

myProject

User Guide

Table of Contents

1 Introduction _____ **5**

2 Getting Started _____ **6**

 2.1 Accessing myProject for the First Time. _____ **6**

 2.2 Accessing/Updating myProject Account Information _____ **6**

 2.3 The myProject Home Screen _____ **8**

3 Manage Profile and Interests _____ **9**

 3.1 Follow/Register as an Interested Party (Standards Committee, Working Group, Project) _____ **9**

 3.2 Update Affiliation Information _____ **13**

 3.3 Entity Members and myProject _____ **14**

 3.4 Entity Management – EMR _____ **14**

 3.4.1 Manage Ballot Group Members _____ **14**

4 Manage Groups _____ **17**

 4.1 Create a Standards Committee Level Group _____ **17**

 4.2 Accept an Assigned Role _____ **17**

 4.3 Creating Sub-groups _____ **19**

 4.4 Manage Group Rosters _____ **21**

 4.5 Modify Officer Roles _____ **23**

 4.6 Upload Roster Template/Download Roster or Template _____ **24**

 4.7 Edit Group Details _____ **26**

5 View/Manage Pars _____ **28**

 5.1 Submit a PAR for a New IEEE Standard _____ **28**

 5.2 Saving, Editing, Sharing and Deleting a Draft PAR _____ **31**

 5.3 Submit a PAR for a Revision, Corrigendum, or Amendment to an Existing IEEE Standard _____ **32**

 5.3.1 Submitting a PAR for a Revision to an existing IEEE Standard: _____ **32**

 5.3.2 Submitting a PAR for a Corrigendum to an existing IEEE Standard: _____ **35**

 5.3.3 Submitting a PAR for an Amendment to an existing IEEE Standard: _____ **35**

 5.3.4 Submitting a PAR for the Adoption of a Non-IEEE Standard _____ **36**

5.4	Modify an Approved PAR _____	37
5.5	Extend an Existing PAR _____	39
5.6	Withdraw an Approved PAR _____	41
5.7	Accept or Reject a PAR _____	43
6	Invitations/Ballots _____	45
6.1	Submit a Draft for MEC _____	45
6.2	Initiate Ballot Invitation _____	46
6.3	Reopen/Extend Ballot Invitation _____	50
6.4	Join SA Ballot Group (Individual and Entity Balloting) _____	51
6.5	Pay to Join a Single Ballot (Individual Balloting) _____	54
6.6	Manage Ballot Representatives (Entity Balloting) _____	57
6.7	Remove Yourself from a Ballot _____	59
6.8	Change Your Voter Classification or Affiliation _____	60
6.9	Initiate Standards Association Ballot _____	61
6.10	Vote and/or Comment on a Ballot _____	64
6.11	Change (Flip) a vote _____	68
6.12	View Ballot Details _____	69
6.13	View Ballot Comments (Balloter) _____	71
6.14	Submit Non-Ballot Comment _____	72
6.15	Comment Disposition _____	74
6.15.1	Disposition Status Guidelines _____	74
6.15.2	Respond To Ballot Comments Individually _____	75
6.15.3	Export Comments for Disposition _____	77
6.15.4	Upload Comment Responses _____	78
6.16	Initiate Recirculation _____	80
6.17	Vote and Comment on a Recirculation _____	82
6.18	Request a Ballot Reset or Termination _____	84
7	AudCom/NesCom/RevCom _____	86
7.1	AudCom _____	86

7.2	RevCom	86
7.2.1	RevCom Submission and Review	86
7.2.2	Submit a Project to RevCom	87
7.2.3	View RevCom Submission and Respond to Comments	89
8	<i>View/Manage Standards Committee P&Ps</i>	92
8.1	Upload & Manage Standards Committee or Working Group P&Ps	92
8.2	Make and Reply to Comments on a P&P	94
8.2.1	Standards Committee Chair Respond to AudCom Comments	96
8.2.2	Standards Committee Chair download checklist and upload new P&P docs	97
9	<i>PARs and Standards Reports</i>	98
9.1	PARs Reports	98
9.2	Standards Reports	100
10	<i>Glossary</i>	102

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 (Chrome is the recommended browser) for more information, see the IEEE Browser policy <https://www.ieee.org/about/help/browser-policy.html>
- A PDF viewer (e.g. [Adobe Reader](#))
- A spreadsheet editor **only for download/upload comment functions** (e.g. Excel)
- An IEEE account
 - IEEE Accounts are free and do not require IEEE membership.
 - If you do not have an IEEE account, create one by going to: <https://www.ieee.org/profile/public/createwebaccount/showRegister.html>

2 Getting Started

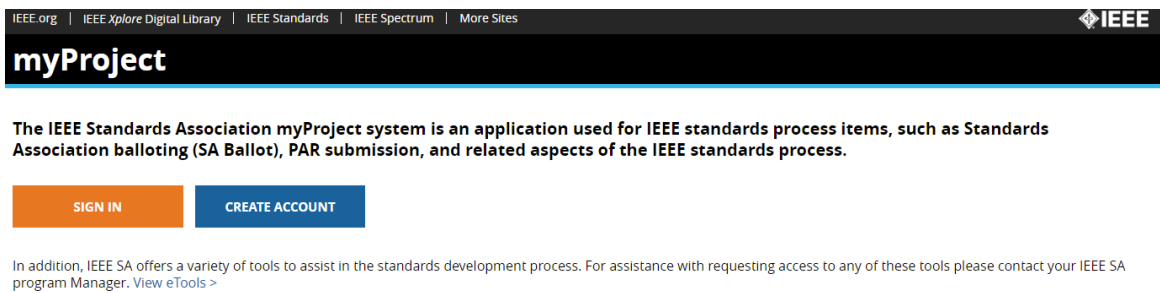
2.1 Accessing myProject for the First Time.

Applicable Users:

- All myProject users

Instructions:

1. Go to <https://development.standards.ieee.org>
 - If you already have an IEEE account, click “Sign In” and enter your credentials.
 - If you do not have an IEEE account, click “Create Account” to create a new one.



2.2 Accessing/Updating myProject Account Information

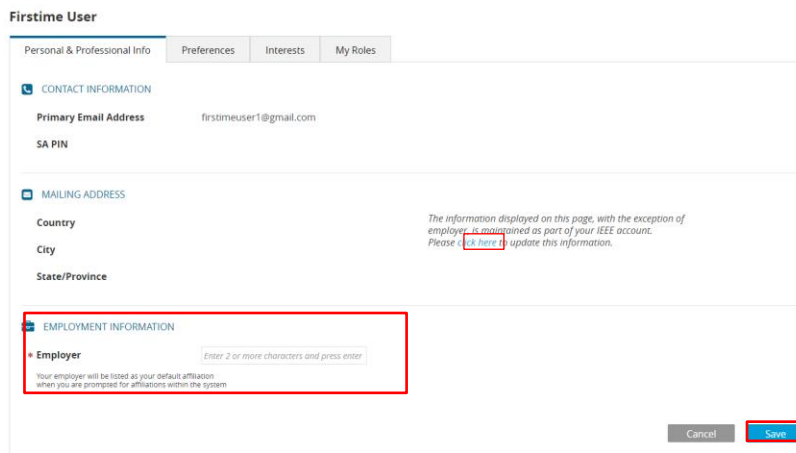
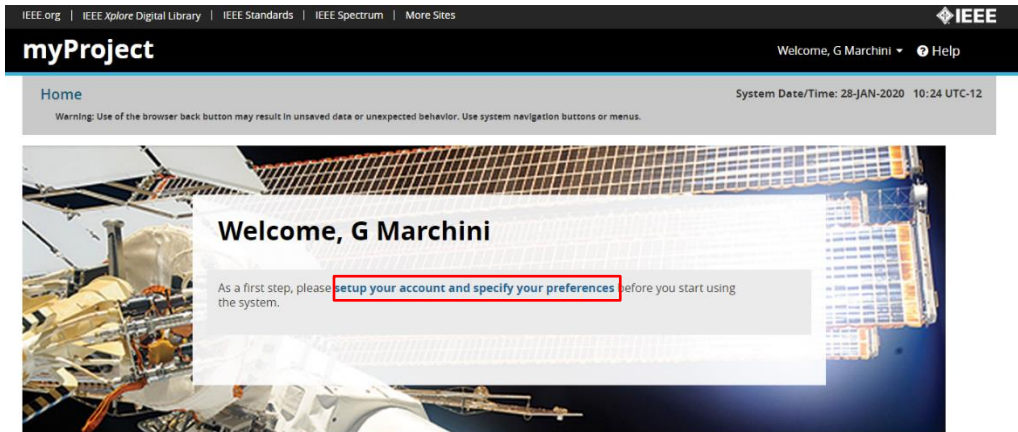
Applicable Users:

- All myProject users

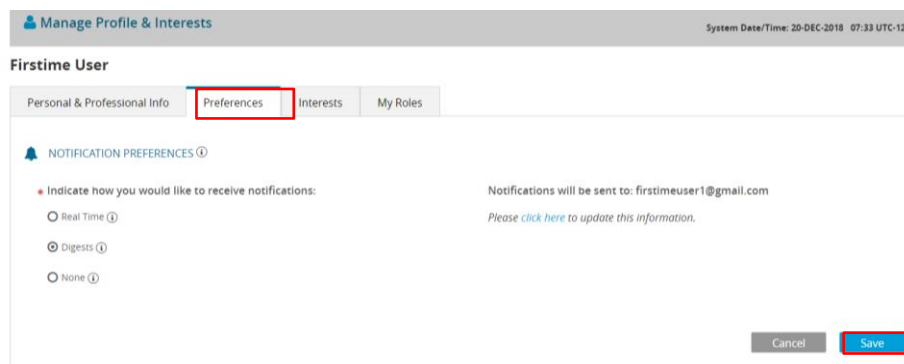
When you access myProject for the first time, you will be prompted to set up your account and specify your preferences. This information is used by the system to notify you of events and tasks, as well as to automatically add your information to some fields, and is maintained separately from your IEEE Account information.

Instructions:

1. Click on **setup your account and specify your preferences**.
2. On the **Personal and Professional Info** tab, verify your primary email address and mailing address. These fields may be blank if you have not previously created an IEEE Account. If you need to change this information, click on the **click here** link.
3. Enter your **Employer information**. (*you can select your employer from the list, or type it in if it isn't visible*). This is a required field.



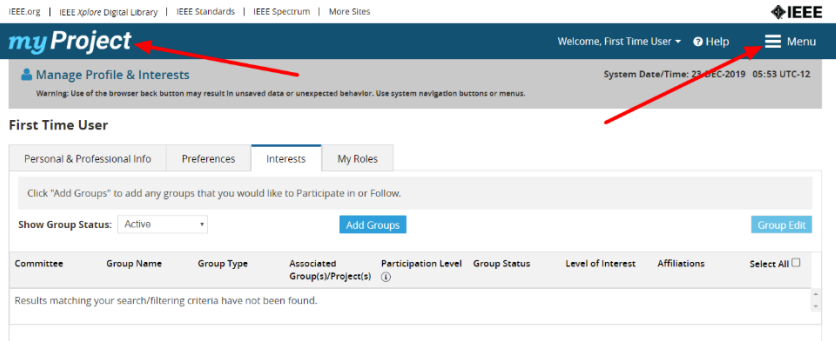
- On the **Preferences Tab**, review and update how you would like to receive email notifications.
NOTE: Click the ⓘ information icon next to each option for a description.



- Click **Save**. The **Interests Tab** will appear.

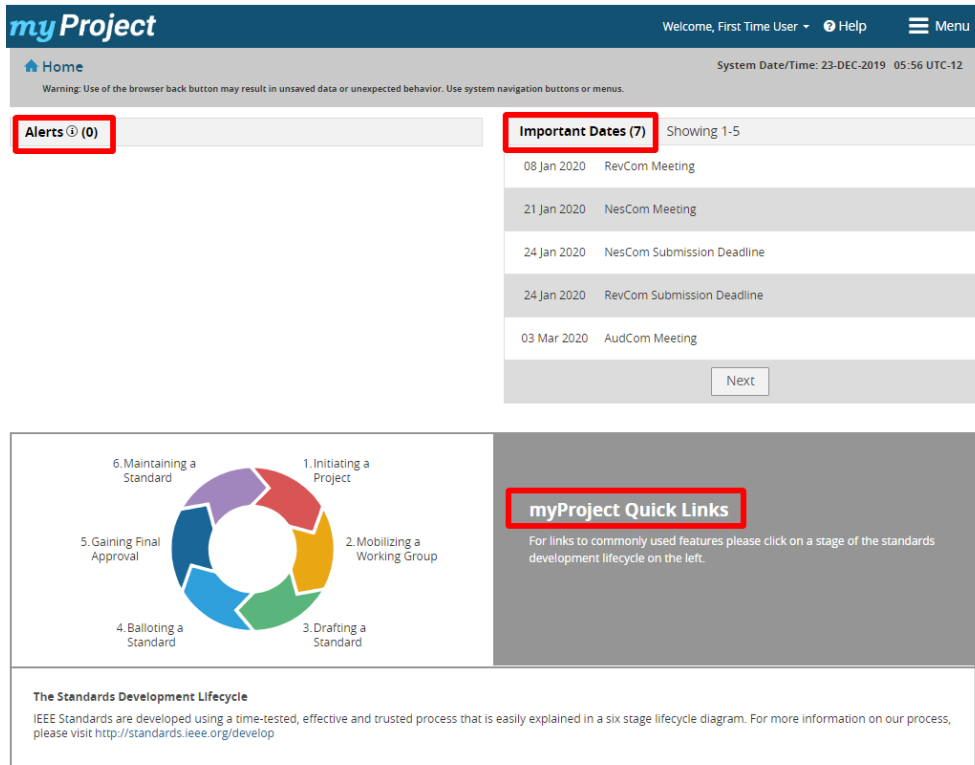
NOTE: The Interests Tab allows you to indicate the groups you would like to participate in or follow. (See **Section 3 Manage Profile and Interests** for detailed instructions.)

- Click on **myProject** in the title bar to access the **myProject** home screen or click **Menu** and click on the **Home** link.



2.3 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.



Alerts: This section shows messages regarding things happening within a group or a project you are managing, following or participating in. All alerts require the user to take an action, which can be completed by clicking on the alert text.

Important Dates: This section shows important IEEE Standards Association Standards Board meeting and deadline dates.

myProject Quick Links: This section displays a view of the IEEE standards development process. By clicking on different steps of the process, you can navigate to relevant parts of the application.

3 *Manage Profile and Interests*

3.1 *Follow/Register as an Interested Party (Standards Committee, Working Group, Project)*

Indicating interest in an activity allows you to receive ballot invitations and other notifications. Indicating interest also adds you to the roster and allows the chair to assign involvement levels and group roles. Working Group officers will also be notified when you register interest to participate in the group.

Applicable Users:

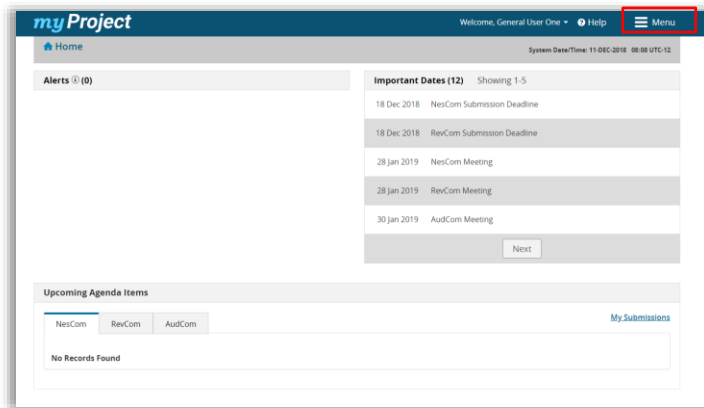
- All myProject users

Notes:

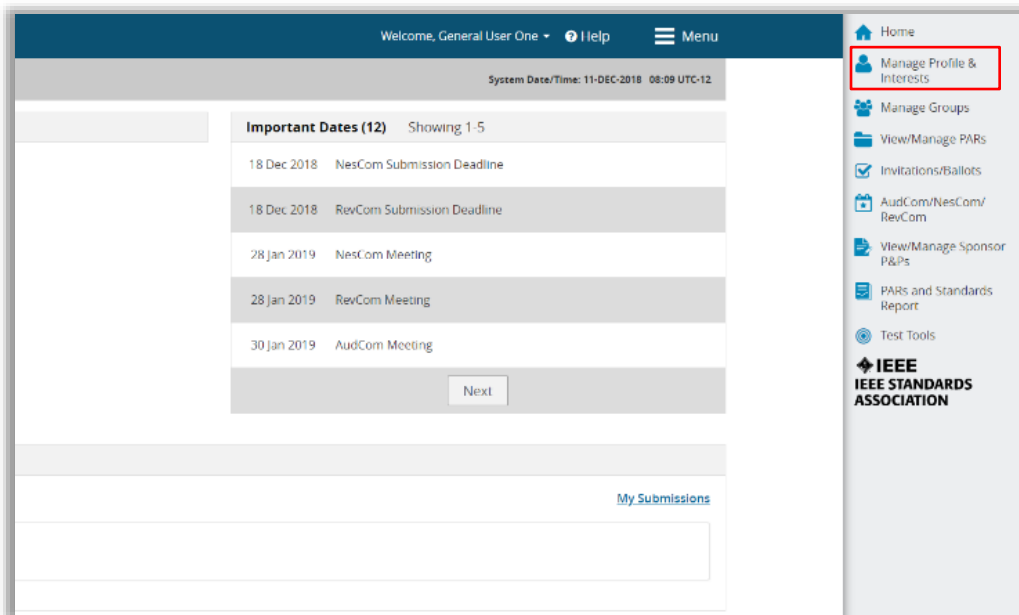
- IEEE SA Basic Corporate membership or above is required to observe an entity project.
- Only IEEE SA Advanced Corporate Members can contribute and hold voting privileges in entity working groups.

Instructions:

1. On the myProject Home Screen, select **Menu**.



2. Click on **Manage Profile and Interests**.



3. Click on the **Interests** tab

4. Click **Add Groups**.

Firsttime User

Personal & Professional Info | Preferences | **Interests** | My Roles

Click "Add Groups" to add any groups that you would like to Participate in or Follow.

Show Group Status: **Add Groups** Group Edit

Committee	Group Name	Group Type	Associated Group(s)/Project(s) ⓘ	Participation Level	Group Status	Level of Interest	Affiliations	Select All <input type="checkbox"/>
No records found								

- On the **Add/Search Interested Groups** screen, expand the **Group Name** list by clicking the “+” or use the Search box to find the desired group.
- Click in the **Groups I am Interested In** column to indicate interest in a group.

Add/Search Interested Groups

Type the group name in the search bar (ie "802"). Click the filter icon to narrow/sort your search results.

At least 2 characters must be entered to Search ▾

Group Name	Committee	Group Type	Groups I Am Interested In
IEEE-SA Board of Governors	BOG	Society	
+ Corporate Advisory Group ⓘ	BOG/CAG	Sponsor	<input type="radio"/>
+ IEEE Broadcast Technology Society	BTS	Society	
- IEEE Computer Society	C	Society	
+ Cloud Computing Standards Committee ⓘ	C/CSC	Sponsor	<input type="radio"/>
+ Cybersecurity and Privacy Standards Committee ⓘ	C/CPSC	Sponsor	<input type="radio"/>
+ Design Automation ⓘ	C/DA	Sponsor	<input type="radio"/>
+ LAN/MAN Standards Committee ⓘ	C/LM	Sponsor	<input type="radio"/>
+ Learning Technology ⓘ	C/LT	Sponsor	<input type="radio"/>
+ Microprocessor Standards Committee ⓘ	C/MSC	Sponsor	<input type="radio"/>
+ Portable Applications ⓘ	C/PA	Sponsor	<input type="radio"/>
+ Simulation Interoperability Stds	C/SI	Sponsor	<input type="radio"/>

Group Type Legend: ■ Society ■ Sponsor ■ Subcommittee ■ Working Group ■ Project/Task Group ■ Study Group

- On the **Add Interested Group I want to follow** screen, indicate if you want to **Participate** or **Follow** the group.
- Click **Declare Affiliations**.

Add Interested Group I want to follow

Level of Interest > Affiliations

Are you interested in potential participation in group activities?

Participate - I may be contacted for participation in group activities.

Follow - I would only like to be considered "following" this group to receive notifications related to this group, including balloting invitations.

- On the next screen, confirm your current affiliation and add additional affiliations as necessary. **NOTE:** The first time you access myProject, you will be required to declare an employer, which will be used as your default affiliation. You can declare a different affiliation for each group you indicate

interest in. Select the company name from the drop down or click in the box, type the name of the company and click **Add**. The box will accept any text entered and an organization does not need to be in the dropdown to be used as a valid affiliation.

10. Click **Save** or **Return to Level of Interest** to change your selection.
11. Click **OK**.

Add Interested Group I want to follow

Level of Interest > Affiliations

In order to express interest in this group, please declare your affiliation(s) as per IEEE-SA Standards Board Bylaws 5.2.1.5. You must declare at least one affiliation before saving. You can add affiliations that do not already appear in the affiliation list by typing the full name, and then clicking on the Add button.

My Affiliation(s): ExxonMobil x

Select Affiliation(s):

Add Interested Group I want to follow

I confirm that the Affiliation(s) represents the individual or entity that has been, or will be financially or materially supporting my participation in this particular IEEE standards activity.

12. Click **Done**. The groups you indicated interest in will appear on the Interests Tab.

my Project Welcome, Firsttime User Help Menu

Manage Profile & Interests System Date/Time: 20-DEC-2018 07:46 UTC-12

Firsttime User

Personal & Professional Info Preferences **Interests** My Roles

Click "Add Groups" to add any groups that you would like to Participate in or Follow.

Show Group Status: Active

Committee	Group Name	Group Type	Associated Group(s)/Project(s)	Participation Level	Group Status	Level of Interest	Affiliations	Select All
C/LT	Learning Technology	Sponsor	View	Participant	Active	Participate	IEEE	<input type="checkbox"/>
C/LT/AR-LEM	Augmented Reality Learning Experience Model	Working Group	View	Participant	Active	Participate	IEEE	<input type="checkbox"/>
C/LT/FML	Federated Machine Learning	Entity Working Group	View	Participant	Active	Participate	IEEE	<input type="checkbox"/>
C/LT/TMPL	Task Model for Project-Based Learning	Working Group	View	Participant	Active	Participate	IEEE	<input type="checkbox"/>
C/LT/TMPL/1484.2	Task Model for Project-based	Project/Task Group	View	Participant	Active	Participate	IEEE	<input type="checkbox"/>

3.2 Update Affiliation Information

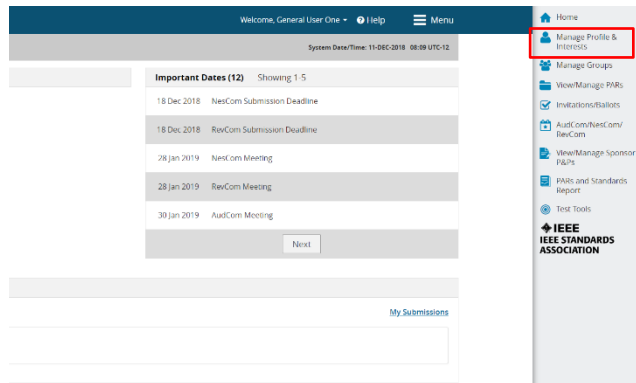
Use this function to manage your affiliation for each project/PAR. An individual can be affiliated with different entities on different PARs. See affiliation guidelines at <http://standards.ieee.org/fags/affiliation.html>


Applicable Users:

- All myProject users





Instructions:

1. On the **myProject** Home Screen click the **Menu** link in the upper right.
2. Click the **Manage Profile and Interests** link.



3. Click on the **Interests** tab.
4. To change your affiliation for one group, click on the **Edit Interest Icon**  for that group. To change your affiliation for more than one group, click the indicator check box next to the desired groups or click the **Select All** box and click **Group Edit**. The **Edit Group/Bulk Edit Group** follow window will appear.

