

myProject™

Volunteer User Guide

Last Updated: Oct 31, 2011

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1 Introduction

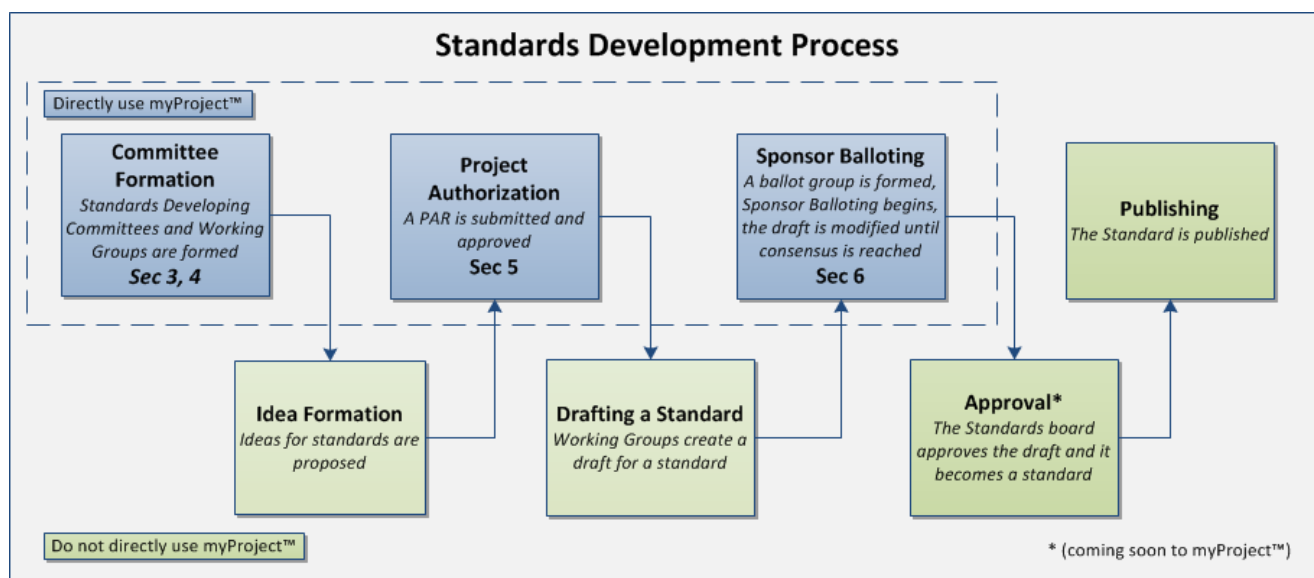
myProject™ is:

- A web-based tool that facilitates 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

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.

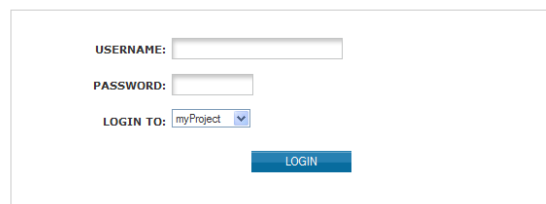
Applicable Users:

- 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!

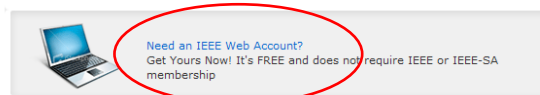


USERNAME:

PASSWORD:

LOGIN TO: myProject

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



2.2 Accessing/Updating 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

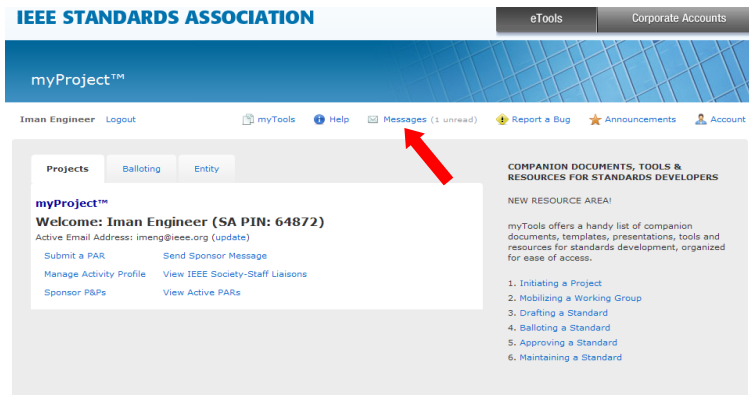
MyProject™ users are notified of important events through the myProject™ “Messages” section as well as through email.

Applicable Users:

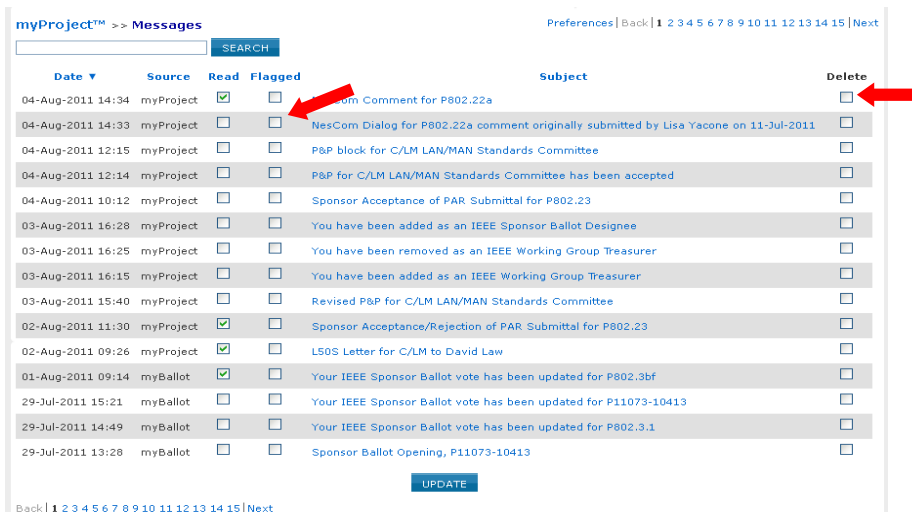
- All myProject™ users

Instructions:

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



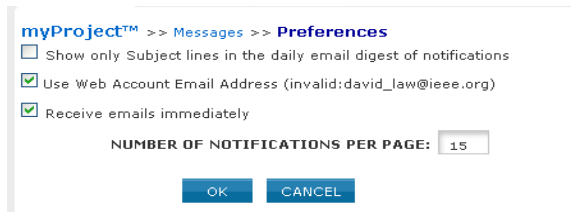
2. From this screen, you will be able to see all myProject™ notifications.
3. Click on the message subject text to display the message.
4. Place a check in the boxes next to the message to mark messages as read or flagged, or to delete messages.
 - You can check a range of boxes at once by clicking the first box, holding the “Shift” key and clicking the last box.



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



7. Check the box to activate or deactivate features.



- “Show only Subject...” when checked will only show subjects in your daily email summary, not the message text.
 - “Use Web Account Email...” when checked will send emails to your primary email address.
 - “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. Below the navigation bar, there are links for 'myTools', 'Help', 'Messages (1 unread)', 'Report a Bug', 'Announcements', and 'Account'. The main content area is divided into sections: 'Projects', 'Balloting', and 'Entry'. A 'Welcome' message is displayed, followed by 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 'COMPANION DOCUMENTS, TOOLS & RESOURCES FOR STANDARDS DEVELOPERS' section is also visible, with a 'NEW RESOURCE AREA!' and a list of steps: 1. Initiating a Project, 2. Mobilizing a Working Group, 3. Drafting a Standard, 4. Balloting a Standard, 5. Approving a Standard, and 6. Naming a Standard. Callout boxes highlight the 'eTools' tab, the 'myTools' section, the 'Additional options may appear here.' box, the 'Additional resources can be found here' box, and the 'myTools' menu items.

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

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

Additional options may appear here.

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 (Mentor is the IEEE-SA tool for group collaboration). Joining an activity also adds you to the roster and allows the chair to assign involvement levels. For more information on rosters, see **Sec 4.8 Assign Involvement Level in a Working Group**.

