

# myProject™

## *User Guide*

Last Updated: Sept 9, 2011

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# 1 Introduction

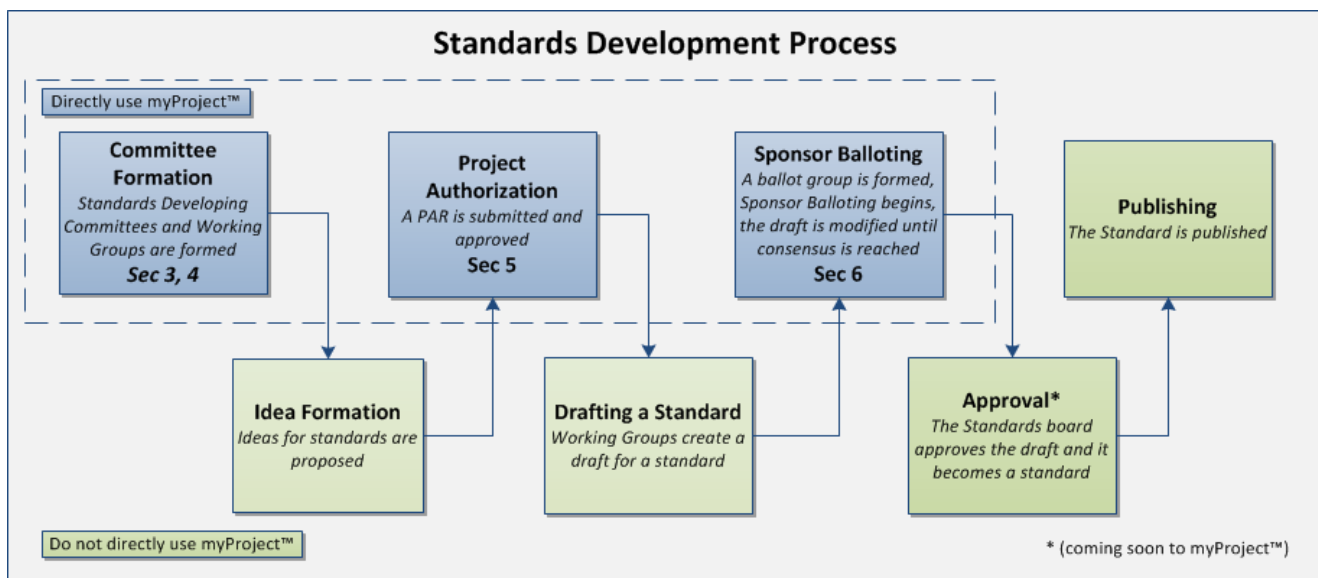
## myProject™ is:

- A set of web-based tools that facilitate the IEEE standards process
- A database that holds information related to the standards process
- A tool used by IEEE members, staff, and other individuals who want to participate in the standards process

## In order to use my project, you must have:

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

## 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.

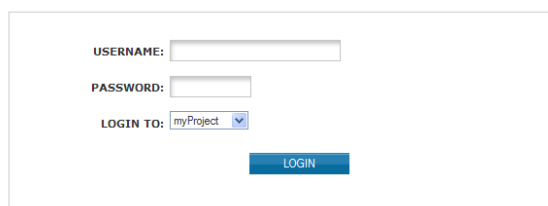
#### **Applicable Users:**

- 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.

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

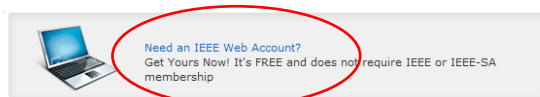


USERNAME:

PASSWORD:

LOGIN TO:

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



### 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

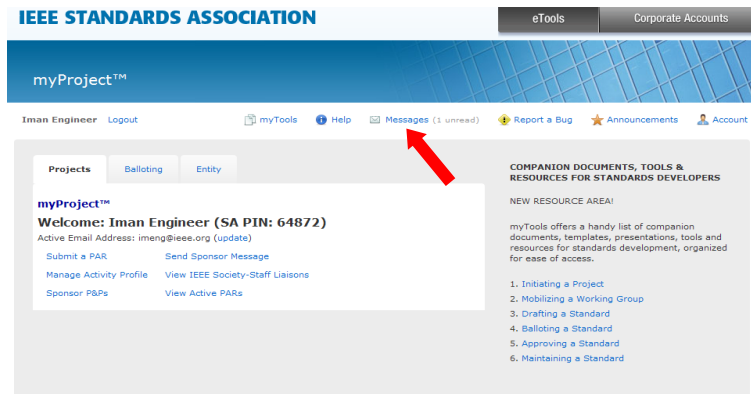
MyProject™ users are notified of important events through the myProject™ “Messages” section as well as through email.

**Applicable Users:**

- All myProject™ users

**Instructions:**

1. From the myProject™ home screen, click “Messages”.



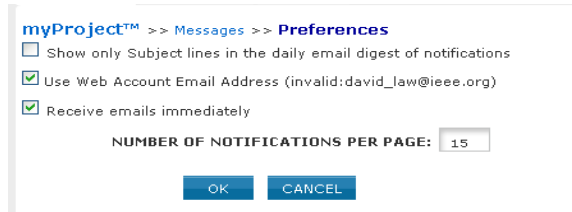
2. From this screen, you will be able to see all myProject™ notifications.
3. Click on the message subject text to display the message.
4. Place a check in the boxes next to the message to mark messages as read or flagged, or to delete messages.



5. Click “UPDATE” to apply any changes.
6. To manage notification preferences, click “preferences”.



7. Check the box to activate or deactivate features.



myProject™ >> Messages >> Preferences

Show only Subject lines in the daily email digest of notifications

Use Web Account Email Address (invalid:david\_law@ieee.org)

Receive emails immediately

NUMBER OF NOTIFICATIONS PER PAGE:

- 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.

The screenshot shows the myProject™ Home Screen for a user named Iman Engineer. The page includes a navigation bar with 'eTools' and 'Corporate Accounts' tabs. A sidebar on the left contains links for 'myTools', 'Help', 'Messages (1 unread)', 'Report a Bug', 'Announcements', and 'Account'. The main content area displays a welcome message and a list of actions: 'Submit a PAR', 'Send Sponsor Message', 'Manage Activity Profile', 'View IEEE Society-Staff Liaisons', 'Sponsor P&Ps', and 'View Active PARs'. A right-hand sidebar lists 'COMPARISON DOCUMENTS, TOOLS & RESOURCES FOR STANDARDS DEVELOPERS' and a 'NEW RESOURCE AREA!' with a numbered list of steps from 1 to 6. Red callout boxes point to these elements: one points to the 'eTools' tab with the text 'Click on "eTools" to access other tools (Mentor and IMAT)'; another points to the 'myTools' sidebar with a list of features: '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', and 'View Active PARs'; a third points to the 'Submit a PAR' link with the text 'Additional options may appear here.'; a fourth points to the 'NEW RESOURCE AREA!' section with the text 'Additional resources can be found here.'; and a fifth points to the numbered list with the text 'Additional resources can be found here.'

### myTools

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

### Help

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

### Messages

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

### Report a Bug

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

### Announcements

Breaking news about myProject™ may be found here.

### Account

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

### Submit a PAR

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

### Manage Activity Profile

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



to you.

**Sponsor P&Ps**

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

**Send Sponsor Message**

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

**View IEEE Society-Staff Liaisons**

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

**View Active PARs**

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

### 3 Managing Activities, Roles and Affiliations

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

Joining an activity allows you to receive ballot invitations 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.

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

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

### 3.2 *Update Affiliation Information*

Use this function to manage your affiliation for each project/PAR. A person could be affiliated with different entities on different PARs. See affiliation guidelines at <http://standards.ieee.org/faqs/affiliation.html>

#### **Applicable Users:**


- All myProject™ users

#### **Instructions:**

1. On the **myProject™** Home Screen click the "**Account**" link in the upper right.
2. Click the "**Affiliation Information**" link.

#### **myProject™ >> Account**

This information is solely for the use of the IEEE-SA and will not be provided to any third parties or used for commercial purposes.

You can also manage your  [Affiliation Information](#) or view the [Obligations for Participation in IEEE Standards Development](#) agreement.

3. Update your affiliation for each project listed.
  - 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:**

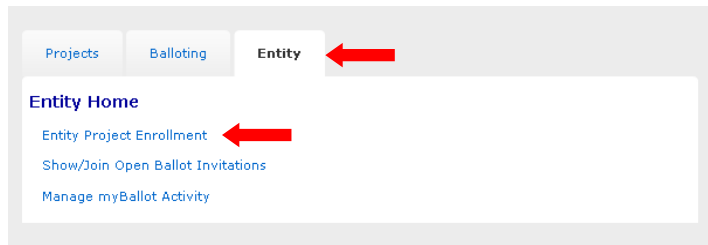
- Employees of Entity Member organizations

**Notes:**

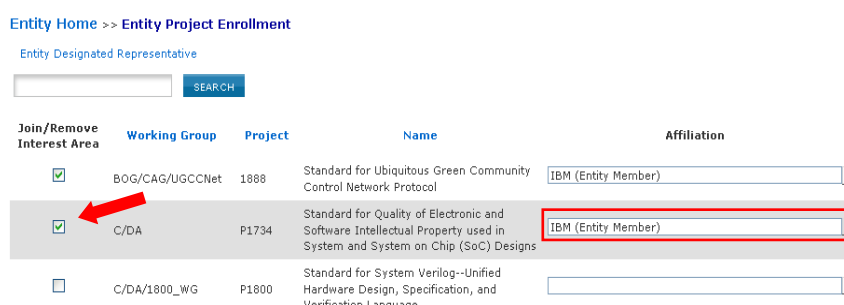
- Users must have an IEEE-SA Entity Member organization listed as their employer in order to represent his/her company in entity projects.

**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”


Entity Home >> Entity Project Enrollment

Entity Designated Representative 

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

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

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

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

- Click **“OK”** to confirm your enrollment.
- 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:

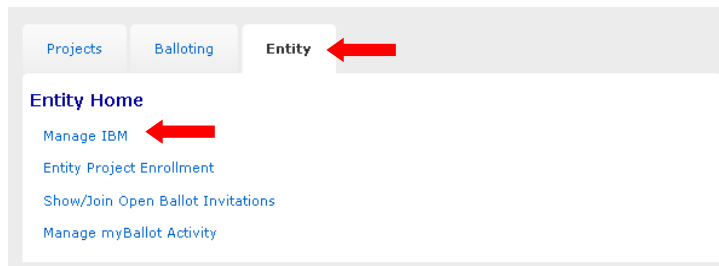
- EMR

#### Notes:

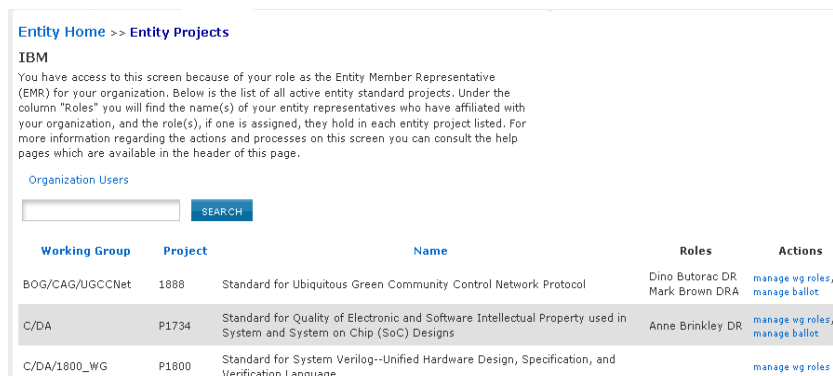
- Users must already be enrolled in the entity project to be added as DR or DRA.

