role, remove
Ash, William A	w.ash	732-465-5828	invalid:w.ash@ieee.org	Staff	edit role, remove
Bahn, Christy	c.bahn	732 465 5890	invalid:c.bahn@ieee.org	Staff	edit role, remove

4. Enter the username of the new member and select their role.
   - Guest – Roster only, no access
   - Member – Access to relevant member area
   - Administrator – Administrative access to board member area
   - Staff – Read only access to board member area

myProject™ >> Manage Board Members >> **Board Member**
NesCom - Add Board Member
USERNAME OR EMAIL:
ROLE:
OK   CANCEL

5. Click "**OK**" to add the member.
6. To change a role, click "**edit role**" next to the individual you want to modify.
7. Choose the new role and click "**OK**" to save changes.
8. To remove an individual, click "**remove**" and click "**OK**" to confirm.

3.7   Manage Staff Users

<u>Applicable Users:</u>
- ODB Staff

<u>Notes:</u>
- New staff accounts should automatically be added to myProject™ as general staff users.
- Use this feature to give other web accounts staff privelages.

<u>Instructions:</u>
1. On the **myProject**™ Home Screen, click the "**Balloting**" tab.
2. Click "**Manage Staff Users**".
3. To add a new staff user, click "**Add Staff User**".

4. Enter the username and place a check in the box next to all roles the staff member should have.
    - If no boxes are checked, the user will have only general staff capabilities.

5. Click "**OK**" to add the user.
6. To change staff roles, click "**edit**" next to the user's name.
7. Check/Uncheck the appropriate staff role boxes and click "**OK**" to save the changes.
8. To remove staff user privileges from an individual, click "**remove**" next to their name and click "OK" to confirm.

4 Manage Sponsors and Working Groups

4.1 Create a Sponsor and Appoint a Chair

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

Applicable Users:
- Governance Staff

Instructions:
1. On the **myProject**™ Home Screen, select "**Manage Committees**".

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**".

4.2   Add a Funded Project/Appoint a CSM

By appointing a CSM (Client Services Manager), a project will automatically be added to the funded projects list. All approved entity PARs/projects will automatically be added to the funded projects list and assigned to the CSM Manager. The CSM Manager may reassign the projects as needed.

Applicable Users:
- ODB Staff

Notes:
- The CSM will be able to access officer (Working Group Chair, Sponsor Chair) functions in myProject™. CSMs can: initiate ballot invitations, extend invitations, initiate ballots and recirculations, accept PARs, manage involvement levels and officers.
- A CSM can be added at the Sponsor, Working Group, or Project level.
- The CSM should join the group as an interested party and specify an affiliation before being added. If an affiliation is not specified before being added as CSM, one must be specified immediately following.

Instructions:
1. From the myProject™ home screen, select "**Manage Committees**".
2. Click the "**+**" to expand the tree and find the project/committee that you would like to assign a CSM.
3. Click "**manage committees**" next to the project/committee you would like to assign a CSM.

4. From this screen, you can see all of the users who have expressed interest in the project along with their username, phone, employer, affiliation and current role. Click "**Manage Officer Roster**" to assign a CSM.

5. Type the username of the CSM into the "CLIENT SERVICES MANAGER" box. If one has been added already, the username will be in this box; type in a different username to change.
6. Click "**OK**" to save your changes. "Client Services Manager" will now show as the individual's role.

4.3   Accessing CSM Functions

The CSM (Client Services Manager) has special access to myProject™ in addition to standard staff functions. The CSM has privileges similar to the chair of the groups/committees that they have been assigned.

Applicable Users:
- CSM

Instructions:
1. Access the additional areas of myProject™ and myBallot tab shown below. You will be able to accept/reject PARs for the assigned Sponsors/Working Groups, manage committees like a Sponsor/Working Group Chair, and manage Sponsor Ballot functions.
2. Follow instructions for the appropriate chair functions.

myProject™

Welcome: Noelle Humenick (SA PIN: 771)
Active Email Address: **EMAIL DISABLED** (update)

Submit a PAR	View Individuals
Manage My PARs **(action required)**	Funded Projects
View PARs/Projects	Send Broadcast Notification
NesCom Member Area	Send Sponsor Message
Manage Activity Profile	Change Role Display Name
Manage Committees	View IEEE Society-Staff Liaisons
Manage Committees (as sponsor)	View Active PARs
Manage Board Members	Change Request Form
Manage Invited Experts	Review EProjects Files
Manage Organizations	Send Notification to Group
Sponsor P&Ps	Manage Help Links
L50 Main Page	Act as User
International Activity	

myBallot Home (Management)

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
	Replace Draft for Balloting	Send Notification to Balloting Group(s)
Initiate Sponsor Ballot	Manage Sponsor Ballot Activity	
Initiate Recirculation		Default System Parameter View
	Download/Upload Comment Response	
	Submit Rogue Comment	myBallot™ Home (Voter)
	Prepare RevCom Submission	Staff Ballot Control Panel

4.4　　Upload & Manage Sponsor P&Ps

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**".
2. Under the "**Sponsor Committees**" section click "**Manage**" under the "**Actions**" column.

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

4. The status of all submitted P&Ps can be seen in this screen, including submission, acceptance and expiration dates.
5. 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: [   ] Browse...

OK   CANCEL

Submitted File	Status	URL	Submitted On ▼	Accepted On	Expires On	Actions
IEEE_802_PandP_07162010.pdf	Accepted	http://standards.ieee.org/about/sasb/audcom/pnp/LMSC.pdf	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			view checklist
LMSC_PaP_approved_081114_corrected_090316.pdf	Expired	http://standards.ieee.org/board/aud/LMSC_2009.pdf	16-Mar-2009 10:36	19-Mar-2009	31-Dec-2014	

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

4.5   Build and Manage an AudCom Agenda

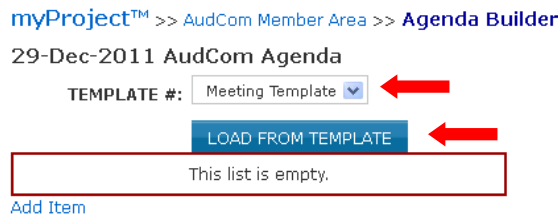**Applicable Users:**
- AudCom Administrator

Notes:
- Meeting dates will be set based on NesCom dates entered by the NesCom Administrator.
- An agenda must be created in order for Sponsor P&Ps to be added to it.
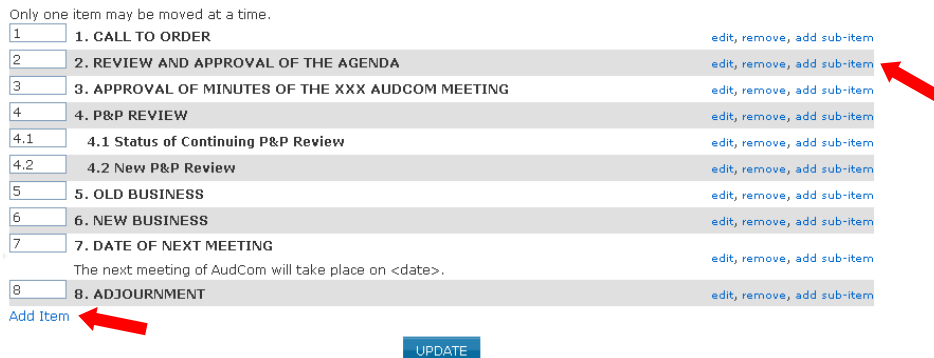
Instructions:
1. On the **myProject**™ Home Screen, select "**AudCom Member Area**".
2. To create a meeting agenda, click on "**Agenda Builder**" next to the meeting you would like to edit.

myProject™ >> AudCom Member Area   Manage Sponsor P&Ps│Agenda Templates

AudCom Meeting Date ▼	Actions
29-Dec-2011	remove, agenda, agenda builder, submission summary, offline zip
09-Nov-2011	remove, agenda, agenda builder, submission summary, offline zip
26-Aug-2011	remove, agenda, agenda builder, submission summary, offline zip
18-Aug-2011	remove, agenda, agenda builder, submission summary, offline zip

3. 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™ >> AudCom Member Area >> **Agenda Builder**

29-Dec-2011 AudCom Agenda

TEMPLATE #: Meeting Template ▾

LOAD FROM TEMPLATE

This list is empty.

Add Item

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

Only one item may be moved at a time.

1	1. CALL TO ORDER	edit, remove, add sub-item
2	2. REVIEW AND APPROVAL OF THE AGENDA	edit, remove, add sub-item
3	3. APPROVAL OF MINUTES OF THE XXX AUDCOM MEETING	edit, remove, add sub-item
4	4. P&P REVIEW	edit, remove, add sub-item
4.1	4.1 Status of Continuing P&P Review	edit, remove, add sub-item
4.2	4.2 New P&P Review	edit, remove, add sub-item
5	5. OLD BUSINESS	edit, remove, add sub-item
6	6. NEW BUSINESS	edit, remove, add sub-item
7	7. DATE OF NEXT MEETING	edit, remove, add sub-item
	The next meeting of AudCom will take place on <date>.	
8	8. ADJOURNMENT	edit, remove, add sub-item

Add Item

UPDATE

6. 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™ >> AudCom Member Area >> **Add Agenda Item**

ITEM TYPE: Text

TITLE:

BODY:

FILE 1: Browse...
FILE 2: Browse...
FILE 3: Browse...

OK CANCEL

7. Click "**OK**" to add the item to the agenda.
8. After a P&P has been added to the agenda, you must specify reviewers. Either of the reviewers may submit a checklist. If both submit the checklist, only the last submission will be saved. To do this, click "**modify**" next to the P&P you want to assign.