Applicable Users:

- All myProject™ users

Notes:

- To be appointed as an officer or other designation you must register at the appropriate level, e.g. Standards Representative – Sponsor Level, Working Group Chair – Working Group Level, Ballot Designee – Project Level
- 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:

- On the myProject™ Home Screen, select "**Manage Activity Profile**".
- 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
	IEEE Aerospace and Electronic Systems Society	AES	
	IEEE Antennas and Propagation Society	APS	
Society	Antennas	APS/A	Michael Francis
Sponsor	Propagation	APS/P	David Thiel
Working Group	Minor Revisions Working Group	APS/P/P356	David Thiel
Project	Standard Definitions of Terms for Radio Wave Propagation	APS/P/P356/P211	David Thiel
Project	Guide for Measurements of Electromagnetic Properties of Earth Media	APS/P/P356/356	David Thiel
	IEEE-SA Board of Governors	BOG	
	IEEE Broadcast Technology Society	BTS	

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

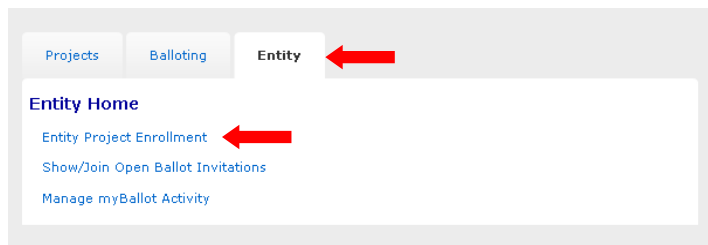
- Employees of Entity Member organizations

Notes:

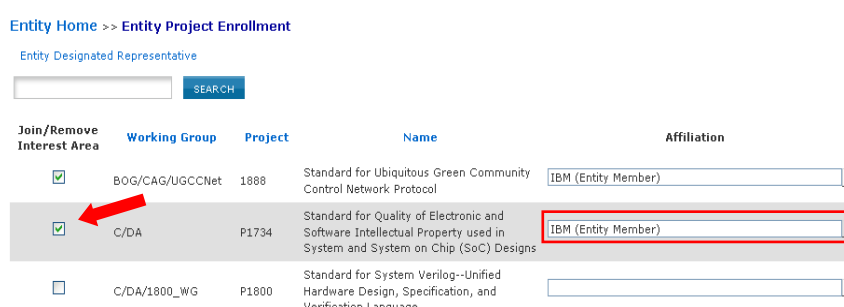
- Users must have an IEEE-SA Entity Member organization listed as their employer in order to represent his/her company in entity projects.

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			 enroll as designated representative

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

3.5 Manage DR and 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:

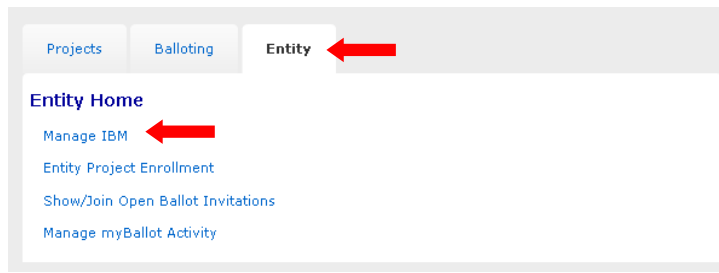
- EMR

Notes:

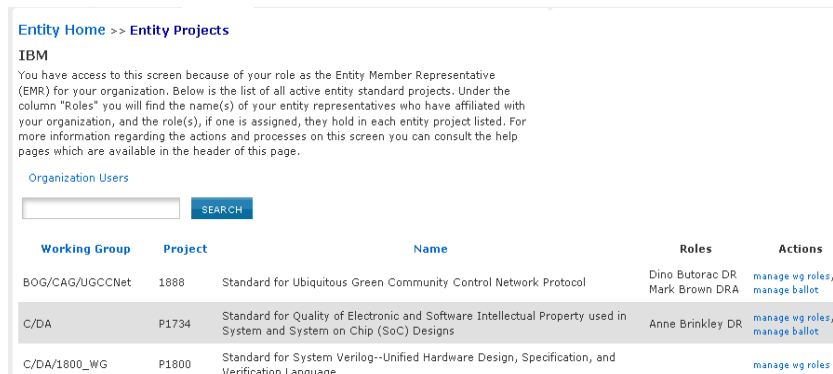
- Users must already be enrolled in the entity project to be added as DR or DRA.

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/DRA, but it is recommended that you let the individual enroll him/herself or use a name from the waiting list to ensure they have already enrolled in the project.

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

IBM

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

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

DESIGNATED REPRESENTATIVE: Dino Butorac

DESIGNATED REPRESENTATIVE ALTERNATE: Mark Brown

Designated Representative Wait-list

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

4 Manage Sponsors and Working Groups

4.1 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
Sponsor Committees					
LAN/MAN Standards Committee	C/LM	Paul Nikolich	Michael Kipness	594	manage
Working Group Committees					
A new working group	C/LM/new group	David Law	Michael Kipness	2	manage
Higher Layer LAN Protocols Working Group	C/LM/WG802.1	Anthony Jeffree	Kathryn Bennett	668	manage
Logical Link Working Group	C/LM/WG802.2	Paul Nikolich	Michael Kipness	60	manage

3. 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/>

SEARCH

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
IEEE_802_PandP_07162010.pdf	Accepted	http://standards.ieee.org/about/sasb/audcom/pnp/LMSC.pdf	25-Aug-2010 14:37	25-Aug-2010	30-Dec-2015	
IEEE_802_PandP_approved_091120_rev_100213.pdf	Not Accepted		19-Feb-2010 15:57			view checklist
LMSC_PaP_approved_081114_corrected_090316.pdf	Expired	http://standards.ieee.org/board/aud/LMSC_2009.pdf	16-Mar-2009 10:36	19-Mar-2009	31-Dec-2014	

- 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.

4.2 Submitting an L50S

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

Applicable Users:

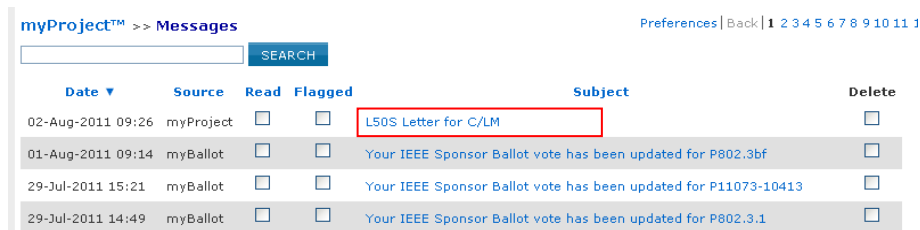
- Sponsor Chair, Standard Representative

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

SEARCH

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

4.3 Assign/Change Sponsor Officers

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

Applicable Users:

- Sponsor Chair, 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**
- **The individual's username is needed to assign them an officer position.**

Instructions:

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

myProject™ >> Manage Committees

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

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](#) | [Involvement Levels](#)

Use <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		

- 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.

4.4 Add a Working Group

Applicable Users:

- Sponsor Chair, Standard Representative

Instructions:

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

myProject™ >> Manage Committees

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

- 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/>

- 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).
- Select "**OK**"

4.5 Assign/Change Working Group Officers

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

Applicable Users:

- Sponsor Chair, Standard Representative, Working Group Chair
- *Only Sponsor Chair/Standard Representative can assign 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.
- For instructions on joining activities, see **Sec 3.1**
- The individual's username is needed to assign them an officer position.

Instructions:

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

myProject™ >> Manage Committees

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

3. Click "Manage Officer Roster"

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

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

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

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

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

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

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

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

4.6 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>

ACCEPT DECLINE

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

4.7 Select Involvement Levels

These are the involvement levels available to Working Groups:

- **Voting Member** = a voting member
- **Non Voting Member** = a member without voting rights
- **Observer** = someone who attends meeting or gets notices but does not participate
- **Aspirant Member, Nearly Member, Potential Member** = anything the group would like them to mean

Since not all Working Groups use all of these involvement levels, groups have the ability to select the ones they would like to use in myProject™ and Mentor.

Notes:

- The “Observer” involvement level may not be removed
- The “Interested” involvement level is also not optional, as it represents a user who has not been assigned an involvement level.

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

3. Click “**Involvement Levels**”.

myProject™ >> Manage Committees >> Manage Committee

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

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

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.

4.8 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.
 - See Mentor documentation for more information on how involvement levels affect access.
https://mentor.ieee.org/etools_documentation/dcn/11/etools_documentation-11-0017-MENT-mentor-user-guide.pdf

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
Sponsor Committees					
LAN/MAN Standards Committee	C/LM	Paul Nikolich	Michael Kipness	594	manage
Working Group Committees					
A new working group	C/LM/new group	David Law	Michael Kipness	2	manage
Higher Layer LAN Protocols Working Group	C/LM/WG802.1	Anthony Jeffree	Kathryn Bennett	658	manage
Logical Link Working Group	C/LM/WG802.2	Paul Nikolich	Michael Kipness	60	manage

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

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

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

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

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

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

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

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

4. Click “UPDATE” to apply any changes.

4.9 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 Chair.

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.
- For instructions on joining activities, see **Sec 3.1**
- The individual's username is needed to assign them an officer position.
- 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
Sponsor Committees					
LAN/MAN Standards Committee	C/LM	Paul Nikolich	Michael Kipness	594	manage
Working Group Committees					
A new working group	C/LM/new group	David Law	Michael Kipness	2	manage
Ethernet Working Group	C/LM/WG802.3	David Law	Kathryn Bennett	1009	manage
Projects					
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. Click "Manage Officer Roster".

myProject™ >> Manage Committees >> Manage Committee Back

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

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

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

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

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

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.