#### 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.

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

IBM

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

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

**DESIGNATED REPRESENTATIVE:**  Dino Butorac

**DESIGNATED REPRESENTATIVE ALTERNATE:**  Mark Brown

**Designated Representative Wait-list**

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

### 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

SELECT BOARD: NesCom

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

[Add New Member](#)

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:

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

#### Applicable Users:

- ODB Staff


#### Notes:


- New staff accounts should automatically be added to myProject™ as general staff users.
- Use this feature to give other web accounts staff privileges.

#### Instructions:

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"**.

Staff Ballot Control Panel >> Manage Staff Users

Add Staff User 

Name ▲	Role	Email Address	Phone	Actions
Alessi, Julie	Editorial Staff	invalid:j.alessi@ieee.org	732 562 5435	<a href="#">edit</a> , <a href="#">remove</a>
Alston, Tina	International Staff Editorial Staff	invalid:t.alston@ieee.org	732-562-3816	<a href="#">edit</a> , <a href="#">remove</a>
Ash, William A	Project Liaison Staff	invalid:w.ash@ieee.org	732-465-5828	<a href="#">edit</a> , <a href="#">remove</a> 
Bahn, Christy	ODB Staff	invalid:c.bahn@ieee.org	732 465 5890	<a href="#">edit</a> , <a href="#">remove</a>
Bennett, Kathryn	Financial Staff ODB Staff Governance Staff International Staff Ballot Center Staff Project Liaison Staff Project Admin Staff Funded Project Staff Editorial Staff	invalid:k.bennett@ieee.org	732.465.5867	<a href="#">edit</a> , <a href="#">remove</a>

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.

Staff Ballot Control Panel >> Manage Staff Users >> Add Staff User

Use this form to add a new staff member with the specified role(s).

USERNAME OR EMAIL:

Select one or more checkboxes from one group. ODB Staff have access to all staff functions.

ODB Staff  
  Governance Staff  
  Project Liaison Staff  
  Editorial Staff  
 International Staff  
  Financial Staff  
 Ballot Center Staff  
  Project Admin Staff  
 Funded Project Staff

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"**.

[myProject™](#) >> [Manage Committees](#)

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

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

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

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

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

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

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

### 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.

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

Name	Designator ▲	Contact	Liaison	Actions
IEEE Aerospace and Electronic Systems Society	AES		Soo H Kim	<a href="#">edit</a> , <a href="#">manage liaison</a>
IEEE Antennas and Propagation Society	APS		Soo H Kim	<a href="#">edit</a> , <a href="#">manage liaison</a>
IEEE-SA Board of Governors	BOG		Sue Vogel	<a href="#">edit</a> , <a href="#">manage liaison</a>
Corporate Advisory Group	BOG/CAG	Dennis Brophy	William A Ash	<a href="#">edit</a> , <a href="#">manage committees</a> , <a href="#">manage liaison</a>
Enterprise Strategic Decision Management Working Group	BOG/CAG/1694_WG	Dennis Brophy	William A Ash	<a href="#">edit</a> , <a href="#">inactivate</a> , <a href="#">manage committees</a> , <a href="#">manage liaison</a>
Ubiquitous Green Community Control Network Working Group	BOG/CAG/UGCCNet	Dong Liu	William A Ash	<a href="#">edit</a> , <a href="#">manage committees</a> , <a href="#">manage liaison</a>
Standard for Ubiquitous Green Community Control Network Protocol	BOG/CAG /UGCCNet/1888	Noelle Humenick	William A Ash	<a href="#">inactivate</a> , <a href="#">manage committees</a> , <a href="#">manage liaison</a>
IEEE Broadcast Technology Society	BTS		Soo H Kim	<a href="#">edit</a> , <a href="#">manage liaison</a>
IEEE Computer Society	C		Michael Kipness	<a href="#">edit</a> , <a href="#">manage liaison</a>

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.

myProject™ >> Manage Committees >> Manage Roster

Manage COM/SC/DYSPAN-1900.7: White Space Radio Working Group

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

[Manage Officer Roster](#)

Name ▲	Username	Phone	Employer	Affiliation	Role	Involvement Level
Ariyoshi, Masayuki	Masa-B.Ari	+81 44 396 2624	NEC Corporation	NEC Corporation		Voting Member
Filin, Stanislav	fsa1976	+81-90-6485-8930	National Institute of Information and Communications Technology (NICT)	National Institute of Information and Communications Technology		Voting Member
Lubar, Daniel	dubar	877-569-5069	RelayServices	WISPA / RelayServices		Voting Member
Seto, Naotaka	billbill	+81-3-5448-4005	Sony Corporation	Sony Corporation		Voting Member

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)

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

**myBallot Home (Management)**

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

[myBallot™ Home \(Voter\)](#)

[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.

myProject™ >> Manage Committees

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

3. Select “Manage Sponsor P&P”.

myProject™ >> Manage Committees >> Manage Committee

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

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

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

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

4. 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:

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

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

## 4.5 Build and Manage an AudCom Agenda

### Applicable Users:

- AudCom Administrator

### Notes:

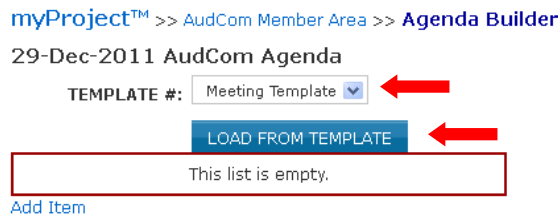
- Meeting dates will be set based on NesCom dates entered by the NesCom Administrator.
- An agenda must be created in order for Sponsor P&Ps to be added to it.

### Instructions:

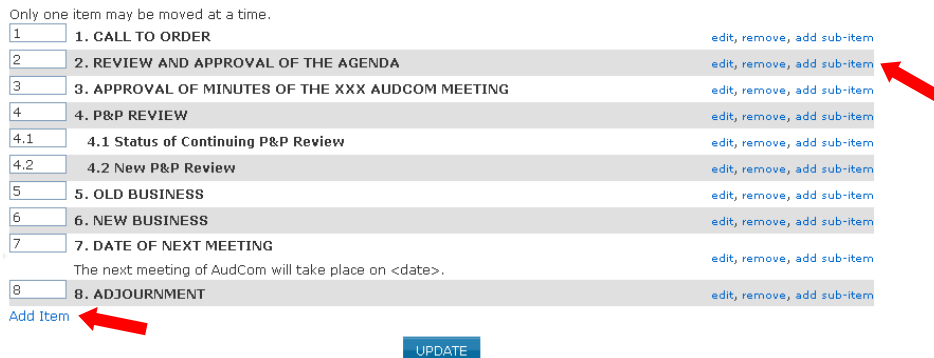
1. On the **myProject™** Home Screen, select **"AudCom Member Area"**.
2. To create a meeting agenda, click on **"Agenda Builder"** next to the meeting you would like to edit.



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"**



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



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:

TITLE:

BODY:

FILE 1:

FILE 2:

FILE 3:

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.

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

[Add Item](#)

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:

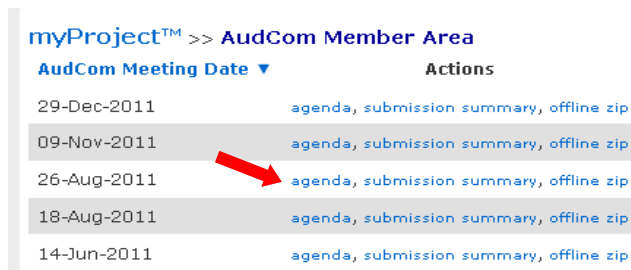
- AudCom Member

### Notes:

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

### Instructions:

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



AudCom Meeting Date ▼	Actions
29-Dec-2011	<a href="#">agenda</a> , <a href="#">submission summary</a> , <a href="#">offline zip</a>
09-Nov-2011	<a href="#">agenda</a> , <a href="#">submission summary</a> , <a href="#">offline zip</a>
26-Aug-2011	<a href="#">agenda</a> , <a href="#">submission summary</a> , <a href="#">offline zip</a>
18-Aug-2011	<a href="#">agenda</a> , <a href="#">submission summary</a> , <a href="#">offline zip</a>
14-Jun-2011	<a href="#">agenda</a> , <a href="#">submission summary</a> , <a href="#">offline zip</a>

- Click "**upload checklist**" next to the P&P you want to review.



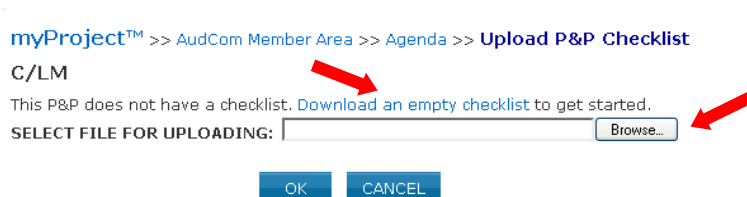
myProject™ >> AudCom Member Area >> Agenda

26-Aug-2011 AudCom Agenda

Agenda Version:  
Time: 8:00  
Location:

- CALL TO ORDER
- REVIEW AND APPROVAL OF THE AGENDA
- APPROVAL OF MINUTES OF THE XXX AUDCOM MEETING
- P&P REVIEW
  - Status of Continuing P&P Review
  - New P&P Review
    - C/LM - Peter Balma, Clint Chaplin  
[P&P, upload checklist](#)
- OLD BUSINESS
- NEW BUSINESS
- DATE OF NEXT MEETING  
The next meeting of AudCom will take place on <date>.
- ADJOURNMENT

- Click "**Download an empty checklist**" and save the file to your computer.
- Modify the document and save it on your computer.
- Click "**Browse...**" to select the modified checklist file.



myProject™ >> AudCom Member Area >> Agenda >> Upload P&P Checklist

C/LM

This P&P does not have a checklist. [Download an empty checklist](#) to get started.