NOTE: Entity affiliations cannot be changed using the Group Edit function

Committee	Group Name	Group Type	Associated Group(s)/Project(s)	Participation Level	Group Status	Level of Interest	Affiliations	Select All <input type="checkbox"/>
PE/T&D/PQ-1250_WG	Voltage Quality Working Group	Working Group	View	Observer	Active	Participate	IEEE Standards Association (IE... [+]	 <input type="checkbox"/>
PE/PSCC/M0_C37.236_WG	Guide for Power System Protective Relay Applications over Digital Communication Channels	Working Group	View	Observer	Active	Participate	IEEE Standards Association (IE... [+]	 <input type="checkbox"/>
PE/PSRCC/C37.237_WG-H3	Time Tagging of Power System Protection Events	Working Group	View	Observer	Active	Participate	IEEE Standards Association (IE... [+]	 <input type="checkbox"/>
C/S2ESC/WG_LCP	Working Group for Life Cycle Processes	Working Group	View	Observer	Active	Participate	IEEE Standards Association (IE... [+]	 <input type="checkbox"/>

5. Click **Modify Affiliations**

6. In the **Select Affiliations** field, either choose the company name from the list or type it in and click **Add**.

7. Click **Save and Exit**.

8. 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 Entity Management – EMR

An Entity Member Representative (EMR) will use the Entity Management feature to view details about the organization they represent and manage the ballot group members for ballots associated with that organization.

3.4.1 Manage Ballot Group Members

An EMR can remove and change the role of ballot group members for their organization.

Applicable Users:

- EMR

Notes:

- EMRs will automatically be added to the representatives waiting list and can assign themselves to the EBR or EBRA role if necessary

Instructions:

1. On the **myProject** Home Screen, click **Menu**.
2. Click **Entity Management**.
3. Select **Ballots** from the **View By** Dropdown
4. The screen will show active ballots by default, You can view completed ballots by selecting **Complete** from the **Project status** dropdown

Manage Profile & Interests View Organization Details

Entity Details

Organization	OxSenses Corporation	Entity Level	Advanced
Organization URL		Subsidiary/Group Name	
Organization Type	Advanced	Approval Status	Approved
Entity Member Representative	Yu SA Member		

Entity Representation

Search by project number and project title...

View by: Ballots

Project status: Active

Showing 1-4 of 4

Project Number	Project Title	Stage	Invitation Close Date	Ballot Close Date	SASB Approval Date	Vote
P2730	Standard for Terms, Definitions, and Classification of Medical Electrical Equipment/Systems Employing Robotic Technology	Comment Resolution	27 Mar 2019	15 Aug 2019		Approve
P2418.2	Standard Data Format for Blockchain Systems	Comment Resolution	04 Oct 2019	05 Jan 2020		Abstain

5. Use the **Search** box to locate the desired project.
6. Click the **Edit** icon.
7. On the Manage Ballot Group Members screen, click the **edit** icon next to the name of the member you wish to edit.

NOTE: To remove the member, click the **trash can** icon. You may not remove the EMR from the list. An EBR must be assigned to keep the entity in the ballot group.

Manage Ballot Group Members

Project Name: P2755.1 Invitation Open Date: 11 Dec 2018

Working Group: Intelligent Process Automation Invitation Close Date: 10 Jan 2019

Stage: Pre-Ballot Ballot Start Date:

Vote: Ballot End Date:

Showing 1-2 of 2

Name	Classification	Role	Comments
Robert Member	Government Regulatory Agency	EBR	0
Lynn Bannister	Government Regulatory Agency	WAITING	0

8. Use the **Role** drop down to change the member's role and click **Save**.

Manage Ballot Group Members

Project Name	P2755.1	Invitation Open Date	11 Dec 2018
Working Group	Intelligent Process Automation	Invitation Close Date	10 Jan 2019
Stage	Pre-Ballot	Ballot Start Date	
Vote		Ballot End Date	

Showing 1-2 of 2

Name	Classification	Role	Comments
Robert Member	Government Regulatory Agency	<input type="text" value="EBR"/>	0 <input type="button" value="Save"/> <input type="button" value="Cancel"/>
Lynn Bannister	Government Regulatory Agency	<input type="text" value="EBR"/>	0 <input type="button" value="Save"/> <input type="button" value="Cancel"/>

4 Manage Groups

4.1 Create a Standards Committee Level Group

A Standards Committee level group is created under a Society level group. Society level groups can only be created by technical team and will require submission of a helpdesk ticket. A Standards Committee level group must be created before a Standards Committee committee can upload proposed P&Ps. This function must be performed by IEEE Staff.

4.2 Accept an Assigned Role

Group officers and Standards Board committee members may be assigned by IEEE staff or other group officers. Once the assignment has been made, the member receives an alert requesting that they accept the role and agree to the data policy and officer TOS policy.

Applicable Users:

- Group officers, NesCom/RevCom/AudCom members

Notes:

- Users will not see permissions related to newly assigned roles until they complete the role acceptance.
- If the user has been newly added to a group with a pending affiliation, they must confirm their affiliation prior to accepting the officer role.

Instructions:

1. On the **myProject** homepage, locate and click on the alert that indicates that you have been assigned a new role.

The screenshot shows the myProject homepage. At the top, there is a navigation bar with the myProject logo, a user greeting 'Welcome, SA Member One', and links for 'Help' and 'Menu'. Below the navigation bar is a breadcrumb trail 'Home' and a system date/time '20-DEC-2018 02:05 UTC-12'. The main content area is divided into two sections: 'Alerts (1) Showing 1-1' and 'Important Dates (10) Showing 1-5'. The alert section contains one alert dated '20 Dec 2018' with the text: 'You have been added as the Working group Chair of Demo Working Group for Training. Please click to accept/decline the role.' This alert is highlighted with a red border. The important dates section lists several dates and events: '28 Jan 2019 NesCom Meeting', '28 Jan 2019 RevCom Meeting', '30 Jan 2019 AudCom Meeting', '30 Jan 2019 AudCom Submission Deadline', and '08 Feb 2019 NesCom Submission Deadline'. A 'Next' button is located at the bottom of the important dates section.

Test Procedures for Antennas Role Assignment

By accepting your role as an elected or appointed IEEE SA officer, you agree to assume the associated responsibilities outlined in [IEEE SA policies and procedures](#), including the duty to be informed and the duty to comply with all IEEE and IEEE SA data privacy policies (including the [IEEE Data Access and Use Policy](#)) and [IEEE Code of Ethics](#). You will be contacted about IEEE SA activities during the entire term(s) of your role(s), including information about policies and procedures, training, and your responsibilities in your role(s). You also acknowledge that all contributions to IEEE Standards Projects are subject to the [IEEE SA Copyright Policy](#) and the [IEEE SA Patent Policy](#), and agree that you will avoid knowingly incorporating in Standards Publication(s) any copyrighted or proprietary material of another person or entity without prior consent of the owner of the material.

System Details

I Accept
I Decline
Remind Me Later
Cancel Submission Details

2. Click **I Accept**.
3. New permissions should be available to you at this time. If you are still not able to see necessary areas of the application, you may need to log out and back in again.

NOTE:

- You can view all the roles you have been assigned by accessing the **My Roles** tab under **Manage Profile and Interests**.

SA Member One

Personal & Professional Info
Preferences
Interests
My Roles

Showing 1-4 of 4

Group Name	Group Short Name	Group Type	Role
<input type="text" value="Enter Group Name"/>	<input type="text" value="Enter Short Name"/>	<input type="text" value="Enter Group Type"/>	<input type="text" value="Enter Role"/>
IEEE QA TEST BALLOT	IEEETest/IQTB	Sponsor	Secretary
New Specialty Learning Technology Group	C/LT/NSLTG	Working Group	Chair
RevCom	RevCom	RevCom	Guest
Demo Working Group for Training	IEEETest/TTG/DWGFT	Working Group	Chair

4.3 Creating Sub-groups

Group officers have the ability to add subgroups to existing groups.

Applicable Users:

- Group Officers

Notes:

- Group officers can only add subgroups of groups they manage.
- A list of your assigned roles can be found on your **Manage Profile & Interests** screen under the **Roles** tab.

Instructions:

1. From the myProject home screen, select **Menu**.
2. Click **Manage Groups**. The groups the user has permissions to manage will appear.
3. Use the **Search** field, **Filter By Type** or **Filter by Group Status** options to locate the parent group of the new group. Click on the group icon to the left of the name of the group to see subgroups.
4. Click on **Add New Sub-Group**.

At least 2 characters must be entered to Search

Group Name	Committee	Group Type	Group Status
QA TEST INDIVIDUAL WORKING GROUP	IEEETest/IQT/QTIWG	Working Group	Active
Project Task Goup	IEEETest/IQT/QTIWG/PTG	Project/Task Group	Active
Sample Working Group	IEEETest/IQT/SWG	Working Group	Active
IEEE QA TEST BALLOT	IEEETest/IQTB	Sponsor	Active
ABC Working Group	IEEETest/IQTB/ABCWG	Working Group	Active
Entity Working Group Ballot	IEEETest/IQTB/EWGB	Entity Working Group	Active
IEEE Test Sub Committee Ballot	IEEETest/IQTB/ITSCB	Sub Committee	Active
Individual Working Group Ballot	IEEETest/IQTB/IWGB	Working Group	Active

Filter by Type

- Sponsor
- Subcommittee
- Working Group
- Project/Task Group
- Study Group

Filter by

- Active
- InActive
- All

Add New Sub-Group

Click to expand

5. On the next screen, select a **Group Type** from the dropdown.

Group under Learning Technology

* Group Type: Select Group Type

- Select Group Type
- Sub Committee
- Working Group
- Study Group

Cancel

6. Enter the **Group Name**, **Group Short Name** and optional Group Description.
7. Indicate required **Participation Level Options**.
8. Click **Save**. The new group will appear in the group list under the parent group.

Group under IEEE QA TEST

* Group Type: Sub Committee

* Group Name: Testing Sub Committee

* Group Short Name: TSC

Group Description: used for demo

URL: Enter URL of group or Sponsor's public website

PARTICIPATION LEVEL OPTIONS
Check all participation level options applicable to this group.

<input type="checkbox"/> Aspirant Member	<input type="checkbox"/> Corresponding Member
<input type="checkbox"/> Nearly Member	<input type="checkbox"/> Member
<input checked="" type="checkbox"/> Voting Member	<input checked="" type="checkbox"/> Non-Voting Member
<input checked="" type="checkbox"/> Observer	<input type="checkbox"/> Potential Member

Cancel Save

4.4 Manage Group Rosters

Applicable Users:

- Group Officers

Notes:

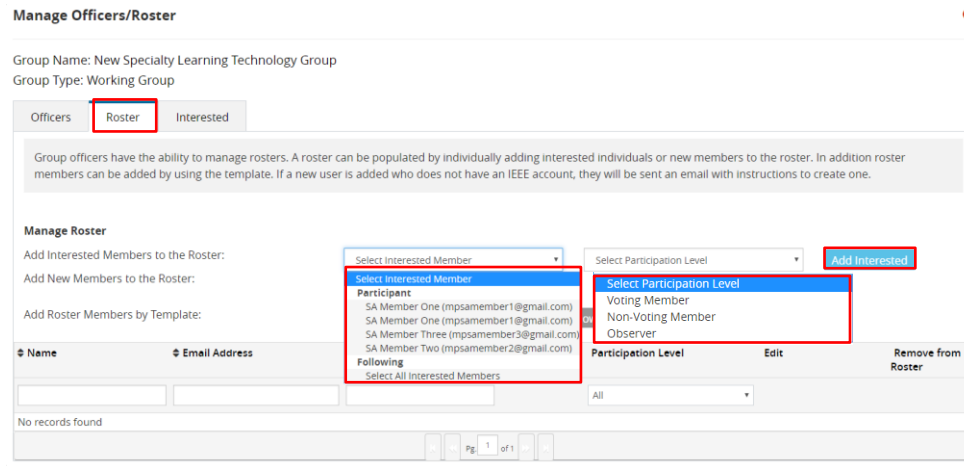
- Entity group rosters are only editable by IEEE staff at this time. Please contact your Program Manager for assistance.
- The Manage Officers/Roster screen contains three tabs:
 - Interested Tab:** Displays individuals who have indicated interest in the group you are managing.
 - Roster Tab:** Gives group officer ability to add members from the Interested tab to the group roster and assign a participation level. This is also where group officers can download a roster or template to facilitate bulk uploading of members.
 - Officers Tab:** Use to assign/modify the roles of the officers of an IEEE Project. In order to assign an officer role to a group member, the member must first be added to the group roster.

Instructions:

1. From the myProject home screen, select **Menu**.
2. Click **Manage Groups**.
3. Use the **Search** field, **Filter By Type** or **Filter by Group Status** options to locate the appropriate group.
4. Click the **Manage Group Roster** icon. The Manage Officers/Roster screen will appear.

Group Name	Committee	Group Type	Group Status	
QA TEST INDIVIDUAL WORKING GROUP	IEEETest/IQT/QTIWG	Working Group	Active	[Icons]
Project Task Goup	IEEETest/IQT/QTIWG/PTG	Project/Task Group	Active	[Icons]
Sample Working Group	IEEETest/IQT/SWG	Working Group	Active	[Icons]
IEEE QA TEST BALLOT	IEEETest/IQTB	Sponsor	Active	[Icons]
ABC Working Group	IEEETest/IQTB/ABCWG	Working Group	Active	[Icons]
Entity Working Group Ballot	IEEETest/IQTB/EWGB	Entity Working Group	Active	[Icons]
IEEE Test Sub Committee Ballot	IEEETest/IQTB/ITSCB	Sub Committee	Active	[Icons]
Individual Working Group Ballot	IEEETest/IQTB/IWGB	Working Group	Active	[Icons]

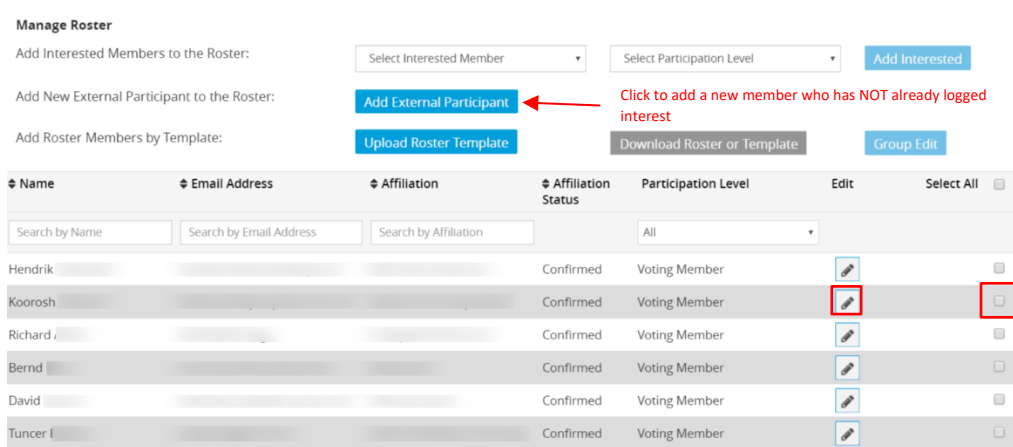
5. Click on the **Roster** tab.



6. From the **Select Interested Member** drop down, choose the name of the individual to be added to the Roster.
7. On the **Select Participation Level** drop down, choose the appropriate level of participation.
8. Click **Add Interested**. The newly added member will appear in the roster list. To change the participation level, click on the **Edit Participation Level** icon. To remove the member, click the **trash** can icon.
9. To modify the involvement level of a single user or remove them from the roster, click on the **Edit** pencil, select an option from the dropdown menu and click **Save**
10. To edit users in bulk, check the box next to the users you want to modify and click the **Group Edit** button.

Notes:

- To add a member to the roster who does not have an IEEE account, click the **Add External Participant** button. The person must have already agreed to the IEEE Privacy Policy.
- When a member on the Interested list is assigned a participation level, the name moves from the Interested list to the roster. If a member name is removed from the roster, it returns to the Interested list.
- Once added to the roster, an individual can be assigned an officer role.



4.5 Modify Officer Roles

After an individual has been added to the roster, they can be assigned an officer role.

Applicable Users:

- Group Officers

Notes:

- All officers of individual-based projects shall be IEEE members of any grade except Student grade and shall be a member of the IEEE SA.
- All officers of entity-based projects shall be representatives of Advanced Entity Members of the IEEE SA.
- In order to change the role of a person who is already assigned an officer role, you must first delete them out of the existing role, before placing them in the new role.

Instructions:

1. Click the **Officers Tab**.
2. Locate the name of the officer to be edited.
3. Click the **Edit** icon.













Group Name: Individual Working Group Ballot
Group Type: Working Group

Officers Roster Interested

On this screen, you are able to assign/modify the roles of the officers of an IEEE project. Those participants eligible for assignment as an officer must be located in the group roster. All officers of individual-based projects shall be IEEE members of any grade except Student grade and shall be a member of the IEEE-SA. All officers of entity-based projects shall be representatives of Advanced Entity Members of the IEEE-SA.

In order to change the role of a person who is already assigned an officer role, you must first delete them out of the existing role, before placing them in the new role.

Note - The chair can not be removed as it is a mandatory role. Please replace the chair with the appropriate member from the working group roster.

Name	Email Address	Officer Role	Role Acceptance	Edit	Delete Officer
Working Group Chair One	wkgrpchair1@gmail.com	Working Group Chair	Accepted		
Working Group Vice Chair	wkgrpvicechair@gmail.com	Working Group Vice Chair	Accepted		
Working Group Vice Chair Alt	wkgrpvicechairalt@gmail.com	Working Group Vice Chair Alternate	Accepted		
Working Group Secretary	wkgrpsecretary@gmail.com	Working Group Secretary	Accepted		
Working Group Treasurer	wkgrptreasurer@gmail.com	Working Group Treasurer	Accepted		
Working Group Other Officer	wkgrpotherofficer@gmail.com	Working Group Other Officer	Accepted		

Page 1 of 1

4. In the Name drop down, choose the user you intend to assign the officer role.

5. Click **Save**. The Role Acceptance column will change to *Pending* until the new officer accepts the role.

Manage Officers/Roster

Group Name: Individual Working Group Ballot
Group Type: Working Group

Officers Roster Interested

On this screen, you are able to assign/modify the roles of the officers of an IEEE project. Those participants eligible for assignment as an officer must be located in the group roster. All officers of individual-based projects shall be IEEE members of any grade except Student grade and shall be a member of the IEEE-SA. All officers of entity-based projects shall be representatives of Advanced Entity Members of the IEEE-SA.

In order to change the role of a person who is already assigned an officer role, you must first delete them out of the existing role, before placing them in the new role.

Note - The chair can not be removed as it is a mandatory role. Please replace the chair with the appropriate member from the working group roster.

Name	Email Address	Officer Role	Role Acceptance	Edit	Delete Officer
Working Group Chair One	wkgrpchair1@gmail.com	Working Group Chair	Accepted		
Working Goup Vice Chair	wkgrpvicechair@gmail.com	Working Group Vice Chair	Accepted	Save Cancel	
Select Roster Member					
Working Group Chair One	wkgrpvicechairalt@gmail.com	Working Group Vice Chair Alternate	Accepted		
SA Member Five					
SA Member One	wkgrpsecretary@gmail.com	Working Group Secretary	Accepted		
SA Member Seven					
SA Member Six					
SA Member Three	wkgrptreasurer@gmail.com	Working Group Treasurer	Accepted		
SA Member Two					
Working Group Other Officer	wkgrpotherofficer@gmail.com	Working Group Other Officer	Accepted		
Working Group Secretary					
Working Group Treasurer					

Page 1 of 1

4.6 Upload Roster Template/Download Roster or Template

Group Officers can download a roster list, interested user list or a blank template as an Excel or CSV file. Lists of members can be uploaded and added in bulk to an existing group.

Applicable Users:

- Group Officers

Notes:

- Any information contained in the downloaded file shall be used in accordance with the [IEEE Data Access and Use Policy](#).

Instructions for downloading roster:

1. From the myProject home screen, select **Menu**.
2. Click **Manage Groups**.
3. Use the **Search** field, **Filter By Type** or **Filter by Group Status** options to locate the appropriate group.
4. Click the **Manage Group Roster** icon.
5. Click on the **Roster** Tab.
6. Click on **Download Roster or Template**.

Manage Roster

Add Interested Members to the Roster:

Add New External Participant to the Roster:

Add Roster Members by Template:

Name	Email Address	Affiliation	Affiliation Status	Participation Level	Edit	Select All
Hendrik			Confirmed	Voting Member		<input type="checkbox"/>
Koorosh			Confirmed	Voting Member		<input type="checkbox"/>
Richard			Confirmed	Voting Member		<input type="checkbox"/>
Bernd			Confirmed	Voting Member		<input type="checkbox"/>
David			Confirmed	Voting Member		<input type="checkbox"/>
Tuncer I			Confirmed	Voting Member		<input type="checkbox"/>

7. Choose **Excel** or **CSV** file type.
8. Choose **Download Roster List**, **Download Roster and Interested User list** or **Download Blank Template**.
9. Click **OK**.

Download Content :

Download Roster List

Download Roster & Interested User

Download Blank Template

Please be reminded that any information contained in the downloaded file shall be used in accordance with the [IEEE Data Access and Use Policy](#)

Instructions for Uploading a Roster Template:

1. On the Roster tab, click **Upload Roster Template**
2. Click **Select Roster File**. Select the XLS or CSV file to be uploaded.
3. Click **Start Upload**. You will receive on-screen confirmation of updates made.

Upload file in either CSV or XLS format. Upon upload you will receive on-screen confirmation of updates made.

ROSTER FILE

4.7 Edit Group Details

Applicable Users:

- Group Officers

Notes:

- Changes can be made to the name, short name, group description and participation level options of existing groups by using the **Edit Group Details** button.
- Parent Group can be modified at the working group level or lower.
- Working Group Type (individual/entity) can be modified by Governance staff only and can only be changed from entity to individual.

Instructions:

1. From the myProject home screen, select **Menu**.
2. Click **Manage Groups**.
3. Use the **Search** field, **Filter By Type** or **Filter by Group Status** options to locate the appropriate group.
4. Click on the **Edit Group Details** icon.

Group Name	Committee	Group Type	Group Status
Entity Working Group Ballot	IEEETest/IQTB/EWGB	Entity Working Group	Active
IEEE Test Sub Committee Ballot	IEEETest/IQTB/ITSCB	Sub Committee	Active
Individual Working Group Ballot	IEEETest/IQTB/IWGB	Working Group	Active

5. Make desired changes and click **Save and Exit**.

Group Type: Working Group

Parent Group: IEEETest/IQTB IEEE QA TEST BALLOT

Working Group Type: Individual Entity

Group Name: Individual Working Group Ballot

Group Short Name: IWGB

Group Description: Enter description here

URL: Enter URL of group or Sponsor's public website

PARTICIPATION LEVEL OPTIONS
 Check all participation level options applicable to this group.

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

Buttons: Cancel, **Save & Exit**, Save

Notes:

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.

- The “Voting Member”, “Non-Voting Member” and “Observer” involvement levels may not be removed
- The “Interested” involvement level is not listed here, as it represents a user who has not been assigned an involvement level.

5 View/Manage Pars

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.

5.1 Submit a PAR for a New IEEE Standard

This is the process is for submitting a PAR for 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 Standards Committee committee, however, for your PAR to be considered.

Applicable Users:

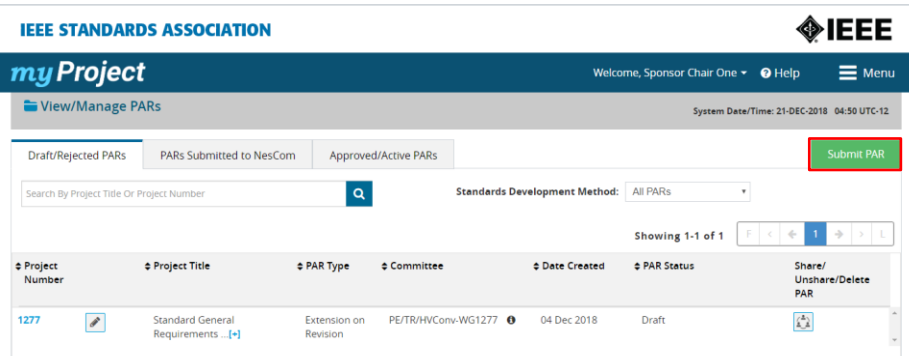
- IEEE SA Members

Notes:

- The Standards Committee must have an approved P&P (policy and procedures) before it can submit a PAR.
- If the Standards Committee’s P&P is expired, the P&P must be re-approved before submitting a PAR. (For more information on uploading Standards Committee P&Ps, see **Sec 8.1 Upload & Manage Standards Committee or Working Group P&Ps.**)

Instructions:

1. On the **myProject** Home Screen click **Menu**.
2. Click **View/Manage PARs**.
3. On the View/Manage PARs screen, click **Submit PAR**.