4.10 Send Sponsor Message

This feature can be used to send a message to a Sponsor Committee Chair or Working Group Chair.

Applicable Users:

- All myProject™ Users

Instructions:

- On the **myProject™** Home Screen click **"Send Sponsor Message"**.
- Select the chair you would like to send a message to.

myProject™ >> Send Sponsor Message

TO: AES/GA Gyro Accelerometer Panel--Randall Curey

FROM: AES/GA/GP_WG Gyro and Accelerometer Panel Working Group--Reese Sturdevant

CC: AES/GA/GP_WG Gyro Panel Working Group--Cleon Barker
AES/RS Radar Systems Panel--Robert Trebits
AES/RS/686_WG Terminology Working Group--Hugh Griffiths
AES/UWBRC Ultrawideband Radar Committee--Arnold Greenspan
AES/UWBRC/1672_WG Ultrawideband Radar Working Group--Stephen Johnston
APS/A Antennas--Michael Francis
APS/A/NFAM Near-Field Antenna Measurements--Michael Francis
APS/A/RCS_WG Radar Cross Section--Eric Walton
APS/P Propagation--David Thiel

SUBJECT: APS/P/356 Minor Revisions Working Group--David Thiel

MESSAGE: BOG/CAG Corporate Advisory Group--Dennis Brophy
BOG/CAG/3DHF_WG 3D Human Factors Working Group--Sanghoon Lee
BOG/CAG/UCNET-ACM/P1888.1WG Ubiquitous Community Network Access Cont...--Huilin Zhao
BOG/CAG/UGCCNet Ubiquitous Green Community Control Netwo...--Dong Liu
BOG/CAG/UGCCNET-CS/P1888.2WG Ubiquitous Green Community Control Netwo...--zhang hongke
BOG/CAG/UGCCNET-SEC/P1888.3WG Ubiquitous Green Community Control Netwo...--Dong Liu
BOG/CAG/UHV-WG Ultra-High Voltage Working Group--Du Zhigang

OK CANCEL

- Add additional email addresses in the **"CC"** box to send copies of the message.
- Enter a subject and message text.
- Click **"OK"** to send your message.

myProject™ >> Send Sponsor Message

TO: AES/GA Gyro Accelerometer Panel--Randall Curey

FROM: Iman Engineer

CC:

SUBJECT:

MESSAGE:

OK CANCEL

4.11 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


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

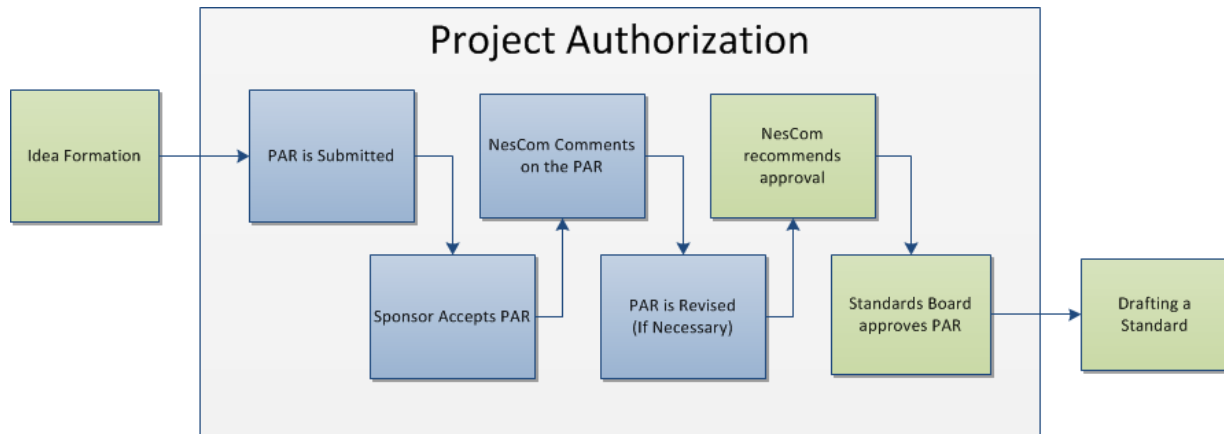
Scroll down to view the entire list. Click 'OK' when done.

<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 - **5.8 Commenting and voting on a PAR, 5.10 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 4.1 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: 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

 A red arrow points to the first option. 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 of the 'PAR Requests' column, 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**"
 - **If the any Working Group information is incorrect or blank, contact the Sponsor Chair. This information must be corrected before submitting a PAR.**

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, submit and delete 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 the any Working Group information is incorrect or blank, contact the Sponsor Chair. This information must be corrected before submitting a PAR.
 - 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

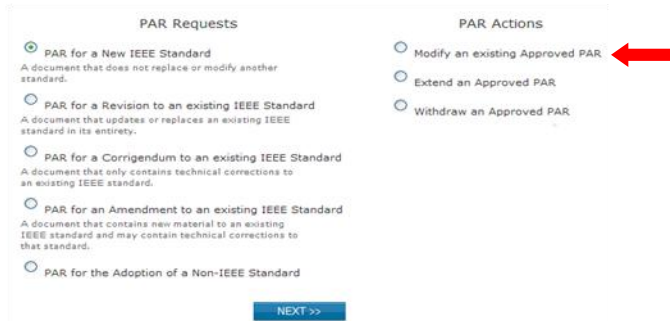
If the scope, purpose, or other elements of the draft standard change in any way, the PAR must be modified and approved.

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**".



The screenshot shows two panels: 'PAR Requests' and 'PAR Actions'. In the 'PAR Requests' panel, the first option, 'PAR for a New IEEE Standard', is selected with a radio button. In the 'PAR Actions' panel, the first option, 'Modify an existing Approved PAR', is highlighted with a red arrow.

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](#)



The screenshot shows the 'Modify an existing Approved PAR' search interface. The 'PAR NUMBER' field contains '802.3' and is highlighted with a red arrow. The 'SEARCH' button is also visible. Below the search bar is a table of PARs with 'select' buttons next to them, one of which is highlighted with a red arrow.

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

5. You will be presented with a confirmation page to review the contact information.
 - If the any Working Group information is incorrect or blank, contact the Sponsor Chair. This information must be corrected before submitting a PAR.
 - 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.
 - Be sure to list what is being modified and the reasons for the modifications.
 - 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

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 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	select
C/LM	P802.3.1	30-Jan-2009	Standard for Management Information Base (MIB) Definitions for Ethernet	select

5. You will be presented with a confirmation page to review the contact information.
 - If the any Working Group information is incorrect or blank, contact the Sponsor Chair. This information must be corrected before submitting a PAR.
 - 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.
 - 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.
 - **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	select
C/LM	P802.1AC	22-Sep-2005	Standard for Media Access Control (MAC) Service Definition	select

5. Select a reason for the withdrawal from the drop-down menu and provide a more detailed explanation of the reason for withdrawal.
6. Click "**OK**" to submit the withdrawal request.
7. The PAR withdrawal will now be added to the next NesCom agenda and notifications will be sent to the Working Group Chair, Sponsor Chair, Staff Liaison, and NesCom Administrator.

5.7 Accept or Reject a PAR

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

Applicable Users:

- Sponsor Chair, Standard Representative

Notes:

- The PAR will not be put onto the final NesCom agenda without sponsor approval. If the sponsor fails to approve the PAR, it will move to the following NesCom meeting agenda.
- If you require changes to the PAR before accepting, please contact the NesCom Administrator to make those changes. Rejecting the PAR may delay approval.

Instructions:

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

Submitted PARs

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

ACTIONS:

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

COMMENTS:

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

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

5.8 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:

- On the **myProject™** Home Screen, select "**NesCom Member Area**".
- 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

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

- 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

- 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.
 - 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

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

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

myProject™ >> NesCom Member Area >> Submission Summary

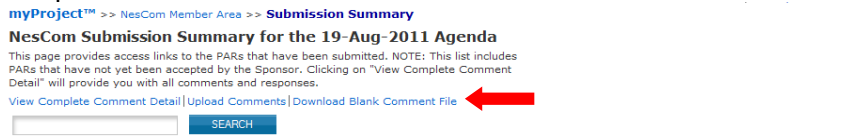
NesCom Submission Summary for the 19-Aug-2011 Agenda

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.

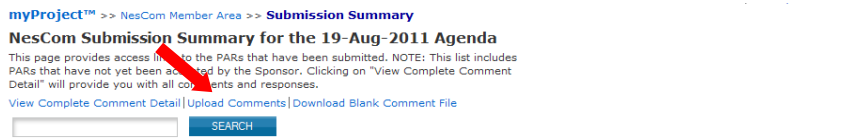
[View Complete Comment Detail](#) | [Upload Comments](#) | [Download Blank Comment File](#)

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**".

5.9 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.