SELECT FILE FOR UPLOADING:

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

## 4.7 Manage Sponsor P&Ps/Change Status

### Applicable Users:

- AudCom Administrator

### Instructions:

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



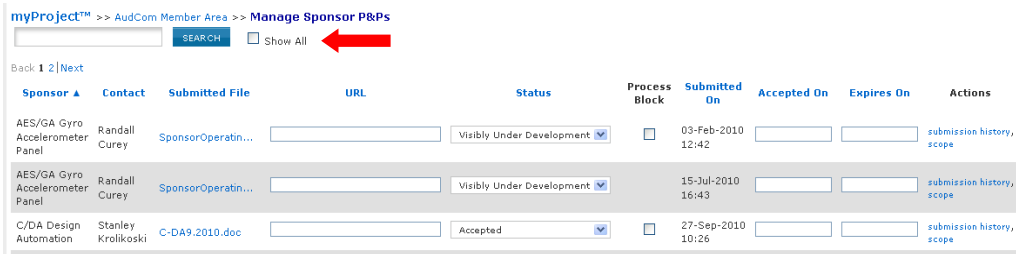
myProject™ >> AudCom Member Area

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

Manage Sponsor P&Ps | Agenda Templates

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



myProject™ >> AudCom Member Area >> Manage Sponsor P&Ps

SEARCH  Show All

Back 1 2 | Next

Sponsor ▲	Contact	Submitted File	URL	Status	Process Block	Submitted On	Accepted On	Expires On	Actions
AES/GA Gyro Accelerometer Panel	Randall Curey	SponsorOperatin...	<input type="text"/>	Visibly Under Development ▾	<input type="checkbox"/>	03-Feb-2010 12:42	<input type="text"/>	<input type="text"/>	submission history, scope
AES/GA Gyro Accelerometer Panel	Randall Curey	SponsorOperatin...	<input type="text"/>	Visibly Under Development ▾	<input type="checkbox"/>	15-Jul-2010 16:43	<input type="text"/>	<input type="text"/>	submission history, scope
C/DA Design Automation	Stanley Krolkoski	C-DA9-2010.doc	<input type="text"/>	Accepted ▾	<input type="checkbox"/>	27-Sep-2010 10:26	<input type="text"/>	<input type="text"/>	submission history, scope

- 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**)
- 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:**

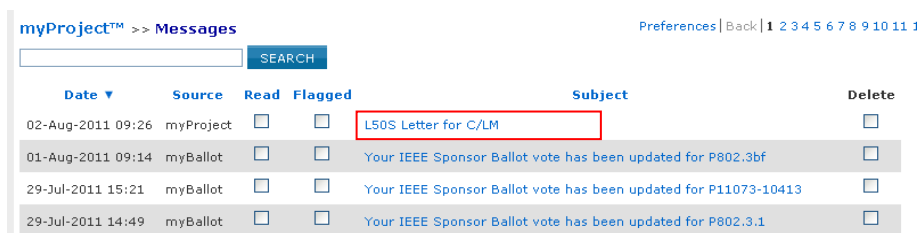
- Sponsor Chair, Standard Representative

### **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.



myProject™ >> Messages Preferences | Back | 1 2 3 4 5 6 7 8 9 10 11 1

Date ▼	Source	Read	Flagged	Subject	Delete
02-Aug-2011 09:26	myProject	<input type="checkbox"/>	<input type="checkbox"/>	L50S Letter for C/LM	<input type="checkbox"/>
01-Aug-2011 09:14	myBallot	<input type="checkbox"/>	<input type="checkbox"/>	Your IEEE Sponsor Ballot vote has been updated for P802.3bf	<input type="checkbox"/>
29-Jul-2011 15:21	myBallot	<input type="checkbox"/>	<input type="checkbox"/>	Your IEEE Sponsor Ballot vote has been updated for P11073-10413	<input type="checkbox"/>
29-Jul-2011 14:49	myBallot	<input type="checkbox"/>	<input type="checkbox"/>	Your IEEE Sponsor Ballot vote has been updated for P802.3.1	<input type="checkbox"/>

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](http://grouper.ieee.org/cgi-bin/upload_L50)

## 4.9 Sending L50S Notifications

### **Applicable Users:**

- Financial Staff

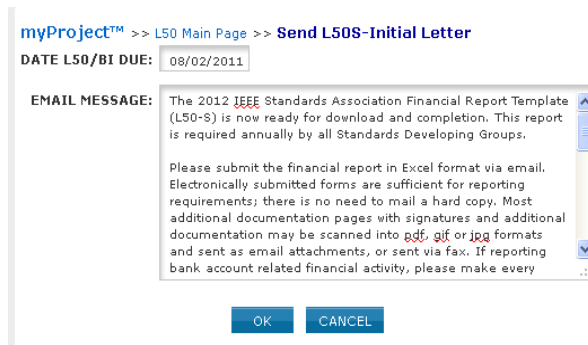
### **Notes:**

- 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.



myProject™ >> L50 Main Page >> Send L50S-Initial Letter

DATE L50/BI DUE: 08/02/2011

EMAIL MESSAGE: The 2012 IEEE Standards Association Financial Report Template (L50-S) is now ready for download and completion. This report is required annually by all Standards Developing Groups.

Please submit the financial report in Excel format via email. Electronically submitted forms are sufficient for reporting requirements; there is no need to mail a hard copy. Most additional documentation pages with signatures and additional documentation may be scanned into pdf, gif or jpg formats and sent as email attachments, or sent via fax. If reporting bank account related financial activity, please make every

OK CANCEL

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 2<sup>nd</sup> 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:**

- From the myProject™ home screen, select “**L50 Main Page**”.
- Click “**L50S Received As Of Today**”.
- 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.
- 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.

myProject™ >> L50 Main Page >> L50S Received As Of Today

L50 DUE DATE: 03/30/2011 

Sponsor ▲	Date L50/BI Sent	Date L50/BI Due	Date L50/BI Received	Status	L50 Block	Contact for L50/BI	Staff Liaison	Actions
AES/UWBRC	03-Jan-2011	30-Mar-2011	13-Jan-2011	No Bank Account		Arnold Greenspan	Soo H Kim	<a href="#">edit</a> , <a href="#">delete</a>
APS/A	03-Jan-2011	30-Mar-2011	10-Jan-2011	No Bank Account		Michael Francis	Soo H Kim	<a href="#">edit</a> , <a href="#">delete</a>
EMC/SDCom	03-Jan-2011	30-Mar-2011	04-Jan-2011	No Bank Account		Edward Hare	William A Ash	<a href="#">edit</a> , <a href="#">delete</a>
PE/PSC	03-Jan-2011	30-Mar-2011	12-Jan-2011	No Bank Account		Percy Pool	Matthew Ceglia	<a href="#">edit</a> , <a href="#">delete</a>

**To view all non-responders:**

- From the myProject™ home screen, select “**L50 Main Page**”.
- Click “**L50S Non Responder List**”.
- 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.
- 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 Deedahl	C/LM/WG802.11	P802.11	P&P 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
<b>Sponsor Committees</b>					
LAN/MAN Standards Committee	C/LM	Paul Nikolich	Michael Kipness	594	<a href="#">manage</a>
<b>Working Group Committees</b>					
A new working group	C/LM/new group	David Law	Michael Kipness	2	<a href="#">manage</a>
Higher Layer LAN Protocols Working Group	C/LM/WG802.1	Anthony Jeffrey	Kathryn Bennett	668	<a href="#">manage</a>
Logical Link Working Group	C/LM/WG802.2	Paul Nikolich	Michael Kipness	60	<a href="#">manage</a>



## 3. Click "Manage Officer Roster"

myProject™ >> Manage Committees >> Manage Committee

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

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

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

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

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

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

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

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

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

## 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.

myProject™ >> Manage Committees

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

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

myProject™ >> Manage Committees >> Manage Committee

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

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

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

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

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

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

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

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

4. Enter the working group information.
  - **Name** - Enter the full name of the working group. e.g. “Implementing Technology to Limit Climate Change”.
  - **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).
  - **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.

myProject™ >> Manage Committees

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

### 3. Click "Manage Officer Roster"

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

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

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

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

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

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

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

- 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.
- 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.

myProject™ >> Account >> Working Group Chair Agreement  
 You have been selected to serve as Working Group chair. In order to assume this position, you must agree to the following:

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

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

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

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

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

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

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

To assign or unassign a user to an officer role, click "Manage Officer Roster" to be taken to the add/delete screen.  
 To download a printable attendance roster, click "Download Attendance Roster".  
[Manage Officer Roster](#) | [Upload Voter Roster](#) | [Download Roster as CSV](#) | [Download Attendance Roster PDF](#) | [Involvement Levels](#)  
 URL: <http://www.ieee802.org/3/>

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

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.

myProject™ >> Manage Committees

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

3. Click “**Involvement Levels**”.

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

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

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

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

Manage Officer Roster | Upload Voter Roster | Download Roster as CSV | Download Attendance Roster PDF | **Involvement Levels**

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

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

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

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

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

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

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.

myProject™ >> Manage Committees

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



### 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.

myProject™ >> Manage Committees

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

### 3. Click "Manage Officer Roster".

myProject™ >> Manage Committees >> Manage Committee Back

Manage C/LM/WG802.3/B02.3: Standard for Ethernet Project

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

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

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

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

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

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.

myProject™ >> Send Notification to Group

TO:

Officers Only

FROM: David Law

CC:

SUBJECT:

MESSAGE:

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**".

myProject™ >> Select Groups

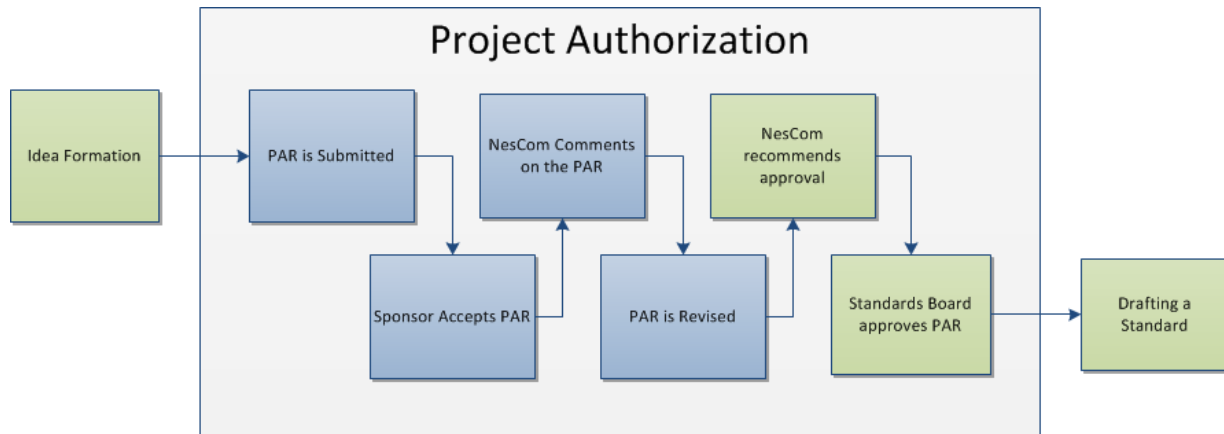
Scroll down to view the entire list. Click 'OK' when done.

<input checked="" type="checkbox"/>	C/LM	LAN/MAN Standards Committee
<input type="checkbox"/>	C/LM/new group	A new working group
<input type="checkbox"/>	C/LM/NGD	New Working Group For Demonstration
<input checked="" type="checkbox"/>	C/LM/WG802.1	Higher Layer LAN Protocols Working Group
<input type="checkbox"/>	C/LM/WG802.2	Logical Link Working Group
<input type="checkbox"/>	C/LM/WG802.23	Emergency Services Executive Cmte Study Group

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.

## 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, 5.4 Modify an Approved PAR , 5.6 Withdraw an Approved PAR**
- Sponsor Accepts PAR - **5.7 Accept or Reject a PAR**
- NesCom Comments on the PAR - **5.11 Commenting and voting on a PAR, 5.13 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**".

The screenshot shows a web interface with two columns: "PAR Requests" and "PAR Actions". Under "PAR Requests", there are five radio button options:
 

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

 Under "PAR Actions", there are three radio button options:
 

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

 At the bottom center, there is a blue button labeled "NEXT >>".