4. On the Submit PAR tab, click **PAR for a New IEEE Standard**. Click the information icon ⓘ for details about each type.
5. Click **Next**.

Home System Date/Time: 21-DEC-2018 04:56 UTC-12

Draft/Rejected PARs | PARs Submitted to NesCom | **Approved/Active PARs** | Submit PAR

1. Select PAR Type > 2. Select / Request Working Group > 3. Create PAR > 4. Preview / Submit PAR

Select the appropriate PAR Type for the project. In order for a PAR to be considered and/or approved, it must be received by the IEEE-SA Standards Department at least 40 calendar days before IEEE-SA Standards Board meetings. PARs may also be approved via the continuous processing program. For more information about this process, please consult <http://standards.ieee.org/faqs/pars.html>.

Existing PAR Actions must be performed by the Sponsor or a designee of the Sponsor.

PAR Type

- PAR for a New IEEE Standard
- PAR for a Revision to an existing IEEE Standard
- PAR for a Corrigendum to an existing IEEE Standard
- PAR for an Amendment to an existing IEEE Standard
- PAR for the Adoption of a Non-IEEE Standard

Existing PAR Actions:

- Modify PAR
- Extend PAR
- Withdraw PAR

Cancel **Next** >

Click for information about each PAR Type

- Locate the appropriate Standards Committee and Working Group by using the “+” to expand the Group Name list. (This is the group that is responsible for supporting the work. By selecting the appropriate group, the Standards Committee Chair and Working Group Chair are notified of the PAR submittal. The Standards Committee Chair will need to accept the PAR in order for NesCom to approve it.)

Draft/Rejected PARs | PARs Submitted to NesCom | **Approved/Active PARs**

1. Select PAR Type > **2. Select / Request Working Group** > 3. Create PAR > 4. Preview / Submit PAR

If an appropriate working group already exists, choose it from the list, otherwise click the “request new working group” link next to the proper

At least 2 characters must be entered to Search

Group Name	Committee	Group Type	
+ IEEE Aerospace and Electronic Systems Society	AES	Society	
- IEEE Antennas and Propagation Society	APS	Society	
- Antennas and Propagation Standards Committee	APS/SC	Sponsor	Request new
+ Antenna Definitions	APS/SC/AntDef	Working Group	Select
+ Definitions of Terms for Radio Wave Propagation Working Group	APS/SC/211_WG	Working Group	Select
+ Earth Media Properties Measurements	APS/SC/WG_356	Working Group	Select
+ Minor Revisions Working Group	APS/SC/356_WG	Working Group	Select
+ Near-Field Antenna Measurements	APS/SC/1720	Working Group	Select

- If the Working Group already exists, click **Select**.
- Click **OK**.

Notes:

- If you need to create a new group, click **Request New** and provide the requested information.
- If the PAR is for a new working group that you need to create, the Standards Committee chair will be notified of the new group and will need to approve it and assign a working group chair.

- Complete the PAR form. Each section contains instructions for specific fields. The Working Group can be changed using the **Change Working Group** button.

The screenshot shows a web interface for submitting a PAR. At the top, there are navigation tabs: "Draft/Rejected PARs", "PARs Submitted to NesCom", "Approved/Active PARs", and "Submit PAR". Below the tabs is a progress indicator with four steps: "1. Select PAR Type", "2. Select / Request Working Group", "3. Create PAR", and "4. Preview / Submit PAR". A "Required field" label is present. A "Sections" bar shows steps 1 through 8, with "Hide all instructions" on the right. The main form area is titled "PAR Type: PAR for a New IEEE Standard". Under "Sponsor/Working Group", there are two columns of fields. The left column includes "Sponsoring Society: IEEE Test", "Sponsoring Committee: Training Test Group", "Sponsor Chair: Sponsor Chair One [text]", and "Sponsor Vice Chair: None". The right column includes "Working Group Name: Demo Working Group for Training", "Working Group Type: Individual", "Working Group Chair: SA Member One [text]", and "Working Group Vice Chair: None". A red box highlights the "Change Working Group" button. Below this is "Section 1" with a field for "1.1 Assigned project number: Unassigned" and a note: "If a specific project number is not required, this field can be left blank. Do not preface your project number with a P." To the right, "1.2 Type of document:" has radio buttons for "Standard", "Recommended Practice", and "Guide". A note at the bottom states: "Standards, Guides, and Recommended Practices are generically referred to as IEEE".

10. When complete, click the check box to acknowledge and accept the IEEE Code of Ethics.
11. Click **Preview and Submit**. **NOTE:** Other options include **Delete Draft PAR** or **Save and Exit** that will allow you to complete the PAR at a later date. (see sec 5.2 Saving, Editing, Sharing and Deleting a Draft PAR).
12. Review the PAR and click **Submit to NesCom Administrator**.

The screenshot shows a review form with the following sections and fields:

- 5.1 Approximate number of entities expected to be actively involved in the development of this project?: 6
- 5.2 Scope of proposed standard: Demo of scope
- 5.3 Is the completion of this standard dependent upon the completion of another standard?: No
- 5.4 Purpose: This document will not include a purpose clause.
- 5.5 Need for the Project: Demo
- 5.6 Stakeholders for the Standard: Demo
- 6.1 Intellectual Property
 - 6.1.1 Is the sponsor aware of any copyright permissions needed for this project?: No
 - 6.1.2 Is the sponsor aware of possible registration activity related to this project?: No
- 7.1 Are there other standards or projects with a similar scope?: No
- 7.2 Is it the intent to develop this document jointly with another organization?: No
- 8.1 Additional Explanatory Notes (Item Number and Explanation): For demo purposes

At the bottom right, there are three buttons: "Back", "Save & Exit", and "Submit to NesCom Administrator" (highlighted with a red box).

13. The PAR will now be added to the next NesCom agenda and notifications will be sent to the Working Group Chair, Standards Committee Chair, Program Manager, and NesCom Administrator)
 - o **NOTE:** Once you approve and submit the information, changes may only be made through the NesCom Administrator.

5.2 Saving, Editing, Sharing and Deleting a Draft PAR

All PAR forms save automatically while you are working on them for the first time. When editing, you can save a draft PAR at any time and return to it later, share it, or delete it.

Applicable Users:

- IEEE SA Members

Instructions:

- Click **Save & Exit** on any PAR form.
- When you are ready to resume, go to the myProject Home page and select **Menu**.
- Click **View/Manage PARs**.
- Locate the PAR using the search bar or using the Standards Development Method drop down or by sorting each column.
- Click the **Edit** icon. The PAR will appear.

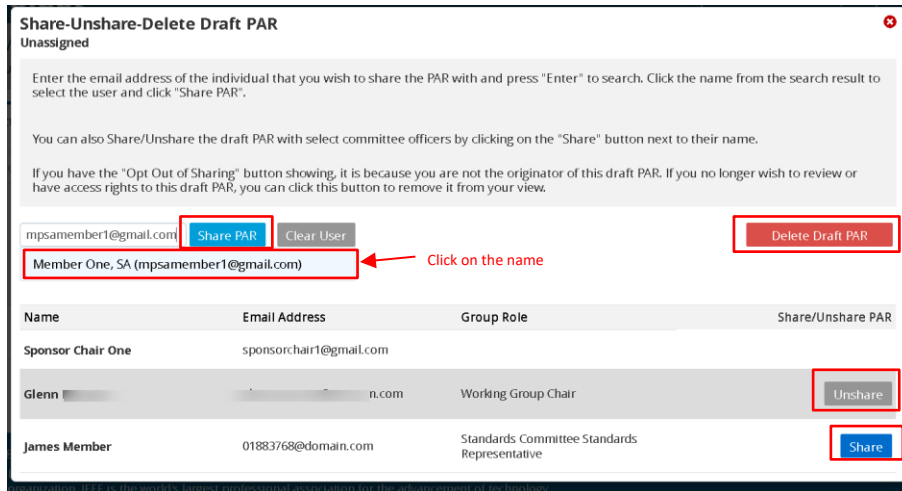
The screenshot shows the 'View/Manage PARs' interface. At the top, there are tabs for 'Draft/Rejected PARs', 'PARs Submitted to NesCom', and 'Approved/Active PARs'. A search bar is present with the text 'Search By Project Title Or Project Number'. To the right, there is a dropdown menu for 'Standards Development Method' set to 'All PARs'. Below the search bar, a table lists PARs with columns: Project Number, Project Title, PAR Type, Committee, Date Created, PAR Status, and Share/Unshare/Delete PAR. Two rows are visible: one for project 1277 and one for project 654. Red arrows point to the column headers and the share icon in the second row. A red box highlights the search bar and the 'Standards Development Method' dropdown. A green 'Submit PAR' button is in the top right corner.

Project Number	Project Title	PAR Type	Committee	Date Created	PAR Status	Share/Unshare/Delete PAR
1277	Standard General Requirements ...[+]	Extension on Revision	PE/TR/HVConv.WG1277	04 Dec 2018	Draft	[Share/Unshare/Delete]
654	Demo PAR	New	IEEE Test/TTG/DWGFT	21 Dec 2018	Draft	[Share/Unshare/Delete]

Sort by any column title

Click to share PAR with other user

- To share the PAR with another user, click the **Share** icon. (This person will have the ability to view, edit and submit and the PAR.)



- Enter the email address of the person with whom you would like to share the PAR. The system will verify the address. *(The email address must be associated with an IEEE Account)*
- Click on the **user's name**.
- Click **Share PAR**. The individual's name will be added to the list.
 - For your convenience, Working Group and Standards Committee chairs will already be listed. Click **Share** next to the individual's name/email to share the draft PAR with them.
- Click the **Delete Draft PAR** button to delete the PAR.
 - If you are not the PAR creator, you will not be able to delete the draft. Click **Opt Out of Sharing** to remove the draft PAR from your view.
- To unshare the PAR with an individual click the **Unshare** button in the row next to the person's name.

5.3 **Submit a PAR for a Revision, Corrigendum, or Amendment to an Existing IEEE Standard**

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

5.3.1 **Submitting a PAR for a Revision to an existing IEEE Standard:**

Applicable Users:

- IEEE SA Members

Instructions:

1. On the **myProject** Home Screen click **Menu**.
2. Click **View/Manage PARs**.
3. Click **Submit Par**.

- Click on the **Par for a Revision to an existing IEEE Standard**.
- Click **Next**.

Home System Date/Time: 26-DEC-2018 01:21 UTC-12

Draft/Rejected PARs | PARs Submitted to NesCom | Approved/Active PARs | All PARs/Projects Submit PAR

1. Select PAR Type > 2. Select / Request Working Group > 3. Create PAR > 4. Preview / Submit PAR

Select the appropriate PAR Type for the project. In order for a PAR to be considered and/or approved, it must be received by the IEEE-SA Standards Department at least 40 calendar days before IEEE-SA Standards Board meetings. PARs may also be approved via the continuous processing program. For more information about this process, please consult <http://standards.ieee.org/faq/pars.html>.

Existing PAR Actions must be performed by the Sponsor or a designee of the Sponsor.

PAR Type

- PAR for a New IEEE Standard
- PAR for a Revision to an existing IEEE Standard
- PAR for a Corrigendum to an existing IEEE Standard
- PAR for an Amendment to an existing IEEE Standard
- PAR for the Adoption of a Non-IEEE Standard

Existing PAR Actions:

- Modify PAR
- Extend PAR
- Withdraw PAR

Cancel Next >

- Enter the standard number in the search box and click the Search icon.
- Click **Select** next to the standard you want to revise.

Home System Date/Time: 21-DEC-2018 08:11 UTC-12

Draft/Rejected PARs | PARs Submitted to NesCom | Approved/Active PARs Submit PAR

1. Select PAR Type > 2. Select Standard > 3. Create PAR > 4. Preview / Submit PAR

Search for standard to update

Standard Number	Standard Approval Year	Committee	Standard Title	Select Standard
1036	2010	PE/T&D	IEEE Guide for the Application of Shunt Power Capacitors	Select

Back Cancel

- Make desired changes to the PAR and be sure to fill in any required fields indicated with a red asterisk *. If you want to change the working group, click **Change Working Group**.

Notes:

- If you need to create a new group, click **Request New** and provide the requested information.
- If you create a new working group, the Standards Committee chair will be notified of the new group and will need to approve it and assign a working group chair.
- You will only be able to select Working Groups under the Standards Committee associated with the root standard. If there is a change in Standards Committee, please contact your assigned Program Manager.

- Click **Save and Exit** to complete later **OR** click **Preview and Submit**.

Draft/Rejected PARs | PARs Submitted to NesCom | Approved/Active PARs | All PARs/Projects | [Submit PAR](#)

1. Select PAR Type > 2. Select / Request Working Group > 3. Create PAR > 4. Preview / Submit PAR

* Required field

Sections: 1 2 3 4 5 6 7 8 [Show form with all instructions](#)

PAR Type: PAR for a Revision to an existing IEEE Standard

Sponsor/Working Group [Change Working Group](#)

Sponsoring Society: IEEE Industry Applications Society	Working Group Name: Downhole Cable Working Group
Sponsoring Committee: Petroleum & Chemical Industry	Working Group Type: Individual
Sponsor Chair: Robert Durham [E]	Working Group Chair: Robert Durham [E]
Sponsor Vice Chair: J Travis Griffith [E]	Working Group Vice Chair: Robert Schuermann [E]

Section 1

1.1 Assigned project number: ⓘ
If a specific project number is not required, this field can be left blank. Do not preface your project number with a P.

* 1.2 Type of document: Standard ⓘ
 Recommended Practice
 Guide

* 1.3 Life cycle: Full Use ⓘ Trial Use ⓘ

10. On the Preview /Submit PAR screen, review all revisions.

11. Click **Submit to NesCom Administrator**.

12. Click **OK**. The PAR will now be added to the next NesCom agenda and notifications will be sent to the Working Group Chair, Standards Committee Chair, Program Manager, and NesCom Administrator)

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

Draft/Rejected PARs | PARs Submitted to NesCom | Approved/Active PARs | [Submit PAR](#)

1. Select PAR Type > 2. Select / Request Working Group > 3. Create PAR > 4. Preview / Submit PAR

1129 [Download Draft PAR PDF](#)

PAR Type: Revision

Sponsor/Working Group	IEEE Power and Energy Society	Working Group Name: Generator SG Working Group for Online Monitoring of Large Synchronous Generators WG10
Sponsoring Committee: Electric Machinery	Sponsor Chair: Kay Chen [E]	Working Group Type: Individual
Sponsor Vice Chair: None	Working Group Chair: Isidoro Kerszenbaum [E]	Working Group Vice Chair: None

1.1 Project Number: 1129

1.2 Type of Document: Guide

1.3 Life Cycle: Full Use

5.3.2 *Submitting a PAR for a Corrigendum to an existing IEEE Standard:*

Applicable Users:

- IEEE SA Members

Instructions:

1. On the **myProject** Home Screen click **Menu**.
2. Click **View/Manage PARs**.
3. Click **Submit Par**.
4. Click **PAR for a Corrigendum to an existing IEEE Standard**
5. Click **Next**.

Draft/Rejected PARs PARs Submitted to NesCom Approved/Active PARs **Submit PAR**

1. Select PAR Type > 2. Select / Request Working Group > 3. Create PAR > 4. Preview / Submit PAR

Select the appropriate PAR Type for the project. In order for a PAR to be considered and/or approved, it must be received by the IEEE-SA Standards Department at least 40 calendar days before IEEE-SA Standards Board meetings. PARs may also be approved via the continuous processing program. For more information about this process, please consult <http://standards.ieee.org/faqs/pars.html>.

Existing PAR Actions must be performed by the Sponsor or a designee of the Sponsor.

PAR Type		Existing PAR Actions:	
<input type="radio"/> PAR for a New IEEE Standard	ⓘ	<input type="radio"/> Modify PAR	ⓘ
<input type="radio"/> PAR for a Revision to an existing IEEE Standard	ⓘ	<input type="radio"/> Extend PAR	ⓘ
<input checked="" type="radio"/> PAR for a Corrigendum to an existing IEEE Standard	ⓘ	<input type="radio"/> Withdraw PAR	ⓘ
<input type="radio"/> PAR for an Amendment to an existing IEEE Standard	ⓘ		
<input type="radio"/> PAR for the Adoption of a Non-IEEE Standard	ⓘ		

Cancel **Next >**

6. Follow steps 6-12 under section 5.3.1 to complete the PAR.

5.3.3 *Submitting a PAR for an Amendment to an existing IEEE Standard:*

Applicable Users:

- IEEE SA Members

Instructions:

1. On the **myProject** Home Screen click **Menu**.
2. Click **View/Manage PARs**.
3. Click **Submit Par**.
4. Click **PAR for an Amendment to an existing IEEE Standard**.
5. Click **Next**.

Draft/Rejected PARs PARs Submitted to NesCom Approved/Active PARs **Submit PAR**

1. Select PAR Type >> 2. Select / Request Working Group >> 3. Create PAR >> 4. Preview / Submit PAR

Select the appropriate PAR Type for the project. In order for a PAR to be considered and/or approved, it must be received by the IEEE-SA Standards Department at least 40 calendar days before IEEE-SA Standards Board meetings. PARs may also be approved via the continuous processing program. For more information about this process, please consult <http://standards.ieee.org/faqs/pars.html>.

Existing PAR Actions must be performed by the Sponsor or a designee of the Sponsor.

PAR Type		Existing PAR Actions:	
<input type="radio"/> PAR for a New IEEE Standard	ⓘ	<input type="radio"/> Modify PAR	ⓘ
<input type="radio"/> PAR for a Revision to an existing IEEE Standard	ⓘ	<input type="radio"/> Extend PAR	ⓘ
<input type="radio"/> PAR for a Corrigendum to an existing IEEE Standard	ⓘ	<input type="radio"/> Withdraw PAR	ⓘ
<input checked="" type="radio"/> PAR for an Amendment to an existing IEEE Standard	ⓘ		
<input type="radio"/> PAR for the Adoption of a Non-IEEE Standard	ⓘ		

Cancel **Next >>**

6. Follow step 6-12 under section 5.3.1 to complete the PAR.

5.3.4 Submitting a PAR for the Adoption of a Non-IEEE Standard

Applicable Users:

- IEEE SA Members

Instructions:

1. On the **myProject** Home Screen click **Menu**.
2. Click **View/Manage PARs**.
3. Click **Submit Par**.
4. Click **PAR for the Adoption of a Non-IEEE Standard**.
5. Click **Next**.

Draft/Rejected PARs PARs Submitted to NesCom Approved/Active PARs **Submit PAR**

1. Select PAR Type >> 2. Select / Request Working Group >> 3. Create PAR >> 4. Preview / Submit PAR

Select the appropriate PAR Type for the project. In order for a PAR to be considered and/or approved, it must be received by the IEEE-SA Standards Department at least 40 calendar days before IEEE-SA Standards Board meetings. PARs may also be approved via the continuous processing program. For more information about this process, please consult <http://standards.ieee.org/faqs/pars.html>.

Existing PAR Actions must be performed by the Sponsor or a designee of the Sponsor.

PAR Type		Existing PAR Actions:	
<input type="radio"/> PAR for a New IEEE Standard	ⓘ	<input type="radio"/> Modify PAR	ⓘ
<input type="radio"/> PAR for a Revision to an existing IEEE Standard	ⓘ	<input type="radio"/> Extend PAR	ⓘ
<input type="radio"/> PAR for a Corrigendum to an existing IEEE Standard	ⓘ	<input type="radio"/> Withdraw PAR	ⓘ
<input type="radio"/> PAR for an Amendment to an existing IEEE Standard	ⓘ		
<input checked="" type="radio"/> PAR for the Adoption of a Non-IEEE Standard	ⓘ		

Cancel **Next >>**

6. Follow steps in 5.1 Submit a PAR for a New IEEE Standard to complete the PAR.

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:

- Working Group or Standards Committee officers

Instructions:

1. On the **myProject** Home Screen click **Menu**.
2. Click **View/Manage PARs**.
3. Click **Submit Par**.

Draft/Rejected PARs PARs Submitted to NesCom Approved/Active PARs **Submit PAR**

1. Select PAR Type > 2. Select / Request Working Group > 3. Create PAR > 4. Preview / Submit PAR

Select the appropriate PAR Type for the project. In order for a PAR to be considered and/or approved, it must be received by the IEEE-SA Standards Department at least 40 calendar days before IEEE-SA Standards Board meetings. PARs may also be approved via the continuous processing program. For more information about this process, please consult <http://standards.ieee.org/faqs/pars.html>

Existing PAR Actions must be performed by the Sponsor or a designee of the Sponsor.

PAR Type		Existing PAR Actions:	
<input type="radio"/> PAR for a New IEEE Standard	⓪	<input checked="" type="radio"/> Modify PAR	⓪
<input type="radio"/> PAR for a Revision to an existing IEEE Standard	⓪	<input type="radio"/> Extend PAR	⓪
<input type="radio"/> PAR for a Corrigendum to an existing IEEE Standard	⓪	<input type="radio"/> Withdraw PAR	⓪
<input type="radio"/> PAR for an Amendment to an existing IEEE Standard	⓪		
<input type="radio"/> PAR for the Adoption of a Non-IEEE Standard	⓪		

Cancel **Next**

4. A list of all active PARs associated with groups you manage will be displayed. Enter the PAR number in the box and click the **search** icon.
5. Click **Select** next to the PAR you want to modify.

Draft/Rejected PARs PARs Submitted to NesCom Approved/Active PARs Submit PAR

1. Select PAR Type > 2. Select / Request Working Group > 3. Create PAR > 4. Preview / Submit PAR

Search By Project Title Or Project Number

Standards Development Method: All PARs

Showing 1-1 of 1 F < 1 > L

Project Number	Project Title	Project Type	Committee	Approval Date	Expiration Date	PAR Actions
P1218/PS	Remove Additional Verbiage fro... [⌵]	New	IEEETest/ITO/Phyllis/ITO/Phyllis /WG 0	11 Feb 2019	31 Dec 2023	Select

Back Cancel

6. Make required changes to the PAR and fill in any required fields indicated by a red asterisk *.

The screenshot shows the PAR creation interface with the following elements:

- Navigation tabs: Draft/Rejected PARs, PARs Submitted to NesCom, Approved/Active PARs, and Submit PAR.
- Progress indicator: 1. Select PAR Type > 2. Select / Request Working Group > 3. Create PAR > 4. Preview / Submit PAR.
- Required field indicator: * Required field.
- Sections: 1 2 3 4 5 6 7 8 (with a 'Hide all instructions' link).
- PAR Type: PAR for a New IEEE Standard.
- Sponsor/Working Group section:
 - Sponsoring Society: IEEE Test
 - Sponsoring Committee: Phyllis
 - Sponsor Chair: Sponsor Chair One [X]
 - Sponsor Vice Chair: None
 - Working Group Name: Phyllis_WG
 - Working Group Type: Individual
 - Working Group Chair: Working Group Chair One [X]
 - Working Group Vice Chair: Working Group Vice Chair [X]
- Buttons: Change Working Group.
- Section 1: * 1.1 Proposed surface number: [text box] * 1.2 Type of document: Standard.

7. Click to agree to the IEEE Code of Ethics.
8. Click Preview and Submit.

The screenshot shows the IEEE Code of Ethics acknowledgment section with the following elements:

- Section 8.1: Additional Explanatory Notes: [text box]
- Note: If Applicable, include Section/ Item # above with Explanation.
- Text: If there is any further information that may assist NesCom in recommending approval for this project, include this information here. The title of any documents referenced in the PAR should be listed here.
- Section 8.2 IEEE Code of Ethics:
 - acknowledge that I have read and understand the IEEE Code of Ethics. I agree to conduct myself in a manner that adheres to the IEEE Code of Ethics when engaged in official IEEE business.
- Buttons: Delete Draft PAR, Save & Exit, and Preview & Submit (highlighted with a red box).