Only one item may be moved at a time.

1	1. CALL TO ORDER	edit, remove, add sub-item
2	2. REVIEW AND APPROVAL OF THE AGENDA	edit, remove, add sub-item
3	3. APPROVAL OF MINUTES OF THE XXX AUDCOM MEETING	edit, remove, add sub-item
4	4. P&P REVIEW	edit, remove, add sub-item
4.1	4.1 Status of Continuing P&P Review	edit, remove, add sub-item
4.2	4.2 New P&P Review	
	4.2.1 C/LM - modify, move P&P, upload checklist	edit, remove, add sub-item
5	5. OLD BUSINESS	edit, remove, add sub-item
6	6. NEW BUSINESS	edit, remove, add sub-item
7	7. DATE OF NEXT MEETING	edit, remove, add sub-item
	The next meeting of AudCom will take place on <date>.	
8	8. ADJOURNMENT	edit, remove, add sub-item

Add Item

UPDATE

9. Select the primary and secondary reviewers from the dropdown boxes.
10. Click "**OK**" to save the changes.

4.6   Review a Sponsor P&P and Upload a Checklist

Applicable Users:
- AudCom Member

Notes:
- You will only be able to upload checklists for P&Ps you have been assigned to as reviewer by the AudCom Administrator.

Instructions:
1. On the **myProject**™ Home Screen, select "**AudCom Member Area**".
2. Click "**agenda**" next to the upcoming meeting agenda.

3. Click "**upload checklist**" next to the P&P you want to review.
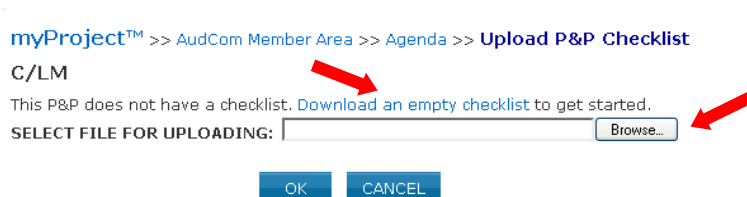
4. Click "**Download an empty checklist**" and save the file to your computer.
5. Modify the document and save it on your computer.
6. Click "**Browse...**" to select the modified checklist file.

7. Click "**OK**" to upload the checklist.

4.7   Manage Sponsor P&Ps/Change Status

Applicable Users:
- AudCom Administrator

Instructions:
1. On the **myProject**™ Home Screen, select "**AudCom Member Area**".
2. Click "**Manage Sponsor P&Ps**".

3. You will initially only see P&Ps with a status other than accepted. To see all P&Ps, check "**Show All**"

4. Make changes.
   - Change the status of the P&P (if you are changing the status to "Accepted", you will need to upload the P&P to an external website and add the URL as well as enter "Accepted On" and "Expires On" dates)
   - Modify the URL, Accepted Date or Expiration Date
   - Place a Process Block on the Sponsor (for more information on Process Blocks, see **Sec 4.12 Blocking Activity**)
5. Click "**OK**" to save the changes.

4.8   Submitting an L50S

Sponsors are responsible for submitting an L50S form annually to report the financial activity of the committee.

Applicable Users:
- Sponsor Chair, Standard Representative

Notes:
- You will receive email notification through the myProject™ messaging system that L50S forms need to be submitted.
- Actual submission of the L50S is not done within myProject™.

Instructions:
1. From the myProject™ home screen, click "**Messages**".
2. Click on the message relating to the L50S.

3. Follow the instructions and links in the message for additional information on completing the L50S and due dates.
4. Complete the online form and upload your completed L50S by going to: http://grouper.ieee.org/cgi-bin/upload_l50

4.9   Sending L50S Notifications

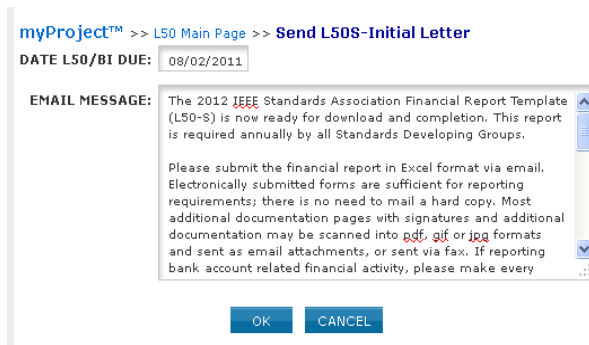**Applicable Users:**
- Financial Staff

Notes:
- Notifications will be sent to all Sponsor chairs and Standard Representatives.

Instructions:
> **To send an initial notification:**
1. From the myProject™ home screen, select "**L50 Main Page**".
2. Click "**Send L50S Initial Letter**".
3. Enter the due date for the submission. This will show up in the notification and set the due date in myProject™ for other L50 pages.
4. Review the message text and edit it if necessary.

5. Click "**OK**" to send the notification to all Sponsor Chairs.
> **To send a second notice notification:**
1. From the myProject™ home screen, select "**L50 Main Page**".
2. Click "**Send L50S 2ⁿᵈ Notice Letter**".
3. Review the message and edit it if necessary.
4. Click "**OK**" to send the notification to all Sponsor Chairs.

4.10 Viewing Sponsors with Received L50S and L50S Non-Responders

Applicable Users:
- All Staff

Notes:
- All staff will be able to see the L50S status, but only financial staff can make changes.

Instructions:

To view all L50S that have been received for the year:
1. From the myProject™ home screen, select "**L50 Main Page**".
2. Click "**L50S Received As Of Today**".
3. Select a date from the "**L50 DUE DATE**" drop-down box to see the L50 responses for that due date. The most current will be displayed by default.
4. On this screen, you will see: the date the initial notification was sent out (Date L50/BI Sent), the date the L50 is Due, the date the L50 was received, whether the sponsor has had no financial activity or has submitted an L50S (Status), if an activity block has been mandated by the Standards Board(L50 Block), the sponsor contact person, the Staff Liaison.

To view all non-responders:
1. From the myProject™ home screen, select "**L50 Main Page**".
2. Click "**L50S Non Responder List**".
3. Select a date from the "**L50 DUE DATE**" drop-down box to see the L50 responses for that due date. The most current will be displayed by default.
4. On this screen, you will see the date the initial notification was sent out (Date L50/BI Sent), the date the L50 is Due, the date the L50 was received, (Status), (L50 Block), Contact, Staff Liaison.

4.11 Editing L50S Status Information

L50S submission status does not automatically show up in myProject™. This information must be entered manually by SA financial staff.

Applicable Users:
- Financial Staff

Notes:
- Editing should only be done by SA financial staff.

Instructions:
1. From the myProject™ home screen, select "**L50 Main Page**".
2. Click "**L50S Received As Of Today**" or "L50S **Non responder List**" (the sponsor will be in one of the two areas depending on the "status")
3. Select a date from the "**L50 DUE DATE**" drop-down box to see the L50 responses for that due date. The most current will be displayed by default.
4. Click "**edit**" next to the Sponsor status you would like to edit.
5. On the next screen, you can change the date the L50 was received, change the status, L50 Block, Financial Activity.

myProject™ >> L50 Main Page >> **Modify L50S Record**

DATE L50/BI SENT: 08/02/2011

DATE L50/BI DUE: 03/30/2012

DATE L50/BI RECEIVED: 08/02/2011

STATUS: ○ Unknown   ○ No Bank Account
○ Not Received   ⦿ Received
☐ L50 Block
☐ Financial Activity

OK   CANCEL

6. Click OK to save the changes. If the status was changed from "Unknown" or "Not Received" to "Received" or "No Bank Account", the sponsor will move from the "L50S Received As Of Today" list, to the "L50S Responder List".

4.12 Blocking Activity

If a Sponsor fails to submit an L50S or P&P, it may be necessary for a "Process Block" to be placed on them. Blocking a sponsor's activity prevents them from accepting PARs, and therefore having them moved to the final NesCom agenda.

Applicable Users:
- Financial Staff, AudCom Administrator

Notes:
- When a block has been placed, Sponsor Chairs/Standards Representatives will receive error messages when trying to initiate ballots and will see the following message in their "Manage My PARs" Screen.

Submitted PARs

One or more Sponsor Committees for the PARs below does not have an approved P&P or the L50S has not been received. You will not be able to accept or reject PAR submissions until a P&P for that Sponsor is approved or the L50S is received.

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 Paul Nikolich 02-Aug-2011	C/LM/WG802.23 /802.23	P802.23	PAR Withdrawal Request	Standard for Local and Metropolitan Area Networks- Emergency Services for Internet Protocol (IP) Based Citizen to Authority Communications	0	
Submitted by Jon Rosdahl	C/LM/WG802.11	P802.11	PAR Request	Standard for Information Technology - Local and Metropolitan Area Networks - Specific Requirements	0	

Instructions:

L50 Block (Financial Staff):
1. From the myProject™ home screen, select "**L50 Main Page**".
2. Click "**L50S Non responder List**"
3. Click "**edit**" next to the Sponsor status you would like to edit.
4. Check the "**L50 Block**" box.
5. Click "**OK**" to save the changes.

P&P Block (AudCom Administrator):
1. From the myProject™ home screen, select "**AudCom Member Area**".
2. Click "**Manage Sponsor P&Ps**".
3. Click "**Show All**" to view all sponsor P&Ps.
4. Check the "**Process Block**" box next to the Sponsor you would like to block.
5. Click "**OK**" to save your changes.