Applicable Users:

- NesCom Members

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

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

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

5.10 Respond to NesCom Comments About a PAR

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

Applicable Users:

- Par Submitter, Sponsor Chair, Standard Representative, Working Group Chair

Notes:

- Failure to respond to a comment may result in deferral of the PAR to the next NesCom agenda.
- Only the NesCom administrator can make changes to the PAR at this stage. Your agreement with requested changes or submission of new wording can be included in your dialog response. If the changes are extensive, respond to the comment and email your changes to the NesCom administrator (nescom-admin@ieee.org)

Instructions:

- 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

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

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

ACTIONS:

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


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

Submission Status	Committee	PAR Number	Request Type	Title	Comments
Submitted by Iman Engineer 11-Jul-2011	IAS/PCI/515_WG/515x	P515x	PAR Request	Standard for the Testing, Design, Installation, and Maintenance of Electrical Resistance Heat Tracing for Industrial Applications Amendment for	0
Submitted by Iman Engineer 20-Jun-2011	VT/ITS/1512_WG/prj123	Pprj123	PAR Request	Standard for Test It	0
Submitted by Iman Engineer 02-Jun-2011	C/LM/WG802.22/802.22a	P802.22a	PAR Request	Standard for 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

- 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"**.

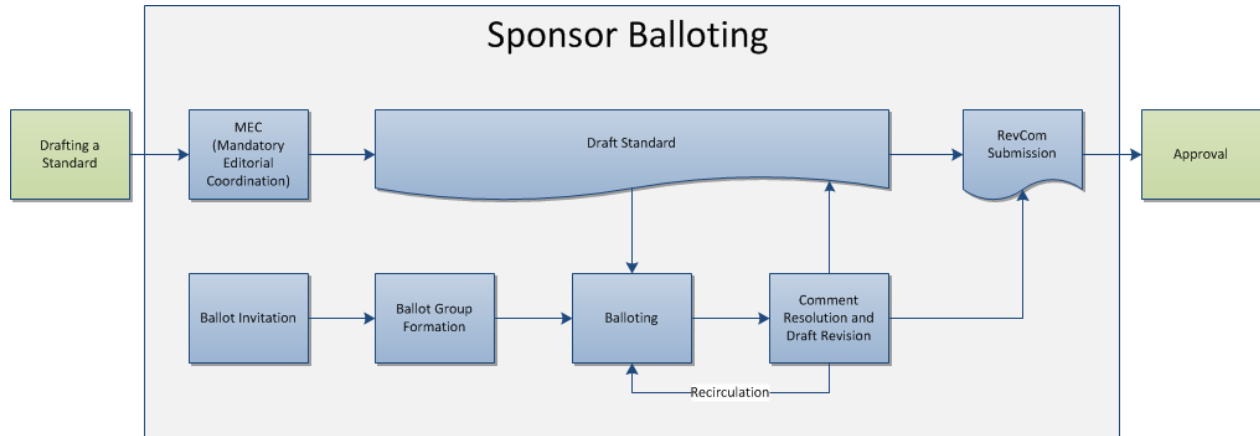
[myProject™](#) >> [Manage My PARs](#) >> [Submission Details](#) >> [Comment Dialog](#)
[VT/RTSC/WG9/1544](#)
P1544 Standard for Transit Communications Interface Profiles (TCIP) for Railcar Basic Operating Unit Interoperability - Data Element Definitions
Original Comment from Hung Ling
This project 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 group 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 – **6.2 Initiate Ballot Invitation**
- Ballot Group Formation – **6.4 Join a Sponsor Ballot (Individual Balloting), 6.5 Pay to Join a Single Ballot (Individual Balloting), 6.6 Join a Ballot (Entity Balloting)**
- Balloting – **6.10 Initiate Sponsor Ballot, 6.11 Vote and/or Comment on a Ballot**
- Comment Resolution – **6.15 Submit Rogue Comment**

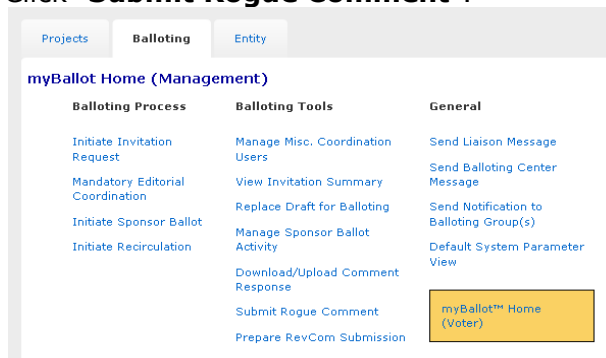
This feature can be used to submit comments that have been received by the Working Group outside of the myProject™ system. These comments cannot be marked as “Must Be Satisfied”, but will become part of the record that is submitted to RevCom.

Applicable Users:

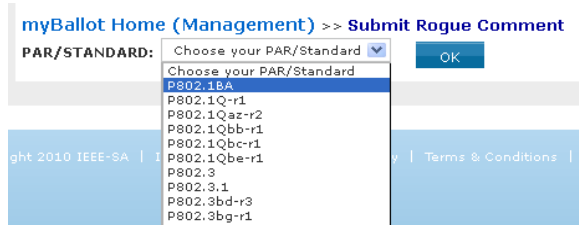
- Sponsor Chair, Working Group Chair/Officer

Instructions:

1. On the myProject™ Home Screen click the “**Balloting**” tab.
2. Click “**Submit Rogue Comment**”.



3. Select the PAR/Standard you would like to submit comments for and click "OK".



4. Fill out the form to enter a single comment.
 - You may also upload multiple comments by clicking "bulk upload rogue comments".

myBallot Home (Management) >> Submit Rogue Comment

P802.3 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

Rogue comments are comments received via email, fax, or US mail that are either from individuals not on the Balloting Group or received after the ballot or redirculation period has closed. Alternatively, you can [bulk upload rogue comments](#).

FIRST NAME:

LAST NAME:

CATEGORY:

PAGE:

SUBCLAUSE:

LINE #:

COMMENT:

ATTACHED FILE:

PROPOSED CHANGE:

- Click "Plain Text Comments (CSV)" to download the CSV template and edit the CSV file using any spreadsheet editor and save the file to your computer.
- Click "Browse...", select the saved CSV file and click "OK" to upload.

[myBallot Home \(Management\)](#) >> **Upload Rogue Comments**

P802.3 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

Please upload the rogue comments using the template below. Supply the commenter's Web Account Username in the Web Id column.

[Plain Text Comments \(CSV\)](#)

CSV FILE:

5. Click **"OK"** to submit the comment.

- Comment Resolution
- RevCom Submission - **6.20 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:

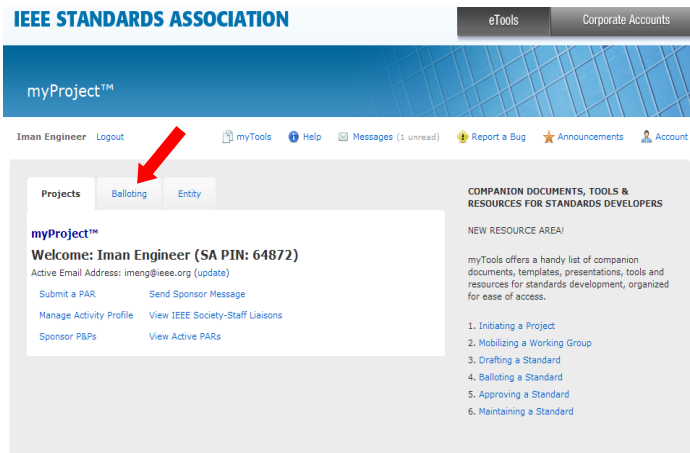
- Sponsor Chair, Standard Representative, Working Group Chair, Sponsor Ballot Designee

Notes:

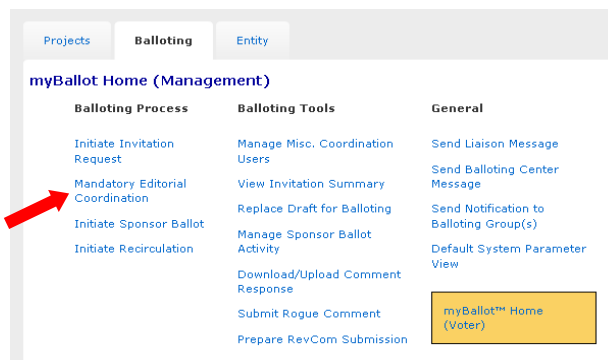
- The Mandatory Editorial Coordination (MEC) should be initiated by the start of the ballot invitation.
- Be sure to include all copyright permissions letters at this time.