9. Review the PAR and click Submit to NesCom Administrator. The PAR will now be added to the next NesCom agenda and notifications will be sent to the Working Group Chair, Standards Committee Chair, Program Manager, 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:

- Working Group or Standards Committee officers

Instructions:

1. On the **myProject** Home Screen click **Menu**.
2. Click **View/Manage PARs**.
3. Click **Submit Par**.
4. Under Existing PAR Actions, click **Extend PAR**.
5. Click **Next**.

Draft/Rejected PARs | PARs Submitted to NesCom | Approved/Active PARs | **Submit PAR**

1. Select PAR Type > 2. Select / Request Working Group > 3. Create PAR > 4. Preview / Submit PAR

Select the appropriate PAR Type for the project. In order for a PAR to be considered and/or approved, it must be received by the IEEE-SA Standards Department at least 40 calendar days before IEEE-SA Standards Board meetings. PARs may also be approved via the continuous processing program. For more information about this process, please consult <http://standards.ieee.org/faqs/pars.html>.

Existing PAR Actions must be performed by the Sponsor or a designee of the Sponsor.

PAR Type

- PAR for a New IEEE Standard ⓘ
- PAR for a Revision to an existing IEEE Standard ⓘ
- PAR for a Corrigendum to an existing IEEE Standard ⓘ
- PAR for an Amendment to an existing IEEE Standard ⓘ
- PAR for the Adoption of a Non-IEEE Standard ⓘ

Existing PAR Actions:

- Modify PAR ⓘ
- Extend PAR** ⓘ
- Withdraw PAR ⓘ

Cancel | **Next >**

6. A list of all active PARs associated with groups you manage will be displayed. Enter the PAR number in the box and click the **search** icon.
7. Click **Select** next to the PAR you want to extend. The Extend PAR, Review and Submit Request screen will appear.

Draft/Rejected PARs | PARs Submitted to NesCom | Approved/Active PARs | **Submit PAR**

1. Select PAR Type > 2. Select / Request Working Group > 3. Create PAR > 4. Preview / Submit PAR

Search By Project Title Or Project Number

Standards Development Method: All PARs

Showing 1-20 of 53

Project Number	Project Title	Project Type	Committee	Approval Date	Expiration Date	PAR Actions
P1218/PS	Remove Additional Verbiage fro... [+]	New	IEEE Test/ITO/Phyllis/ITO/Phyllis /WG ⓘ	11 Feb 2019	31 Dec 2023	Select
P1276	Guide for the Application of H... [+]	Revision	PE/TR/InsLife-WG1276 ⓘ	27 Mar 2014	31 Dec 2018	Select
P1277	Standard General Requirements ... [+]	Revision	PE/TR/HVConv-WG1277 ⓘ	17 Feb 2017	31 Dec 2021	Select
P60214-1-57-131	Standard Requirements for Tap ... [+]	New	PE/TR/PwrTrans-TapChgr ⓘ	07 Dec 2016	31 Dec 2020	Select
P60214-2	Tap-Changers - Part 2: Applica... [+]	New	PE/TR/PwrTrans-TapChgr ⓘ	12 Jun 2014	31 Dec 2018	Select

8. Fill in the required fields indicated with a red asterisk*.
9. Choose **Delete Draft** to discard the extension request, **Save and Exit** to save the extension request and return to it later, or **Preview and Submit**.

Extend PAR > Review and Submit Request

* Required field

Sections: 1 [Show form with all instructions](#)

Section 1

<p>* Number of Years that the Extension is being requested: <input type="text" value="1"/></p> <p>* Why an Extension is required (include actions to complete): <input style="width: 100%;" type="text"/></p> <p>* What date did/will you begin writing the first draft: <input type="text" value="MM/DD/YYYY"/> <input type="calendar"/></p> <p>* How many people are actively working on the Project: <input type="text"/></p> <p>How many times a year does the Working Group meet: <input type="text"/></p> <p>* In Person: <input type="text"/></p> <p>* Via Teleconference: <input type="text"/></p>	<p>① * How many times a year is a Draft circulated to the Working Group: <input type="text"/></p> <p>① * What percentage of the Draft is stable: <input type="text" value="50"/> %</p> <p>* How many significant work revisions has the Draft been through: <input type="text"/></p> <p>* When will/did initial Sponsor Balloting begin: <input type="text" value="Select Month"/> <input type="text" value="Select Year"/></p> <p>* When do you expect to submit the proposed Standard to RevCom: <input type="text" value="Select Month"/> <input type="text" value="Select Year"/></p> <p><small>Note: Usual minimum time between initial sponsor ballot and submission to RevCom is 6 months.</small></p> <p>* Has this document already been adopted by another source? (if so, please identify): <input type="radio"/> Yes <input type="radio"/> No</p>
---	---

12. Review the information and click **Submit**. The PAR will now be added to the next NesCom agenda and notifications will be sent to the Working Group Chair, Standards Committee Chair, Program Manager, and NesCom Administrator).

NOTE: Once you approve and submit the information, changes may only be made through the NesCom Administrator

Approved PARs > Extend PAR

Extend PAR Request for Project Standard General Requirements and Test Code for Dry-Type and Oil-Immersed Smoothing Reactors and for Dry-Type Converter Reactors for DC Power Transmission

Extend PAR > Review and Submit Request

<p>Number of Years that the Extension is being requested: 1</p> <p>Why an Extension is required (include actions to complete): Testing</p> <p>What date did/will you begin writing the first draft: 31 Dec 2018</p> <p>How many people are actively working on the Project: 4</p> <p>How many times a year does the Working Group meet: 2</p> <p>In Person: 2</p> <p>Via Teleconference: 6</p>	<p>How many times a year is a Draft circulated to the Working Group: 2</p> <p>What percentage of the Draft is stable: 50%</p> <p>How many significant work revisions has the Draft been through: 3</p> <p>When will/did initial Sponsor Balloting begin: 01 Mar 2021</p> <p>When do you expect to submit the proposed Standard to RevCom: 30 Sep 2022</p> <p>Has this document already been adopted by another source? (if so, please identify): NO</p>
--	---

[Show PAR Details](#) ▾

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:

- Working Group or Standards Committee officers

Instructions:

1. On the **myProject** Home Screen click **Menu**.
2. Click **View/Manage PARs**.
3. Click **Submit Par**.
4. Under Existing PAR Actions, click **Extend PAR**.
5. Click **Next**.

Draft/Rejected PARs | PARs Submitted to NesCom | Approved/Active PARs | Submit PAR

1. Select PAR Type > 2. Select / Request Working Group > 3. Create PAR > 4. Preview / Submit PAR

Select the appropriate PAR Type for the project. In order for a PAR to be considered and/or approved, it must be received by the IEEE-SA Standards Department at least 40 calendar days before IEEE-SA Standards Board meetings. PARs may also be approved via the continuous processing program. For more information about this process, please consult <http://standards.ieee.org/faqs/pars.html>.

Existing PAR Actions must be performed by the Sponsor or a designee of the Sponsor.

PAR Type

- PAR for a New IEEE Standard ⓘ
- PAR for a Revision to an existing IEEE Standard ⓘ
- PAR for a Corrigendum to an existing IEEE Standard ⓘ
- PAR for an Amendment to an existing IEEE Standard ⓘ
- PAR for the Adoption of a Non-IEEE Standard ⓘ

Existing PAR Actions:

- Modify PAR ⓘ
- Extend PAR ⓘ
- Withdraw PAR ⓘ

Cancel Next >

6. A list of all active PARs associated with groups you manage will be displayed. Enter the PAR number in the box and click the **search** icon.
7. Click **Select**.

Draft/Rejected PARs | PARs Submitted to NesCom | Approved/Active PARs | Submit PAR

1. Select PAR Type > 2. Select / Request Working Group > 3. Create PAR > 4. Preview / Submit PAR

Search By Project Title Or Project Number Standards Development Method: All PARs

Showing 1-1 of 1

Project Number	Project Title	Project Type	Committee	Approval Date	Expiration Date	PAR Actions
P1218/PS	Remove Additional Verbiage fro...[+]	New	IEEETest/ITO/Phyllis/ITO/Phyllis /WG ⓘ	11 Feb 2019	31 Dec 2023	<input checked="" type="button" value="Select"/>

Back Cancel

8. From the **Reason for the Withdrawal** drop down, choose a reason you are withdrawing the PAR
9. Type an explanation for the withdrawal in the **Explanation for Withdrawal** box.
10. Click **Preview & Submit**.

PAR Withdrawal Request

[Withdraw PAR](#) > [Review and Submit Request](#)

* Reason for the Withdrawal:

* Explanation for Withdrawal:

Delete Draft Save & Exit Preview & Submit

Administrative withdrawal
 Lack of Interest
 Lack of time
 No funding
 No working group chair
 Project has been overcome by another standard
 The technology has not changed
 Other

11. Review the Withdrawal request and click **Submit**. The PAR withdrawal will now be added to the next NesCom agenda and notifications will be sent to the Working Group Chair, Standards Committee Chair, Program Manager, and NesCom Administrator.

Approved PARs > Withdraw PAR

Withdraw PAR Request for Project Remove Additional Verbiage from Initiate Invitation Ballot

[Withdraw PAR](#) > [Review and Submit Request](#)

Reason for the Withdrawal:

Explanation for Withdrawal:

Back Save & Exit Submit

5.7 Accept or Reject a PAR

After a PAR is submitted, it will tentatively be placed on the agenda for the next NesCom meeting. The PAR must be accepted, however, by the Standards Committee Chair or Standard representative before the NesCom meeting. In the case of Joint sponsorship, the primary Standards Committee must accept the PAR. The Co-Standards Committee, however, will receive all notifications and have access to NesCom comments and related dialogue.

Applicable Users:

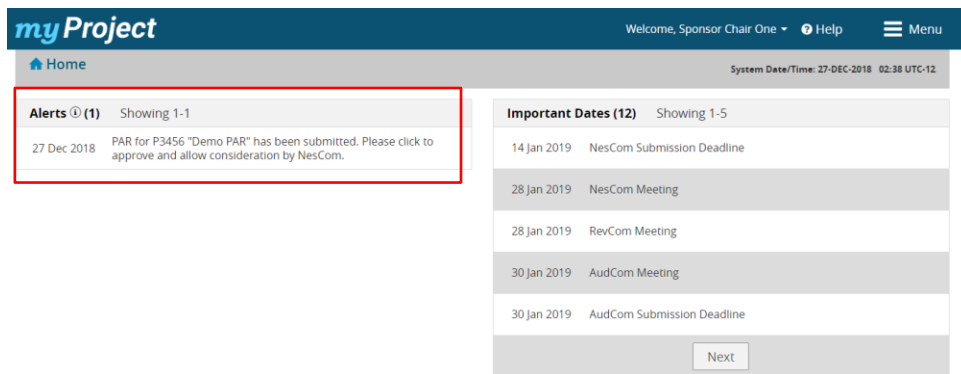
- Standards Committee Chair, Standards Representative

Notes:

- The PAR will not be put onto the final NesCom agenda without Standards Committee approval. If the Standards Committee 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.
- Standards Committee chairs will receive an email and get an alert in the system to let them know that a PAR has been submitted for approval.
 - You can also see pending PARs by accessing the **myProject** menu and choosing **View Manage PARS** and clicking on the **PARS Submitted to NesCom** tab OR choosing **AudCom/NesCom/RevCom** and viewing the **My NesCom Submissions** tab and clicking on **Submissions Details**.

Instructions:

1. On the **myProject** Home page, click on the Alert indicating a PAR is waiting for your approval or access it via the other options listed above.



2. Review the PAR.

3. Click **Reject** or **Accept**.

4.1	Type of Ballot:	Individual
4.2	Expected Date of submission of draft to the IEEE-SA for Initial Sponsor Ballot:	Mar 2022
4.3	Projected Completion Date for Submittal to RevCom:	Aug 2022
<hr/>		
5.1	Approximate number of people expected to be actively involved in the development of this project:	2
5.2	Scope of proposed standard:	Demo scope
5.3	Is the completion of this standard dependent upon the completion of another standard:	No
5.4	Purpose:	This document will not include a purpose clause.
5.5	Need for the Project:	346 East Main Street
5.6	Stakeholders for the Standard:	everyone
6.1	Intellectual Property	
6.1.1	Is the sponsor aware of any copyright permissions needed for this project:	No
	Explanation:	
6.1.2	Is the sponsor aware of possible registration activity related to this project:	No
	Explanation:	
<hr/>		
7.1	Are there other standards or projects with a similar scope?	No
7.2	Is it the intent to develop this document jointly with another organization:	No
<hr/>		
8.1	Additional Explanatory Notes :	

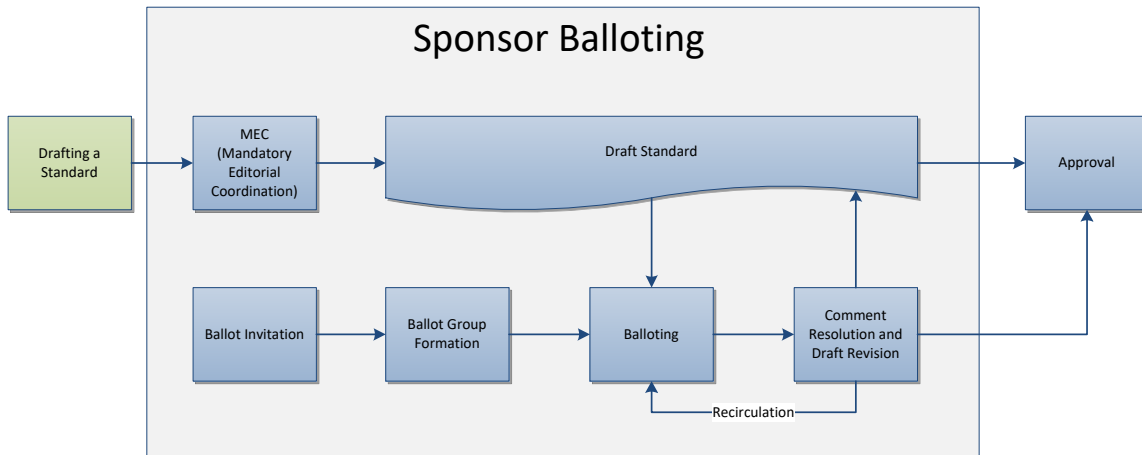
4. Click **Approve**. By accepting the PAR it can be placed on the next possible NesCom agenda.

Confirm PAR Acceptance ✖

Are you sure you want to accept the PAR? By clicking "Approve" you are authorizing Sponsor Acceptance of the PAR, and the PAR can be placed on the next possible NesCom agenda.

6 Invitations/Ballots

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.



6.1 Submit a Draft for MEC

Mandatory Editorial Coordination (MEC) is required prior to the start of a Standards Committee 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:

- Standards Committee Chair, Standard Representative, Working Group Chair/Co-Chair/Vice-Chair, Standards Committee Ballot Designee

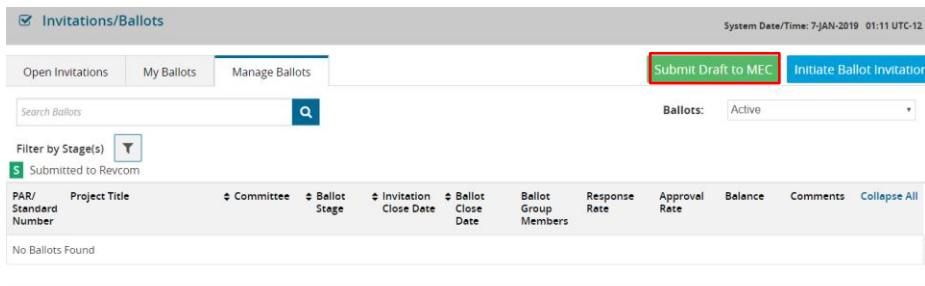
Notes:

- 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 **Menu**.
2. Click **Invitations and Ballots**.

3. Click **Submit Draft to MEC**.



4. You will be directed out of myProject to the MEC form
5. Follow the instructions to complete the form displayed, making sure to fill out all relevant fields and upload your draft. Make sure to select the correct Program Manager. Program Managers are listed when clicking on the **i** button next to the group in the **Manage Groups** screen.

6.2 *Initiate Ballot Invitation*

The first step in Standards Committee 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:

- Standards Committee Chair, Standard Representative, Working Group Chair/Co-Chair/Vice-Chair

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 program manager reviews and sends the invitation.
- The Standards Committee Chair/Standards Representative will be notified of the invitation, but are not required to mark approval.
- Standards Committee balloting must begin within six months of the invitation. If Standards Committee balloting does not begin within six months, the ballot group must be re-formed.

Instructions:

1. On the **myProject** Home Screen click the **Menu**.
2. Click **Invitations and Ballots**.

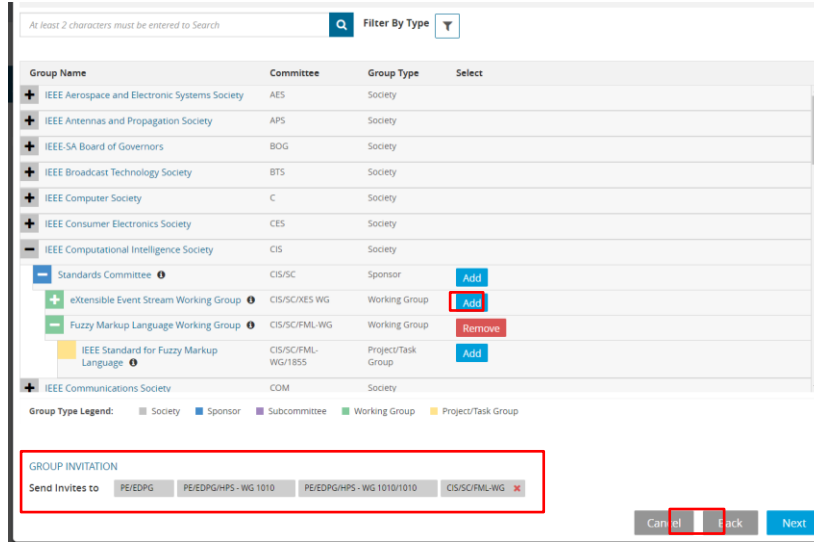
3. Click **Initiate Ballot Invitation**.

4. In the **Initiate Ballot Invitation** box, select your project from the **Project** drop-down. The Project Type field will automatically populate. The Length of Your Ballot Invitation defaults to 30 days.

5. Click **Next**.

6. Use the Search bar or “+” sign to navigate to the committees, working groups, or project/task groups you want to invite into the Balloting group and click **Add**. Pre-selected groups are automatically added and will display in the Group Invitation area at the bottom of the screen.

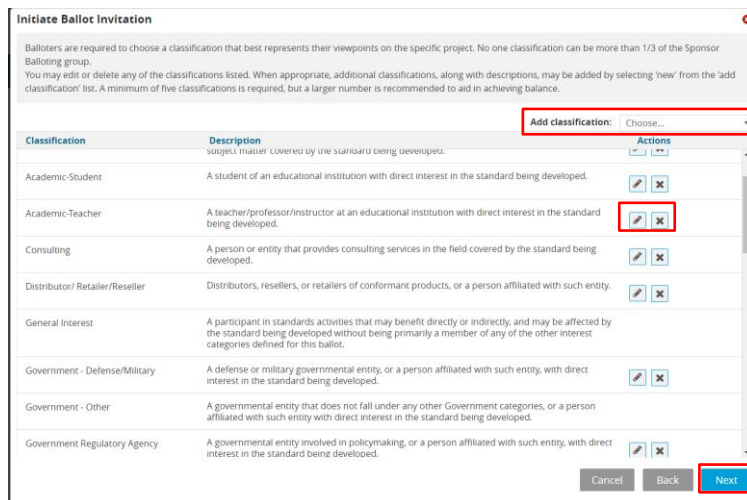
7. Click **Next**.



8. Confirm the voter classifications for the ballot.

- Verify that at least 3 voter classifications are displayed.
- To add another voter classification, click **Add Classifications**.
- To edit a voter classification, click the **Edit** icon next to the classification
- To remove a voter classification, click “**delete**” next to the classification. (This is not recommended).

9. Click **Next**.



10. Verify the Invitation information.

- Review the invitation. Use the **Back** button to make changes.
- For most ballots, do not include an attachment.
- Additional information can be added in the **Standards Committee Message** area. This text will be displayed in place of the #MESSAGE-FROM-THE-WORKING-GROUP-CHAIR# placeholder text.
- **Do not attach published standards or drafts, necessary documents will be made available in myProject once the ballot has opened.**

11. Click **Submit**. The invitation will be submitted to your program manager for approval.

Initiate Ballot Invitation

Please review the invitation below. You may add additional 'Standards Committee Text' to be included with the invitation. Upon clicking 'Submit', the invitation request will be sent to your Program Manager for review and release.

PAR or Standard #: P1017.1
Project Type: Revision
Ballot Type: Individual
Duration of the Invitation: 30 days
Total Invites Count: 243

Selected Voter Classifications: Academic-Other, Academic-Researcher, Academic-Student, Academic-Teacher, Consulting, Distributor/ Retailer/Reseller, General Interest, Government - Defense/Military, Government - Other, Government Regulatory Agency, Insurance / Risk Management, Non-governmental Organization (NGO) / Advocacy Group, Producer - Component, Producer - Other, Producer - Software, Producer - System / Manufacturer, Professional Association / Professional Society, Research, Service Provider - Design Services, Service Provider - Documentation Services, Service Provider - Recycling and Reuse Services, Service Provider - Testing, Service Provider - Training, Standards Developing Organization (SDO), Supplier, Trade Association/Industry Trade Group/ Industry Consortium, User - Consumer, User - Industrial, User - Labor, User - Other

Groups Included in Invitation: IAS/PCI, IAS/PCI/Downhole Cable WG, IAS/PCI/Downhole Cable WG/1017.1

******* Standards Association (SA) Ballot Invitation*******
 We are contacting you because you indicated an interest in participating in this technical area, or you indicated an interest in the activities of this Working Group, project, or its Standards Committee in myProject.
IMPORTANT! To participate, you must have access to myProject through an IEEE Account
 If you would like to participate in the balloting of the document listed below, you must enroll as a member of the ballot group by 16 Feb 2020, 23:59 UTC-12.
******* IEEE STANDARD DOCUMENT INFORMATION *******
 The undefined Society/Petroleum & Chemical Industry invites you to participate in the INDIVIDUAL Standards Association Ballot for: P1017.1
 Title: Recommended Practice for Field Testing Electric Submersible Pump Cable
 Scope: No Scope defined
 The Project Authorization Request Form contains additional information about this project.
******* MESSAGE FROM THE WORKING GROUP CHAIR *******
 #MESSAGE-FROM-THE-WORKING-GROUP-CHAIR#
******* OBLIGATIONS AND RESPONSIBILITIES OF BALLOTTERS *******
 Once the document is ready to be balloted, you will receive notification via email. You will typically have 30 days to review the document and return the ballot with your vote. By agreeing to participate in this ballot you have an obligation to respond. Failure to return a completed ballot may disqualify you from participating in future ballots.
******* ENROLLMENT INSTRUCTIONS *******
 Log on to myProject and access the menu bar on the top right. Select Invitations/Ballots, identify the project or standard you are interested in, then click Join Ballot.

[Add Standards Committee message \(optional\)](#)

Attach Documents (please do not attach draft standards):
 No file selected for upload

[Upload files](#)

[Cancel](#) [Back](#) [Submit](#)

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:

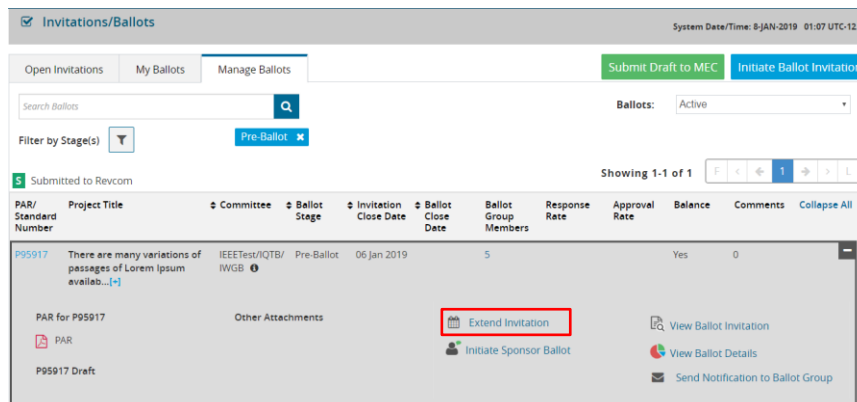
- Standards Committee Chair, Standard Representative, Working Group Chair/Co-Chair/Vice-Chair

Notes:

- This can only be done after the initial invitation period closes and **before** the ballot opens (“PreBallot” or “PreBallot Review” stage).