4.13   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, Standard Representative *(Only Sponsor Chair will have access to change Standard Representative)*

Notes:
- The Standard Representative will have the same access in myProject™ as the sponsor chair. Other officers will not be given special access.
- The person you are about to assign this role must sign up as an interested party in the activity area first and be an IEEE and IEEE-SA member.
- For instructions on joining activities, see **Sec 3.1**

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
Sponsor Committees					
LAN/MAN Standards Committee	C/LM	Paul Nikolich	Michael Kipness	594	manage
Working Group Committees					
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. Click "**Manage Officer Roster**"

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.

4.14 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.

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

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**"

4.15 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.

3. Click "**Manage Officer Roster**"

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.

4.16 Accept an Assigned Role

Applicable Users:
- Working Group Chair

Notes:
- Do this to accept the role of working group chair.
- For other officer roles, individuals will just receive a notification that they have been added as an officer.
- The chair will not be able to use myProject™ until he/she accepts or declines the role.

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.

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

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

4.17   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™ and Mentor.

Applicable Users:

- Sponsor Chair, Standard Representative, Working Group Officers

Instructions:

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

3. Click "**Involvement Levels**".

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

5. Click "**OK**" to save your selection.

4.18 Assign Involvement Level in a Working Group

Working Group Officers 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 Officers

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.

4.19 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. The Working Group Chair may also assign individuals to assist with other phases of the project. If a designee is not assigned, the responsibility falls on the working group chair. Designees will be granted access in myProject™ to facilitate their specific function.

Project officers are:
Sponsor Ballot Designee/Alternate Ballot Designee – This individual may act on behalf of the Sponsor Chair and Working Group Chair to manage ballot activity for a specific project.
NesCom Designee – This individual has the ability to submit changes to existing PARs on behalf of the Working Group Chair.
RevCom Designee – This individual has the ability to submit material to RevCom on behalf of the Working Group Char.
Coordination Designee – This individual has the ability to manage coordination (MEC, SCC14, etc.) on behalf of the Working Group Char.

Applicable Users:
- Sponsor Chair, Standard Representative, Working Group Officers

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 Designees for an entity project must be representatives of Advanced Entity Members.

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

3. Click "**Manage Officer Roster**".

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.

4.20 Send a Notification to Group

MyProject™ will automatically send notifications to all users who have expressed interest in a group for specific activities, e.g. ballot invitations. "Send Notification to Group" allows officers and staff to send additional notifications to interested users.

Applicable Users:
- Sponsor Chair, Standard Representative, Working Group Officers, Staff

Notes:
- Anyone who registers as interested in the group in the "Manage Activity" area will receive messages sent to that group. Notifications are not tied to access levels or IEEE-SA membership.
- Sponsor and Working Group level interests are treated separately, therefore: Users interested at the sponsor level will not receive notifications sent to related Working Groups only. Users interested at the Working Group level will not receive notifications sent to the related sponsors only.

Instructions:
1. On the **myProject**™ Home Screen, select "**Send Notification to Group**".
2. Click "**SELECT RECIPIENTS**" to select the groups you would like to send the notification to.

3. Click the boxes to place a check next to all of the groups you would like to send the notification to and click "**OK**".

4. Check the "**Officers Only**" box if you would like the message only sent to officers.
5. Enter additional email addresses you would like the notification sent to in the "**CC**" field, separated by commas.
6. Type your subject and message and click "**OK**" to send the notification.

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5 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.
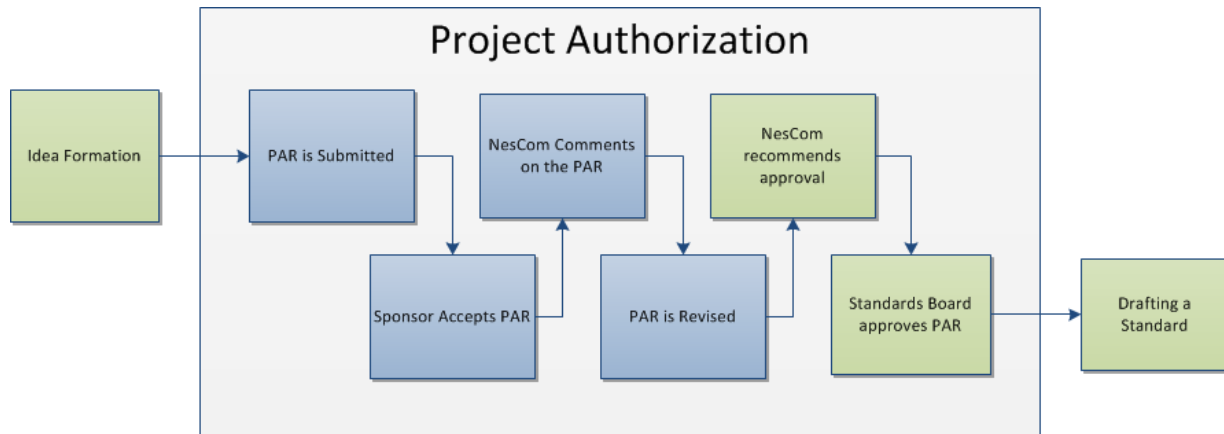
Relevant sections of the myProject™ user guide:

- PAR is Submitted - **5.1 Submit a PAR for a New IEEE Standard, 5.3 Submit a PAR for a Revision, Corrigendum, or Amendment, 5.4Modify an Approved PAR , 5.6 Withdraw an Approved PAR**
- Sponsor Accepts PAR - **5.7 Accept or Reject a PAR**
- NesCom Comments on the PAR **–5.10 Commenting and voting on a PAR, 5.12 Respond to NesCom Comments About a PAR.**

5.1   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.
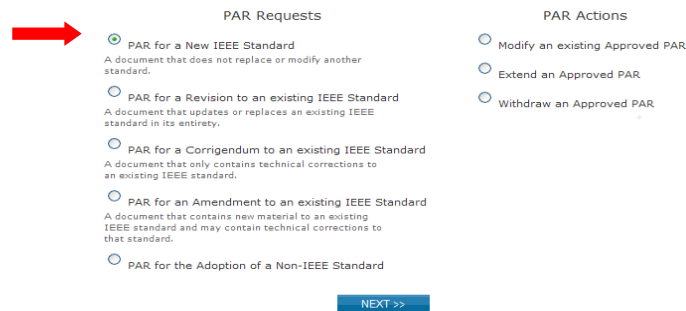
Applicable Users:
- IEEE-SA Members

Notes:
- The Sponsor must have an approved P&P (policy and procedures) before it can submit a PAR.
- If the Sponsor's P&P is expired, the P&P must be reapproved before submitting a PAR. (For more information on uploading Sponsor P&Ps, see **Sec 4.4 Upload & Manage Sponsor P&Ps**.)

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

   o 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
   o 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/RFTech	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)
    o **NOTE**: Once you approve and submit the information, changes may only be made through the NesCom Administrator.

5.2   Saving, Editing, Sharing and Deleting a Draft PAR
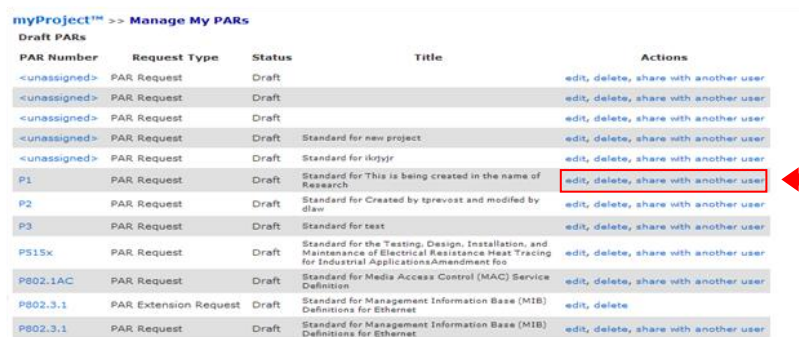
You can save a PAR at any time as a draft and return to it later, share it, or delete it.

Applicable Users:
- IEEE-SA Members

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.

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**"

5.3   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:
- IEEE-SA Members

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**".

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

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**".

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. 5.2.
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.
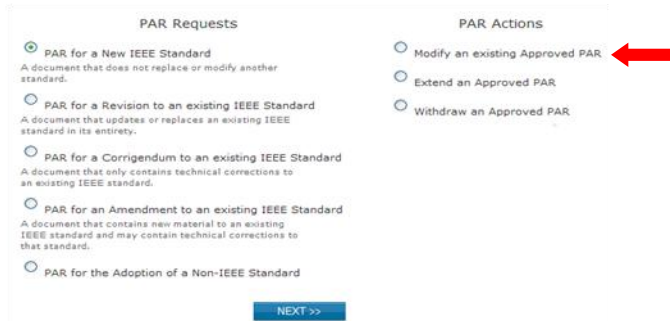
5.4   Modify an Approved PAR

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

Applicable Users:
- IEEE-SA Members

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.

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**".

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.
   - After you complete a page, you can save your PAR and return to it later. For more detailed instructions, see sec. 5.2
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.
    - **NOTE**: Once you approve and submit the information, changes may only be made through the NesCom Administrator.

5.5   Extend an Existing PAR

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

Applicable Users:
- IEEE-SA Members

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.

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**".

6. Click "**NEXT**".
7. Select 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 and click "**NEXT**" to move to the next page.
    o After you complete a page, you can save your PAR and return to it later. For more detailed instructions, see **sec. 5.2**.
12. When you get to the last page, you will be able to review the PAR before submitting.
13. Click "**Submit to NesCom Administrator**" to submit the PAR.
14. 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.

