

myProject™

User Guide

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1 Introduction

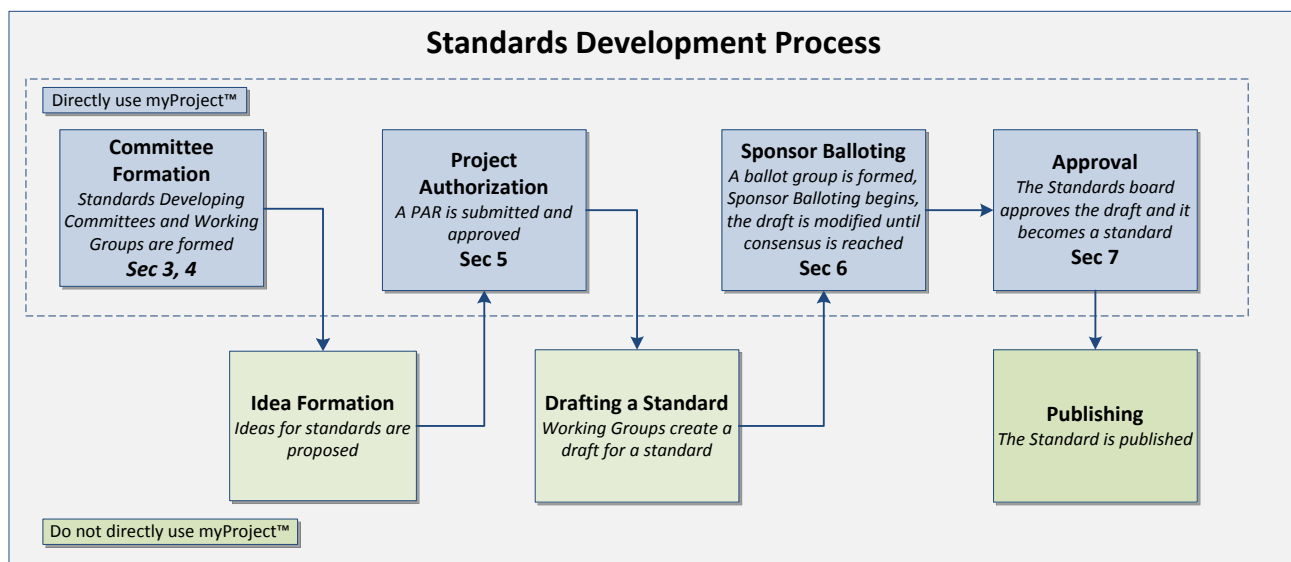
myProject™ is:

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

In order to use my project, you must have:

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

How myProject™ is used in the standards development process:



Relevant sections of the myProject™ User Guide:

- Committee Formation – **Sec 3. Managing Activities, Roles and Affiliations, Sec 4. Manage Sponsors and Working Groups**
- Project Authorization – **Sec 5. The PAR Submission and Approval Process**
- Sponsor Balloting – **Sec 6. Sponsor Balloting**
- Approval – **Sec 7. RevCom Submission and Review**

2 Getting Started

2.1 Accessing myProject™ for the First Time.

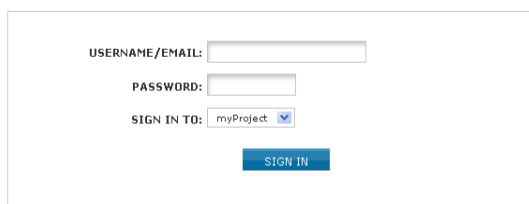
Applicable Users:

- All myProject™ users

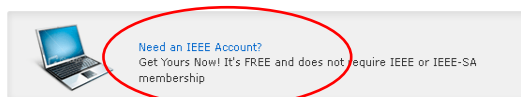
Instructions:

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

PLEASE SIGN IN
Now you can access myProject, IMAT, and Mentor with a single sign in. Simply enter your IEEE Account username/email and password below to begin!



Need Help? Access the [myProject User Guide \(.pdf\)](#) or visit the [eTools Documentation Page](#)
Retrieve Your Account Username and/or Password
Note: IEEE Uses Cookies for Account Registration, Change Password and Recover Username/Password



2.2 Accessing/Updating myProject™ Account Information

When you access myProject™ for the first time, the Account page will open, requesting information. This information is used by the system to notify you of events and tasks, as well as to automatically add your information to some fields, and is maintained separately from your IEEE Web Account information. This information is required, and only asked for once. You can change this information, however, at any time by clicking on the "**Account**" link on the Home Screen.

Applicable Users:

- All myProject™ users

Instructions:

1. Select/enter your employer/position information (*you can select your employer from the list, or type it in if it isn't visible*).
2. Enter your address information.
3. Enter your telephone numbers.
4. Enter a secondary email, if any (*If provided, a copy of all messages will be sent here*). Your primary email is maintained through your IEEE Web Account and can be changed by clicking the "Click to change" link.
5. Click "**OK**" to save your information.

2.3 Accessing Messages and Notification Preference

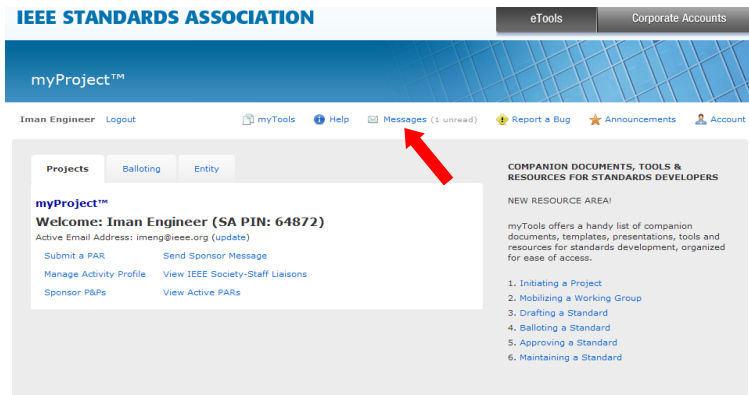
MyProject™ users are notified of important events through the myProject™ “Messages” section as well as through email.