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 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:

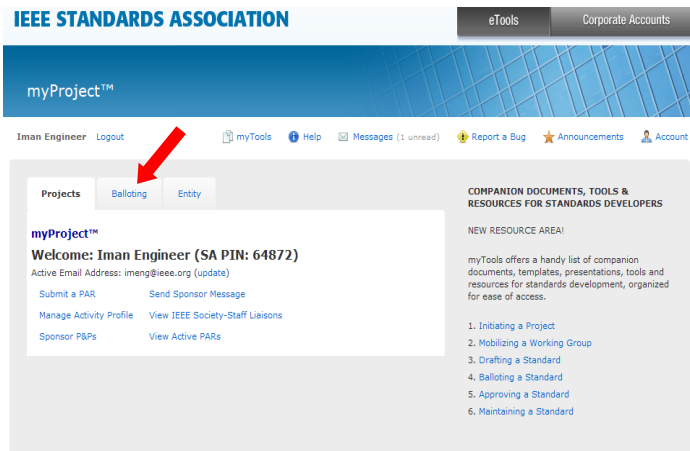
- Sponsor Chair, Standard Representative, Working Group Chair, Sponsor Ballot Designee

Notes:

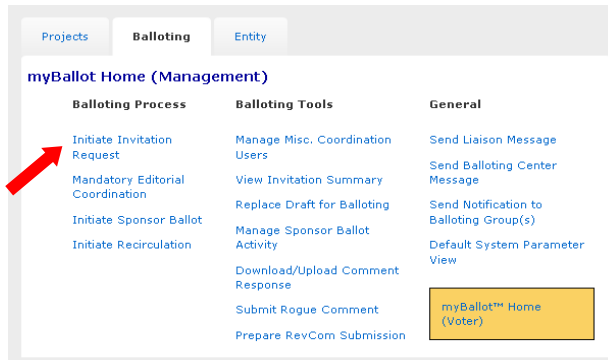
- The MEC should be initiated before the ballot invitation is sent out. For more information on submitting a draft for MEC, see **Sec 6.1 Submit a Draft for MEC**.
- The invitation will not open until your staff liaison reviews and sends the invitation.
- Sponsor balloting must begin within six months of the invitation. If sponsor balloting does not begin within six months, the ballot group must be re-formed.

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 15 days is required; 30 is preferred.

[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 aide 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 Krolikowski
<input type="checkbox"/> Environmental Assessment of Standards Committee	C/EASC	Holly Elwood
<input type="checkbox"/> Foundation for Intelligent Physical Agents	C/FIPA	James Odell
<input type="checkbox"/> Information Assurance	C/IA	James Hughes
<input checked="" type="checkbox"/> LAN/MAN Standards Committee	C/LM	Paul Nikolich
<input type="checkbox"/> Learning Technology	C/LT	Don Holmes

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

Select the Next button to proceed to the Voter Classifications.

<< BACK NEXT >> CANCEL

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.	edit, delete
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.	edit, delete
Government/Military	A governmental entity or a person affiliated with such entity with direct interest in the standard being developed.	edit, delete
Producer	A person or entity that directly creates or that will create a conformant product, component, or service, for sale or distribution.	edit, delete
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.	edit, delete

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.
- 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.

6.3 Reopen/Extend Ballot Invitation

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

Applicable Users:

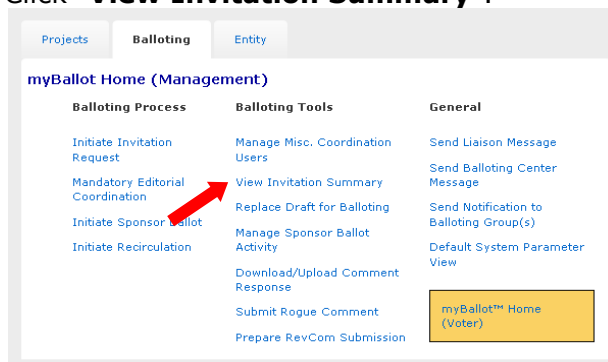
- Sponsor Chair, Standard Representative, Working Group Chair, Sponsor Ballot Designee

Notes:

- This can only be done during the invitation period or **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”**.

6.4 Join a Sponsor Ballot (Individual Balloting)

Applicable Users:

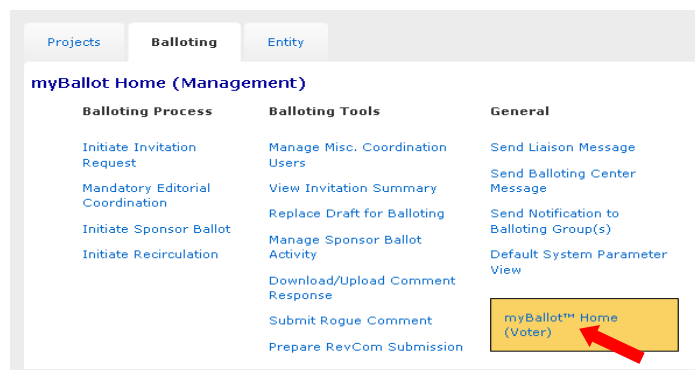
- All IEEE-SA Members

Notes:

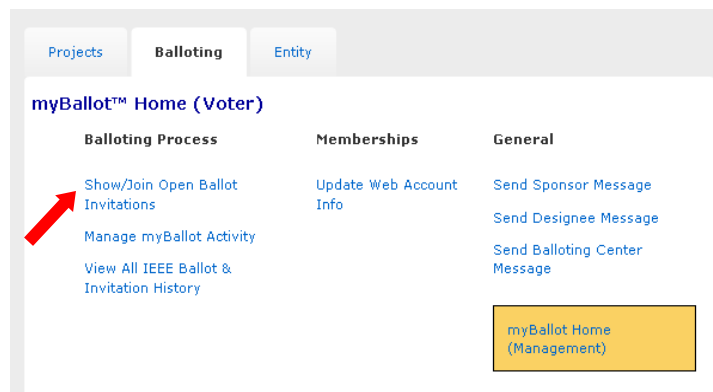
- You are required to be an IEEE-SA member or pay a per-ballot fee to join an IEEE-SA ballot.
- Joining a ballot allows you to vote and submit comments when the project opens for balloting.
- Balloting group members have an obligation to respond during the balloting period; failure to return a ballot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

- 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.

6.5 Pay to Join a Single Ballot (Individual Balloting)

Applicable Users:

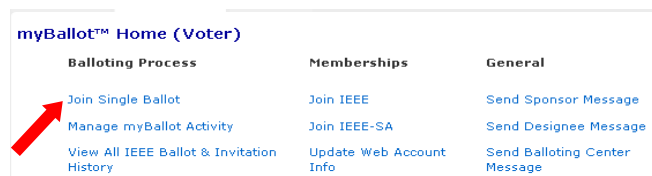
- All Non IEEE-SA Members.

Notes:

- You are required to be an IEEE-SA member or pay a per-ballot fee to join an IEEE-SA individual ballot group.
- Joining a ballot group 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.
 - If you currently are or become an IEEE Member or Society Member, you can add SA membership to your IEEE Membership or Society Membership. For 2012, it is \$49.00 for IEEE-SA membership in addition to the cost of your IEEE membership or Society membership.
 - Joining the IEEE-SA alone is \$229 for calendar year 2012.
 - The most expensive option is to join a single ballot. For 2012, the cost is \$280.00 per ballot, and it entitles you to join just one ballot group and any recirculations of that ballot. To take advantage of this service which is unavailable online, complete the form at least 5 working days prior to invitation closing to allow time for processing.
 - 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. During this period, you will be contacted by the IEEE-SA Balloting Center requesting your "classification category selection" for the ballot (e.g., user, producer, general interest, academic), as this must be entered into myProject by Balloting Center staff. If you have any questions or require assistance, please send an email to: sa-ballot@ieee.org

6.6 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:

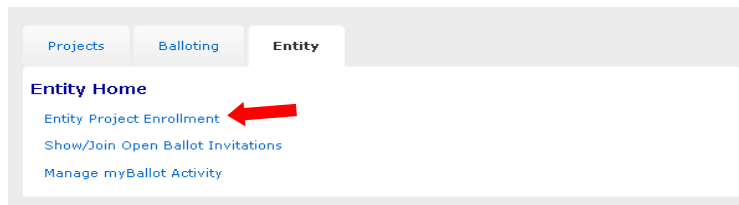
- EBR (Entity Ballot representative) or EBRA (Entity Ballot Representative Alternate) of an IEEE-SA Entity Member.

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

6.7 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:

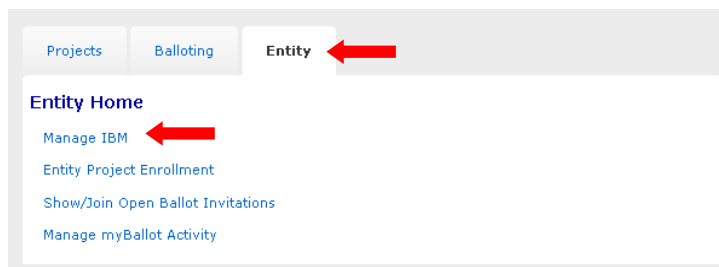
- EMR

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 6.6 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

SEARCH

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	manage wg roles, manage ballot
C/DA	P1734	Standard for Quality of Electronic and Software Intellectual Property used in System and System on Chip (SoC) Designs	Anne Brinkley DR	manage wg roles, manage ballot
C/DA/1800_WG	P1800	Standard for System Verilog--Unified Hardware Design, Specification, and Verification Language		manage wg roles

4. You will see 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](#)

- 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 EBR/EBRA, 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.