3. Select the appropriate working group by using the "+" to expand the Society/Sponsor Committee. (*This is the group that is responsible for supporting the work. By selecting the appropriate group, the Sponsor Chair and Working Group Chair are notified of the PAR submittal. The Sponsor Chair will need to accept the PAR in order for NesCom to approve it.*)
  - If the PAR is for a new working group that you need to create:
    - Select "**Request New Working Group**" next to the appropriate sponsor/committee.
    - When Prompted, enter the full name of the working group, e.g., "Implementing Technology To Limit Climate Change" and a short name, e.g., CCWG (will appear on PAR as PE/ED&PG/CCWG), then click "**NEXT**"
    - Review the information displayed and click "**NEXT**"
    - The sponsor chair will be notified of the new group and will need to approve it and assign a working group chair
  - If the PAR is for an existing working group:
    - Find the working group in the green area and click "**Select**"
    - Review the information displayed then click "**NEXT**"

Name	Designator ▲	Contact	Actions
⊕ IEEE Aerospace and Electronic Systems Society	AES		
⊕ IEEE Antennas and Propagation Society	APS		
⊕ IEEE-SA Board of Governors	BOG		
⊖ IEEE Broadcast Technology Society	BTS		
⊖ Audio and Visual Techniques	BTS/AVTech	Gregory Best	request new working group
Video Distribution Working Group	BTS/AVTech/G-2.1.4	Gregory Best	select
⊕ RF Techniques	BTS/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)
  - **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.



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

4. To share the PAR with another user, click **"share with another user"** (*This person will have the ability to view, edit, and submit the PAR*)
5. Enter the email address or username of the person with whom you would like to share the PAR and click **"OK"** (*The email address must be associated with an IEEE Web Account*)
6. To permanently delete a draft PAR, click **"delete"**



### 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.

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

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

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

PAR for a Corrigendum to an existing IEEE Standard

802.3-2008

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

**Contact Information for Sponsor Chair**

**Name:** Paul Nikolich

**Email Address:** invalid:p.nikolich@ieee.org

**Phone:**  857.205.0050 

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

**Contact Information for Working Group Chair**

**Name:** David Law

**Email Address:** invalid:david\_law@ieee.org

**Phone:**  +44 131 665 7264 

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

**Name:** Wael Diab

**Email Address:** invalid:wael.diab@gmail.com

**Phone:** 4154468066

[Reassign the Working Group](#)

PAR SUBMITTER: Iman Engineer

**NEXT >>**

**CANCEL**

6. Click "**NEXT**".
7. Review the information displayed on the subsequent pages, some fields may be pre-filled with information from the standard.
8. Modify the information or fill in fields as needed then click "**NEXT**" to move to the next page. Make sure to include the reasons for the revision, amendment or corrigendum.
  - 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.
  - **NOTE:** Once you approve and submit the information, changes may only be made through the NesCom Administrator.

## 5.4 *Modify an Approved PAR*

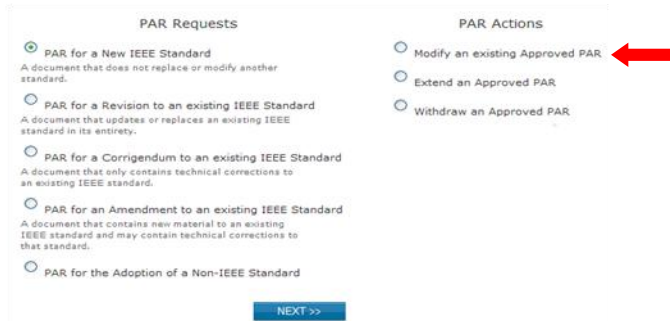
If the scope, purpose, or other elements of the draft standard change in any way, the PAR must be modified and approved.

### **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**".



**PAR Requests**

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

[NEXT >>](#)

**PAR Actions**

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

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

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

Modify an existing Approved PAR

PAR NUMBER:  ← [SEARCH](#)

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

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

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

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

P802.3

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

**Contact Information for Sponsor Chair**

**Name:** Paul Nikolich

**Email Address:** invalid:p.nikolich@ieee.org



**Phone:**  857.205.0050 

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

**Contact Information for Working Group Chair**

**Name:** David Law

**Email Address:** invalid:david\_law@ieee.org

**Phone:**  +44 131 665 7264 

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

**Name:** Wael Diab

**Email Address:** invalid:wael.diab@gmail.com

**Phone:** 4154468066

 [Reassign the Working Group](#)

PAR SUBMITTER Iman Engineer

NEXT >>

CANCEL

6. Click "**NEXT**".
7. Review the information displayed on the subsequent pages; some fields may be pre-filled with information from the 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**".

PAR Requests

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

PAR Actions

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

NEXT >>

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

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

Extend an Approved PAR

PAR NUMBER:

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

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

myProject™ >> Submit a PAR >> Extension Request

Extend an Approved PAR

P802.3

PAR Expiration Date: 31-Dec-2015

PAR Approval Date: 02-Feb-2011

Standard for Ethernet

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

Contact Information for Sponsor Chair

Name: Paul Nikolich

Email Address: invalid:p.nikolich@ieee.org

Phone: +1 857.205.0050

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

Contact Information for Working Group Chair

Name: David Law

Email Address: invalid:david\_law@ieee.org

Phone: +1 441.131.665.7264

Contact Information for Working Group Vice-Chair

Name: Wael Diab

Email Address: invalid:wael.diab@gmail.com

Phone: 4154468066



Reassign the Working Group

NEXT >>

CANCEL

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:

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

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	<a href="#">P802.22a</a>	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	<a href="#">P802.3</a>	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 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:

- On the **myProject™** Home Screen, select "**NesCom Member Area**".
- From the Nescom Member Area, Click "**Add New NesCom Date**".

myProject™ >> NesCom Member Area

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

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

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

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

- Enter the date of the SASB meeting.
- Click "**Populate Default Dates**" to automatically generate dates for all of the fields.
- You can now manually adjust any of the dates if necessary.

myProject™ >> NesCom Member Area >> NesCom Dates

Add New NesCom Date

SASB MEETING:

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

**NesCom Meeting**

SUBMISSION DEADLINE:

INDIVIDUAL REVIEW START:

OPEN REVIEW START:

REVIEW CLOSED:

SPONSOR APPROVAL CUTOFF:

AUDCOM MEETING:

Leave AudCom Meeting date empty for NesCom Continuous Processing meetings

NESCOM MEETING:

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

## 5.9 *Review PAR Draft/Add a PAR Number*

When a PAR is submitted without a number, the NesCom Administrator must enter a PAR number and approve the submission.

### **Applicable Users:**

- NesCom Administrator

### **Use Instructions:**

1. On the **myProject™** Home Screen, select "**Review PAR Drafts**".
2. Click "**edit**" to review the PAR form.
3. Review the form, enter the PAR number, and submit the form.
4. Click "**approve**" to send the PAR to the Sponsor Chair for approval.



myProject™ >> Review PAR Drafts			
PAR Number ▲	Request Type	Title	Actions
<unassigned>	PAR Request	Standard for New Test PAR	<a href="#">edit</a> , <a href="#">approve</a> , <a href="#">return to submitter</a>

## 5.10 Build and Manage a Nescom Agenda

### Applicable Users:

- NesCom Administrator

### Use Instructions:

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

myProject™ >> NesCom Member Area

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

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

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

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

myProject™ >> NesCom Member Area >> Agenda Builder

### 10-Nov-2011 NesCom Agenda

TEMPLATE #:

[LOAD FROM TEMPLATE](#)

This list is empty.

[Add Item](#)

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

Only one item may be moved at a time.

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

[Add Item](#)

[UPDATE](#)

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.

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

ITEM TYPE:

TITLE:

BODY:

FILE 1:  Browse...

FILE 2:  Browse...

FILE 3:  Browse...

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

### 5.11 *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.

#### **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](mailto:btest+btest_nescom-admin-ieee.org@btest.bivio.biz)

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

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

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

Agenda Version:

Time: 8:00

Location:

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

##### **1. CALL TO ORDER**

##### **2. REVIEW OF AGENDA**

###### **2.1.1 Withdrawal Requests**

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

##### **4. PARS FOR DISCUSSION**

###### **4.1 Modified PARS**

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

###### **1. P1735 Comments/Vote**

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

###### **4.2 Extension Requests**

###### **4.3 New PARS**

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

###### **1. P802.22a Comments/Vote**

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

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

###### **2. Pprj123 Comments/Vote**

Standard for Test It

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

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

C/LM/WG802.22/802.22a  
**P802.22a** Standard for P802.22 Amendment on a project that is not yet approved

CAST VOTE:

Add New Comment

Index	Name	Date	Comment	Attachment	Moderation Required	Dialog	Actions
1	Lisa Yacone #1	11-Jul-2011 14:48	Hello this is a comment about your PAR. Can...			<input type="button" value="Dialog"/>	<input type="button" value="0"/>

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

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

C/LM/WG802.22/802.22a  
**P802.22a** Standard for P802.22 Amendment on a project that is not yet approved

CAST VOTE:

Add New Comment | View Comment Detail

Index	Name	Date	Comment	Attachment	Moderation Required	Dialog	Actions
1	Lisa Yacone #1	11-Jul-2011 14:48	Hello this is a comment about your PAR. Can...			<input type="button" value="Dialog"/>	<input type="button" value="0"/>

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

C/LM/WG802.22/802.22a  
**P802.22a** Standard for P802.22 Amendment on a project that is not yet approved

RECIPIENTS:  Private Comment for the Administrator  
 Comment for the Agenda

COMMENT:

ATTACHED FILE:

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

myProject™ >> NesCom Member Area

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

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

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

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

myProject™ >> NesCom Member Area >> Submission Summary

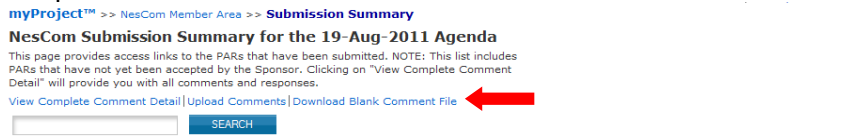
**NesCom Submission Summary for the 19-Aug-2011 Agenda**

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

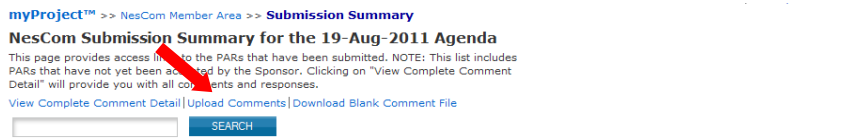
[View Complete Comment Detail](#) | [Upload Comments](#) | [Download Blank Comment File](#)

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

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



- 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**".

### 5.12 Downloading a .zip file

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

#### **Instructions:**

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

**myProject™ >> NesCom Member Area**

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

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

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

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

### 5.13 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](mailto:nescom-admin@ieee.org))

#### **Instructions:**

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



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

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

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

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

**ACTIONS:**

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

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

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

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

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

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

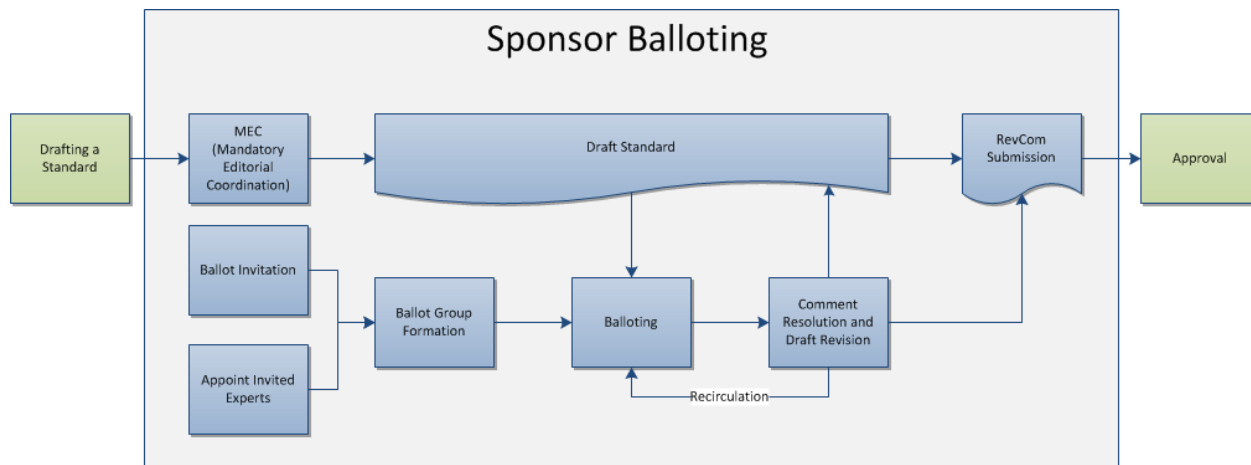
4. Enter your response in the text box and click "Add to Dialog".