5.6 Withdraw an Approved PAR

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

Applicable Users:
- IEEE-SA Members

Instructions:
1. On the **myProject**™ Home page, select "**Submit a PAR**".
2. Select "**Withdraw 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 withdraw.

myProject™ >> Submit a PAR >> **Select PAR**

Withdraw an Approved PAR

PAR NUMBER: 802   SEARCH

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

5. Select a reason for the withdrawal from the drop-down menu and provide a more detailed explanation of the reason for withdrawal.
6. Click "**OK**" to submit the withdrawal request.
7. 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.

5.7 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

5.8   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**".

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.

6. Click "**OK**" to add the NesCom date.

5.9   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.

3. 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.
4. 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**"

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

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

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

5.10 Commenting 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.

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**".

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: [▼]   UPDATE

Abstain
Conditional
Defer
No (Disapprove)
Yes (Approve)

Add New Com...   ...ent De...

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: [▼]   UPDATE

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: [   ] Browse...

OK   CANCEL

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 btest+btest_nescom-admin-ieee.org@btest.bivio.biz

NesCom Meeting Date ▼	Status	Actions
29-Aug-2011	Individual Review	agenda, submission summary, offline zip
19-Aug-2011	Open Review	agenda, submission summary, offline zip
15-Jun-2011	Meeting Closed	agenda, submission summary, recommendations, offline zip
30-May-2011	Meeting Closed	agenda, submission summary, recommendations, offline zip
30-Mar-2011	Meeting Closed	agenda, submission summary, recommendations, offline zip

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**".

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.

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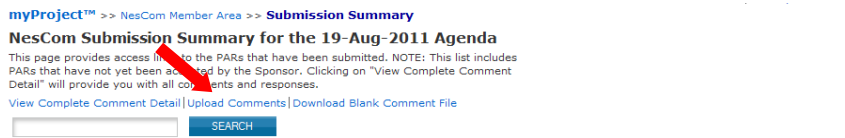
   d. Click "**Browse...**" to select the file with your comments and click "**OK**".

5.11 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**"

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

5.12 Respond to NesCom Comments About a PAR.

Once the PAR is submitted, there will be a review period where NesCom members can comment 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:
- Par Submitter, 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)

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

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

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

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

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

6 Sponsor 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.
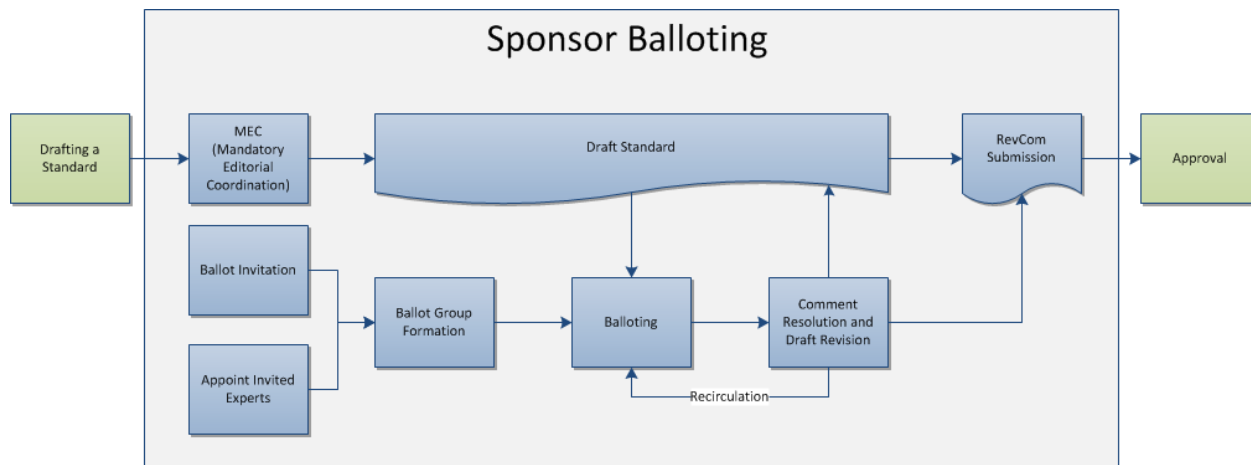
Relevant Sections of the myProject™ User Guide:
- MEC – **6.1 Submit a Draft for MEC**
- Ballot Invitation – **6.6 Initiate Ballot Invitation**
- Appoint Invited Experts – **6.4 Appoint Invited Experts**
- Ballot Group Formation – **6.9 Join a Sponsor Ballot (Individual Balloting), 6.10 Pay to Join a Single Ballot (Individual Balloting), 6.12 Join a Ballot (Entity Balloting)**
- Balloting – **6.16 Initiate Sponsor Ballot, 6.18 Vote and/or Comment on a Ballot**
- Comment Resolution – **6.21 Comment Resolution**
- RevCom Submission - **6.26 Submit a Draft to RevCom**

6.1   Submit a Draft for MEC

Mandatory Editorial Coordination (MEC) is required prior to the start of a Sponsor Ballot. MEC ensures conformance with all IEEE 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.
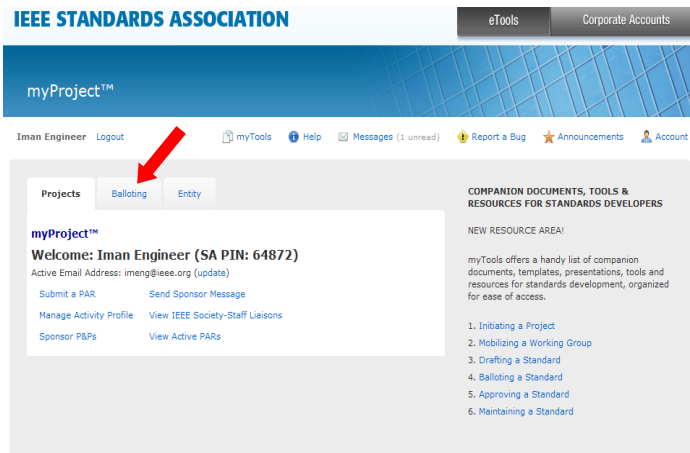
2. Click "**Mandatory Editorial Coordination**".
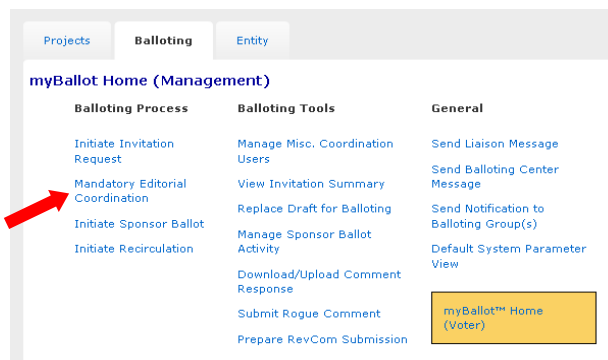
3. Complete the form displayed, making sure to fill out all relevant fields. Make sure to select the correct staff liaison. Liaisons for your working group can be found here: https://development.standards.ieee.org/pub/liaisons

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.

6.2 Add Coordination Users

In order to be able to make comments on a ballot, staff must be added as a coordination user.

Applicable Users:
- Staff Liaison, Ballot Center Staff, Project Admin Staff, Governance Staff, ODB Staff.

Notes:
- Editorial Staff are not automatically added as coordination users
- If "Misc Coordination" is not checked, the user is given "editorial coordination" access and will be able to comment on all open ballots.

Instructions:
1. On the **myProject**™ Home Screen click the "**Balloting**" tab.
2. Click "**Manage Coordination Users**".
3. You will see a list of all current coordination users. Click "**Add Coordination User**".

4. Enter the username of the new coordination user and a description of the type of coordination user.
5. Check the "**Misc. Coordination**" box if this user is anything other than an editorial coordination user.

6. Click "**OK**" to add the user.

6.3   Manage Miscellaneous Coordination Users

Staff listed as "Misc" coordination users (such as RAC) will only have access to comment on projects that they have been invited to participate in. Editorial coordination staff will have comment access to all projects during an open balloting period.

Applicable Users:
- Staff Liaison, Ballot Center Staff, Project Admin Staff, Governance Staff, ODB Staff

Instructions:
1. On the **myProject**™ Home Screen click the "**Balloting**" tab.
2. Click "**manage Coordination Users**".
3. You will see a list of all coordination users. Click "Manage Misc. Coordination Users".
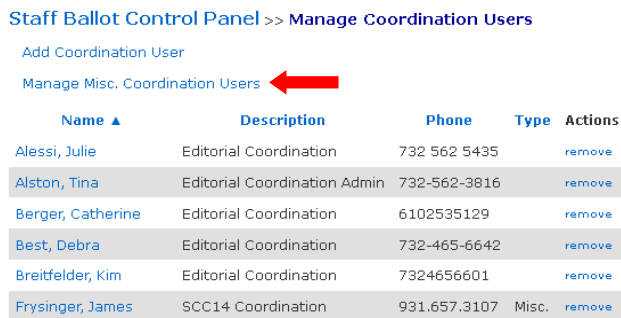
4. Choose the PAR you would like to add a coordination user to from the drop-down menu and click "**OK**".
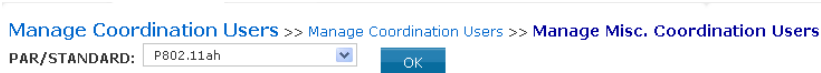
5. You will see any miscellaneous coordination users that have already been added to the ballot. Click "**Add Misc. Coordination Users**" to add a coordination user.
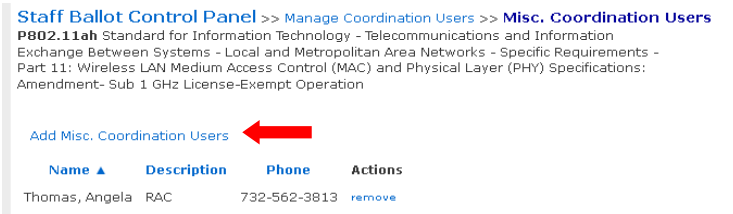
6. You will see a list of all coordination users marked as "misc.". Place a check in the box next to all individuals you want to be able to comment during balloting.