6.8 Remove Yourself from a Ballot

Applicable Users:

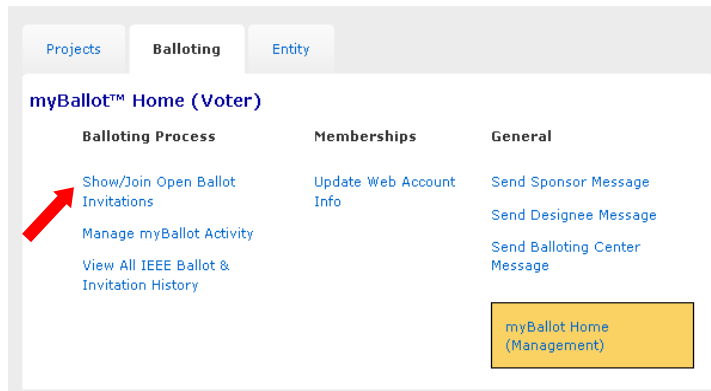
- IEEE-SA members currently enrolled in a ballot

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 balloting center staff must make any necessary changes. Contact balloting center at: sa-ballot@ieee.org
- 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 - Reservation rate monitor	23-Jul-2011 11:59pm ET	update, remove

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

6.9 Change Your Voter Classification

Applicable Users:

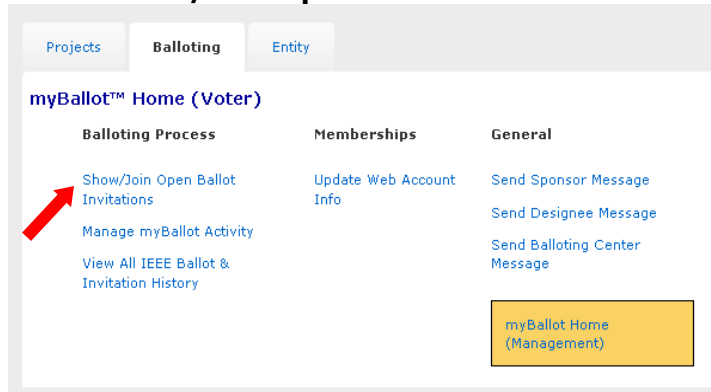
- IEEE-SA members currently enrolled in a ballot

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.

6.10 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:

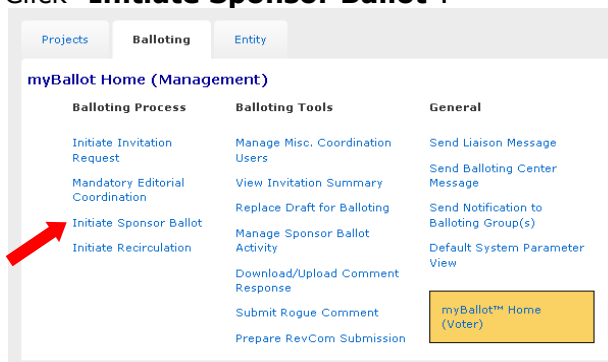
- Sponsor Chair, Standard Representative, Working Group Chair, Sponsor Ballot Designee

Notes:

- Ballots cannot be opened unless all permission letters for borrowed material have been received, reviewed and approved by staff.
- 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"**.

6.11 Vote and/or Comment on a Ballot

Applicable users:

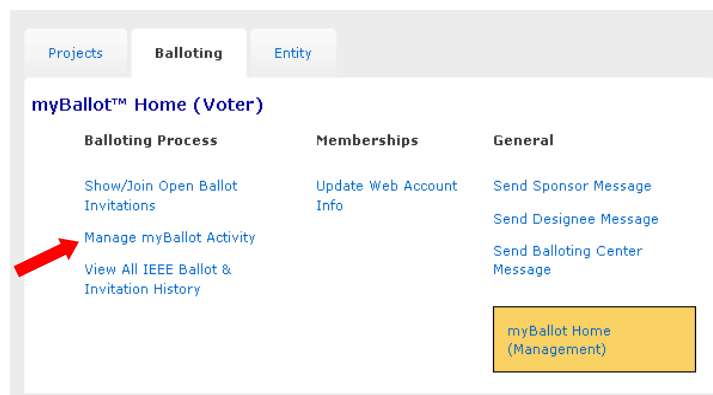
- myProject™ users currently enrolled in a ballot

Notes:

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

Instructions:

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



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

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

OK CANCEL

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

6.12 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:

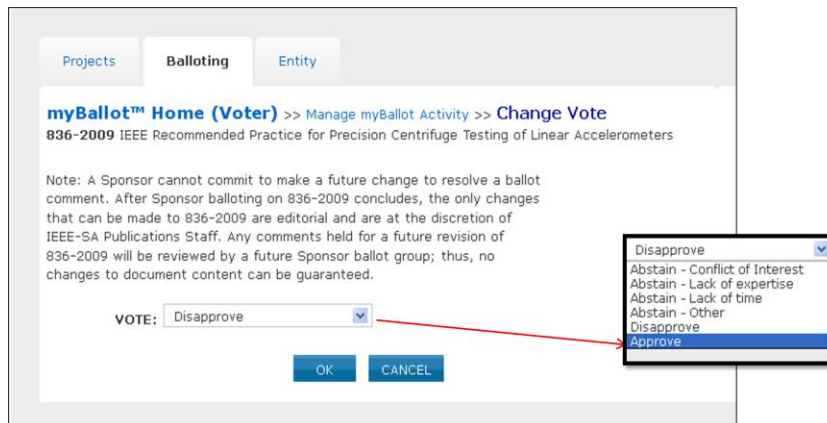
- You will receive notification of your vote change. This notification will be included with the RevCom submission.
- You may only change you vote once using this feature. You will not be able to change the vote back to “Disapprove”.
- **Instructions for Entity Balloting are the same, but ballots are 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. 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

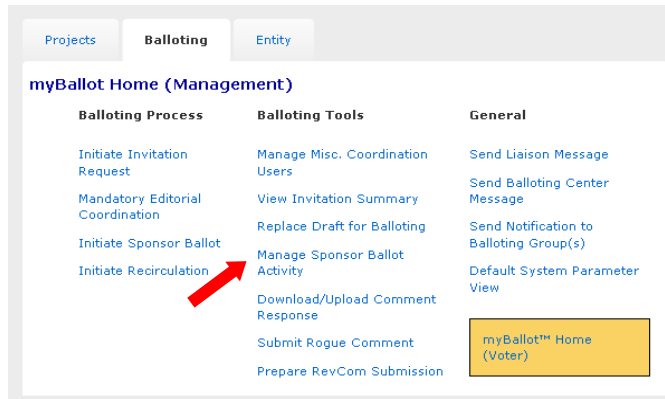
6.13 View Ballot Summary

Applicable Users:

- Sponsor Chair, Working Group Chair/Officer

Instructions:

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



3. You will see all currently active ballots. To view all ballots, check **“Include Inactive Ballots”**.
4. Click on the number under the **“# of Balloters”** column for the ballot you would like to view a summary of.

myBallot Home (Management) >> Manage Sponsor Ballot Activity

SEARCH Include Inactive Ballots

Project A	PAR or Standard #	Style	Draft # -- <Filename>	Other Files	Stage	# of Balloters	Ballot Close Date	Response Rate %	Approval Rate %	Abstain Rate %	# Comments
C/LM/WG802.1/802.1AX	P802.1AX	Individual	D2.1 -- <802.1AX_D2p1.pdf>	Cover Letter 802.1AX_D2p1CMR.pdf	Submitted To Revcom	115	11-Mar-2008 11:59pm ET	81.0%	98.0%	9.0%	2
C/LM/WG802.3/1802.3	1802.3-2001	Individual	Standard -- <1802.3-2001.pdf>	Cover Letter	Submitted To Revcom	77	16-Mar-2007 11:59pm ET	81.0%	85.0%	6.0%	8
C/LM/WG802.3/802.3	P802.3	Individual	D2.3 -- <802.3-2005_REV_D2p3_section1_to_5_CMR.pdf>	Cover Letter 802.3-2005_REV_D2p3.zip	Submitted To Revcom	115	08-Jul-2008 11:59pm ET	86.0%	97.0%	8.0%	0
C/LM/WG802.3/802.3	P802.3-REVam	Individual	2.2 -- <802.3REVamD2p2_section3_CMR.pdf> <802.3REVamD2p2_section4_CMR.pdf> <802.3REVamD2p2_section5_CMR.pdf>	Cover Letter IEEE802_3REVam_D2p2.zip	Submitted To Revcom	69	11-May-2005 11:59pm ET	84.0%	96.0%	3.0%	5

5. Click on **“Initial Ballot”** or the recirculation to view the results from that round of balloting.

myBallot Home (Management) >> Manage Sponsor Ballot Activity >> **Ballot Response Summary**
P802.1AX Standard for Local and Metropolitan Area Networks - Link Aggregation

Recirculation #1 **Initial Ballot**

BALLOT OPEN DATE: 25-Feb-2008
BALLOT CLOSE DATE: 11-Mar-2008
TYPE: New
DRAFT #: D2.1
BALLOTS RECEIVED: 7
VOTE CHANGES: 1
COMMENTS: 2

RESPONSE RATE
 This ballot has met the 75% returned ballot requirement.
 115 eligible people in this ballot group.