Instructions:

- On the **myProject** Home Screen click **Menu**.
- Click **Invitations/Ballots**.
- Use the **Search Ballots** box or **Filter by Stage** to locate the ballot you wish to extend.
- Click **Extend Invitation**.



- Enter the number of days you wish to extend the invitation.
- Click **Submit**. The extension request will be sent to the Program Manager for approval.

Extend Invitation for P95917

How many days would you like to extend the invitation close date? The invitation will be reopened once the Program Manager has approved the extension.

* Extend Invitation Close Date: Days

6.4 Join SA Ballot Group (Individual and Entity Balloting)

Applicable Users:

- All IEEE SA Members

Notes:

- You are required to be an IEEE SA member or pay a per-ballot fee to join an IEEE SA ballot.
- Joining a ballot allows you to vote and submit comments when the project opens for balloting.
- Balloting group members have an obligation to respond during the balloting period; failure to return a ballot may disqualify the balloter from participation in future balloting groups.
- You can easily add or remove yourself from a balloting group, but only while the balloting group is forming. Your participation is fixed after the ballot invitation closes.

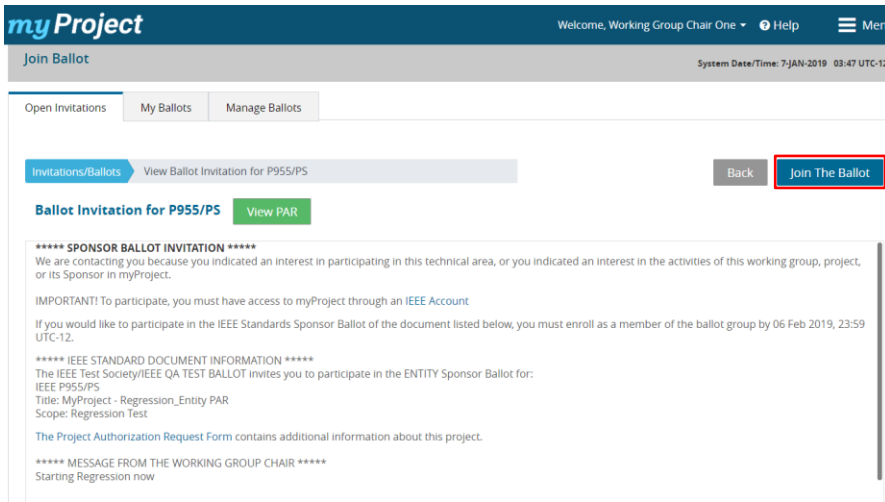
Instructions:

1. On the **myProject** Home Screen click **Menu**.
2. Click **Invitations/Ballots**.
3. Click the **Open Invitations** tab. The default view is **My Invitations** which displays only invitations which are based on your interest designation and to which you have been invited. The **All Invitations** view shows all current open invitations.
4. Under Ballot Invitations, click the **Join Ballot Group** icon.

The screenshot shows the 'myProject' interface for 'Invitations/Ballots'. The user is logged in as 'Working Group Chair One'. The system date is 7-JAN-2019 03:37 UTC-12. The 'Open Invitations' tab is active. Below the tabs, there is a description of the 'My Invitations' view. The 'Show: My Invitations' radio button is selected. A search bar is present. The table below shows one invitation:

PAR/Standard Number	Project Title	Committee	Ballot Type	Invitation Close Date	Ballot Invitations
P955/PS	MyProject - Regression_Entity PAR	IEEETest/IQTB/EWGB	Entity	06 Feb 2019	

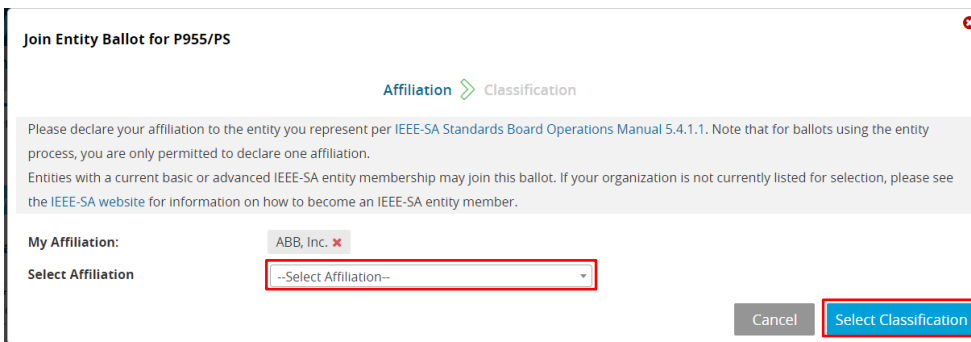
5. Review the invitation and click **Join the Ballot**.



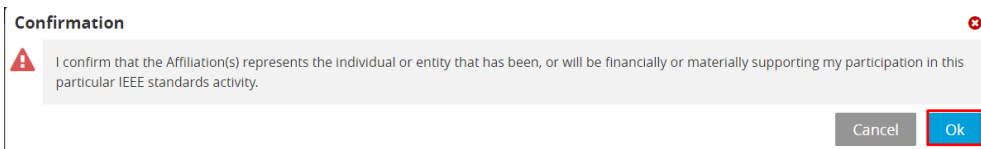
6. Declare an **affiliation** to the entity you represent.

- Your employer will be displayed as your affiliation by default. To add another affiliation, type the organization name into the box. Approved organizations matching your text will appear in a list. Click on any organization to select it or type the full organization name and click **Add**.
- To remove an affiliation click the **x** next to the organization name.
- If you are joining an entity ballot, you must be affiliated with a basic or advanced corporate member. If you are the first person to join an entity ballot, you will become the EBR (entity ballot Representative). If the EBR is already assigned, you will become the EBRA (entity ballot representative alternate). If both roles are already assigned, you will be added to a waiting list.

7. Click **Select Classification**.



8. Click **OK** to confirm.



9. Select the voter classification from the list that best represents your voting interest.
10. Click **Submit**.

Join Entity Ballot for P955/PS

Affiliation > Classification

Select the voter classification from the list below that best represents your voting interest. You may change your selection at any time during ballot group formation.

Specify Voter Classification

Academic-Other	An educational institution or a person or entity affiliated with such institution, that does not fall under any of the other Academic categories, providing academic review of the standard being developed.	<input type="radio"/>
Academic-Researcher	An educational institution, or a person affiliated with such institution, engaged in research in the subject matter covered by the standard being developed.	<input checked="" type="radio"/>
Academic-Student	A student of an educational institution with direct interest in the standard being developed.	<input type="radio"/>
Academic-Teacher	A teacher/professor/instructor at an educational institution with direct interest in the standard being developed.	<input type="radio"/>
Consulting	A person or entity that provides consulting services in the field covered by the standard being developed.	<input type="radio"/>
Distributor/ Retailer/Reseller	Distributors, resellers, or retailers of conformant products, or a person affiliated with such entity.	<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 - Defense/Military	A defense or military governmental entity, or a person affiliated with such entity, with direct interest in the standard being developed.	<input type="radio"/>

11. Click **OK**. The Balloting group you have joined will now appear on the My Ballots tab in the Invitations/Ballots area.

Invitations/Ballots System Date/Time: 7-JAN-2019 04:00 UTC-12

Open Invitations **My Ballots** Manage Ballots

Search Ballots Ballots: Active

Filter by Stage(s)

Showing 1-1 of 1

PAR/ Standard Number	Project Title	Committee	Ballot Type	Ballot Stage	Invitation Close Date	Ballot Close Date	Voter Classification	Vote	Comments	Collapse All
P955/PS	MyProject - Regression_Entity PAR	IEEE Test/IQT/E WGB	Entry	Invitation	06 Feb 2019		Academic-Researcher	0		
PAR for P955/PS <input type="button" value="PAR"/>		Other Attachments <input type="button" value="pnp-checklist-2015-SCC1.doc"/>		<input type="button" value="View Ballot Details"/> <input type="button" value="View/Modify"/>						
P955/PS Draft										

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 at a reduced price.
 - The most expensive option is to join a single ballot. Single ballot fees are higher than annual membership in the IEEE SA, and entitle 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 **Menu**.
2. Click Invitations/Ballots. The Open Invitations tab will appear. By default, the **My Invitations** view will display any invitations you have received based on your interest designation. Click **All Invitations** view to display all open invitations.
3. Use the **Search Invitations** box to locate the ballot group you would like to join.

- Click on the **Join Ballot Group** icon next to the group you would like to join.

myProject Welcome, General User One Help Menu

Invitations/Ballots System Date/Time: 7-JAN-2019 05:23 UTC-12

Open Invitations My Ballots

The "My Invitations" view displays open invitations which are based on your interest designation or those to which you have been invited. The "All Invitations" view shows all current open invitations.

Show: My Invitations All Invitations Search Invitations

Showing 1-15 of 15

PAR/Standard Number	Project Title	Committee	Ballot Type	Invitation Close Date	Ballot Invitations
P2755.1	Taxonomy and Classification for Software Based Intelligent P...[+]	BOG/CAG/IPA	Entity	10 Jan 2019	
P1591.3	Standard for Qualifying Hardware for Helicelly-Applied Fiber...[+]	PE/PSCC/SCS-WG	Individual	12 Jan 2019	
P1594	Standard for Helicelly Applied Fiber Optic Cable Systems (WR...[+]	PE/PSCC/SCS-WG	Individual	12 Jan 2019	
PC37.92	Standard for Analog Inputs to Protective Relays From Electro...[+]	PE/PSRCC/I-38	Individual	15 Jan 2019	
P1110	Guide for Synchronous Generator Modeling Practices and Param...[+]	PE/EM/GEN-WG1110-WG10 (REV)	Individual	17 Jan 2019	

- Review the invitation and click **Join the Ballot**.

myProject Welcome, General User One Help Menu

Join Ballot System Date/Time: 7-JAN-2019 05:29 UTC-12

Open Invitations My Ballots

Invitations/Ballots View Ballot Invitation for P2755.1 Back **Join The Ballot**

Ballot Invitation for P2755.1 View PAR

***** SPONSOR BALLOT INVITATION *****
 We are contacting you because you indicated an interest in participating in this technical area, or you indicated an interest in the activities of this working group, project, or its Sponsor in myProject.
 IMPORTANT! To participate, you must have access to myProject through an IEEE Account
 If you would like to participate in the IEEE Standards Sponsor Ballot of the document listed below, you must enroll as a member of the ballot group by 10 Jan 2019, 23:59 UTC-12.
 ***** IEEE STANDARD DOCUMENT INFORMATION *****
 The IEEE-SA Board of Governors Society/Corporate Advisory Group invites you to participate in the ENTITY Sponsor Ballot for:
 IEEE P2755.1
 Title: Taxonomy and Classification for Software Based Intelligent Process Automation (SBIPA) Technology
 Scope: This standard defines a taxonomy and classifies a SBIPA product's capabilities and features along with its underlying technology for the interested community.
 The Project Authorization Request Form contains additional information about this project.
 ***** MESSAGE FROM THE WORKING GROUP CHAIR *****
 #MESSAGE-FROM-THE-WORKING-GROUP-CHAIR#

- Under the **Join a Single Ballot** option, click **Join**.

Join Single Individual Ballot for PC37.92

Our records indicate that you are not currently an IEEE-SA member. Select from the options below if you wish to participate.

REVIEW ALTERNATIVE MEMBERSHIP OPTIONS:

- JOIN IEEE-SA**
 If you are an IEEE member or affiliate, but not an IEEE-SA member consider joining IEEE-SA for an additional fee. This entitles you to join the unlimited number of sponsor ballot groups for the calendar year to review balloted drafts, vote and submit comments. For more information, see the IEEE-SA website.
- PARTICIPATE VIA PUBLIC REVIEW**
 The IEEE-SA Public Review process gives the public the ability to impact the content of IEEE standards. There are no costs associated with participating in the Public Review process, other than that of purchasing the draft standard. The IEEE-SA Public Review draft standard will be available for purchase during the Public Review period.
- JOIN A SINGLE BALLOT**
 If you are NOT an IEEE member or affiliate (and do not wish to join the IEEE) and you are NOT an IEEE-SA member try single ballot enrollment. For more information, see the IEEE-SA website.

- Update your affiliation for this ballot.
- Click **Select Classification** then click **OK**.

Join Single Individual Ballot for PC37.92

Affiliation >> Classification >> Payment >>

Please update your affiliation(s) per IEEE-SA Standards Board Bylaws 5.2.1.5. You must declare at least one affiliation before saving. You can add affiliations that do not already appear in the affiliation list by typing the full name, and then clicking on the Add button.

My Affiliation(s): IEEE x

Select Affiliation(s) Add

Cancel **Select Classification**

- Select a voter classification from the list that best represents your voting interest.
- Click **Go To Payment**.

Join Single Individual Ballot for PC37.92

Affiliation > Classification >> Payment

Select the voter classification from the list below that best represents your voting interest. You may change your selection at any time during ballot group formation.

Specify Voter Classification

Consulting	A person or entity that provides consulting services in the field covered by the standard being developed.	<input type="radio"/>
Government - Other	A governmental entity that does not fall under any other Government categories, or a person affiliated with such entity with direct interest in the standard being developed.	<input checked="" type="radio"/>
Producer - System / Manufacturer	A person or entity that creates or may create a system for sale or distribution.	<input type="radio"/>
Service Provider - Design Services	A person or entity that provides, or may provide, design services for the subject matter covered by the standard being developed.	<input type="radio"/>
Service Provider - Testing	A person or entity that provides, or may provide, testing services to test the conformance and/or interoperability of products.	<input type="radio"/>
User - Industrial	An industrial user of the product when the standard being developed deals with an industrial product (e.g. steel or insulation used in transformers).	<input type="radio"/>

Back Return to Affiliations **Go To Payment**

- Select the desired payment method and click **Submit** and **OK**. The form will automatically be sent to the IEEE SA Balloting Center, which will process your request for the per-ballot fee. If you have any questions or require assistance, please send an email to: sa-ballot@ieee.org

Join Single Individual Ballot for PC37.92

Affiliation > Classification > Payment

PAYMENT INFORMATION

*Payment Method:

(You will be contacted by IEEE-SA staff to collect your payment details)

Cancel Return to Classifications **Submit**

6.6 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 6.4 Join SA Ballot Group (Individual and Entity Balloting)**

Instructions:

1. On the myProject Home Screen, click **Menu**.
2. Click **Entity Management**.
3. Click **Entity Representation** tab.
4. Use the search field to locate the project for which you wish to manage the ballot representative. Click the **Edit** icon.

Project Number	Project Title	Stage	Invitation Close Date	Ballot Close Date	SASB Approval Date	Vote
P2413	Standard for an Architectural Framework for the Internet of Things (IoT)	Ballot	26 Nov 2018	20 Jan 2019		

- Click the **Edit** icon next to the ballot group member whose role you wish to change.

Manage Ballot Group Members

Project Name	P2413	Invitation Open Date	18 Oct 2018
Working Group	Internet of Things (IoT) Architecture	Invitation Close Date	26 Nov 2018
Stage	Ballot	Ballot Start Date	21 Dec 2018
Vote		Ballot End Date	20 Jan 2019

Showing 1-1 of 1

Name	Classification	Role	Comments
Gary Stuebing	Producer - Component	EBR	0

- Use the **Role** dropdown to change the ballot group member’s role.
- Click **Save**.

Manage Ballot Group Members

Project Name	P2413	Invitation Open Date	18 Oct 2018
Working Group	Internet of Things (IoT) Architecture	Invitation Close Date	26 Nov 2018
Stage	Ballot	Ballot Start Date	21 Dec 2018
Vote		Ballot End Date	20 Jan 2019

Showing 1-1 of 1

Name	Classification	Role	Comments
Gary Stuebing	Producer - Component	EBR	0

Save Cancel

- 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.
 - As EMR, you will automatically be added to the waiting list and can assign EBR permission to yourself if necessary.

6.7 Remove Yourself from a Ballot

Applicable Users:

- IEEE SA members currently enrolled in a ballot

Notes:

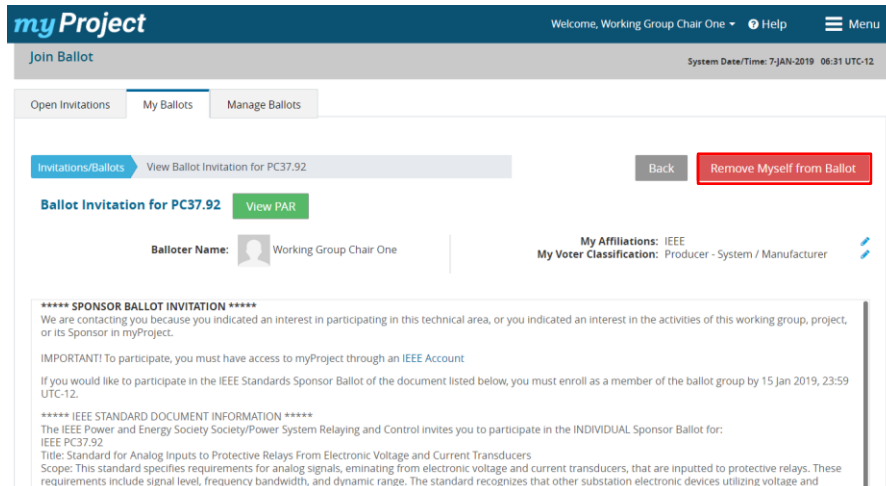
- You can easily remove yourself from a balloting group, but only while the balloting group is forming.
- Your participation is fixed after the ballot invitation closes.
- If you have paid a per-ballot fee or your membership is processing, you will not be able to remove yourself from a ballot.
- Instructions for Entity Balloting are the same, but ballots are accessed through the “Entity” tab instead of the “Balloting” tab.

Instructions:

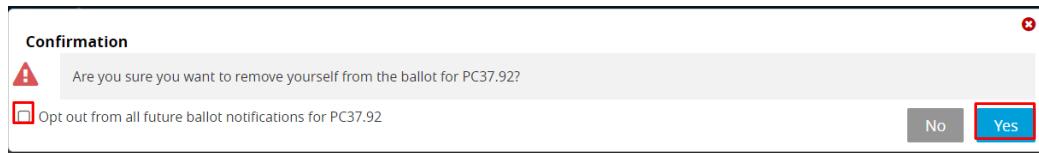
1. On the **myProject** Home Screen click **Menu**.
2. Click **Invitations/Ballots**.
3. Click the **My Ballots** tab.
4. Use the **Search Ballots** box or **Filter by Stage** function to locate the ballot group you want to remove yourself from.
5. Click the edit pencil next to your voter classification for the ballot you wish to modify.

PAR/Standard Number	Project Title	Committee	Ballot Type	Ballot Stage	Invitation Close Date	Ballot Close Date	Voter Classification	Vote	Comments	Collapse All
P1186	Recommended Practice for Applicability of Methods for the Ev...[-]	PE/IC/D07W_W	Individual	Invitation	07 Feb 2020		Service Provider - Design Service	0		
PAR for P1186		Other Attachments								
PAR										
P302/PS	Hide Ballot Details	AES/GA/SYSTEM_WG	Individual	Pre-Ballot	09 Jan 2020		Academic-Other	0		

6. Click **Remove Myself from the Ballot**.



7. Click **Yes** to confirm. Click the **Opt out** box to prevent future ballot notifications for this ballot.



6.8 *Change Your Voter Classification or Affiliation*

Applicable Users:

- IEEE SA members currently enrolled in a ballot

Notes

- You may change your voter classification on 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.
- Changing affiliation for an entity ballot will result in you removing yourself from the ballot and re-joining under a new entity. If representatives have already been assigned for that entity you may be placed in the waiting list.
- Only the EBR will be able to modify the balloter classification for an entity ballot.

Instructions:

1. On the **myProject** Home Screen click **Menu**.
2. Click **Invitations/Ballots**.
3. Click the **My Ballots** tab.
4. Use the **Search Ballots** box or **Filter by Stage** function to locate the ballot group you want to modify.
5. Click the edit pencil next to your voter classification for the ballot you wish to modify.




Open Invitations **My Ballots**

Search Ballots

Ballots: Active

Filter by Stage(s)

Showing 1-3 of 3

PAR/Standard Number	Project Title	Committee	Ballot Type	Ballot Stage	Invitation Close Date	Ballot Close Date	Voter Classification	Vote	Comments	Collapse All
P1186	Recommended Practice for Applicability of Methods for the Ev...[-]	PE/IC/D07W_W G/P1186	Individual	Invitation	07 Feb 2020		Service Provider - Design Service 	0		
PAR for P1186 Other Attachments  PAR										
P302/PS	Hide Ballot Details	AES/GA/SYSTM	Individual	Pre-Ballot	09 Jan 2020		Academic-Other 	0		


6. Click the **Edit** icon next to **My Affiliations** or **My Voter Classification**.


Join Ballot System Date/Time: 8-JAN-2019 05:39 UTC-12

Open Invitations **My Ballots**

Invitations/Ballots View Ballot Invitation for P2755.1 Back Remove Myself from Ballot

Ballot Invitation for P2755.1 View PAR

Balloter Name:  General User One

My Affiliations: Hunan Univeristy 
 My Voter Classification: Academic-Teacher

***** SPONSOR BALLOT INVITATION *****
 We are contacting you because you indicated an interest in participating in this technical area, or you indicated an interest in the activities of this working group, project, or its Sponsor in myProject.
 IMPORTANT! To participate, you must have access to myProject through an IEEE Account
 If you would like to participate in the IEEE Standards Sponsor Ballot of the document listed below, you must enroll as a member of the ballot group by 10 Jan 2019, 23:59 UTC-12.
 ***** IEEE STANDARD DOCUMENT INFORMATION *****

1. Follow the on-screen instructions to complete your modifications.

6.9 Initiate Standards Association Ballot

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

Applicable Users:

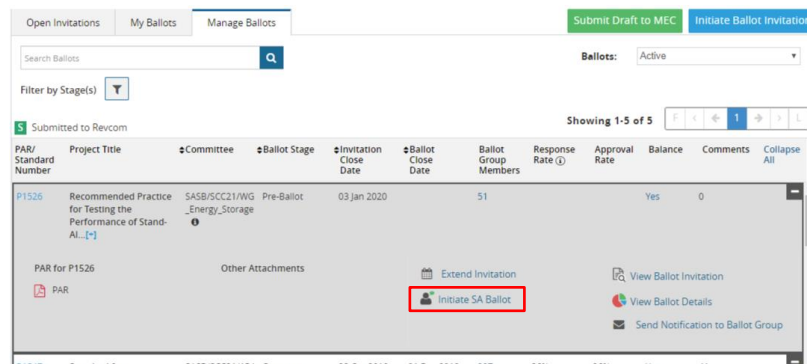
- Standards Committee Chair, Standard Representative, Working Group Chair/Co-Chair/Vice-Chair

Notes:

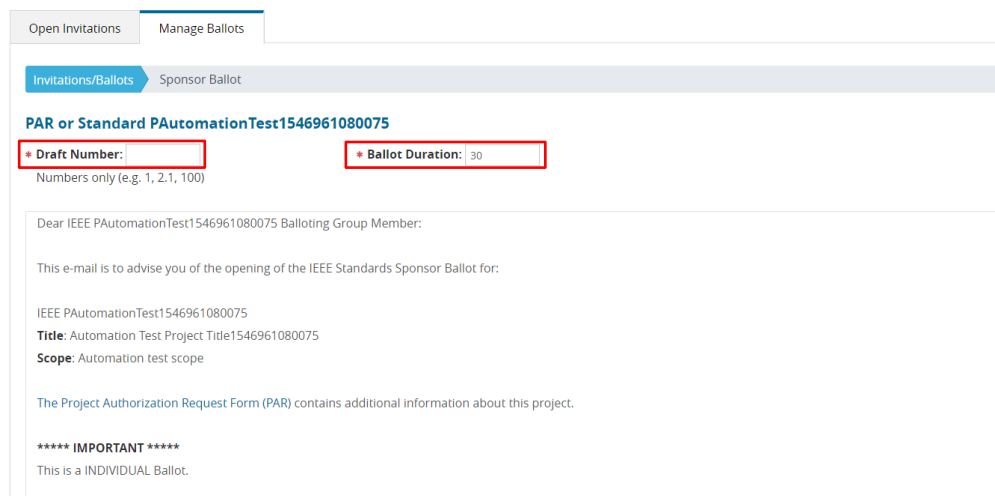
- Ballots cannot be opened unless all permission letters for borrowed material have been received, reviewed and approved by staff.
- The ballot will not actually open until your program manager approves the uploaded draft.
- A cover letter is not required.