Staff Ballot Control Panel >> Manage Coordination Users >> Misc. Coordination Users >> **Add Misc. Coordination Users**
P802.11ah Standard for Information Technology - Telecommunications and Information
Exchange Between Systems - Local and Metropolitan Area Networks - Specific Requirements -
Part 11: Wireless LAN Medium Access Control (MAC) and Physical Layer (PHY) Specifications:
Amendment- Sub 1 GHz License-Exempt Operation

	Name ▲	Description
☐	Frysinger, James	SCC14 Coordination
☐	Thomas, Angela	RAC

OK   CANCEL

7. Click "**OK**" to add the individuals.

6.4   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:
- The individual must have an IEEE web account, log into myProject™ and use the "Manage Activity Profile function" to select the specific project before he/she can be appointed as an invited expert. For more information on managing activities, see **Sec 3. Managing Activities, Roles and Affiliations**
- Appointments will remain as "pending" until the standards board approves them and IEEE staff input the approval into myproject.

Instructions:

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

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

4. Click the "**Choose User**" button, select the individual and click "**OK**."
5. Provide the information requested and click "**OK**".
6. 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.

6.5   View and Approve Invited Experts

Upon approval/rejection of an invited expert, the Staff Liaison will need to approve the expert in myProject™.

Applicable Users:
- Staff Liaison, Governance Staff

Instructions:
1. On the **myProject**™ Home Screen, select "**Manage Invited Experts**".
2. You will initially see only experts with approval pending; check the "**Show All**" box to view all experts.
3. Click "**Approve**" or "**Reject**" next to the individual you want to approve/reject.

myProject™ >> Manage Invited Experts

Name ▲	Why Needed	Qualifications	Impact of Refusal	Project	Status
Aboba, Bernard	We need his input.	He is an expert.	Project may fail.	C/LM/WG802.1/802	○ Approve ○ Reject
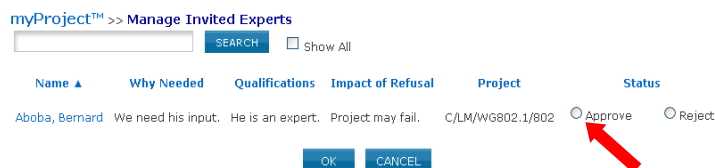
4. Click "**OK**" to save the decision.

6.6   Initiate Ballot Invitation

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

Applicable Users:
- Sponsor Chair, Standard Representative, Working Group Chair, Sponsor Ballot Designee
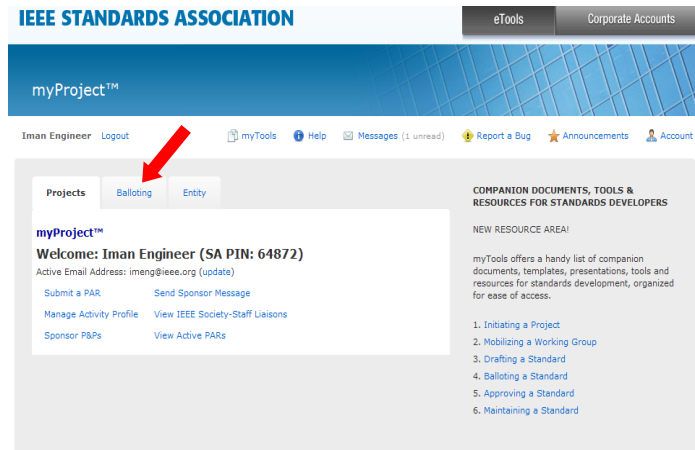
Notes:
- The MEC should be initiated before the ballot invitation is sent out. For more information on submitting a draft for MEC, see **Sec 0**

- **Submit a Draft for** MEC.
- The invitation will not open until your staff liaison reviews and sends the invitation

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

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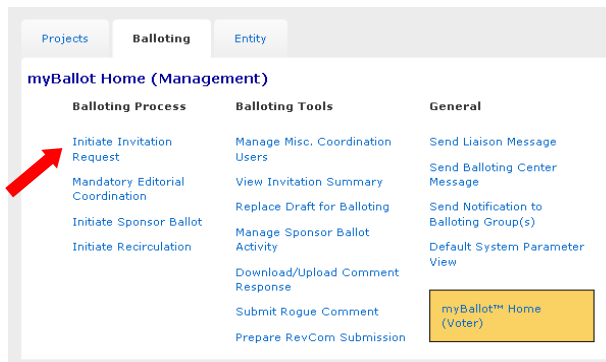
3. Complete the fields and click "**NEXT**".
   - ○ **Project**: Select the project from the drop-down menu.
   - ○ **Ballot Type:** Select the type from the drop-down menu.
   - ○ **Length of Your Invitation:** Enter the length of the invitation, a minimum of 30 days is required.

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

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

6. **Verify the Invitation information**.
    o   Review the invitation. Use the "**BACK**" button to make changes.
    o   For most ballots, do not include an attachment.
    o   Additional description can be added in the "**Sponsor Text"** area.
    o   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)
    o   Do not attach published standards or drafts, necessary documents will be made available in myProject™ once the ballot has opened.
    o   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

6.7 Review Ballot Invitations

When an officer initiates a ballot invitation, the invitation does not automatically open. The staff liaison must first review and send the invitation to move the ballot from the "PreInvite" stage to the "Invitation" stage.

Applicable Users:
- Staff Liaison

Instructions:
1. On the **myProject**™ Home Screen, select "**Review Ballot Invitations**".
2. On this screen you will see all of the ballots for your societies that are in the pre-invite or invitation stages. To review an invitation, click "**review**" next to the project invitation you would like to review.

3. On the next screen, you will be able to review the ballot invitation.
   - To edit any of the invitation information, click "**EDIT**" and correct the necessary fields.
   - To send the invitation, click "**SEND INVITATION**".
   - To remove the invitation from the system, click "**DELETE**".

4. Click "**OK**" to confirm your choice.
5. To cancel an already reviewed invitation, click "**delete**" next to the invitation you would like to cancel.
6. Enter a message explaining the cancellation to the ballot group and click "**OK**".

6.8 Reopen/Extend Ballot Invitation

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

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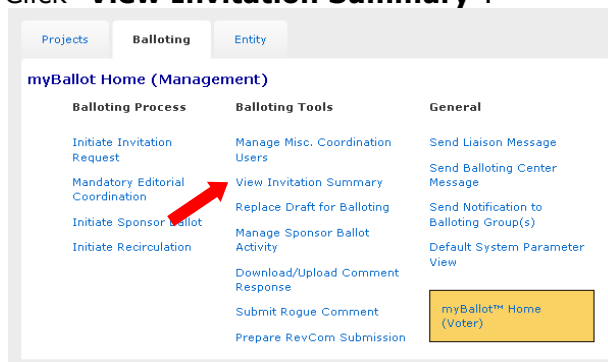
3. Locate the project and click "**extend invitation**" under the "**Actions"** column.

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

6.9   Join a Sponsor 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.
- Balloting group members have an obligation to respond during the balloting period; failure to return a ballot may disqualify the balloter from participation in future balloting groups.
- You can easily add or remove yourself from a balloting group, but only while the balloting group is forming. Your participation is fixed after the ballot invitation closes.

Instructions:
1. On the **myProject**™ Home Screen click 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.

6.10 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 add or remove yourself from a balloting group, but only while the balloting group is forming. Your participation is fixed after the ballot invitation closes.
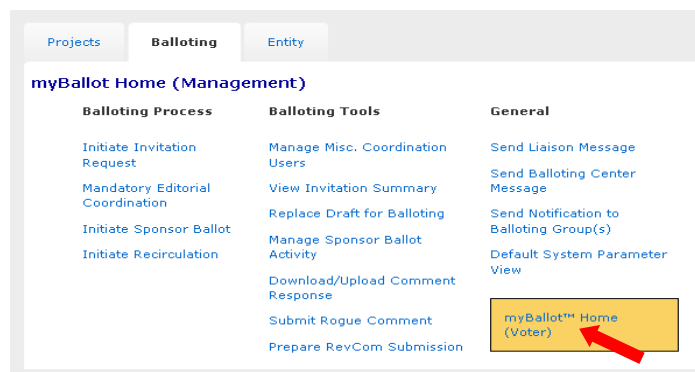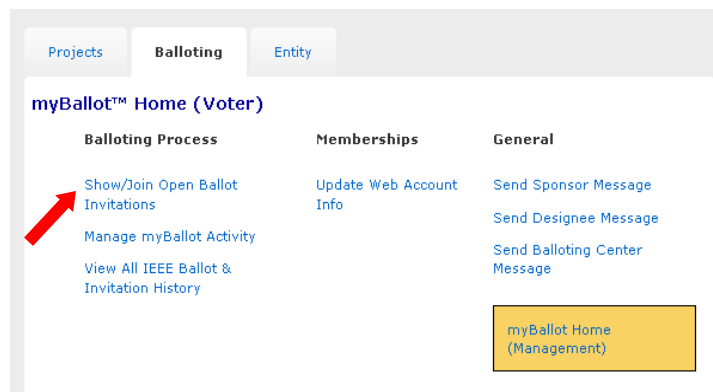- Be sure to leave enough time to process your payment/membership before the close of the ballot invitation.
- While you do not have to be an IEEE member or IEEE Society member to join the SA, it is far more cost effective to do both:
    - IEEE-SA membership entitles you to unlimited individual balloting.
    - 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.
    - More information on membership can be found at: http://standards.ieee.org/membership/

Instructions:
1. On the **myProject**™ Home Screen click the "**Balloting**" tab.
2. Select "**Join Single Ballot**".
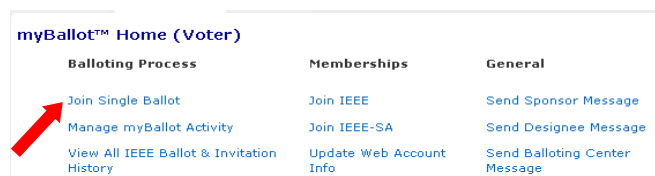
3. Fill out the form to submit your information electronically or click "**print & mail**" to print the form and follow the instructions on the page to mail in your request.