- 84 affirmative votes
- 1 negative votes with comments
- 0 negative votes without comments
- 9 abstention votes: (Lack of expertise: 1, Lack of time: 6, Other: 2)

94 votes received = 81% returned
 9% abstention

APPROVAL RATE
 The 75% affirmation requirement is being met.

- 84 affirmative votes
- 1 negative votes with comments

85 votes = 98% affirmative

- To download the selected results, click **“Download Ballot Group CSV File”** (includes entire ballot group) or **“Download Ballot Voter CSV File”** (includes only those who have voted).

APPROVAL RATE
 The 75% affirmation requirement is being met.

- 84 affirmative votes
- 1 negative votes with comments

85 votes = 98% affirmative

[Download Ballot Group CSV File](#)

[Download Ballot Voter CSV File](#)

Back [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) | Next

Name	Classification	Email / Phone	Vote	Change	Comments	Affiliation
Alexander Thomas	General Interest	invalid:tom@veriwave.com 503 803 3534	Approve		0	VeriWave
Antonelli, Danilo	General Interest	invalid:danilo@starmasterorg +39 335 7840335	Approve		0	EDA Enterprise
Barrass, Hugh	Producer	invalid:hbarrass@cisco.com 408-527-3084	Approve		0	Cisco Systems, Inc.
Bennett, Michael	User	invalid:mjbennett@lbl.gov (510) 486-7913	Approve		0	Lawrence Berkeley National Lab (LBNL)
Bhatt, Parag	Producer	invalid:parag@pbhatt.com 408-363-3988			0	Krispan Inc.
Bhushan, Rahul	General Interest	invalid:rahul.bhushan@st.com 949-305-6017	Approve		0	STMicroelectronics

6.14 View Ballot Comments

You may view all of the comments that have been made on a ballot, along with the resolution status of each comment after the ballot has closed. During recirculation, comments from previous rounds will be visible.

Applicable Users:

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

Instructions:

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

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.

6.15 Submit Rogue Comment

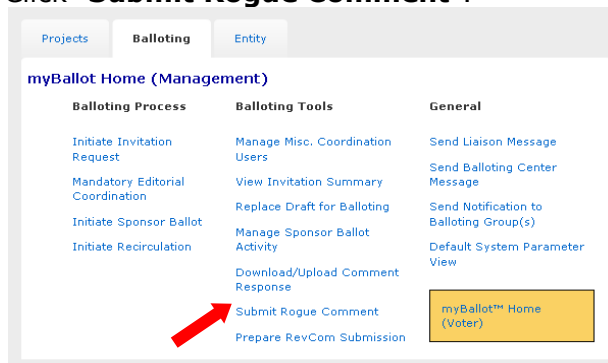
This feature can be used to submit comments that have been received by the Working Group outside of the myProject™ system. These comments cannot be marked as “Must Be Satisfied”, but will become part of the record that is submitted to RevCom.

Applicable Users:

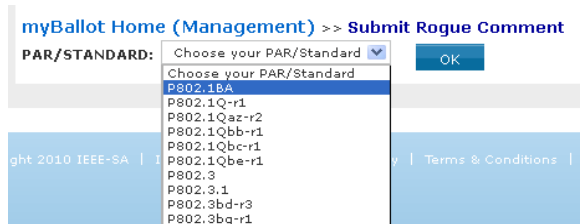
- Sponsor Chair, Working Group Chair/Officer

Instructions:

3. On the **myProject™** Home Screen click the “**Balloting**” tab.
4. Click “**Submit Rogue Comment**”.



6. Select the PAR/Standard you would like to submit comments for and click “**OK**”.



7. Fill out the form to enter a single comment.
 - You may also upload multiple comments by clicking “**bulk upload rogue comments**”.

[myBallot Home \(Management\)](#) >> **Submit Rogue Comment**

P802.3 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

Rogue comments are comments received via email, fax, or US mail that are either from individuals not on the Balloting Group or received after the ballot or recirculation period has closed. Alternatively, you can [bulk upload rogue comments](#).

FIRST NAME:

LAST NAME:

CATEGORY:

PAGE:

SUBCLAUSE:

LINE #:

COMMENT:

ATTACHED FILE:

PROPOSED CHANGE:

- Click **"Plain Text Comments (CSV)"** to download the CSV template and edit the CSV file using any spreadsheet editor and save the file to your computer.
- Click **"Browse..."**, select the saved CSV file and click **"OK"** to upload.

[myBallot Home \(Management\)](#) >> **Upload Rogue Comments**

P802.3 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

Please upload the rogue comments using the template below. Supply the commenter's Web Account Username in the Web Id column.

[Plain Text Comments \(CSV\)](#)

CSV FILE:

8. Click **"OK"** to submit the comment.

6.16 Comment Resolution

6.16.1 Resolution Status Definitions

The IEEE-SA has not defined the meaning of the Resolution Status to give a leeway to the committee. Here are some guidelines:

Accepted – The committee agrees with the comment and implements change exactly as suggested.

Revised – The ballot resolution committee accepts the suggested remedy in principle. This means that the ballot resolution committee will make a change to the draft based on a revision of the suggested remedy. The Resolution Detail field shall provide sufficient detail for ballot group members to understand the revision of the suggested remedy provided by the commenter.

Rejected – The ballot resolution committee does not accept the suggested remedy. The Resolution Detail field shall provide sufficient detail for ballot group members to understand the rationale for this rejection.

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 will be used. For all ballots that start after the roll-out (initial and recirculation), only the "NEW" Resolution Status options 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.

6.16.2 Respond To Ballot Comments Individually

Applicable Users:

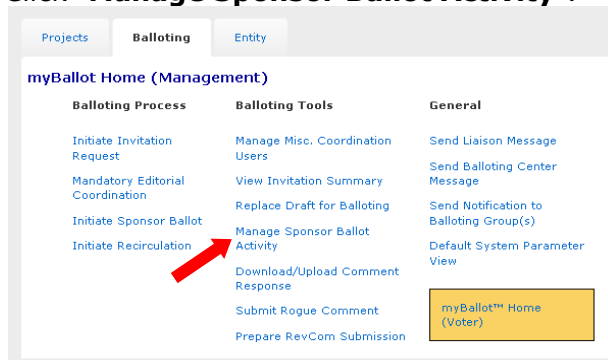
- Working Group Chair, Sponsor Ballot Designee

Notes:

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

Instructions:

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



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

myBallot Home (Management) >> Manage Sponsor Ballot Activity Back | 1 2 | Next

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-mbs.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.mb>	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 >> **Voter 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 "(for...)"	Agree edit	ACCEPT.
50	Haddock, Stephen	Individual	6	General Interest	Disapprove	Extreme Networks	Editorial	340	13.13	38	typo		No	"Independent" should use 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. 6.16.3** Step 3.

6.16.3 Download Comments Resolution File

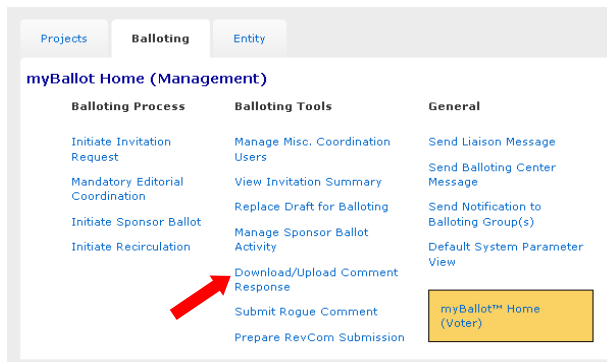
This option allows officers the ability to respond to comments offline and then upload them.