Instructions:

1. On the **myProject** Home Screen click **Menu**.
2. Click **Invitations/Ballots**.
3. On the Manage Ballots tab, use the **Search Ballots** box or **Filter by Stages** function to locate the ballot you want to create a Standards Committee ballot for.
4. Click **Initiate SA Ballot**.



5. At the top of the screen, enter a **Draft Number** and **Ballot Duration**.



6. Scroll to the bottom of the screen and click **Upload Draft Standard** to attach the required draft.
7. Click **Add Standards Committee Text** (optional)
8. Click **Upload Supporting Documents** (optional).
9. Check the **Request RAC Coordination** box to notify the RAC admin of this ballot activity. If your PAR indicated registration activity related to this project, the box will be checked by default.
10. Click **Submit** and **OK** to confirm. The Standards Committee Ballot will be sent to the Program Manager for approval.

The screenshot shows a web form for submitting a ballot. At the top, there is a blue button labeled "Add sponsor text (optional)". Below this is a grey header bar with the text "IEEE PAutomationTest1546961080075" and "No file selected for upload". The main section is titled "* Attach/Replace Draft Document" and contains a blue button with a document icon and the text "Upload Draft Standard (PDF)". Below this is another grey header bar titled "Supporting Document(s) (Optional)" with "No file selected for upload". Underneath is the "Attach Document(s)" section, which includes a blue button with a document icon and the text "Upload Supporting Document(s)". At the bottom right, there is a checkbox labeled "Request RAC Coordination" which is currently unchecked. Below the checkbox are two buttons: a grey "Cancel" button and a green "Submit" button.

6.10 *Vote and/or Comment on a Ballot*

Members of a ballot group will be able to log or change a vote on that ballot during the ballot period.

Applicable users:

- myProject users currently enrolled in a ballot

Notes:

- You will be able to select a vote from a list of the following: Approve, Disapprove, Abstain.
- In order to submit comments, you must log a vote.
- If the selection is "abstain", you must select a reason from the following: Lack of time, lack of expertise, conflict of interest, other.
- You can change your selection at any time during an open ballot or a recirculation period; the vote made during the ballot or the most recent recirculation, if applicable, will be carried forward to the following recirculation until it is changed
- Once the ballot period is closed, you will only be able to change or flip your vote from "disapprove" to "approve" or "abstain". You may only do this once and may not change back to a "disapprove" vote. The change/flip vote option will be available until the project has been recommended for approval/disapproval by RevCom.
- If you change a vote during the ballot or recirculation period FROM "disapprove" to "approve" or "abstain", the "must be satisfied" value of "yes", will be set to "no" automatically. You will be presented with a message explaining this and asked for confirmation.

Instructions:

1. On the **myProject** Home Screen, click **Menu**.
2. Click **Invitations/Ballots**.
3. Click the **My Ballots** tab.
4. Use the **Search Ballots** box or **Filter by State** function to locate the ballot you want to vote on.
5. Click **Submit a Vote**.

PAR/ Standard Number	Project Title	Committee	Ballot Type	Ballot Stage	Invitation Close Date	Ballot Close Date	Voter Classification	Vote	Comments	Collapse All
PAutomationTest1546961080075	Automation Test Project Title1546961080075	IEEETest/ITO/Phyllis/ITO/Phyllis/WG	Individual	Ballot	07 Jan 2019	07 Feb 2019	Academic-Other	0		

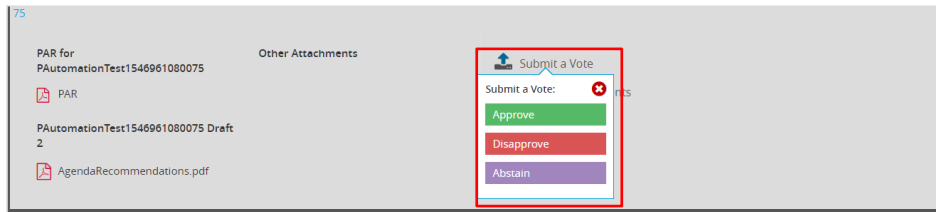
Other Attachments:

- PAR for PAutomationTest1546961080075
- PAR
- PAutomationTest1546961080075 Draft 2
- AgendaRecommendations.pdf

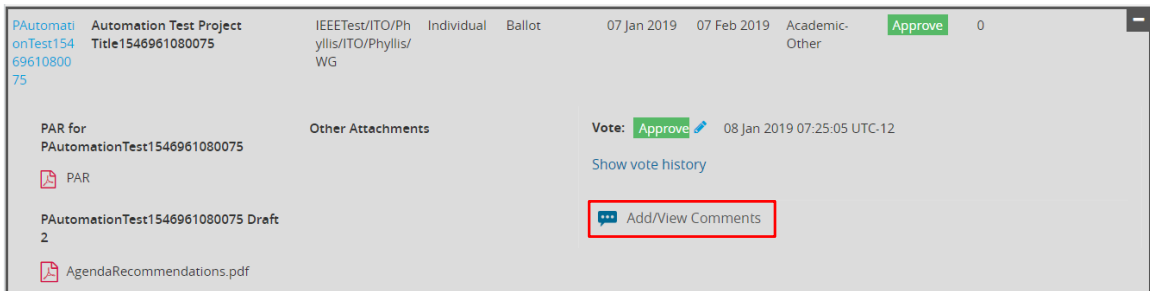
Submit a Vote (highlighted)

Add/View Comments

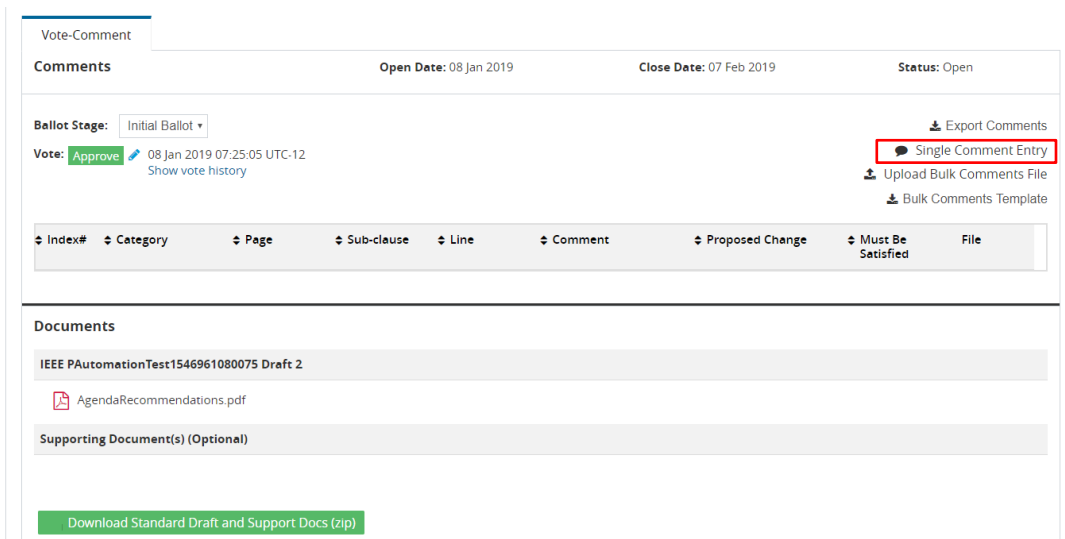
6. Click **Approve, Disapprove** or **Abstain**.



1. Once you've voted, the system will allow you to add and view comments. Click on **Add/View Comments**.



2. Click **Single Comment Entry**.



3. Use the **Comment Category** drop down to choose a category for your comment.
4. Enter your comment in the **Comment** box. Enter any other optional information or upload files.
5. Click **Save and Close**.

New Comment

Comments you enter for this Sponsor ballot will be considered by the Comment Resolution Group after this ballot period ends, and, if required, responses will be provided during the next round of ballot (i.e., during the next recirculation). Sponsors shall provide evidence of the consideration of each comment. Such evidence shall include:

a) An indication of whether the resolution proposed by the comment was accepted, revised, or rejected.

b) For comments that are not accepted verbatim, an explanation for the rejection of the comment or for revision of the change proposed by the commenter. For more information on comments in the ballot, please see Clause 5.4.3.3 of the IEEE-SA Standards Board Operations Manual. For additional guidance, refer to the RevCom Resolution Preparation Guidelines.

*** required field**

*** Vote:** Approve

*** Comment Category:** Choose type Must Be Satisfied

Page #: **Sub-clause:** **Line #:**

*** Comment:**

Proposed Change:

[Upload files](#)

Files:
Uploaded Files
No file uploaded

Current selected file(s) for uploads.
No file selected for upload.

Cancel Save & Close

6. Your comment will now appear on your My Ballots page and will be visible only to you and the administrators of the ballot.

Vote-Comment

Comments Open Date: 08 Jan 2019 Close Date: 07 Feb 2019 Status: Open

Ballot Stage: Initial Ballot

Vote: Approve 08 Jan 2019 07:25:05 UTC-12
[Show vote history](#)

[Export Comments](#)
[Single Comment Entry](#)
[Upload Bulk Comments File](#)
[Bulk Comments Template](#)

Showing 1-1 of 1 F < 1 > L

Index#	Category	Page	Sub-clause	Line	Comment	Proposed Change	Must Be Satisfied	File
1	General				Testing the comments		No	✎

7. To change your comment, click on the comment and click **Edit** or **Delete**.

Comment ✖

Commenter: SA Member Three

Comments you enter for this Sponsor ballot will be considered by the Comment Resolution Group after this ballot period ends, and, if required, responses will be provided during the next round of ballot (i.e., during the next recirculation). Sponsors shall provide evidence of the consideration of each comment. Such evidence shall include:

a) An indication of whether the resolution proposed by the comment was accepted, revised, or rejected.
 b) For comments that are not accepted verbatim, an explanation for the rejection of the comment or for revision of the change proposed by the commenter. For more information on comments in the ballot, please see Clause 5.4.3.3 of the IEEE-SA Standards Board Operations Manual. For additional guidance, refer to the RevCom Resolution Preparation Guidelines.

[✎ Edit](#)

Vote: APPROVE

Comment Category: General **Must be satisfied:** No

Page #: **Sub-clause:** **Line #:**

Comment:
Testing the comments

Proposed Change:

No file uploaded

[Delete](#) [Close](#)

8. Make changes to your comment and click **Save and Close**.

Comment ✖

Commenter: SA Member Three

Comments you enter for this Sponsor ballot will be considered by the Comment Resolution Group after this ballot period ends, and, if required, responses will be provided during the next round of ballot (i.e., during the next recirculation). Sponsors shall provide evidence of the consideration of each comment. Such evidence shall include:

a) An indication of whether the resolution proposed by the comment was accepted, revised, or rejected.
 b) For comments that are not accepted verbatim, an explanation for the rejection of the comment or for revision of the change proposed by the commenter. For more information on comments in the ballot, please see Clause 5.4.3.3 of the IEEE-SA Standards Board Operations Manual. For additional guidance, refer to the RevCom Resolution Preparation Guidelines.

*** required field**

*** Vote:** Approve

*** Comment Category:** General **Must Be Satisfied**

Page #: **Sub-clause:** **Line #:**

*** Comment:** Testing the comments again

Proposed Change:

[Upload files](#)

Files:
Uploaded Files
 No file uploaded

Current selected file(s) for uploads.
 No file selected for upload.

[Delete](#) [Cancel](#) [Save & Close](#)

6.11 Change (Flip) a vote

After a round of 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:

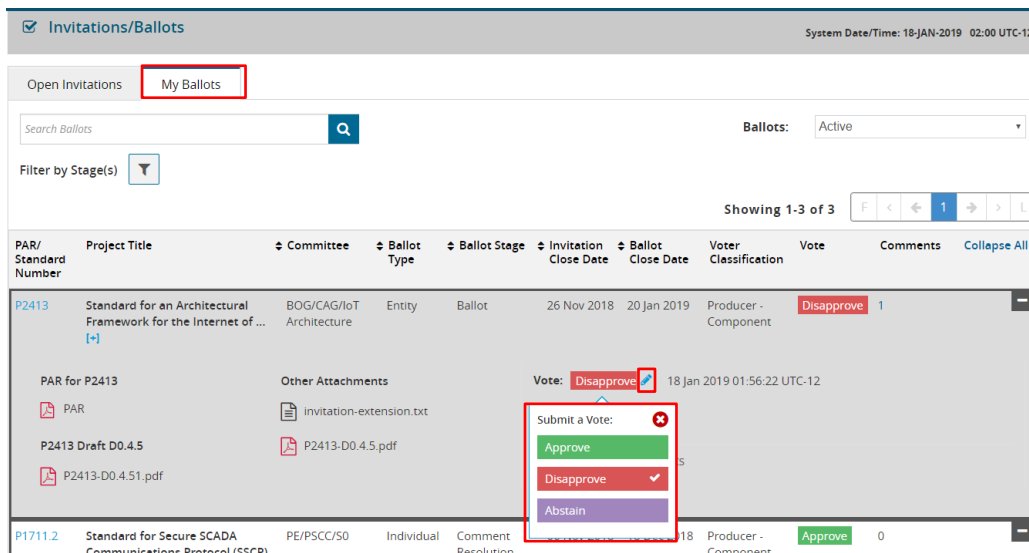
- myProject users who have voted “Disapprove” on a ballot.

Notes:

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

Instructions:

1. On the **myProject** Home Screen, click **Menu**.
2. Click **Invitations/Ballots**.
3. Click on the **My Ballots** tab.
4. Use the **Search Ballots** box to locate the ballot with the vote you wish to change.
5. Click the **edit** icon next to the current vote.



6. Click the new vote you want to submit. Click **Yes** to confirm. After confirming your change, a message will be sent to you, the Working Group Chair and Standards Committee Chair notifying them of the flipped vote.

6.12 View Ballot Details

Applicable Users:

- Standards Committee Chair, Standard Representative, Working Group Chair/Co-Chair/Vice-Chair, Project Chair/Admin, IEEE Staff

Instructions:

- On the **myProject** Home Screen click **Menu**.
- Click **Invitations/Ballots**.
- Click the **Manage Ballots** tab.
- On the Manage Ballots tab, use the **Search Ballots** box or **Filter by Stages** function to locate the ballot you want to see details of.
- Click **View Ballot Details**.

The screenshot displays the 'Manage Ballots' interface. At the top, there are tabs for 'Open Invitations' and 'Manage Ballots', along with buttons for 'Submit Draft to MEC' and 'Initiate Ballot Invitation'. A search bar and a 'Filter by Stage(s)' dropdown are visible. The main content is a table of ballots. The first row is expanded to show details for ballot PC57.12.32, including project title, committee, dates, and response rate. Below the table, there are sections for 'PAR for PC57.12.32' and 'Other Attachments'. A 'View Ballot Details' button is highlighted with a red box.

PAR/Standard Number	Project Title	Committee	Ballot Stage	Invitation Close Date	Ballot Close Date	Ballot Group Members	Response Rate	Approval Rate	Balance	Comments
PC57.12.32	Standard for Submersible Equipment - Enclosure Integrity	PE/TR/Dist-WGC57.12.32	Ballot	24 Nov 2018	06 Jan 2019	99	61% (14)	91%	Yes	81
P627	Standard for Qualification of Equipment Used in Nuclear	PE/NPE/WG_2.10_627	Ballot	24 Nov 2018	25 Jan 2019	43	32% (19)	85%	Yes	17

- The top half of the screen will display **Project Information**, **Ballot Summary** information and **Standards Committee/Working Group** Information.

Invitations/Ballots View Ballot Details

Ballot Details for PC57.12.32 Standard for Submersible Equipment - Enclosure Integrity

Related Actions ▾

Project information

PAR/Standard#: PC57.12.32

Project Title: Standard for Submersible Equipment - Enclosure Integrity

Project Type: Revision

Ballot Stage: Ballot

Ballot Type: Individual

Invitation Open Date: 25 Oct 2018

Invitation Close Date: 24 Nov 2018

Links:
[PAR](#)
[Invitation](#)
[Draft Standard & Additional Ballot Documents](#)

Ballot Summary

Ballot Results Ballot Stage: Initial Ballot ▾

Open Date: 07 Dec 2018 Close Date: 06 Jan 2019 Status: Open

Ballot Group Members: 99
Minimum should be 10

Return Ballots: (61) 61% Minimum return rate is 75%

Abstentions: (1) 1% Abstentions must be below 30%

Approval Rate: 91% Approval rate must be at least 75%

Votes counted in approval rate:		Votes not counted in approval rate:	
Approve	55	Disapprove Without MBS Comments(s)	0
Disapprove With MBS Comments(s)	5	Abstentions	1
Total	60	Total	1

Total Votes: 61

The vote tally for "Disapprove With MBS Comments(s)" = current Disapprove votes for which an MBS (Must Be Satisfied) comment existed in any round of balloting.

Sponsor/Working Group

Sponsoring Society: IEEE Power and Energy Society

Sponsoring Committee: Transformers

7. The lower part of the screen contains **Ballot Group Makeup** information and **Vote-Comment** information.

Standards Representative: James Graham

Working Group Name: Distribution - Encl Integrity - Subm. Working Group


Working Group Type: Individual

Working Group Chair: Daniel Mulkey

Program Manager: Malia Zaman

Ballot Group Makeup

Academic-Researcher	1	1.01%
Consulting	16	16.16%
General Interest	17	17.17%
Government - Other	1	1.01%
Producer - Component	22	22.22%
Producer - Other	3	3.03%
Producer - System / Manufacturer	13	13.13%
Professional Association / Professional Society	1	1.01%
Service Provider - Design Services	5	5.05%
Service Provider - Testing	2	2.02%
Standards Developing Organization (SDO)	2	2.02%
Supplier	2	2.02%
User - Consumer	2	2.02%
User - Industrial	2	2.02%
User - Other	10	10.10%



Vote-Comment Ballot Group Ballot Notifications

Comments Open Date: 07 Dec 2018 Close Date: 06 Jan 2019 Status: Open

Ballot Stage: Initial Ballot ▾
[Export Comments](#)
[Non-Ballot Comments](#)
 [View Public Review Comments](#)

Showing 1-20 of 81

Comment#	Style	Commenter	Index#	Category	Page	Sub-clause	Line	Vote	Comment	Proposed Change	Must Be Satisfied	Disposition Status	Disposition Detail	File
----------	-------	-----------	--------	----------	------	------------	------	------	---------	-----------------	-------------------	--------------------	--------------------	------

6.13 View Ballot Comments (Balloter)

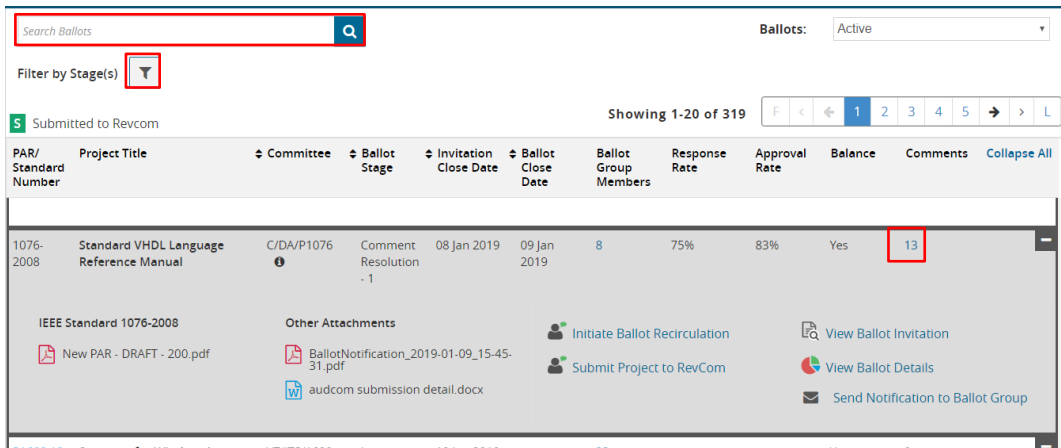
You may view all of the comments you have made on a ballot, along with the resolution status of each comment after the ballot has closed. During recirculation, all comments from previous rounds will be visible.

Applicable Users:

- All myProject users who have participated in a ballot.

Instructions:

1. On the **myProject** Home Screen, click **Menu**.
2. Click **Invitations/Ballots**.
3. Click the **My Ballots** tab.
4. Use the **Search Ballots** box or **Filter by Stage** feature to locate the ballot with comments you want to view.
5. Click on the **number** under the **Comments** column.



6. The comments for the ballot will be displayed. Use the **Search drop downs** to filter for specific commenter, vote, comment, disposition status, etc. Click **Export Comments** to download all comments to an Excel or CSV file.

Ballot Stage: Recirculation 1

Export Comments
Upload Bulk Comments Response File
Non-Ballot Comments
View Public Review Comments

Showing 1-13 of 13

Comment#	Style	Commenter	Index#	Category	Page	Sub-clause	Line	Vote	Comment	Proposed Change	Must Be Satisfied	Disposition Status	Disposition Detail	File
R1-13	Non-Ballot Comment	SA Member Five	11	Technical	12	3	34	N/A	Test comment OOC		No	ACCEPTED		
R1-12	Ballot	SA Member Five	10	Editorial	323	34	4	Approve	Laws define what has to be don... [-]	test	No		Y	
R1-11	Public Review Comment	Person Two	1	Technical	3	4	6	N/A	This is a PR comment	change that to edic version	No			
R1-10	Non-Ballot Comment	Person One	1	Technical	2	5	5	N/A	this is a non-ballot comment	change this	No			
R1-9	Ballot	SA Member Five	9	General	75	40	684	Approve	Comment Balloter-9	As needed	No			

6.14 Submit Non-Ballot 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:

- Standards Committee Chair, Standard Representative, Working Group Chair/Co-Chair/Vice-Chair, Project Group Chair/Administrator

Notes:

- The system provides templates for creating files for uploading non-ballot comments in bulk.
- Comments received from the Public Review application should be uploaded using this feature.
- Non-ballot comments may be entered during ballot or comment resolution periods.
- Non-ballot comments may be considered by the Comment Resolution Group after the ballot period ends and, if required, responses will be provided during the next round of ballot (i.e. during the next recirculation).

Instructions:

- On the myProject Home Screen click **Menu**.
- Click **Invitations/Ballots**.
- On the **Manage Ballots** tab, use the **Search Ballots** field to locate the project to which you want to add non-ballot comments.
- Click **View Ballot Details**.

5. Scroll down to the **Vote-Comment** tab.
6. Click **Non Ballot Comments**.

Comment#	Style	Entity / Commenter	Index#	Category	Page	Sub-clause	Line	Vote	Comment	Proposed Change	Must Be Satisfied	Disposition Status	Disposition Detail	File
I-65	Ballot	Cisco Systems, Inc. Gary Stuebing (EBR)	1	General				Disapprove	This is a test		No			
I-64	Ballot	Siemens Corporation Ludwig Winkel (EBR)	63	Editorial	244	B		Approve	Several editorial gaps in Annex E	Improve these Annexes or delet...	No			
I-63	Ballot	Siemens Corporation Ludwig Winkel (EBR)	62	Editorial	250	E	1	Approve	There is no content in Annex E	Either delete Annex E or fill	No			

7. Choose from the following options:
 - a. **Download Bulk Out of Cycle Comments Template (Excel)**
 - b. **Download Bulk Out of Cycle Comments Template (CSV)**
 - c. **Upload Bulk Out of Cycle Comments**
 - d. **Add Single Out of Cycle Comment**
8. If adding a single out of cycle comment, fill in the required fields and click **Save and Close**.

* required field

* Style:

* First Name: * Last Name:

* Email:

* Comment Category:

Page #: Sub-clause: Line #:

* Comment:

Proposed Change:

Files:
Uploaded Files
 No file uploaded

Current selected file(s) for uploads.
 No file selected for upload.