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

OK   CANCEL

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

6.11   Override Membership Status

It may be necessary to override an individual's membership status so that individual can participate in a ballot. This is usually done if an application is in process and membership will not be official before the ballot invitation closes or if an individual has paid the balloting fee.

Applicable Users:
- ODB Staff, Ballot Center Staff

Notes:
- This may only be done while the ballot is in the invitation stage.

Instructions:
1. On the **myProject**™ Home Screen, select "**Override IEEE/SA Membership Status**".
2. On this screen, you will see all individuals who are in "override" status.
   - To remove an individual's override status, click "**remove**" next to their name.
   - Once an individual's membership has been processed, you can click "**combine**" next to their name to combine this account with a new web account. This will merge the ballot records and allow the individual to access this ballot from his/her new web account.

   To override for a new individual, click "**Override Membership**".

Staff Ballot Control Panel >> **Override IEEE/SA Membership Status**

Override Membership

Below are the members who have had their membership overridden to participate in a ballot while their credit card is processed.

Name ▲	Email Address	PAR or Standard #	Reason	Actions
Aberbach, Edward	invalid:eaberbach@generalcable.com	P1580	Application Processing	remove, combine
Adachi, Tomoko	invalid:tomo.adachi@toshiba.co.jp	P802.11-REVma	Application Processing	remove, combine
Altintas, Onur	invalid:onur@computer.org	P802.11ah	Ballot Fee Paid	remove, combine
Bedrosian, P Stephan	invalid:stephan.bedrosian@lsi.com	PC37.238	Application Processing	remove, combine
Bouchey, Stuart	invalid:sbouchey@msn.com	PC37.110	Application Processing	remove, combine

3. Enter the username of the individual whose membership you are overriding, select the ballot they will be participating in, select the reason for the override (application processing or ballot fee paid) and click "**NEXT**".
4. Review the ballot information and select the voter classification for the individual.
5. Click "**OK**" to complete the override.

6.12   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 add or remove yourself from a balloting group, but only while the balloting group is forming. Your participation is fixed after the ballot invitation closes.
- 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**".
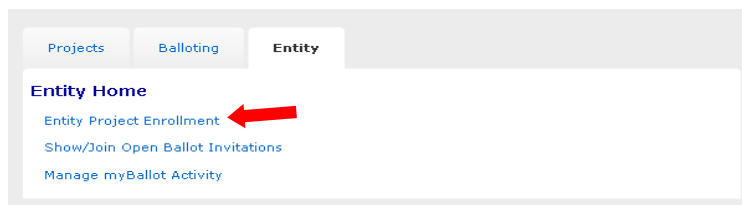
3. Check the "**Join/Remove Interest Area**" box to the left of the project(s) you are enrolling, select your affiliation for that project from the "**Affiliation**" drop-down box on right, and click "**OK**".
   - Your affiliation must be an entity member. Entity members have "(Entity Member)" at the 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.

4. Review the next screen an 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.

6.13   Manage Ballot Representatives (Entity Balloting)

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

Applicable Users:
- EMR

Notes:
- Users must already be enrolled in the entity project to be added as EBR or EBRA and it is recommended that they enroll themselves as EBR and EBRA. For more information on joining an entity ballot, see **Sec 6.12**

- **Join a Ballot (Entity** Balloting)**.**

Instructions:
1. On the myProject™ Home Screen, click the "**Entity**" tab.
2. Click "**Manage *your company***".
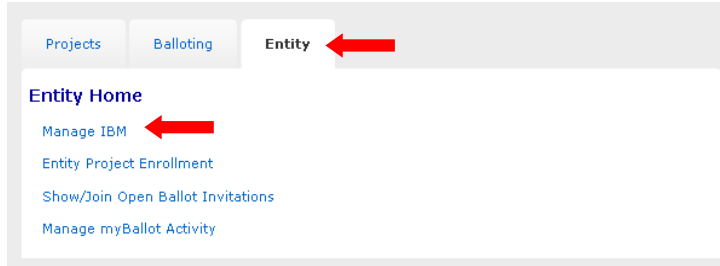
3. Click "**manage ballot**" next to the project ballot you want to manage.
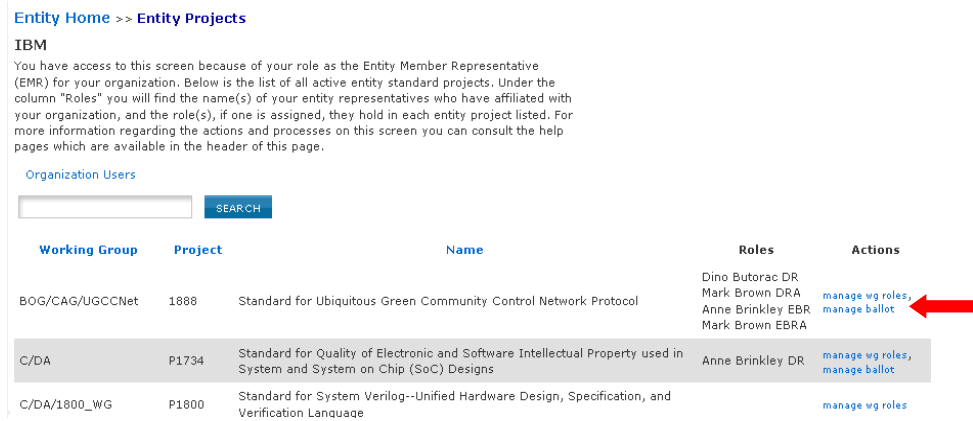
4. You will see the details on the open ballot, along with any votes that have been submitted on behalf of your company. To manage the ballot representatives, click "**Manage Ballot Roles**".
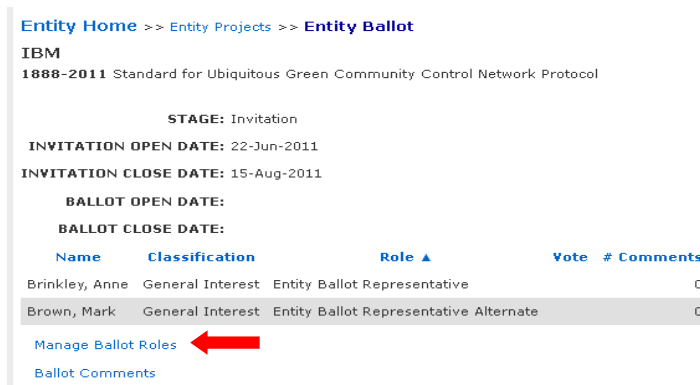
5. You will see individuals currently enrolled as the EBR and EBRA as well as a waiting list of other individuals who have expressed interested in the ballot.
   - To remove an individual from a EBR/EBRA position, delete their username from the box and click "**OK**"

- 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.

6.14 Remove Yourself from a Ballot

Applicable Users:
- IEEE-SA members currently enrolled in a ballot

Notes:
- You can easily remove yourself from a balloting group, but only while the balloting group is forming.
- Your participation is fixed after the ballot invitation closes.
- If you have paid a per-ballot fee or your membership is processing, you will not be able to remove yourself from a ballot. IEEE-SA staff must make any necessary changes.
- 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.

6.15 Change Your Voter Classification

Applicable Users:
- IEEE-SA members currently enrolled in a ballot

Notes
- You may change your voter classification for any single ballot during an invitation period only.
- If you have paid a per-ballot fee or your membership is processing, you will not be able to change your voter classification. IEEE-SA staff must make any necessary changes.
- 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.
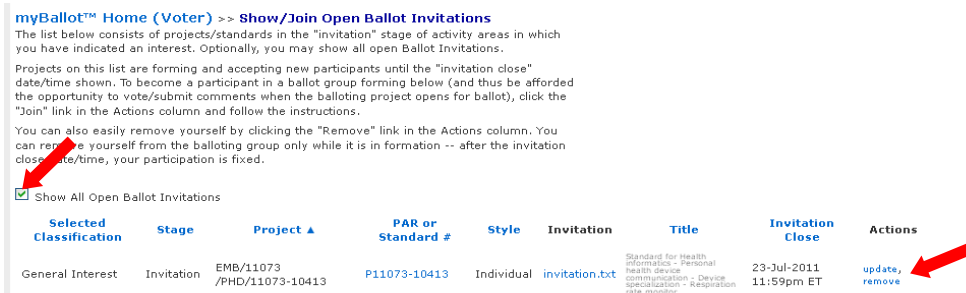
5. Click "**update**" next to the project you wish to remove yourself from.
6. Select your new classification under the "**Classification**" column.
7. Click "**OK**" to save your changes.

6.16 Initiate Sponsor Ballot

Once the ballot invitation is closed, and the ballot group has been balanced, it is time to prepare the final draft and initiate the ballot.