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

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

## 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 – **6.27 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:**

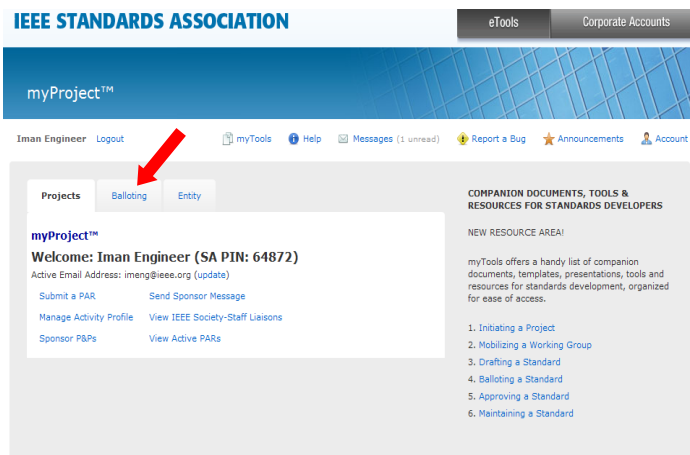
- Sponsor Chair, Standard Representative, Working Group Chair, Sponsor Ballot Designee

### **Notes:**

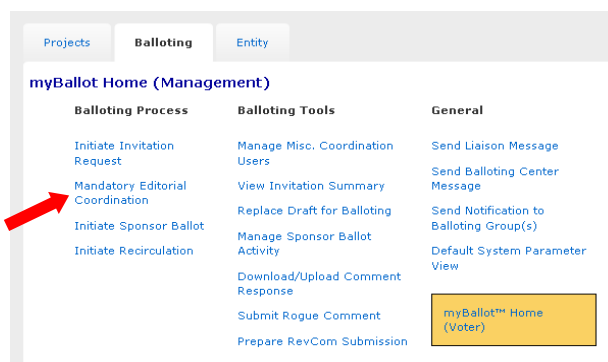
- The Mandatory Editorial Coordination (MEC) should be initiated at the start of the ballot invitation.
- Be sure to include all copyright permissions letters at this time.

### **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**".

Staff Ballot Control Panel >> Manage Coordination Users

Add Coordination User   
 Manage Misc. Coordination Users

Name ▲	Description	Phone	Type	Actions
Alessi, Julie	Editorial Coordination	732 562 5435		<a href="#">remove</a>
Alston, Tina	Editorial Coordination Admin	732-562-3816		<a href="#">remove</a>
Berger, Catherine	Editorial Coordination	6102535129		<a href="#">remove</a>
Best, Debra	Editorial Coordination	732-465-6642		<a href="#">remove</a>
Breitfelder, Kim	Editorial Coordination	7324656601		<a href="#">remove</a>
Fryinger, James	SCC14 Coordination	931.657.3107	Misc.	<a href="#">remove</a>

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.

Staff Ballot Control Panel >> Manage Coordination Users >> Add Coordination User

Enter the login name or email address to add a coordination user.

COORDINATION USERNAME OR EMAIL:

DESCRIPTION:

Misc. Coordination

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".

Staff Ballot Control Panel >> Manage Coordination Users

[Add Coordination User](#)

[Manage Misc. Coordination Users](#) ←

Name ▲	Description	Phone	Type	Actions
Alessi, Julie	Editorial Coordination	732 562 5435		<a href="#">remove</a>
Alston, Tina	Editorial Coordination Admin	732-562-3816		<a href="#">remove</a>
Berger, Catherine	Editorial Coordination	6102535129		<a href="#">remove</a>
Best, Debra	Editorial Coordination	732-465-6642		<a href="#">remove</a>
Breitfelder, Kim	Editorial Coordination	7324656601		<a href="#">remove</a>
Fryinger, James	SCC14 Coordination	931.657.3107	Misc.	<a href="#">remove</a>

4. Choose the PAR you would like to add a coordination user to from the drop-down menu and click **"OK"**.

Manage Coordination Users >> Manage Coordination Users >> Manage Misc. Coordination Users

PAR/STANDARD:

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.

Staff Ballot Control Panel >> Manage Coordination Users >> 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

[Add Misc. Coordination Users](#) ←

Name ▲	Description	Phone	Actions
Thomas, Angela	RAC	732-562-3813	<a href="#">remove</a>

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
<input type="checkbox"/> Frysiner, James	SCC14 Coordination
<input type="checkbox"/> 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.

myProject™ >> Manage Committees

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

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

myProject™ >> Manage Committees >> Manage Committee

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

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

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

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

Manage Officer Roster | **Manage Invited Experts** | Download Roster as CSV | Download Attendance Roster PDF

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



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*

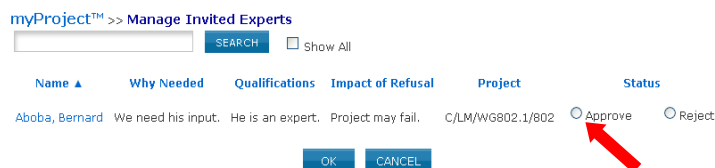
Upon approval/rejection of an invited expert, the Staff Liaison will need to approve the expert in myProject™.

### **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.



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

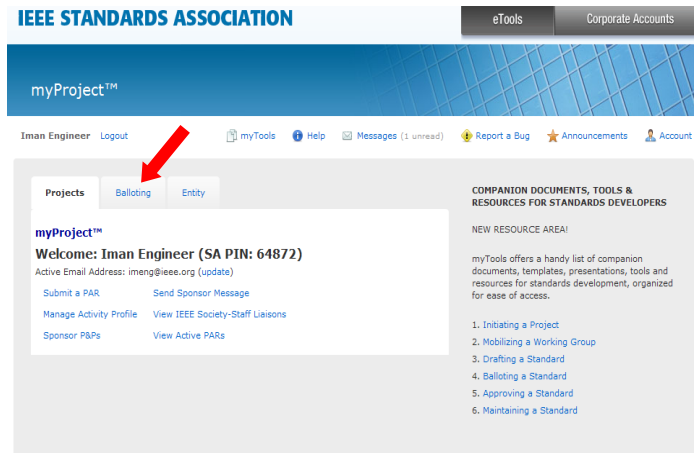
### **Notes:**

- The MEC should be initiated before the ballot invitation is sent out. For more information on submitting a draft for MEC, see **Sec 0**

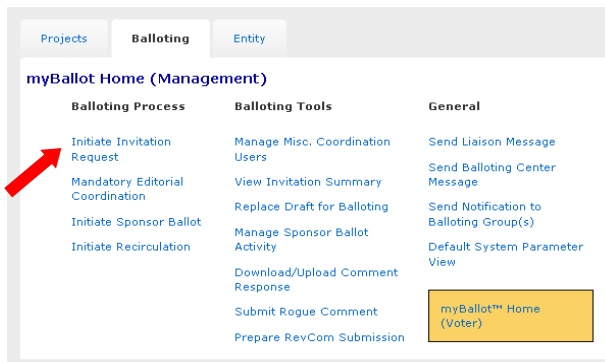
- **Submit a Draft for MEC.**
- The invitation will not open until your staff liaison reviews and sends the invitation

### **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.

[myBallot Home \(Management\)](#) >> **Initiate Invitation Request**
**Step 1 / 4**

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

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

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

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

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

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

PROJECT:

TYPE:

LENGTH OF YOUR INVITATION:  days

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

[myBallot Home \(Management\)](#) >> **Initiate Invitation Request 2**
**Step 2 / 4**

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

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

**Additional Invitations**

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

Select the Next button to proceed to the Voter Classifications.

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

myBallot Home (Management) >> Initiate Invitation Request 3  
Step 3 / 4

#### Voter Classifications

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

[Add New Voter Classification](#)

Classification ▲	Definition	Actions
Academic	An educational institution or a person or entity affiliated with such institution, providing academic review of the standard being developed.	<a href="#">edit</a> , <a href="#">delete</a>
General Interest	A participant in standards activities that may benefit directly or indirectly, and may be affected by the standard being developed without being primarily a member of any of the other interest categories defined for this ballot.	<a href="#">edit</a> , <a href="#">delete</a>
Government/Military	A governmental entity or a person affiliated with such entity with direct interest in the standard being developed.	<a href="#">edit</a> , <a href="#">delete</a>
Producer	A person or entity that directly creates or that will create a conformant product, component, or service, for sale or distribution.	<a href="#">edit</a> , <a href="#">delete</a>
User	A person or entity that relies or will rely on the standard to define conformance of the product or service, and to create a common understanding of the operation of the product or service.	<a href="#">edit</a> , <a href="#">delete</a>

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

[<< BACK](#) [NEXT >>](#) [CANCEL](#)

## 6. Verify the Invitation information.

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

Date	Project	Chair	Ballot Designee	PAR or Standard #	Style	Type	Stage	Actions
09-Aug-2011	C/LM/WG802.15/802.15.6	Robert F Heile		P802.15.6	Individual	New	PreInvite	<a href="#">review</a>
09-Aug-2011	C/LM/WG802.11/802.11k	Bruce Kraemer	Richard Paine	802.11k-2008	Individual	Reaffirmation	PreInvite	<a href="#">review</a>
01-Aug-2011	C/LM/WG802.11/802.11ah	Bruce Kraemer		P802.11ah	Individual	Revision	PreInvite	<a href="#">review</a>
19-Jul-2011	C/LM/WG802.11/802.11aa	Bruce Kraemer		P802.11aa	Individual	Revision	PreInvite	<a href="#">review</a>
22-Jun-2011	C/LM/WG802.21/802.21a	Subir Das		P802.21a	Individual	New	PreInvite	<a href="#">review</a>
27-Mar-2007	SASB/SCC14/945	Bruce Barrow	Bruce Barrow	945-1984	Individual	Reaffirmation	PreInvite	<a href="#">review</a>
27-Mar-2007	SASB/SCC14/260.4	Bruce Barrow		260.4-1996	Individual	Reaffirmation	PreInvite	<a href="#">review</a>

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**".

Staff Ballot Control Panel >> Review Ballot Invitations >> Ballot Invitation

**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

**SPONSOR:** C/LM/WG802.11/802.11ah 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

**CHAIR:** Bruce Kraemer

**PAR OR STANDARD #:** P802.11ah

**STYLE:** Individual

**TYPE:** Revision

**VOTER CLASSIFICATIONS:** Academic, General Interest, Government/Military, Producer, User

**INVITATION POOLS:** C/LM, C/LM/WG802.11, C/LM/WG802.11/802.11ah (2050 recipients)

**LENGTH OF YOUR INVITATION:** 30 days

Select the Edit button to change any of the information above.