6.15 *Comment Disposition*

6.15.1 *Disposition Status Guidelines*

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

- **Accepted** – The committee agrees with the comment and implements change exactly as suggested.
- **Revised** – The ballot disposition committee accepts the suggested remedy in principle. This means that the ballot disposition committee will make a change to the draft based on a revision of the suggested remedy. The Disposition 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 disposition committee does not accept the suggested remedy. The Disposition Detail field shall provide sufficient detail for ballot group members to understand the rationale for this rejection.

6.15.2 Respond To Ballot Comments Individually

Applicable Users:

- Standards Committee Chair, Standard Representative, Working Group Chair/Co-Chair/Vice-Chair, Project Group Chair/Administrator

Notes:

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

Instructions:

- On the **myProject** Home Screen click **Menu**.
- Click **Invitations/Ballots**.
- Click **Manage Ballots**.
- Use the **Search Ballots** box or the **Filter by Stage** function to locate the desired ballot.
- Click on the number in the **Comments** column.

- Locate the comment you want to respond to and click on the **comment number** or hover your mouse under the file column until the **Edit** icon appears and click on it.

7. Click on **Edit**.

Review Comment

Commenter: Richard Marek

Sponsors shall provide evidence of the consideration of each comment. Such evidence shall include:
 Note 1: an indication of whether the resolution proposed by the comment was accepted, revised, or rejected
 Note 2: for comments that are not accepted verbatim, an explanation for the rejection of the comment or for revision of the change proposed by the commenter.
 For more information on Comments in the Ballot, please see Clause 5.4.3.3
 For additional guidance, refer to the RevCom Resolution Preparation Guidelines.

Vote: DISAPPROVE Edit

Comment Category: Technical **Must be satisfied:** Yes

Page #: 50 **Sub-clause:** B.4 **Line #:** 23

Comment:
 The procedures used to develop the thermal classes in this Annex do not follow any recognized procedure and definitive statements are questionable.

Proposed Change:
 Change the word effective to estimated

Disposition Status:
Disposition Detail:
 No file uploaded

Close

8. Select the applicable disposition status from the **Disposition Status** drop-down menu.
9. Enter a description of the disposition in the **Disposition Detail** box (this is required if disposition status is **Revised** or **Rejected**).
10. Click **Save and Close**.

Review Comment

Commenter: Richard Marek

Sponsors shall provide evidence of the consideration of each comment. Such evidence shall include:
 Note 1: an indication of whether the resolution proposed by the comment was accepted, revised, or rejected
 Note 2: for comments that are not accepted verbatim, an explanation for the rejection of the comment or for revision of the change proposed by the commenter.
 For more information on Comments in the Ballot, please see Clause 5.4.3.3
 For additional guidance, refer to the RevCom Resolution Preparation Guidelines.

* required field

Vote: DISAPPROVE

Comment Category: Technical **Must be satisfied:** Yes

Page #: 50 **Sub-clause:** B.4 **Line #:** 23

Comment:
 The procedures used to develop the thermal classes in this Annex do not follow any recognized procedure and definitive statements are questionable.

Proposed Change:
 Change the word effective to estimated

* **Disposition Status:** Choose status

* **Disposition Detail:**

Files:
 Uploaded Files
 No file uploaded

Cancel Save & Close

6.15.3 Export Comments for Disposition

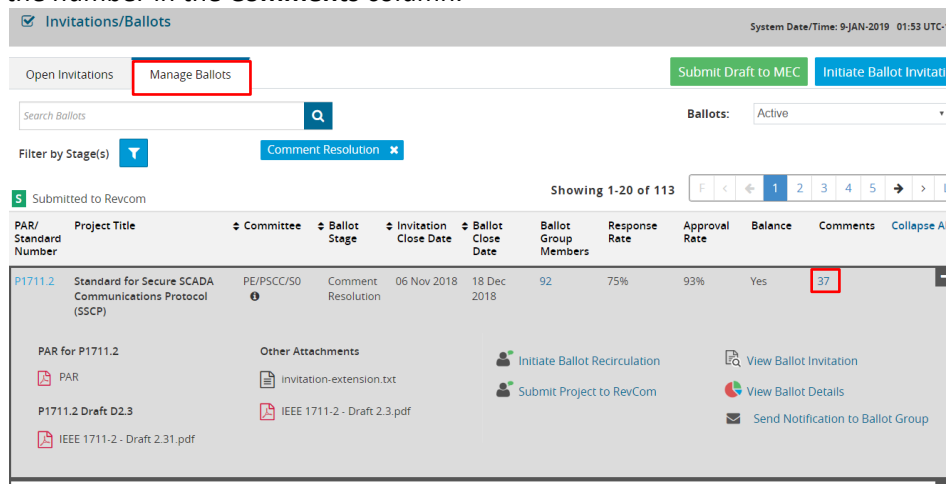
This option allows officers the ability to download comments and respond to them offline.

Applicable Users:

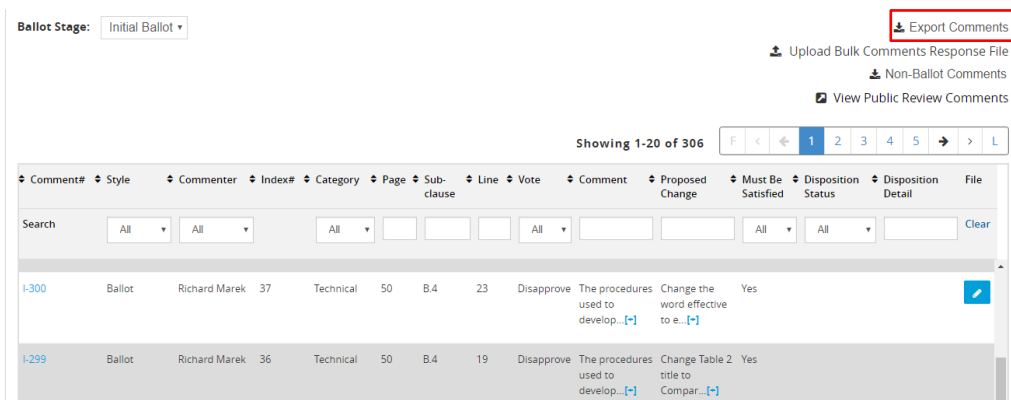
- Standards Committee Chair, Standard Representative, Working Group Chair/Co-Chair/Vice-Chair, Project Group Chair/Administrator

Instructions:

- On the **myProject** Home Screen click **Menu**.
- Click **Invitations/Ballots**.
- Click **Manage Ballots**.
- Use the **Search Ballots** box or the **Filter by Stage** function to locate the desired ballot.
- Click on the number in the **Comments** column.



- Click **Export Comments** and choose either Excel or CSV as the file type to download.



- Edit the exported 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 “Disposition Status” column.

6.15.4 Upload Comment Responses

This feature allows officers to upload comment responses that have been recorded offline.

Applicable Users:

- Standards Committee Chair, Standard Representative, Working Group Chair/Co-Chair/Vice-Chair, Project Group Chair/Administrator

Notes:

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

Instructions:

- On the **myProject** Home Screen click **Menu**.
- Click **Invitations/Ballots**.
- Click **Manage Ballots**.
- Use the **Search Ballots** box or the **Filter by Stage** function to locate the desired ballot.
- Click on the number in the **Comments** column.

- Click **Upload Bulk Comments Response File**.

7. Click **Select Bulk Comments Response File**.

Bulk Comments Upload

Sponsors shall provide evidence of the consideration of each comment. Such evidence shall include:
Note 1: an indication of whether the resolution proposed by the comment was accepted, revised, or rejected
Note 2: for comments that are not accepted verbatim, an explanation for the rejection of the comment or for revision of the change proposed by the commenter.
For more information on Comments in the Ballot, please see Clause 5.4.3.3
For additional guidance, refer to the [RevCom Resolution Preparation Guidelines](#).

COMMENTS FILE

Select Bulk Comments Response File Cancel

8. Select your Excel or CSV file and click **Start Upload**. Click **OK** when complete.

Bulk Comments Upload

Sponsors shall provide evidence of the consideration of each comment. Such evidence shall include:
Note 1: an indication of whether the resolution proposed by the comment was accepted, revised, or rejected
Note 2: for comments that are not accepted verbatim, an explanation for the rejection of the comment or for revision of the change proposed by the commenter.
For more information on Comments in the Ballot, please see Clause 5.4.3.3
For additional guidance, refer to the [RevCom Resolution Preparation Guidelines](#).

COMMENTS FILE

ParsReport.XLSX

Start Upload Cancel

9. View the comments in myProject and make sure your comments were uploaded correctly (See Sec 6.12 View Ballot Details).

6.16 *Initiate Recirculation*

A recirculation is typically 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:

- Standards Committee Chair, Standard Representative, Working Group Chair/Co-Chair/Vice-Chair, Project Group Chair/Administrator

Notes:

- **A cover letter is required.**
- The recirculation must be approved by the Program manager.
- A recirculation cannot be initiated until all comments have a disposition status (and detail if applicable) entered.

Instructions:

1. On the **myProject** Home Screen click **Menu**.
2. Click **Invitations/Ballots**.
3. Use the **Search Ballots** field or **Filter by Stage** option to locate the desired ballot.
4. Click **Initiate Ballot Recirculation**.

The screenshot shows the 'Invitations/Ballots' management interface. At the top, there are tabs for 'Open Invitations' and 'Manage Ballots', along with buttons for 'Submit Draft to MEC' and 'Initiate Ballot Invitation'. A search bar is present with the text 'Search Ballots'. Below the search bar, there are filter options for 'Filter by Stage(s)' and 'Comment Resolution'. A table displays a list of ballots, with the first row highlighted. The table columns include: PAR/Standard Number, Project Title, Committee, Ballot Stage, Invitation Close Date, Ballot Close Date, Ballot Group Members, Response Rate, Approval Rate, Balance, and Comments. The first row shows a ballot for 'Standard for Wearable Cuffless Blood Pressure Measuring Devi...'. Below the table, there are sections for 'PAR for P1708a' and 'Other Attachments'. A red box highlights the 'Initiate Ballot Recirculation' button in the 'Other Attachments' section.

PAR/Standard Number	Project Title	Committee	Ballot Stage	Invitation Close Date	Ballot Close Date	Ballot Group Members	Response Rate	Approval Rate	Balance	Comments
P1708a	Standard for Wearable Cuffless Blood Pressure Measuring Devi...[-]	EMB/Stds Com/WC-BPM	Comment Resolution	05 Sep 2018	08 Oct 2018	28	82%	95%	Yes	25

- At the top of the Recirculation screen, enter a **Draft Number**. The **Recirculation Duration** defaults to 10 days but can be longer if desired. If no significant changes have been made to the most recent draft, click **Recirculate Prior Document**. This will re-use the draft number and file uploaded in the previous round of ballot.

- Scroll down the page.
- Complete the fields
 - Add Standards Committee text (optional)
 - Attach/Replace Draft Document (required)
 - Supporting Documents (optional)
 - Cover letter stating the reason for recirculation – click Upload Cover Letter (Word or PDF). Click the **Download Cover Letter Template** if needed.
 - Check the **Request RAC Coordination** box to notify the RAC admin of this ballot activity. If your PAR indicated registration activity related to this project, the box will be checked by default.
- Click **Submit**. The Recirculation will be submitted to the Program Manager for Approval.

6.17 *Vote and Comment on a Recirculation*

When a ballot has been recirculated, users will have the opportunity to review all previous comments and responses from the working group. They will then have the option of adding additional comments and changing their vote.

Applicable Users:

- myProject users currently enrolled in a ballot

Instructions:

1. Click on the alert that there is a new ballot recirculation OR, on the **myProject** Home Screen click **Menu**.
2. Click **Invitations/Ballots**.
3. On the My Ballots tab, use the **Search Ballots** or **Filter by Stage** features to locate the recirculated ballot.
4. To change your vote, click on the **Edit icon** next to the Vote field.
5. To add a comment, click on **Add/View Comments**.

The screenshot shows the 'Invitations/Ballots' section of the myProject interface. At the top, there are tabs for 'Open Invitations' and 'My Ballots'. A search bar contains 'P11073-10103a' and a 'Ballots' dropdown is set to 'Active'. Below this is a table with columns for PAR/Standard Number, Project Title, Committee, Ballot Type, Ballot Stage, Invitation Close Date, Ballot Close Date, Voter Classification, Vote, and Comments. The table shows one ballot: P11073-10103a, 'Health Informatics--Point-of-care medical device communicati...[+]', EMB/11073/PoC, Individual, Recirculation - 1, with an 'Approve' vote. Below the table, there are sections for 'PAR for P11073-10103a', 'Other Attachments' (including 'Cover document.doc'), and 'Vote: Approve' with an edit icon. A red box highlights the 'Add/View Comments' button.

6. Click on **Single Comment Entry**.

The screenshot shows the 'Vote-Comment' interface for ballot P11073-10103a. It displays the 'Comments' section with 'Open Date: 13 Feb 2019', 'Close Date: 23 Feb 2019', and 'Status: Open'. The 'Ballot Stage' is 'Recirculation 1'. The current vote is 'Approve' with a timestamp of '13 Feb 2019 03:47:29 UTC-12'. A red box highlights the 'Single Comment Entry' button in the top right corner. Other options include 'Export Comments', 'Upload Bulk Comments File', and 'Bulk Comments Template'. Below the comments is a table with columns for Index#, Category, Page, Sub-clause, Line, Comment, Proposed Change, Must Be Satisfied, and File. The 'Documents' section at the bottom shows 'IEEE P11073-10103a Draft 1' and 'D1 P11073-10103a.pdf'.

7. On the New Comment screen, enter a **Comment Category** from the drop down list and type your comment in the **Comment Field**.
8. If desired, click **Upload Files** to upload a file pertaining to the comment.
9. Click **Save and Close**.

New Comment ✖

Comments you enter for this Sponsor ballot will be considered by the Comment Resolution Group after this ballot period ends, and, if required, responses will be provided during the next round of ballot (i.e., during the next recirculation). Sponsors shall provide evidence of the consideration of each comment. Such evidence shall include:

- a) An indication of whether the resolution proposed by the comment was accepted, revised, or rejected.
- b) For comments that are not accepted verbatim, an explanation for the rejection of the comment or for revision of the change proposed by the commenter.

For more information on comments in the ballot, please see [Clause 5.4.3.3](#) of the IEEE-SA Standards Board Operations Manual. For additional guidance, refer to the [RevCom Resolution Preparation Guidelines](#).

*** required field**

*** Vote:** Approve

*** Comment Category:** General Must Be Satisfied

Page #: **Sub-clause:** **Line #:**

*** Comment:**

Proposed Change:

Upload files

Files:
Uploaded Files
No file uploaded

Current selected file(s) for uploads.
No file selected for upload.

Cancel Save & Close

6.18 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 (pre-ballot). Terminating a ballot means that the ballot group has been disbanded. A request will be sent to Program Management staff, who will reset or terminate the ballot.

Applicable Users:

- Standards Committee Chair, Standard Representative, Working Group Chair /Vice-Chair,

Notes on Resetting a ballot

- 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.

Notes on Terminating a ballot

- 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:

- On the **myProject** Home Screen click **Menu**.
- Click **Invitations/Ballots**.
- Use the **Search Ballots** field or **Filter by Stage** option to locate the desired ballot.
- Click on **View Ballot Details**.

The screenshot displays the 'Invitations/Ballots' management page. At the top, there are tabs for 'Open Invitations' and 'Manage Ballots', along with buttons for 'Submit Draft to MEC' and 'Initiate Ballot Invitation'. A search bar labeled 'Search Ballots' and a filter dropdown set to 'Active' are visible. Below this, a table lists ballot information. The first row shows a ballot for project P1820-1, titled 'A standard can be designated full-use or trial-use', in the 'Ballot' stage, with an invitation close date of 07 Jan 2019 and a ballot close date of 08 Feb 2019. The table includes columns for 'PAR/Standard Number', 'Project Title', 'Committee', 'Ballot Stage', 'Invitation Close Date', 'Ballot Close Date', 'Ballot Group Members', 'Response Rate', 'Approval Rate', 'Balance', and 'Comments'. Below the table, there are sections for 'Submitted to Revcom', 'Other Attachments' (including 'InvitationNotification_2019-01-08_11-48-33.pdf' and 'screen shot (1).docx'), and 'Extend Ballot Period'. A 'View Ballot Details' link is highlighted with a red box.

5. Click on the **Related Actions** dropdown and click **Reset/Terminate Ballot Group**.

Ballot Details for P1820-1 A standard can be designated full-use or trial-use.

Project Information

- PAR/Standard#: P1820-1
- Project Title: A standard can be designated full-use or trial-use.
- Project Type: New
- Ballot Stage: Ballot
- Ballot Type: Entity
- Invitation Open Date: 19 Dec 2018
- Invitation Close Date: 07 Jan 2019

Ballot Summary

Ballot Results

Open Date: 09 Jan 2019 Close Date: [Redacted]

Ballot Group Members 6
Minimum shall be 5

Return Ballots: (0) 0% Minimum return rate is 75%

Abstentions: (0) 0% Abstentions must be below 30%

Approval Rate: 0% Approval rate must be at least 75%

Votes counted in approval rate:		Votes not counted in approval rate:	
Approve	0	Disapprove Without MBS Comments)	0
Disapprove With MBS Comments)	0	Abstentions	0

Related Actions:

- Extend Ballot Period
- Send Notification to Ballot Group
- Reset/Terminate Ballot Group**
- Export Ballot Summary to PDF

6. Click **Reset** or **Terminate** button and enter a justification in the **Justification** box.
7. Click **Approve**.
8. Click **Yes**. The Reset or Termination request will be sent to the Program Manager for approval.

Reset/Terminate Ballot for P1820-1

Reset : Resetting a ballot during any of the ballot stages will delete all records associated with the ballot except for the ballot group.

Terminate : Terminating a ballot during any of the ballot stages will delete all records associated with the ballot. You will need to form a new ballot group for this PAR.

Program Management staff will review and approve all reset and terminate requests.

* **Justification:**

1.

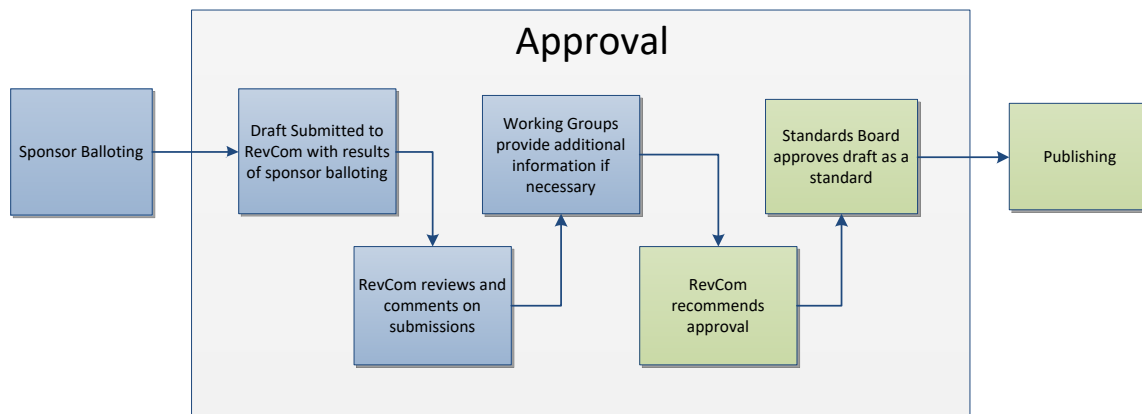
7 AudCom/NesCom/RevCom

7.1 AudCom

7.2 RevCom

7.2.1 RevCom Submission and Review

After a draft has been balloted and consensus reached, the project can be submitted for approval. The draft, along with information from the balloting process will be submitted for review by the RevCom (Review Committee). RevCom will then recommend approval of the standard to the Standards Board. Once the Standards Board approves the project, the draft becomes a standard and is ready to be prepared for publishing.



Relevant sections of the myProject user guide:

- Draft is Submitted - **7.2.2.1.1 Submit a Project to RevCom**
- RevCom Reviews Submission – **7.3.1.7 Error! Reference source not found.**
- Working Groups Provide Additional Information – **7.3.1.8 View RevCom Submission and Respond to Comments**

7.2.2 *Submit a Project to RevCom*

A balloted draft may be submitted to RevCom at any time after balloting or during a recirculation. Additional information on requirements for RevCom submission can be found here:

<http://standards.ieee.org/about/sasb/revcom/revguide.html>

Notes:

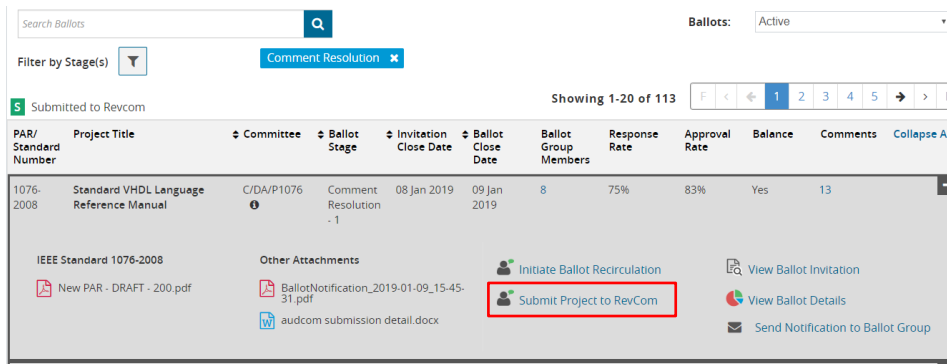
- Additional documents and/or source files may be uploaded at any time. These files will be saved even if you do not complete the submission.
- **Source files include the Word or Framemaker files for the draft and all figures created outside of the Framemaker or Word document. These files are required and must be sent to editorial staff if they are not uploaded via myProject.**

Applicable Users:

- Standards Committee Chair, Standard Representative, Working Group Chair/Co-Chair/Vice-Chair, RevCom Designee

Instructions:

1. On the **myProject** Home Screen click **Menu**.
2. Click **Invitations/Ballots**.
3. Use the **Search Ballots** field or the **Filter by Stage** function to locate the project you want to submit to RevCom.
4. Click **Submit Project to RevCom** next to the PAR/Standard you would like to submit.



5. Respond to the questions on the **RevCom Submission Questionnaire** by clicking the appropriate button and check the box to confirm your adherence to policies and procedures.
6. Scroll down to see attached supporting material and click **Add new source file** if you want to add a file to the submission.
7. Click **Submit to Revcom** and **Yes** to confirm.

Ballot Details for 1076-2008 Standard VHDL Language Reference Manual

Show Details ▾

Related Documents

RevCom Submission Questionnaire

All balloting group members, observers and coordinating groups have been advised of substantive changes made with respect to the balloted draft standard (in response to comments, in resolving negative votes, or for other reasons) and have received copies of all unresolved negative votes with reasons from the negative voter and the rebuttal, and have been advised that they have an opportunity to change their votes.

Have unresolved comments accompanying negative votes been circulated?

Yes No No Unresolved Comments from Negative Voters

Have substantive document changes been circulated?

Yes No No Substantive Changes

Did PAR indicate possible registration activity related to this project, did the IEEE Registration Authority Committee (RAC) request coordination, or is the registration of objects and/or numbers included in the proposed standard?

Yes No

Is the intent to submit this standard for fast-track adoption, or was the standard jointly developed with another organization, a revision to a standard previously adopted by another organization or will this standard from the basis of, or be included in, another organization's standard?

Yes No


I attest draft standard has been developed in accordance with the policies and procedures of the sponsor and I am authorized by those policies and procedures to make this submittal.


Submit to RevCom

Supporting Documents: System generated files and other uploaded documents in support of your RevCom Submission. e.g. Emails to outstanding negative balloters, additional comment resolution files.

Source Materials: Word format of last balloted draft along with any figures and tables must be uploaded. Source Materials are required.

Source Material

 Submittal Form

 MBS Comments

 PAR

 Draft

Current selected file(s) for uploads.
No file selected for upload.