Applicable Users:

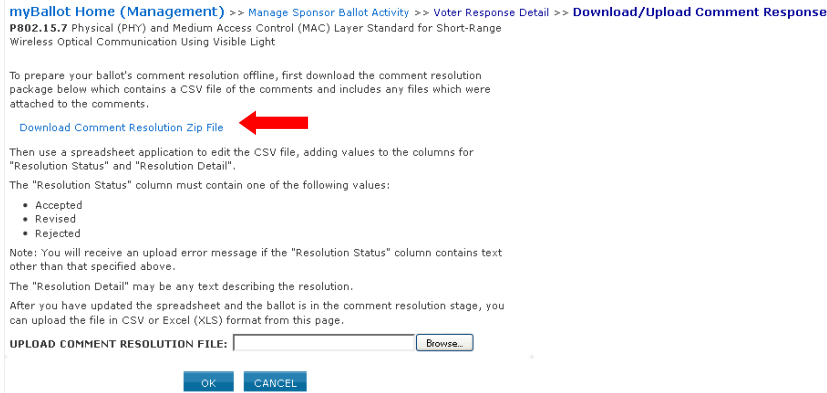
- Working Group Chair, Sponsor Ballot Designee

Instructions:

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



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



5. Edit the CSV file using any spreadsheet editor and save the file in either .csv or .xls format.
 - Make sure to only use only the values listed on the download page (Accepted, Revised, Rejected) in the "Resolution Status" column.

6.16.4 Upload Comments Resolution File

Applicable Users:

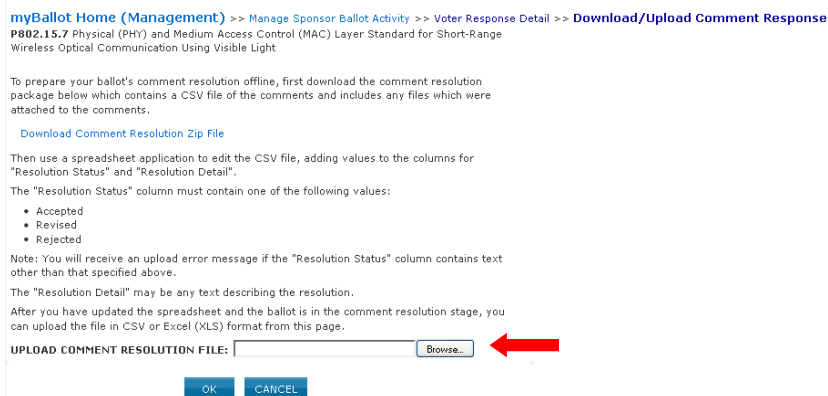
- Working Group Chair, Sponsor Ballot Designee

Notes:

- All comments must be responded to. The response should show that the comment was seriously considered.

Instructions:

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



5. Click "OK"
6. View the comments in myProject and make sure your comments were uploaded correctly (See Sec 6.16.2 for more detail).

6.17 Replace a Draft for Balloting

Applicable Users:

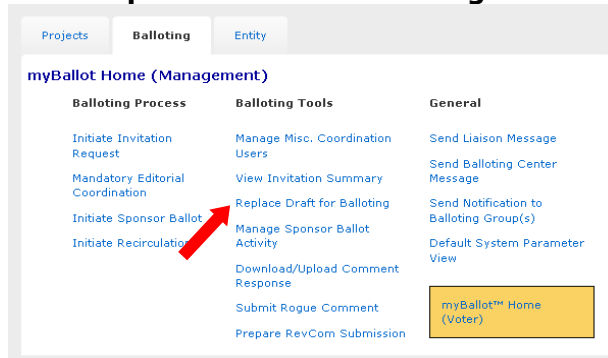
- Sponsor Chair, Standard Representative, Working Group Chair, Sponsor Ballot Designee

Notes:

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

Instructions:

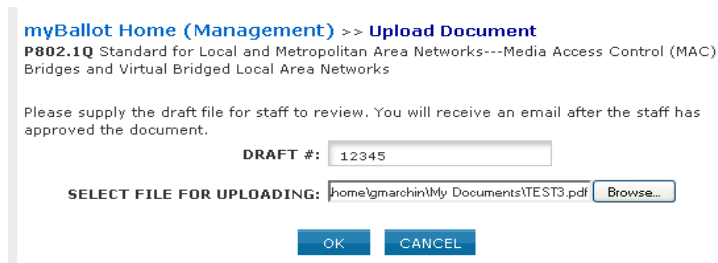
1. On the **myProject™** Home Screen click the **"Balloting"** tab.
2. Click **"Replace Draft for Balloting"**



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.

6.18 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:

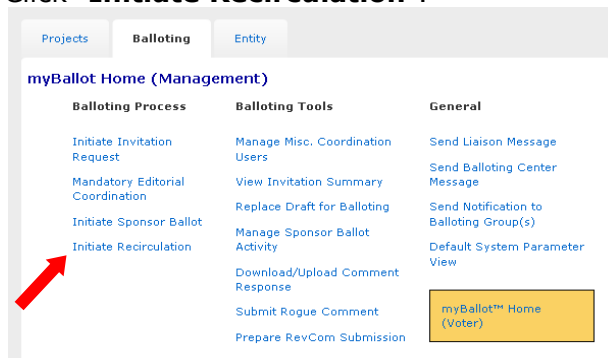
- Sponsor Chair, Standard Representative, Working Group Chair, Sponsor Ballot Designee

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.

6.19 Request a Ballot Reset or Termination

Resetting a ballot will delete any votes and comments made and will return the ballot to the stage after invitation. Terminating a ballot means that the ballot group has been disbanded. A request will be sent to Balloting Center staff, who will reset or terminate the ballot.

Applicable Users:

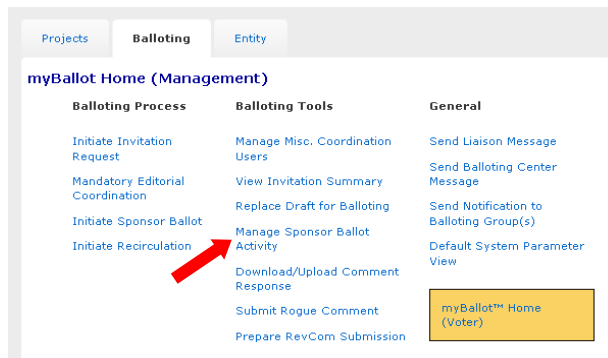
- Sponsor Chair, Standard Representative, Working Group Chair, Sponsor Ballot Designee

Notes:

- You must supply a reason for resetting/terminating the ballot.
- **When reset, the ballot must be opened again and a draft uploaded but the ballot group will be maintained.**
- **When reset, even though the number under the column heading "Invitations Sent" will say "0" it does not mean that the ballot pool is not intact.**
- A ballot may not be reset after a recirculation has begun.
- When terminated, 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"** or **"reset ballot"** next to it.

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-mbs.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/reset from the drop-down box.
5. Enter a description of your reasons for termination/reset 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:

COMMENTS:

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

6.20 Submit a Draft to RevCom

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

- Guide for Submittal of Proposed Standards:
<http://standards.ieee.org/about/sasb/revcom/revguide.html>
- RevCom Submittal Help:
http://standards.ieee.org/about/sasb/revcom/submit_help.pdf
- RevCom Conventions:
<http://standards.ieee.org/about/sasb/revcom/conv.html>
- RevCom Review Checklist:
https://development.standards.ieee.org/myproject/Public/mytools/approve/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	download zip file
P802.1Qaz-r2	download zip file
P802.1Qbb-r1	download zip file
P802.1Qbc-r1	download zip file
P802.1Qbe-r1	download zip file
P802.3.1	download zip file



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

7 User Roles

7.1 Volunteer User Roles

General User - This is default user type if a user is not an IEEE-SA member and has not been given any additional authority. As a general user, you can:

- Register as interested in a Sponsor, Working Group or Project and be assigned an involvement level
- View Active PARs, Sponsor P&Ps and Society-Staff Liaisons
- Create a PAR (but not submit)
- Send a message to a Sponsor
- Join a single Ballot and vote/comment on that ballot (for a fee)
- View all ballot and invitation history
- Access membership information
- Send a message to the balloting center
- Enroll as DR/DRA or EBR/EBRA (if employed by an Entity Member Organization)

IEEE-SA Member – IEEE-SA Members can:

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

Sponsor Chair/Standard Representative – Sponsor Chairs/Standard Representatives have all abilities of IEEE-SA Members plus:

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

Working Group Chair/Officer – Working Group Chairs/Officers have all abilities of IEEE-SA Members plus:

- Manage Roster involvement for Sponsor, Working Groups and Projects
- Manage Officers for Sponsor, Working Groups and Projects (Chair Only)

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

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

EMR – Entity member Representatives will have all abilities relevant to their personal roles plus:

- Manage Representatives for the Entity (DR/DRA)

DR/DRA – Designated Representatives/Alternates will have all abilities relevant to their personal roles plus:

- Participate in Entity Working Groups

EBR/EBRA – Entity Ballot Representatives/Alternates will have all abilities relevant to their personal roles plus:

- Vote/Comment on Entity Ballots

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