Select the Delete button to purge the ballot invitation from the system.

[EDIT](#) [DELETE](#) [SEND INVITATION](#) [CANCEL](#)

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:**

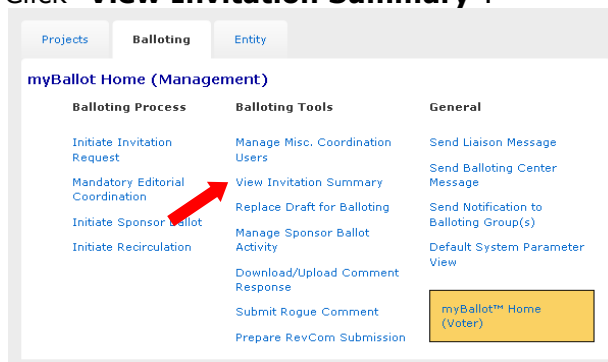
- Sponsor Chair, Standard Representative, Working Group Chair, Sponsor Ballot Designee

**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.

myBallot Home (Management) >> View Invitation Summary

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

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



## 6.9 Join a Sponsor Ballot (Individual Balloting)

### Applicable Users:

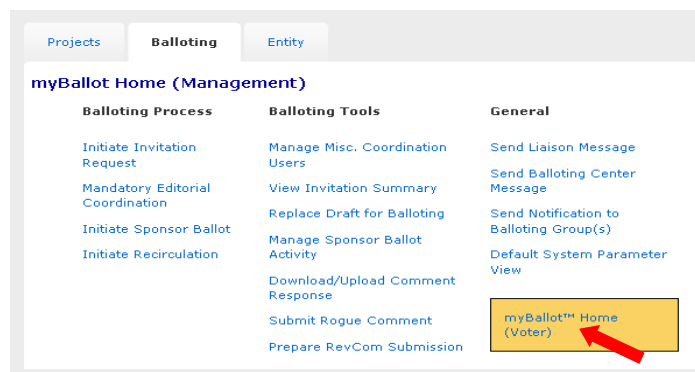
- All IEEE-SA Members

### Notes:

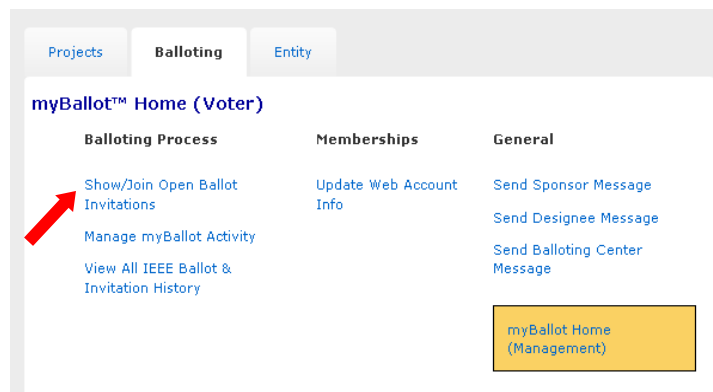
- You are required to be an IEEE-SA member or pay a per-ballot fee to join an IEEE-SA ballot.
- Joining a ballot allows you to vote and submit comments when the project opens for balloting.
- Balloting group members have an obligation to respond during the balloting period; failure to return a ballot 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:

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



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



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

[myBallot™ Home \(Voter\)](#) >> [Show/Join Open Ballot Invitations](#)

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

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

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

Show All Open Ballot Invitations

Selected Classification	Stage	Project ▲	PAR or Standard #	Style	Invitation	Title	Invitation Close	Actions
Producer	PreBallot	C/LM/WG802.3/802.3	P802.3	Individual	invitation.txt	Standard for Ethernet	23-Jun-2011 11:59pm ET	<a href="#">update</a>
	Invitation	EMB/11073 /PHD/11073-10413	P11073-10413	Individual	invitation.txt	Standard for Health informatics - Personal health device communication - Device specialization - Respiration rate monitor	23-Jul-2011 11:59pm ET	<a href="#">join</a>

- Find the project you would like to join. Scroll to the right and click "join" under the Actions column.
- Specify your affiliation and your voter classification for this ballot.

[myBallot™ Home \(Voter\)](#) >> [Show/Join Open Ballot Invitations](#) >> [Join Open Ballot P11073-10413](#)

Standard for Health informatics - Personal health device communication - Device specialization - Respiration rate monitor

Please specify your Affiliation for this ballot's Project Committee, verify your Employer and select your voter classification for this ballot, then click OK to confirm enrollment. For more information about this process, use the help link in the upper right corner.

Note that you can change your classification category as often as you like prior to the invitation's close date/time by clicking the "Update" link in the Actions column on the previous page.

AFFILIATION:

EMPLOYER:

Please confirm this is your current employer. Changing the employer here will modify the data globally within myProject systems.

Classification	Definition
<input type="radio"/> Academic	An educational institution or a person or entity affiliated with such institution, providing academic review of the standard being developed.
<input checked="" type="radio"/> General Interest	A participant in standards activities that may benefit directly or indirectly, and may be affected by the standard being developed without being primarily a member of any of the other interest categories defined for this ballot.
<input type="radio"/> Government/Military	A governmental entity or a person affiliated with such entity with direct interest in the standard being developed.
<input type="radio"/> Producer	A person or entity that directly creates or that will create a conformant product, component, or service, for sale or distribution.
<input type="radio"/> User	A person or entity that relies or will rely on the standard to define conformance of the product or service, and to create a common understanding of the operation of the product or service.

- Click "OK" to complete joining the ballot.

## 6.10 *Pay to Join a Single Ballot (Individual Balloting)*

### **Applicable Users:**

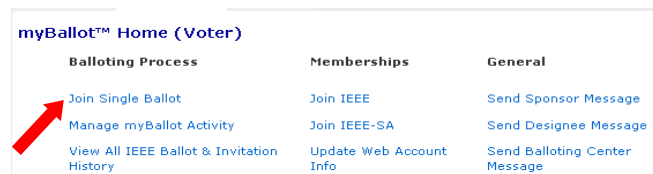
- All Non-Member myProject™ users.

### **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](#)

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

### 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	<a href="#">remove</a> , <a href="#">combine</a>
Adachi, Tomoko	invalid:tomo.adachi@toshiba.co.jp	P802.11-REVma	Application Processing	<a href="#">remove</a> , <a href="#">combine</a>
Altintas, Onur	invalid:onur@computer.org	P802.11ah	Ballot Fee Paid	<a href="#">remove</a> , <a href="#">combine</a> 
Bedrosian, P Stephan	invalid:stephan.bedrosian@lsi.com	PC37.238	Application Processing	<a href="#">remove</a> , <a href="#">combine</a>
Bouchey, Stuart	invalid:sbouchey@msn.com	PC37.110	Application Processing	<a href="#">remove</a> , <a href="#">combine</a>

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:

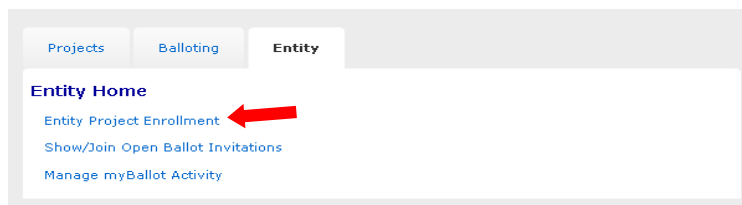
- EBR (Entity Ballot representative) or EBRA (Entity Ballot Representative Alternate) of an IEEE-SA Advanced Corporate member.

### 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.

Entity Home >> Entity Project Enrollment

Entity Designated Representative

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

- Review the next screen and click "OK".
- From the Entity tab, select "Show/Join Open Ballot Invitations".
- Click "Join" next to the ballot you would like to join.

Entity Home >> Show/Join Open Ballot Invitations

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

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

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

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

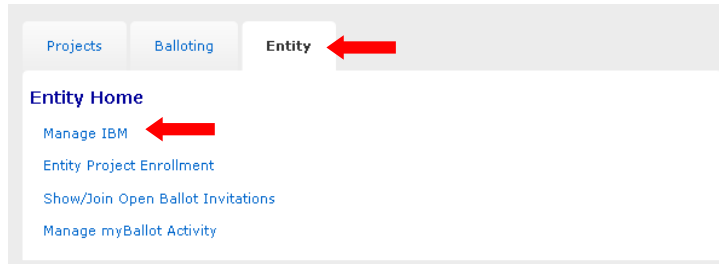
- Users must already be enrolled in the entity project to be added as EBR or EBRA and it is recommended that they enroll themselves as EBR and EBRA. For more information on joining an entity ballot, see **Sec 6.12**



- **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.

[Entity Home](#) >> [Entity Projects](#)

**IBM**

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

Organization Users

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

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**”.

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

**IBM**

**1888-2011** Standard for Ubiquitous Green Community Control Network Protocol

**STAGE:** Invitation

**INVITATION OPEN DATE:** 22-Jun-2011

**INVITATION CLOSE DATE:** 15-Aug-2011

**BALLOT OPEN DATE:**

**BALLOT CLOSE DATE:**

Name	Classification	Role ▲	Vote	# Comments
Brinkley, Anne	General Interest	Entity Ballot Representative		0
Brown, Mark	General Interest	Entity Ballot Representative Alternate		0

[Manage Ballot Roles](#)

[Ballot Comments](#)

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.

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

IBM

1888-2011 Standard for Ubiquitous Green Community Control Network Protocol

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

ENTITY BALLOT REPRESENTATIVE:  Anne Brinkley

ENTITY BALLOT REPRESENTATIVE ALTERNATE:  Mark Brown

**Entity Ballot Representative Wait-list**

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

Classification	Definition
<input type="radio"/> Academic	An educational institution or a person or entity affiliated with such institution, providing academic review of the standard being developed.
<input type="radio"/> General Interest	A participant in standards activities that may benefit directly or indirectly, and may be affected by the standard being developed without being primarily a member of any of the other interest categories defined for this ballot.
<input type="radio"/> Government/Military	A governmental entity or a person affiliated with such entity with direct interest in the standard being developed.
<input checked="" type="radio"/> Producer	A person or entity that directly creates or that will create a conformant product, component, or service, for sale or distribution.
<input type="radio"/> User	A person or entity that relies or will rely on the standard to define conformance of the product or service, and to create a common understanding of the operation of the product or service.