Applicable Users:
- Sponsor Chair, Standard Representative, Working Group Chair, Sponsor Ballot Designee

Notes:
- The ballot will not actually open until your staff liaison approves the uploaded draft.
- A cover letter is not required

Instructions:
1. On the **myProject**™ Home Screen click the "**Balloting**" tab.
2. Click "**Initiate Sponsor Ballot**".
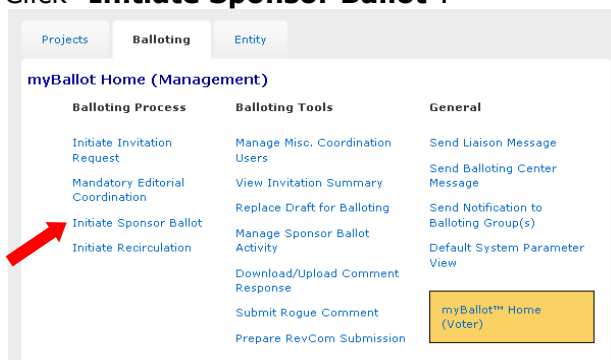
3. Select your project from the PAR drop down list.
4. Enter the "**Ballot Open Date**".
5. Enter the "**Ballot Close Date**" (should be a minimum of 30 days).
6. Enter the "**Draft #**" (must match the draft number in the draft).
7. **Select File for Uploading:** Click the Browse… to find your draft file. <u>The file must be in PDF format.</u>
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**".

6.17   Review/Approve a Draft for Balloting

Applicable users:
- Staff Liaison

Notes:
- The ballot will not open until a staff liaison approves the uploaded draft.

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.

4. 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.

6.18   Vote and/or Comment on a Ballot

Applicable users:
- myProject™ users currently enrolled in a ballot

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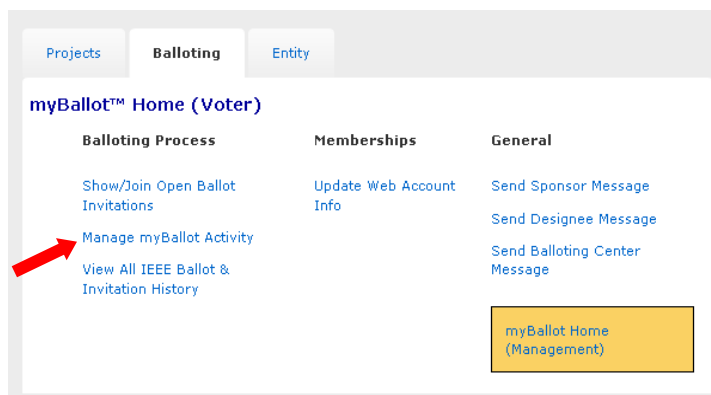
4. On this screen, you will see all active ballots that you have participated in (check "include Inactive ballots" to show all ballot history). You can view the draft document by clicking on the file under the draft number.
5. If the project is in the balloting stage, you will see a dropdown box under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

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.

*   **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.

6.19   Change (Flip) a vote (Coming Soon)

After balloting closes, voters who have voted "Disapprove", may "flip" their vote to either "Approve" or "Abstain" at any time before recirculation or the RevCom meeting.

Applicable users:
- myProject™ users who have voted "Disapprove" on a ballot.

Notes:
- When "flipping" a vote, you will need to supply a reason for the change. Your response will be included with the RevCom submission.
- You may only change you vote once using this feature. You will not be able to change the vote back to "Disapprove".

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".

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

6. A message will be sent to the Working Group Chair and Sponsor Chair notifying them of the flipped vote. A record of the vote flip, along with the

reason for change will be stored and made available as part of the submission to RevCom.

- Flipped votes will appear as the following:

6.20   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. During recirculation, comments from previous rounds will be visible.

Applicable Users:
- All myProject™ users who have participated in a ballot.

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 the "**Comment**" button next to the ballot you would like to view comments from.
5. 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.
6. To see the detailed comment and resolution, click on the comment text.
7. To only show comments that have been marked "must be satisfied", select "**show only MBS comments**…" from the dropdown menu.
8. To download all comments as a .csv file that you can view in a spreadsheet program, click "**Download Comments**".

6.21   Comment Resolution

6.21.1   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.

6.21.2   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**".
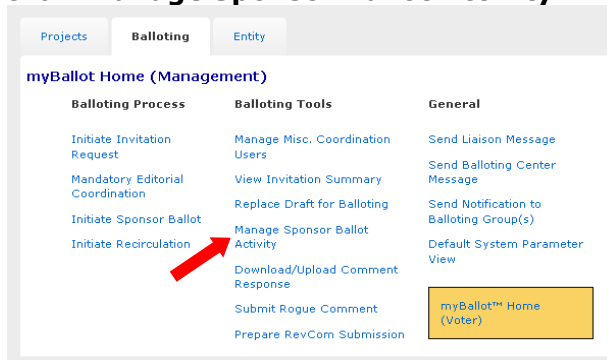
3. Find the project you want to manage and click the number under the "**Comments**" column to view the comments.

4. Click the "**edit**" link under "Resolution Status" for the comment you would lke to respond to.

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. 6.21.3** Step 3.

6.21.3   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**".
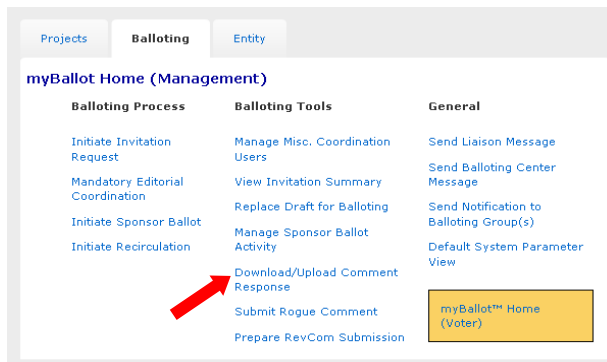
3. Select the PAR # from the drop-down box and click "**OK**".
4. Click "**Download Comments Resolution Zip File**". This will download a .zip file containing a CSV file of the comments and any files that may be attached to the comments.

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.

6.21.4   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.

5. Click "**OK**"
6. View the comments in myProject and make sure your comments were uploaded correctly (See Sec 6.21.2 for more detail).

6.22   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**".
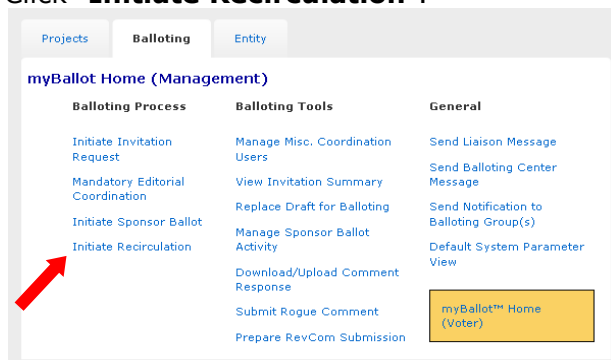
3. Select the PAR from the drop-down box and click "**OK**".
4. Complete the fields, click "**Browse...**" to select files, making sure to include:
    o Cover letter stating the reason for recirculation. Click the "view a sample cover letter" link to view/download a sample cover letter that you can use as a template.
    o Draft number, if changes have been made. This number must match the draft number on the file being uploaded.
    o 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.
    o 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.
    o 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: [   ] [Browse...]

View a sample cover letter.

Please supply the recirculation draft (in PDF format) if you have made changes.

DRAFT #: [   ]

SELECT FILE FOR UPLOADING: [   ] [Browse...]

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: [   ] [Browse...]

How many days do you want the recirculation ballot to remain open to the Ballot group?

ENTER NUMBER OF DAYS: [10]

[CONTINUE]   [CANCEL]

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.

6.23 Review Ballot Recirculations

When an officer initiates a ballot recirculation, recirculation does not automatically open. The staff liaison must first review and send the invitation to move the ballot from the "PreInvite" stage to the "Invitation" stage.

Applicable Users:
- Staff Liaison

Instructions:
1. On the **myProject**™ Home Screen click the "**Balloting**" tab.
2. Click "**Review Ballot Recirculations**".
3. On this screen you will see all of the ballots recirculations requiring review. To review recirculation documents, click "**review**" next to the ballot recirculation you would like to review.

4. On the next screen, you will be able to review the ballot package.
   - You may review any of the attached files by clicking on the file name.
   - Click "**replace**" or "**delete**" to replace or delete the files.
   - Click "edit" to modify the text going to the ballot group

5. Click "**APPROVE**" or "**REJECT**" to approve or reject the recirculation
6. Click "**OK**" to confirm your choice.

6.24   Request a Ballot Termination

Terminating a ballot means that the ballot group has been disbanded. A request will be sent to Balloting Center staff, who will terminate the ballot.

Applicable Users:
- Sponsor Chair, Standard Representative, Working Group Chair, Sponsor Ballot Designee

Notes:
- You must supply a reason for terminating the ballot.
- The ballot must re-start from the invitation stage and all individuals must re-enroll in the ballot at that time.
- You may terminate a ballot at any stage in the balloting process.

Instructions:
1. On the **myProject**™ Home Screen click the "**Balloting**" tab.
2. Click "**Manage Sponsor Ballot Activity**".
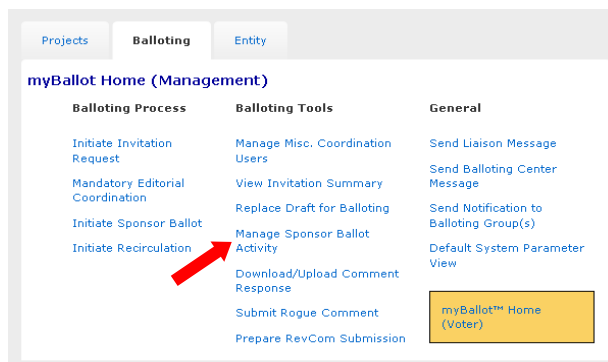
3. Find the ballot you want to terminate and click "**terminate ballot**" next to it.