 Add new source file

7.2.3 View RevCom Submission and Respond to Comments

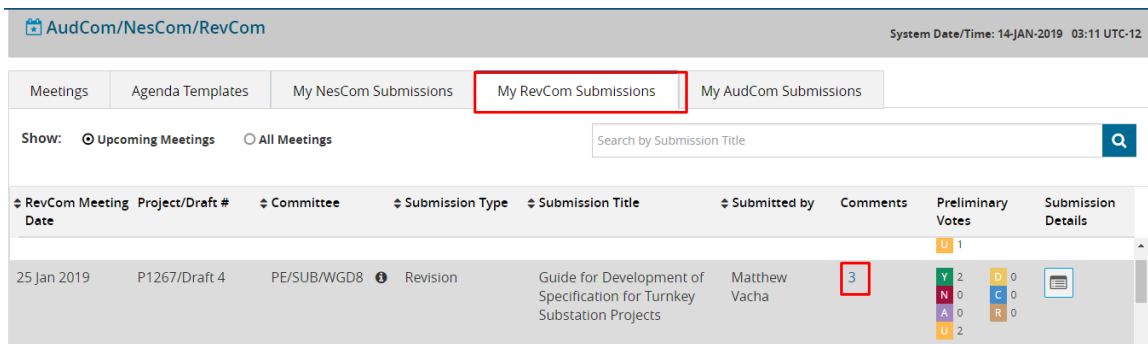
When a Revcom member or RevCom Administrator makes a comment on your submission, you can view the comment and add a response that will be recorded for the agenda.

Applicable Users:

- Standards Committee Chair, Standard Representative, Working Group Chair/Co-Chair/Vice-Chair, RevCom Designee

Instructions:

- On the **myProject** Home Screen click **Menu**.
- Click **AudCom/NesCom/RevCom**.
- Click the **My RevCom Submissions** tab.
- User the **Search by Submission Title** or use the **column filters** to locate the appropriate submission.
- Click on the **Number** in the **Comments** column.



- Review the comments and click **Show/Add Replies** on the comment you wish to reply to.

Voting and Comments PAR Most Recent Ballot Resolution of Comments and Negative Votes Related Documents

VOTING RESULTS

- Y Approve 2
- N Disapprove 0
- A Abstain 0
- D Defer 0
- C Conditional Approval 0
- R Recuse 0
- U Undecided 2

Name	Vote
Andrew Myles	Y
Annette Reilly	

COMMENTS: 3 [Show All Replies](#)

Add a comment

Comments from Previous Agendas

1. Gary Hoffman (RevCom Chair) Show/Add Replies 4

30 Oct 2018 15:55:49 UTC-12

Please keep in mind that all Members of the Balloting Group deserve responses to their comments. Also known as disposition status and disposition detail. Please ensure all comments are responded to and please examine RevCom convention 5.

7. Comments from all previous agendas will appear. Type your reply in the **Reply** box.
8. Click **Save**.

C Conditional Approval 0

R Recuse 0

U Undecided 2

Name	Vote
Andrew Myles	Y
Annette Reilly	
Daleep Mohla	
Douglas J Edwards	U
Gary Hoffman	U
Hamid Sharfnia	
Jon Rosdahl	
Mehmet Ulema	
Philip Winston	Y
Robby Robson	
Thomas Koshy	
Xiaohui Liu	

Comments from Previous Agendas

1. Gary Hoffman (RevCom Chair) Hide Replies 4

30 Oct 2018 15:55:49 UTC-12

Please keep in mind that all Members of the Balloting Group deserve responses to their comments. Also known as disposition status and disposition detail. Please ensure all comments are responded to and please examine RevCom convention 5.

1.1. Matthew Vacha
07 Nov 2018 01:17:26 UTC-12
Comment resolution file for recirculation #1 has been uploaded. Draft 4 has also been uploaded reflecting disposition of editorial comments.

1.2. Matthew Vacha
14 Nov 2018 09:39:31 UTC-12
The Working Group has submitted an updated disposition for comment r01-5 after further careful consideration of the change's impact on the document. New comments and draft 5 have been uploaded.

1.3. Gary Hoffman (RevCom Chair)
14 Nov 2018 15:35:43 UTC-12
Okay and remember it is essential to inform the MBS balloter on all of their rejected comments and your correspondence to the Balloter and any response is required to be posted for consideration by the Members of RevCom.

1.4. Matthew Vacha
27 Nov 2018 07:47:56 UTC-12
The WG has contacted the commenter but has not received a response. A copy of the email has been uploaded to the Related Documents tab for RevCom's consideration. The WG will reach out again to try to get the commenter's feedback.

This is my reply to all of the above

Cancel Save

9. You may also upload additional documents and/or source files by clicking on the **Related Documents** tab.

Title: IEEE Draft Guide for Development of Specification for Turnkey Substation Projects

[Show Details](#) 

Voting and Comments

PAR

Most Recent Ballot


Resolution of Comments and Negative Votes


Related Documents


Supporting Documents: System generated files and other uploaded documents in support of your RevCom Submission. e.g. Emails to outstanding negative balloters, additional comment resolution files.


Source Materials: Word format of last balloted draft along with any figures and tables must be uploaded. **Source Materials are required.**

Source Material

 Submittal Form

 MBS Comments

 Final Ballot - Comments

 Ballot Summary - 2nd Recirculation

8 View/Manage Standards Committee P&Ps

8.1 Upload & Manage Standards Committee or Working Group P&Ps

In order to submit PARs, Standards Committee Committees must have approved P&Ps (Policies and Procedures) on file. P&Ps can be submitted and status monitored through **myProject**. Working Groups may be requested to submit P&Ps, although regular approval is not necessary.

Applicable Users:

- Standards Committee Chair, Standard Representative, Working Group Chair/Vice-Chair/CO-Chair, AudCom Admin

Instructions:

- On the **myProject** Home Screen, click **Menu**.
- Click **View/Manage Standards Committee P&Ps**. By default, the Accepted P&Ps tab will appear, displaying all accepted P&Ps.
- Click the **Manage Standards Committee P&Ps tab**. The status of all submitted P&Ps can be seen on this screen including submission, acceptance and expiration dates.
- Click **Submit New P&P**.

Sponsor	Contact	P&P File	Scope	URL	Status	Submitted Date	Accepted Date	Expiration Date	Actions
AES/GA	Randall Senior Member	435413000...	The Sponsor drafts and maintains documen... [+]		Not Accepted	03 Feb 2010	dd mmm yyyy	dd mmm yyyy	Submit P&P History
APS/SC	Vikass Senior Member	Document ...	The Antennas and Propagation Standards C... [+]		Submitted	23 Jan 2019	dd mmm yyyy	dd mmm yyyy	Submit P&P Submission Details History
BOG/CAG	OPM SA Member One	08_CAG Ph...	This group shall be responsible for proc... [+]		Submitted	18 Oct 2018	dd mmm yyyy	dd mmm yyyy	Submit P&P Submission Details History
C/DA	Stanley Krollikoski	Document ...	The IEEE DASC is responsible for the sta... [+]		Submitted	24 Jan 2019	dd mmm yyyy	dd mmm yyyy	Submit P&P Submission Details History
C/DA	Stanley	535136000...	The IEEE DASC is		Submitted	27 Sep 2010	dd mmm yyyy	dd mmm yyyy	Submit P&P Submission Details History

- Click the appropriate **Standards Committee Group** or **Working Group**.

6. Click **Upload files** and upload the P&P file from your computer.
7. Click **Submit**. The newly submitted P&P will be displayed with a status of “submitted” until it is approved by the AudCom Administrator.

Select a Group & Upload P&P

Group Name	Group Type	Sponsor Group	Working Group
IEEE QA TEST	Sponsor	<input type="radio"/>	<input checked="" type="radio"/>
QA TEST INDIVIDUAL WORKING GROUP	Working Group	<input type="radio"/>	<input type="radio"/>
IEEE Sponsor Group	Sponsor	<input checked="" type="radio"/>	<input checked="" type="radio"/>
IEEE Entity Working Group	Working Group	<input type="radio"/>	<input type="radio"/>
IEEE Individual Working Group	Working Group	<input type="radio"/>	<input type="radio"/>
Phyllis	Sponsor	<input type="radio"/>	<input checked="" type="radio"/>
Phyllis_WG	Working Group	<input type="radio"/>	<input type="radio"/>

No file uploaded.

Current selected file(s) for uploads.

myProject Welcome, Sponsor Chair One

View/Manage Sponsor P&Ps System Date/Time: 31-JAN-2019 07:48 UTC-12

Accepted P&Ps | **Manage Sponsor P&Ps** | Manage WG P&Ps

Show All

Showing: 1 - 1 of 1

Sponsor	Contact	P&P File	Scope	URL	Status	Submitted Date	Accepted Date	Expiration Date	Actions
IEEETest/IS G	Sponsor Chair One	Documen...	BALLOT TEST		Submitted	31 Jan 2019			Submission Details History

8.2 *Make and Reply to Comments on a P&P*

Applicable Users:

- AudCom Member, Chair, AudCom Admin, SA Staff User

Notes:

- Comments made by AudCom members require approval by the AudCom Admin

Instructions:

1. On the **myProject** Home Screen, click **Menu**.
2. Click **AudCom/NesCom/RevCom**.
3. Click on the **View Meeting Details** icon next to appropriate meeting. The meeting agenda will load.

The screenshot shows the 'myProject' interface. At the top, there is a navigation bar with 'myProject' on the left, 'Welcome, AudCom Member Four' and 'Help' in the center, and a 'Menu' icon on the right. Below this is a sub-header 'AudCom/NesCom/RevCom' with a system date/time of '4-FEB-2019 00:35 UTC-12'. There are four tabs: 'Meetings', 'My NesCom Submissions', 'My RevCom Submissions', and 'My AudCom Submissions'. The 'Meetings' tab is active. A message states: 'This screen shows AudCom, NesCom and RevCom meetings. The agenda for each meeting can be accessed by clicking on the "View Meeting Details" icon. Committee members will only see meetings for committees they serve on.' Below the message is a 'Show' dropdown set to 'All Meetings'. A table lists meetings with columns for Meeting Type, Meeting Date, Status, and View Meeting Details.

Meeting Type	Meeting Date	Status	View Meeting Details
AudCom	19 Mar 2019	Open Review	
AudCom	22 Jan 2019	Closed	
AudCom	03 Dec 2018	Closed	
AudCom	05 Sep 2018	Closed	
AudCom	12 Jun 2018	Closed	
AudCom	06 Mar 2018	Closed	
AudCom	26 Jan 2018	Closed	
AudCom	04 Dec 2017	Closed	

4. In the P&P Review section of the agenda, locate the P&P you wish to review.
5. Click the **Submission Details** icon to the right of the P&P.

Agenda Version: 1
 Time: 9:00 a.m.
 Location: Munich, Germany



1. CALL TO ORDER
2. REVIEW AND APPROVAL OF THE AGENDA
3. APPROVAL OF MINUTES OF THE XXX AUDCOM MEETING
4. P&P REVIEW
4.1. STATUS OF CONTINUING SPONSOR P&P REVIEW
4.1.1 IEEE Broadcast Technology Society/RF Techniques (BTS/RFTech)
4.2. STATUS OF NEW SPONSOR P&P REVIEW
4.2.1 IEEE Aerospace and Electronic Systems Society/Gyro Accelerometer Panel (AES/GA)
OPM SA Member Eight, OPM SA Member Nine
4.2.2 IEEE Engineering in Medicine and Biology Society/IEEE 11073 Standards Committee (EMB/11073)
OPM SA Member Nine, OPM SA Member Ten
4.2.3 IEEE Power and Energy Society/Transmission and Distribution (PE/T&D)
AudCom Member Four, AudCom Member Three
4.2.4 IEEE Test/IEEE Sponsor Group (IEEETest/ISG)

6. Click the **Comments** tab.
7. Type your comment in the comments field. Click **Show only to Board Administrator** if you want to prevent the comment from being seen by anyone other than the Board Admin.
8. Click **Save**.

Meetings

AudCom/NesCom/RevCom Meeting Submission Details

Sponsor P&P

Sponsor P&P File: IEEE-T&D-PP-SD 2019-01-21 (Red-Line).docx
 Submission Status: Submitted
 Submission Date: 23 Jan 2019
 Primary Reviewer: AudCom Member Four
 Secondary Reviewer: AudCom Member Three

Sponsoring Society: IEEE Power and Energy Society
 Sponsoring Committee: Transmission and Distribution
 Process Block Status: No
 Sponsor Chair: Wen-Kung Chang
 Sponsor Vice Chair:
 Program Manager: Michael Kipness

Comments Checklists History

COMMENTS:

Show only to Board Administrator

8.2.1 Standards Committee Chair Respond to AudCom Comments

After an AudCom reviewer has commented on a P&P and the AudCom Admin has approved the comment, the Standards Committee chair can respond to the comment.

Applicable Users:

- Standards Committee Chair, Work Group Chair

Instructions:

1. On the **myProject** Home Screen, click **Menu**.
2. Click **View/Manage Standards Committee P&Ps**. The Accepted P&Ps tab will display.
3. Click the **Manage Standards Committee P&Ps** tab.
4. Use the **Search by Standards Committee or Scope** field to locate the P&P you want to respond to comments on.
5. Click the **Submission Details** link.

↕ Sponsor	↕ Contact	↕ P&P File	↕ Scope	↕ URL	↕ Status	↕ Submitted Date	↕ Accepted Date	↕ Expiration Date	Actions
IEEETest/IQT	Sponsor Chair One	Manage g...			Submitted	08 Feb 2019			Submission Details History
IEEETest/ISG	Sponsor Chair One	Documen...	BALLOT TEST		Submitted	07 Feb 2019			Submission Details History

6. Click on the **Comments** tab.
7. Click **Show/Add Replies** and enter your comment.
8. Click **Save**.

View/Manage Sponsor P&Ps Submission Details

Sponsor P&P

Sponsor P&P File: Document 2.doc	Sponsoring Society: IEEE Test
Submission Status: Submitted	Sponsoring Committee: IEEE Sponsor Group
Submission Date: 07 Feb 2019	Process Block Status: No
Primary Reviewer: AudCom Member Four	Sponsor Chair: Sponsor Chair One
Secondary Reviewer: AudCom Member Three	Sponsor Vice Chair:
	Program Manager: Program Manager One

Comments | Checklists | History

COMMENTS: 1 [Show All Replies](#)

1. **AudCom Member Three** [Show/Add Replies 0](#)

08 Feb 2019 05:09:34 UTC-12
This is a comment on your submission of a P&P. Do you have a response?

8.2.2 Standards Committee Chair download checklist and upload new P&P docs

Applicable Users:

- Standards Committee Chair

Instructions:

1. On the **myProject** Home Screen, click **Menu**.
2. Click **AudCom/NesCom/RevCom**.
3. Click the **My AudCom Submissions** tab.
4. Use the **Search by Submission Title** field or sort by column to locate the P&P.
5. Click the **View** icon.

myProject Welcome, Sponsor Chair One Help Menu

AudCom/NesCom/RevCom System Date/Time: 8-FEB-2019 05:29 UTC-12

My NesCom Submissions | My RevCom Submissions | **My AudCom Submissions**



Search by Submission Title

↕ AudCom Meeting Date	↕ Sponsor/Working Group	↕ Submission Type	↕ Submission Title	↕ Submitted by	Comments
19 Mar 2019	IEEETest IEEETest/ISG	P&P - Sponsor	Document 2.doc	Sponsor Chair One	2
19 Mar 2019	IEEETest IEEETest/IQT	P&P - Sponsor	Manage groups screen.docx	Sponsor Chair One	0

6. Click the **Checklists** tab.
7. Click on the **name of the checklist** to download.

AudCom/NesCom/RevCom Submission Details

Sponsor P&P

Sponsor P&P File:  Manage groups screen.docx **Upload PNP File** 

Submission Status: Submitted

Submission Date: 08 Feb 2019


Primary Reviewer: AudCom Member Three

Secondary Reviewer: AudCom Member Four


Sponsoring Society: IEEE Test

Sponsoring Committee: IEEE QA TEST


Process Block Status: No

Sponsor Chair: Sponsor Chair One 

Sponsor Vice Chair:

Program Manager: Program Manager Two 

Comments **Checklists** History

Checklist	Uploaded by	Upload Date	P&P Status
 sample checklist.docx	AudCom Admin	08 Feb 2019	Submitted
+ Checklist Default Templates			

- To upload a new or updated P&P, click the **Upload PNP** icon next to Standards Committee P&P File near the top of the screen.

9 PARs and Standards Reports

myProject provides users with a robust reporting tool that can be used to search for and download detailed information about active and completed projects as well as approved standards.

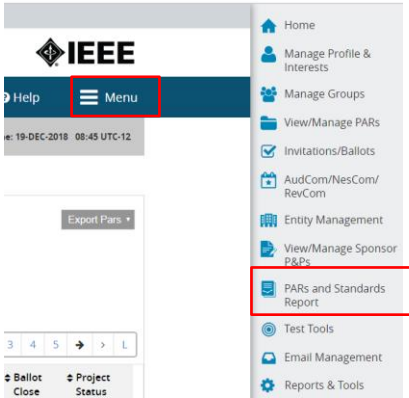
9.1 PARs Reports

Applicable Users:

- All myProject users

Instructions:

- On the myProject Home Screen, select **Menu**.
- Click on **PARs and Standards Report**. The PARs tab will appear.



PARs and Standards Report System Date/Time: 19-DEC-2018 08:48 UTC-12

PARs Standards

Search By Project Title Or Project Number

Standards Development Method: All Methods

Filter by PAR Type: Active PARs

Show: Filter by Committee

Export PARs

Showing 1-20 of 800

Project Number	Project Type	Committee	Project Title	Scope	Purpose	Program Manager	Approval PAR Date	Expiration PAR Date	Invitation Close Date	Ballot Close Date	Project Status
P3002.7	Extension on New	IAS/ICPS TBCC/3002 WG	Recommend Practice for Condu...[+]	This recommend practice desc...[+]	IEEE's Industrial Applications...	Patricia Roder	12 Jun 2008	31 Dec 2018	14 Feb 2016	29 Sep 2018	Sponsor Ballot: Ballot Complete
P3004.11	Extension on New	IAS/ICPS TBCC/3004 WG	Recommend Practice for Bus a...[+]	This recommend practice cove...[+]	IEEE's Industrial Applications...	Patricia Roder	12 Jun 2008	31 Dec 2018	07 Jun 2017	08 Nov 2018	Sponsor Ballot: Comment Resolution
P3004.3	Extension on New	IAS/ICPS TBCC/3004 WG	Recommend Practice for the A...[+]	This recommend practice cove...[+]	IEEE's Industrial Applications...	Patricia Roder	09 Dec 2009	31 Dec 2018	30 Apr 2017	10 Oct 2017	Sponsor Ballot: Comment Resolution

IAS/ICPS TBCC/3002 WG

Working Group:
Power Systems Analysis

Working Group Chair:
Farrokh Shokrollahi
farrokh@ieee.org

Sponsor:
IEEE Industry Applications Society/Technical Books Coordinating Committee

Sponsor Chair:
Daleep Mohia
d.m.mohia@ieee.org

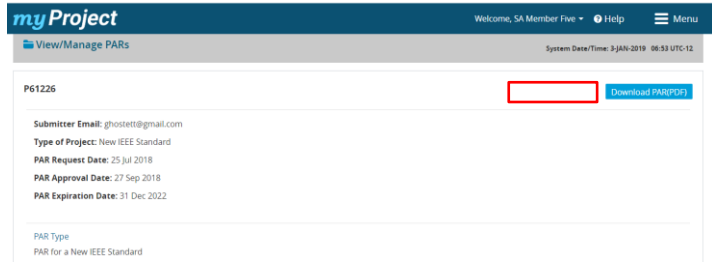
Program Manager:
Patricia Roder
proder@ieee.org

Use search and filter fields to find PARs

Click to export filtered list to an XLS or CSV file

Click project number to view original PAR and download a PDF

- a) Use the search bar and search drop down menus to locate the PAR.
- b) Click the number of the PAR to see the original PAR and download a PDF.



c) Click **Export PARs** to export a list of all PARs to an Excel or CSV file.

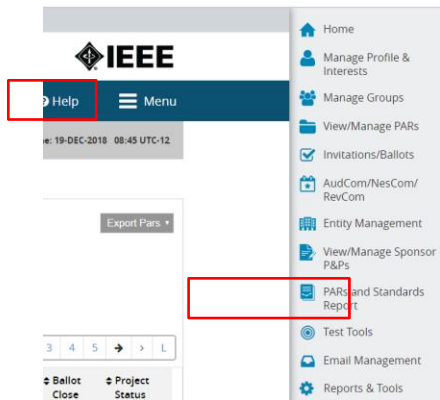
9.2 Standards Reports

Applicable Users:

- All myProject users

Instructions:

13. On the **myProject** Home Screen, select **Menu**.
14. Click on PARs and Standards Report. The PARs tab will appear.



15. Click on the **Standards** tab.

PARS and Standards Report System Date/Time: 20-DEC-2018 03:51 UTC-12

PARS **Standards**

Use search and filter fields to find Standards

Search By Project Title Or Project Number

Standards Development Method: All Methods

Show: Filter by Committee

Click to export filtered list to an XLS or CSV file

Showing 1-20 of 1302

Standard Number	Year	Program Manager	Committee	Project Title	Standard Expiration Date	ANSI Approval Date	ANSI Reaffirmation Date
2	1929	Patricia Roder	AES/GA	A.I.E.E. Revised Report on Standard Definitions and Symbols	31 Dec 1939		
55	1953	Michael Kipness	PE/IC	IEEE Guide for Temperature Correlation in the Connection of Insulated Wire and Cables to Electronic Equipment	31 Dec 1963		
62	1978	Malia Zaman	PE/TR/StdS-WGC57.152				

Click Standard number to view original Standard

PE/TR/StdS-WGC57.152

Working Group:
Standards - Diagnostic Field Testing - Xfmr's & Reactors Working Group

Working Group Chair:
Jane Verner
jverner@ieee.org

Sponsor:
IEEE Power and Energy Society/Transformers

Standard Representative:
James Graham
jimgraham@ieee.org

Program Manager:
Malia Zaman
m.zaman@ieee.org

- a) Use the search bar and search drop down menus to locate the Standard.
- b) Click the number of the Standard to see the original PAR and download a Excel or CSV.

10 Glossary

Activity Area	A group of people with a common technical interest such as a Working Group, Standards Committee, 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 Standards Committee 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, Standards Committee 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 Account	A single web account used for all IEEE web services
IEE-SA	The IEEE Standards Association, the division of the IEEE responsible for creating and maintaining standards
Interested Party	An individual who has expressed an interest in the activities of an Activity Area, does not imply higher Involvement Levels in the area; this is a self-assigned level of involvement and cannot be removed by anyone other than the individual him/herself
Involvement Level	The classification of a user's involvement within a committee (e.g. Interested Party, Observer, Non-Voting Member, Voting Member)
MEC	Mandatory Editorial Coordination, required review by staff to verify all legal, copyright and other editorial matters related to a draft
myProject	A set of web-based tools that facilitate the IEEE standards process
NesCom	New Standards Committee, serves as the gatekeeper for new and revised standards, recommending the approval of new or revised standards requests to the Standards Board
NesCom Administrator	IEEE SA staff member responsible for facilitating activities of NesCom

Officer	Any member of a committee with a special role, e.g. Chair, Designee, Secretary
PAR	Project Authorization Request, PARs are used to authorize work on a new standard or revision to an existing standard
PDF	Portable Document Format, a file format used for sharing documents
Project	Projects are initiated when a PAR is submitted, a working group can be responsible for several projects
Recirculation	An additional round of voting on a Standards Committee Ballot
RevCom	Review Committee, recommends the approval of standards to the Standards Board
Rogue Comment	A comment received on a Standards Committee 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
Standards Committee	An entity authorized by the IEEE SA Standards Board per the IEEE SA Standards Board Bylaws to submit a PAR or conduct a Standards Committee Ballot. This includes, but is not limited to, Society Standards Committees (e.g. C/LM or C/MMSC), Standards Coordinating Committees, the Corporate Advisory Group and IEEE Councils such as the Nanotechnology Council.
Standards Committee 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)

Standards Committee Ballot Designee	The individual responsible for handling the Standards Committee Ballot activities for a specific project. By default, the Working Group Chair assumes these responsibilities
Standards Committee Chair	The chair of record for a Standards Committee as defined above
Program manager	A member of the IEEE SA staff responsible for guiding Standards Committees 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 Standards Committee. By default, the Standards Committee Chair is the Standards Representative.
Voter	An individual authorized to cast a vote on a Standards Committee Ballot
Working Group	A formally recognized organization, usually under a Standards Committee, 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