## 6.14 Remove Yourself from a Ballot

### Applicable Users:

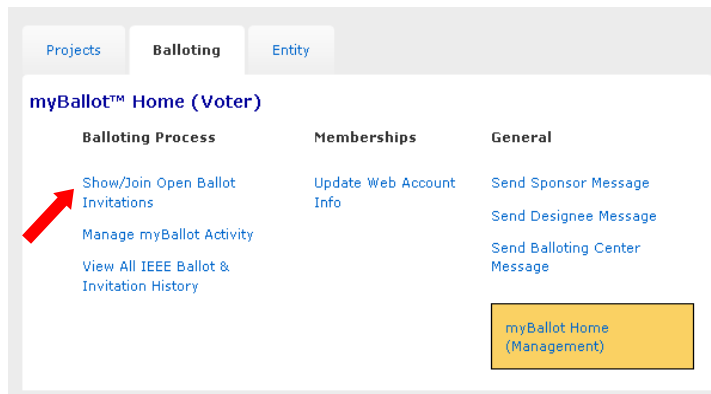
- IEEE-SA members currently enrolled in a ballot

### 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.

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

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

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

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

Show All Open Ballot Invitations

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

6. Click **"OK"** to confirm your removal.

## 6.15 Change Your Voter Classification

### Applicable Users:

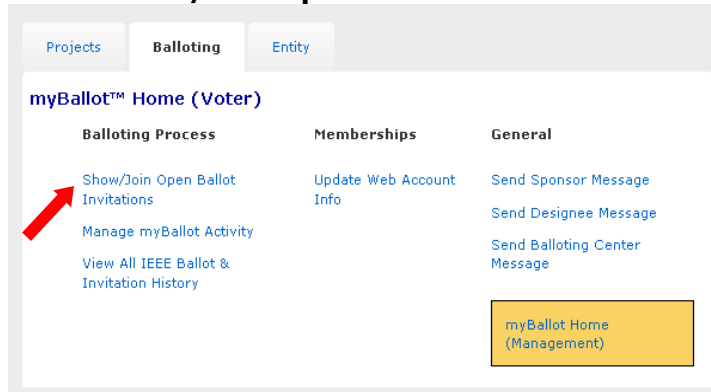
- IEEE-SA members currently enrolled in a ballot

### 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.

**myBallot™ Home (Voter) >> Show/Join Open Ballot Invitations**  
 The list below consists of projects/standards in the "invitation" stage of activity areas in which you have indicated an interest. Optionally, you may show all open Ballot Invitations.

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

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

Show All Open Ballot Invitations

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

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:**

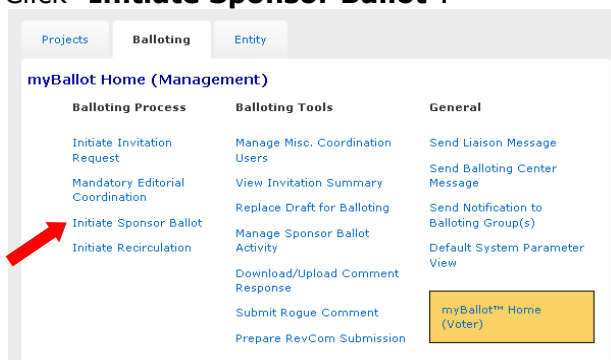
- Sponsor Chair, Standard Representative, Working Group Chair, Sponsor Ballot Designee

### **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. The file must be in PDF format.
8. Review the system generated text. If you would like to add additional instruction or information, use the **"Sponsor Text"** Area.
9. Click **"Initiate Ballot"**.

## 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.
- The Staff Liaison can replace the draft before approval.

### 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. The new file and draft number will show in the list.

Staff Ballot Control Panel >> Review Sponsor Drafts

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

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 and open the ballot on the specified date.

Staff Ballot Control Panel >> Review Sponsor Drafts >> Approve Draft

**P11073-10413** Standard for Health informatics - Personal health device communication - Device specialization - Respiration rate monitor

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

BALLOT OPEN DATE:

BALLOT CLOSE DATE:

## 6.18 *Vote and/or Comment on a Ballot*

### **Applicable users:**

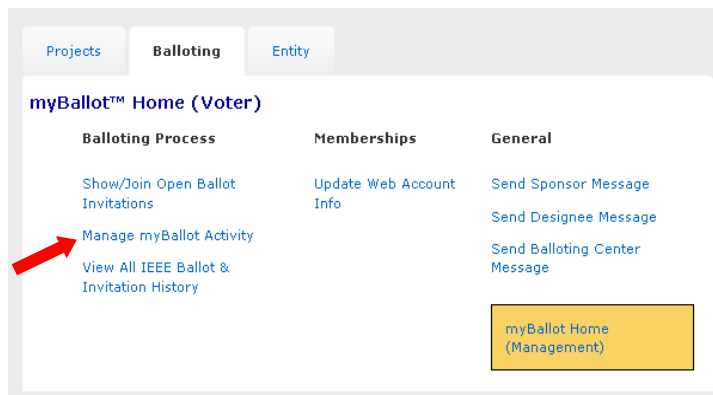
- myProject™ users currently enrolled in a ballot

### **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.

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

6. To make a comment, click the “**Comments**” button.
  - To submit a single comment:
    1. Click “**Single Comment Submittal**”.
    2. Complete the comment form, then click “**OK**” (be sure to be as clear as possible with your reasons for a disapprove vote).
    3. Complete the previous steps again to make additional comments.
  - To submit multiple comments at one time:
    1. Click “**Offline Comment Submittal**”.

2. Select the file format you want to use.
3. Go back to the Offline Comment Submittal page and enter the file location in the input box. (Click the Browse button to find the file you saved)
4. Click "OK"

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

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

Draft #: 123

SEARCH  Show all comments

Single comment submittal   
Offline comment submittal   
Download Comments

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

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



### 6.19 *Change (Flip) a vote*

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

**Applicable users:**

- myProject™ users who have voted “Disapprove” on a ballot.

**Notes:**

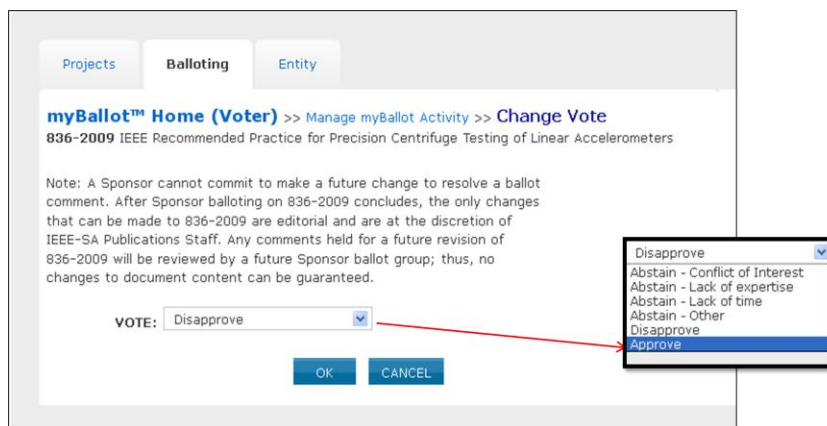
- You will receive notification of your vote change. This notification will be included with the RevCom submission.
- You may only change you vote once using this feature. You will not be able to change the vote back to “Disapprove”.

**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 and click “**OK**”.



6. After confirming your change, a message will be sent to you, the Working Group Chair and Sponsor Chair notifying them of the flipped vote. A record of the vote flip will be stored and made available as part of the submission to RevCom.

- Flipped votes will appear as the following:

myBallot Home (Management) >> Manage Sponsor Ballot Activity >> **Ballot Response Summary** Download as PDF

836-2009 IEEE Recommended Practice for Precision Centrifuge Testing of Linear Accelerometers

**BALLOT OPEN DATE:** 21-Jul-2011  
**BALLOT CLOSE DATE:** 21-Jul-2011  
**TYPE:** Reaffirmation  
**BALLOTS RECEIVED:** 2  
**VOTE CHANGES:** 2  
**COMMENTS:** 4  
**MUST BE SATISFIED COMMENTS:** 1

**RESPONSE RATE**  
 This ballot has met the 75% returned ballot requirement.

4 eligible people in this ballot group.

3 affirmative votes  
 1 negative votes with comments  
 0 negative votes without comments  
 0 abstention votes  


---

 4 votes received = 100% returned  
 0% abstention

**APPROVAL RATE**  
 The 75% affirmation requirement is being met.

3 affirmative votes  
 1 negative votes with comments  


---

 4 votes = 75% affirmative

[Download Ballot Group CSV File](#)  
[Download Ballot Voter CSV File](#)

Name ▲	Classification	Email / Phone	Vote	Change	Comme	Affiliation
Curey, Randall	General Interest	invalid:rcurey@pacbell.net 818-712-7131	Approve		2	Northrop Grumman Corporation
Goldblatt, Scott	Government/Military	invalid:scott.goldblatt@jhuapl.edu 443-778-7091	Approve	Flipped	1	Applied Micro (AMCC)
Kiaffer, Jean-Francois	Producer	invalid:jf.kiaffer@orange.fr 33 227 244 393	Approve		0	DGA/LRBA
Martinez, Robert	Academic	invalid:rmartinez@drapercom 617-258-2564	Disapprove	Changed	1	The Charles Stark Draper Laboratory, Inc.

**VOTER SUMMARY**

## 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:

- On the **myProject™** Home Screen, click the **“Balloting”** tab.
- If you have sponsor authority (e.g. sponsor chair, working group chair, sponsor ballot designee), select **“myBallot Home (Voter)”**.
- Select **“Manage myBallot Activity”**.
- Click the **“Comment”** button next to the ballot you would like to view comments from.
- To view ballot comments and responses from prior circulations of the ballot (e.g., Initial Ballot, Recirculation 1, Recirculation 2, etc.), click the corresponding link in the box at the top of the page.
- To see the detailed comment and resolution, click on the comment text.
- To only show comments that have been marked “must be satisfied”, select **“show only MBS comments...”** from the dropdown menu.
- To download all comments as a .csv file that you can view in a spreadsheet program, click **“Download Comments”**.

Comment #	Name	Style	Index #	Classification	Vote	Affiliation	Category	Page	Subclause	Line #	Comment	File	Must Be Satisfied	Proposed Change	Resolution Status	Resolution Detail
35	Frazier, Howard M	Individual	5	Producer	Disapprove	Broadcom Corporation	Technical	41	90.7	30	As the data delay values are reported in unit...		Yes	Add the following sentence to the end of 90.7...	Disagree	REJECT. We are only specifying the delays a...
34	Frazier, Howard M	Individual	4	Producer	Disapprove	Broadcom Corporation	Technical	15	1.5	7	I don't think that 802.1AS rises to the level...		Yes	Move 802.1AS to the bibliography	Agree	ACCEPT.
33	Frazier, Howard M	Individual	3	Producer	Disapprove	Broadcom Corporation	Technical	15	1.3	10	I don't think that 1588 rises to the level of...		Yes	Move 1588 to the bibliography	Agree	ACCEPT.
32	Frazier, Howard M	Individual	2	Producer	Disapprove	Broadcom Corporation	Technical	20	30.12.1.5	33	The phrase "the value stored in this attribut...		Yes	Add to the end of BEHAVIOUR DEFINED AS: "The...	Principle	ACCEPT IN PRINCIPLE. See comment #31.