4. Select a reason for termination from the drop-down box.
5. Enter a description of your reasons for termination in the "**COMMENTS**" box.

6. Click "**OK**" to submit your request.

6.25   Terminate a Ballot

Applicable users:
- Ballot Center Staff

Instructions:
1. On the **myProject**™ Home Screen click the "**Balloting**" tab.
2. Select "**Terminate/Reset Sponsor Ballot**".
3. Review the reasons for termination and click "**terminate ballot**" next to the ballot to be terminated.

4. Review the reasons for termination, make any changes if necessary and click "**OK**" to terminate the ballot.

6.26 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
- RevCom Conventions: http://standards.ieee.org/about/sasb/revcom/conv.html
- RevCom Review Checklist: https://development.standards.ieee.org/myproject/Public/mytools/approve/subchklst.pdf

Applicable Users:

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

Instructions:

1. On the **myProject**™ Home Screen click the "**Balloting**" tab.
2. Click "**Prepare RevCom Submission**".
3. 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.

4. The actual submittal is not done through myProject™. Complete the submittal form (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.

7 User Roles

7.1   Volunteer User Roles

General User - This is default user type if a user is not an IEEE-SA member and has not been given any additional authority. As a general user, you can:
- Register as interested in a Sponsor, Working Group or Project and be assigned an involvement level
- View Active PARs, Sponsor P&Ps and Society-Staff Liaisons
- Create a PAR (but not submit)
- Send a message to a Sponsor
- Join a single Ballot and vote/comment on that ballot (for a fee)
- View all ballot and invitation history
- Access membership information
- Send a message to the balloting center
- Enroll as DR/DRA or EBR/EBRA (if employed by an Entity Member Organization)

IEEE-SA Member – IEEE-SA Members can:
- Register as interested in a Sponsor, Working Group or Project and be assigned an involvement level
- View Active PARs, Sponsor P&Ps and Society-Staff Liaisons
- Submit a PAR
- Send a message to a sponsor
- Join a Ballot
- Vote/Comment on a ballot
- Send a message to the balloting center
- Enroll as DR/DRA or EBR/EBRA (if employed by an Entity Member Organization)

Sponsor Chair/Standard Representative – Sponsor Chairs/Standard Representatives have all abilities of IEEE-SA Members plus:
- Accept/Reject a PAR
- Manage Roster involvement for Sponsor, Working Groups and Projects
- Manage Officers for Sponsor, Working Groups and Projects (only Sponsor Chair can manage Standard Representative)
- Send notifications to a Group (Sponsor, Working Group)
- Initiate Ballot Invitation Requests
- Submit a draft for MEC
- Initiate a Sponsor Ballot
- Initiate Recirculation
- Manage Misc Coordination
- View Invitations
- Replace Drafts for Balloting
- View ballot Activity and respond to comments
- Submit Rogue Comments
- Prepare for RevCom Submission
- Send Notifications to Balloting Groups

Working Group Chair/Officer – Working Group Chairs/Officers have all abilities of IEEE-SA Members plus:
- Manage Roster involvement for Sponsor, Working Groups and Projects
- Manage Officers for Sponsor, Working Groups and Projects (Chair Only)

- Send notifications to the Working Group
- Initiate Ballot Invitation Requests
- Submit a draft for MEC
- Initiate a Sponsor Ballot
- Initiate Recirculation
- Manage Misc Coordination
- View Invitations
- Replace Drafts for Balloting
- View ballot Activity and respond to comments
- Submit Rogue Comments
- Prepare for RevCom Submission
- Send Notifications to Balloting Groups

Designee – Designees (Sponsor Ballot Designee, Nescom Designee, Revcom Designee, Coordination Designee) will have all abilities of IEEE-SA Members plus access to features relevant to performing their specific function.

EMR – Entity member Representatives will have all abilities relevant to their personal roles plus:
- Manage Representatives for the Entity (DR/DRA)

DR/DRA – Designated Representatives/Alternates will have all abilities relevant to their personal roles plus:
- Participate in Entity Working Groups

EBR/EBRA – Entity Member Representatives/Alternates will have all abilities relevant to their personal roles plus:
- Vote/Comment on Entity Ballots

7.2   Staff User Roles

Below are the Staff user roles that are available in myProject™.

General/Other Staff – This is the default user type for staff. All staff users have the ability to:
- Create a PAR (can create and edit but not submit)
- View all PARs/Projects
- NesCom Member Area (will appear if individual is added to board roster)
- AudCom Member Area (will appear if individual is added to board roster)
- Manage Activity Profile (register as interested in a Sponsor, Working Group or Project and be assigned an involvement level)
- Manage Committees (view roster with roles and involvement only)
- Manage Organizations (read only)
- View Sponsor P&Ps
- View L50S status
- View International Activity
- View Individuals
- View Funded Projects and CSM
- Send Broadcast Notification
- Send Sponsor Message
- View Staff Liaisons
- View Active PARs
- Send a Change Request Form
- Send Notification to Group
- Manage Help Links
- Act as User
- View Ballot and Invitation History
- Maintain approved voter classifications
- View Ballot Activity
- Send Notification to Balloting Groups
- Generate Process Metrics

Governance Staff – Governance Staff have all general staff abilities plus:
- Manage Committees (edit and add)
- Manage Invited Experts
- Manage Board members
  - If made a board administrator, can create/edit meeting agendas and moderate comments for that board
- Review EProjects Files
- Manage Coordination Users
- View Authorized Ballot Designees

International Staff – Internatinal Staff have all general staff abilities plus:
- Edit International Activity Information

Ballot Center Staff – Ballot Center Staff have all general staff abilities plus:
- Override IEEE/SA Membership Status
- Terminate/Reset Sponsor Ballot
- Manage Coordination Users
- View Authorized Ballot Designees
- Manage Ballot Notification Boilerplate Text

Project Liaison Staff – Project Liaison Staff have all general staff abilities plus:
- Manage Committees (edit and add)
- Review ballot invitations
- Review ballot recirculations
- Review Sponsor drafts
- Manage Coordination Users
- View Authorized Ballot Designees

Financial Staff – Financial staff have all general staff abilities plus:
- Issue L50S notices
- Edit L50S information
- Place a L50S process block

Project Admin Staff – Project Admin Staff have all general staff abilities plus:
- Review EProjects Files

Funded Project Staff – Funded Project Staff have all general staff abilities plus:
- Be added as CSM (for more on CSM functions, see **Sec 4.3**)

Editorial Staff – Editorial Staff have all general staff abilities plus:
- Review EProjects Files
- Make Coordination Comments

ODB Staff – These are system administrators. ODB Staff have **all other staff role abilities** plus:
- Change Role Display Name
- Manage Staff Users
- Manage Process Parameters

8 Glossary

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

Interested Party	An individual who has expressed an interest in the activities of an Activity Area, does not imply higher Involvement Levels in the area; this is a self-assigned level of involvement and cannot be removed by anyone other than the individual him/herself
Involvement Level	The classification of a user's involvement within a committee (e.g. Interested Party, Observer, Non-Voting Member, Voting Member)
MEC	Mandatory Editorial Coordination, required review by staff to verify all legal, copyright and other editorial matters related to a draft
myProject™	A set of web-based tools that facilitate the IEEE standards process
NesCom	New Standards Committee, serves as the gatekeeper for new and revised standards, recommending the approval of new or revised standards requests to the Standards Board
NesCom Administrator	IEEE-SA staff member responsible for facilitating activities of NesCom
Officer	Any member of a committee with a special role, e.g. Chair, Designee, Secretary
PAR	Project Authorization Request, PARs are used to authorize work on a new standard or revision to an existing standard
PDF	Portable Document Format, a file format used for sharing documents
Project	Projects are initiated when a PAR is submitted, a working group can be responsible for several projects
Recirculation	An additional round of voting on a Sponsor Ballot
RevCom	Review Committee, recommends the approval of standards to the Standards Board
Rogue Comment	A comment received on a sponsor ballot from someone outside of the balloting group or outside of the ballot or recirculation period
SASB	The IEEE-SA Standards Board
Society	IEEE technical societies
Sponsor	An entity authorized by the IEEE-SA Standards Board per the IEEE-SA Standards Board Bylaws to submit a PAR or conduct a Sponsor Ballot. This includes, but is not limited to, Society Sponsors (e.g. C/LM or C/MMSC), Standards Coordinating Committees, the Corporate Advisory Group and IEEE Councils such as the Nanotechnology Council.
Sponsor Ballot	The process of conducting the formal consensus ballot (as opposed to the actual yes/no vote that is the actual vote cast by a user)

Sponsor Ballot Designee	The individual responsible for handling the Sponsor Ballot activities for a specific project. By default, the Working Group Chair assumes these responsibilities
Sponsor Chair	The chair of record for a Sponsor as defined above
Staff Liaison	A member of the IEEE-SA staff responsible for guiding Sponsors and Working Groups through the standards process
Standards Board	Oversees the process and policies that support standards development
Standards Representative	The individual responsible for handling the standards activities within a Sponsor. By default, the Sponsor Chair is the Standards Representative.
Voter	An individual authorized to cast a vote on a Sponsor Ballot
Working Group	A formally recognized organization, usually under a Sponsor, responsible for the development of one or more standards projects
Working Group Chair	The chair of record for a Working Group as defined above
ZIP	A file format used to combine multiple files into a single, smaller file for purposes of uploading and downloading