## 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:**

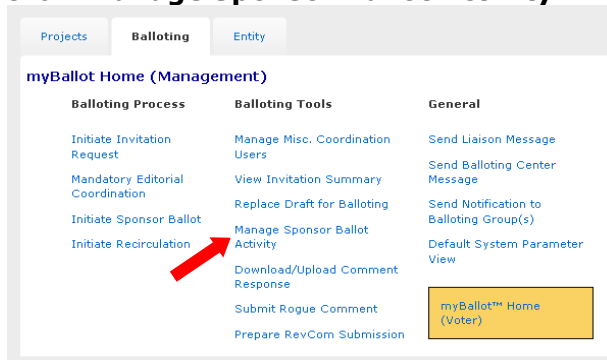
- Working Group Chair, Sponsor Ballot Designee

**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.

myBallot Home (Management) >> Manage Sponsor Ballot Activity

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

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

myBallot Home (Management) >> Manage Sponsor Ballot Activity >> **Viewer Response Detail** Back 1 2 3 4 5 | Next

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

Draft #: D1.3  
Download/Upload Comment Response

SEARCH  Show All  Show only disapproval vote comments

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

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

To download comments and prepare responses offline:

1. Click Download/Upload Comment Response
2. See **Sec. 6.21.3** Step 3.

### 6.21.3 Download Comments Resolution File

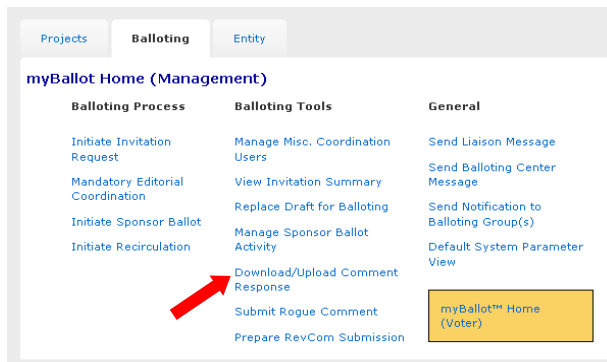
This option allows officers the ability to respond to comments offline and then upload them.

#### 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.

[myBallot Home \(Management\)](#) >> [Manage Sponsor Ballot Activity](#) >> [Voter Response Detail](#) >> [Download/Upload Comment Response](#)  
**P802.1Q** Standard for Local and Metropolitan Area Networks---Media Access Control (MAC) Bridges and Virtual Bridged Local Area Networks

To prepare your ballot's comment resolution offline, first download the comment resolution package below which contains a CSV file of the comments and includes any files which were attached to the comments.

[Download Comment Resolution Zip File](#) 

Then use a spreadsheet application to edit the CSV file, adding values to the columns for "Resolution Status" and "Resolution Detail".

The "Resolution Status" column must contain one of the following values:

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

Note: You will receive an upload error message if the "Resolution Status" column contains text other than that specified above.

The "Resolution Detail" may be any text describing the resolution.

After you have updated the spreadsheet and the ballot is in the comment resolution stage, you can upload the file in CSV or Excel (XLS) format from this page.

UPLOAD COMMENT RESOLUTION FILE:

5. Edit the CSV file using any spreadsheet editor and save the file in either .csv or .xls format.
  - 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.

[myBallot Home \(Management\)](#) >> [Manage Sponsor Ballot Activity](#) >> [Voter Response Detail](#) >> [Download/Upload Comment Response](#)  
**P802.1Q** Standard for Local and Metropolitan Area Networks---Media Access Control (MAC) Bridges and Virtual Bridged Local Area Networks

To prepare your ballot's comment resolution offline, first download the comment resolution package below which contains a CSV file of the comments and includes any files which were attached to the comments.

[Download Comment Resolution Zip File](#)

Then use a spreadsheet application to edit the CSV file, adding values to the columns for "Resolution Status" and "Resolution Detail".


The "Resolution Status" column must contain one of the following values:

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

Note: You will receive an upload error message if the "Resolution Status" column contains text other than that specified above.

The "Resolution Detail" may be any text describing the resolution.

After you have updated the spreadsheet and the ballot is in the comment resolution stage, you can upload the file in CSV or Excel (XLS) format from this page.

UPLOAD COMMENT RESOLUTION FILE:   

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

## 6.22 *Replace a Draft for Balloting*

### **Applicable Users:**

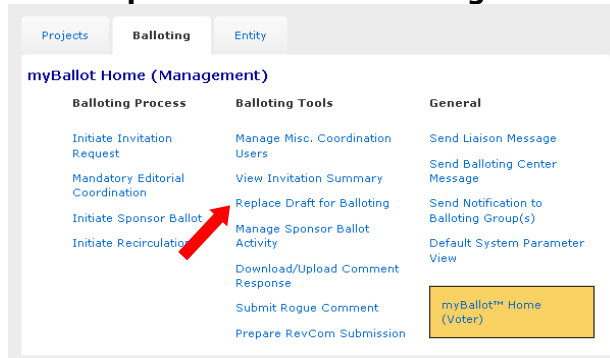
- Sponsor Chair, Standard Representative, Working Group Chair, Sponsor Ballot Designee

### **Notes:**

- Files must be in PDF or ZIP format.
- The draft must be approved by the Staff Liaison before balloting/recirculation.

### **Instructions:**

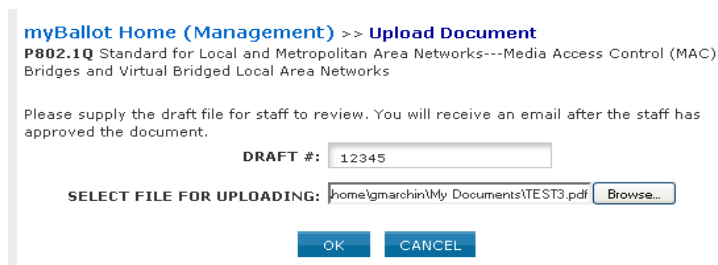
1. On the **myProject™** Home Screen click the **“Balloting”** tab.
2. Click **“Replace Draft for Balloting”**



3. Select the PAR from the drop-down box and click **“OK”**.



4. Enter the new draft number and click **“Browse...”** to select the new draft file.



5. Click **“OK”** to submit the new draft.



## 6.23 *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:**

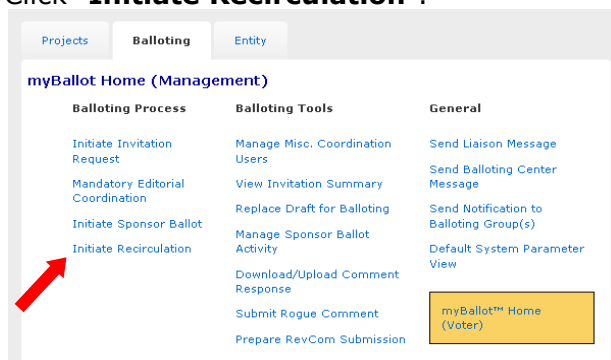
- Sponsor Chair, Standard Representative, Working Group Chair, Sponsor Ballot Designee

### **Notes:**

- A cover letter is required.
- The recirculation must be approved by the Staff liaison.

### **Instructions:**

6. On the **myProject™** Home Screen click the “**Balloting**” tab.
7. Click “**Initiate Recirculation**”.



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

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

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

[View a sample cover letter.](#)

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

**SELECT FILE FOR UPLOADING:**

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

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

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

10. Click "**CONTINUE**".
11. Review the Recirculation Ballot Announcement, add any additional messages into the "**Sponsor Text**" box and click "**CONTINUE**".
12. 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.

## 6.24 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.

Staff Ballot Control Panel >> Review Ballot Recirculations

Date ▼	Project	Chair	Ballot Designee	PAR or Standard #	Style	Type	Actions
09-Aug-2011	C/LM/WG802.15/802.15.7	Robert F Heile	Clint Chaplin	P802.15.7	Individual	New	<a href="#">review</a>
02-May-2011	C/LM/WG802.15/802.15.4	Robert F Heile	James Gilb	P802.15.4	Individual	Revision	<a href="#">review</a>

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

Staff Ballot Control Panel >> Review Ballot Recirculations >> Initiate Recirculation

P802.15.7 Physical (PHY) and Medium Access Control (MAC) Layer Standard for Short-Range Wireless Optical Communication Using Visible Light

SPONSOR CHAIR: Robert F Heile

DATE SUBMITTED: 09-Aug-2011

COVER LETTER: TEST.pdf [replace](#), [delete](#)

DRAFT: TEST.pdf [replace](#), [delete](#)

ADDITIONAL FILES: TEST.pdf [replace](#), [delete](#)

RECIRCULATION DURATION:

TEXT TO BALLOT GROUP: sample text  
[edit](#)

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

### 6.25 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:**

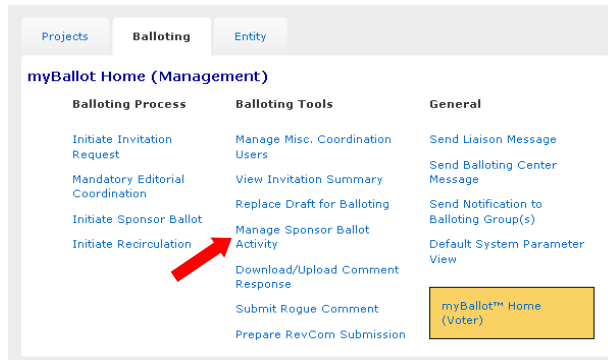
- Sponsor Chair, Standard Representative, Working Group Chair, Sponsor Ballot Designee

**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.

myBallot Home (Management) >> Manage Sponsor Ballot Activity

SEARCH  Include Inactive Ballots

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

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

myBallot Home (Management) >> Manage Sponsor Ballot Activity >> Request Ballot Termination

**P802.1BA** Standard for Local and Metropolitan Area Networks - Audio Video Bridging (AVB) Systems

Please supply a reason for your request along with any additional comments for staff. Your request to terminate ballot P802.1BA will be sent to the balloting center staff.

REASON: Response rate not met

COMMENTS:

OK CANCEL

6. Click **“OK”** to submit your request.

## 6.26 *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.

Staff Ballot Control Panel >> **Terminate/Reset Sponsor Ballot** Back | 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 | Next

Below are a list of all active ballots. If the sponsor or designee has requested a termination or reset, the **Requested Reason** column provides more information.

Project	Chair	Ballot Designee	Staff Liaison	PAR or Standard #	Stage	Requested Reason ▲	Actions
PE/TR/DryType-WGC57.16/CS7.16	Richard Dudley		Matthew Ceglia	PC57.16	Comment Resolution	<b>Terminate requested</b> Response rate not met Changes needed in Draft	terminate ballot, disapprove Terminate
C/LM/WG802.1/802.1AE	Anthony Jeffrey	Michael Seaman	Kathryn Bennett	P802.1AE	Submitted To Revcom	<b>Terminate requested</b> This ballot closed successfully on 8-Feb-2006, and IEEE Std 802.1AE-2006 was approved shortly afterwards by RevCom. However this ballot still appears in myBallot offering a "terminateBallot" option. I suspect it should be removed from the open/active list.	terminate ballot, disapprove Terminate 
COM/SC/TeleTest/1652	John Bareham		Matthew Ceglia	P1652	Submitted To Revcom	<b>Terminate requested</b> Accepted by RevCom and Published	terminate ballot, disapprove Terminate

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

## 6.27 *Submit a Draft to RevCom*

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

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

myBallot Home (Management) >> **Prepare RevCom Submission**

Open the zip file and save it to your hard drive. You may need some of these files to prepare your RevCom submission. For more information about the Submittal Documentation and the RevCom Approval process, go to:  
<http://standards.ieee.org/guides/revguide.html>

PAR/Standard	Actions
P802.1Q	<a href="#">download zip file</a>
P802.1Qaz-r2	<a href="#">download zip file</a>
P802.1Qbb-r1	<a href="#">download zip file</a>
P802.1Qbc-r1	<a href="#">download zip file</a>
P802.1Qbe-r1	<a href="#">download zip file</a>
P802.3.1	<a href="#">download zip file</a>



4. The actual submittal is not done through myProject™. Complete the submittal form ([http://standards.ieee.org/cgi-bin/revcom\\_submittal](http://standards.ieee.org/cgi-bin/revcom_submittal)), print and sign the signature page and send the signature page and any additional materials to the RevCom Administrator.

## 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** – International 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
IEEE-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