Applicable Users:

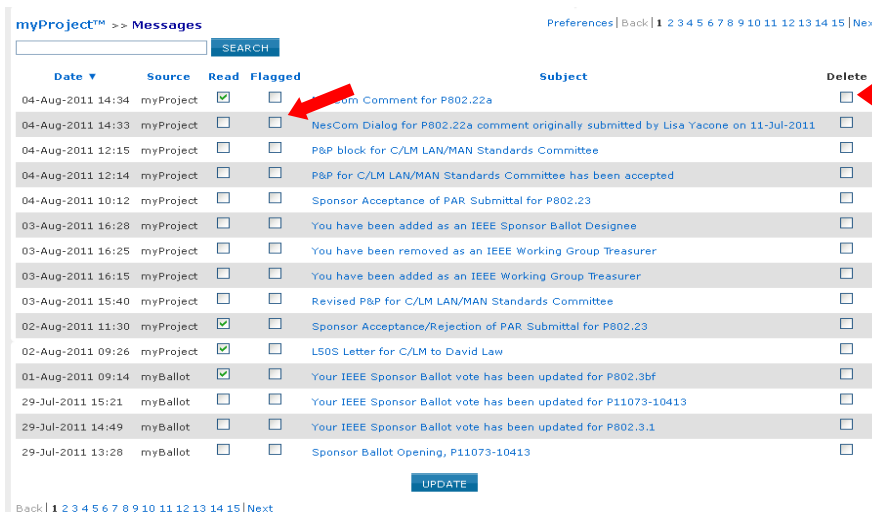
- All myProject™ users

Instructions:

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



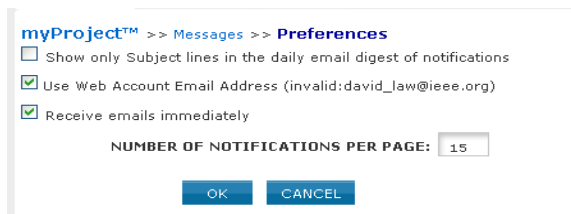
2. From this screen, you will be able to see all myProject™ notifications.
3. Click on the message subject text to display the message.
4. Place a check in the boxes next to the message to mark messages as read or flagged, or to delete messages.
 - You can check a range of boxes at once by clicking the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



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



7. Check the box to activate or deactivate features.



- “Show only Subject...” when checked will only show subjects in your daily email summary, not the message text.
 - “Use Web Account Email...” when checked will send emails to your primary email address.
 - “Receive emails immediately” when checked will send notification emails as they are generated instead of a daily email digest.
8. Change the “number of notifications per page” to change how many messages appear per page in the list view.
9. Click “**OK**” to save your changes.

2.4 The myProject™ Home Screen

The following features are available to all users. Additional features may be available to you based on your specific role and will appear in the lower section.

The screenshot shows the myProject™ Home Screen for a user named Iman Engineer. The page includes a navigation bar with 'eTools' and 'Corporate Accounts' buttons. A sidebar on the left contains links for 'myTools', 'Help', 'Messages (1 unread)', 'Report a Bug', 'Announcements', and 'Account'. The main content area displays a welcome message and a list of actions: 'Submit a PAR', 'Send Sponsor Message', 'Manage Activity Profile', 'View IEEE Society-Staff Liaisons', 'Sponsor P&Ps', and 'View Active PARs'. A section titled 'COMPANION DOCUMENTS, TOOLS & RESOURCES FOR STANDARDS DEVELOPERS' lists six steps: 1. Initiating a Project, 2. Mobilizing a Working Group, 3. Drafting a Standard, 4. Balloting a Standard, 5. Approving a Standard, and 6. Naming a Standard. Callout boxes provide additional information: one points to the 'eTools' button, another to the 'myTools' sidebar, and two others point to the 'Additional options may appear here' and 'Additional resources can be found here' text boxes.

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

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

Additional options may appear here.

Additional resources can be found here

myTools

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

Help

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

Messages

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

Report a Bug

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

Announcements

Breaking news about myProject™ may be found here.

Account

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

Submit a PAR

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

Manage Activity Profile

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

Sponsor P&Ps

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

Send Sponsor Message

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

View IEEE Society-Staff Liaisons

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

View Active PARs

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

3 Managing Activities, Roles and Affiliations

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

Joining an activity allows you to receive ballot invitations and other notifications, be selected as Working Group chair or other officer and get access to the group's Mentor area (Mentor is the IEEE-SA tool for group collaboration). Joining an activity also adds you to the roster and allows the chair to assign involvement levels. Working Group officers will also be notified when you register interest in the group. For more information on rosters, see **Sec 4.18 Assign Involvement Level in a Working Group**.

Applicable Users:

- All myProject™ users

Notes:

- To be appointed as an officer or other designation you must register at the appropriate level, e.g. Standards Representative – Sponsor Level, Working Group Chair – Working Group Level, Ballot Designee – Project Level
- IEEE-SA Basic Corporate membership or above is required to observe an entity project.
- Only IEEE-SA Advanced Corporate Members can contribute and hold voting privileges in entity working groups.

Instructions:

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

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

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

3.2 *Update Affiliation Information*

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

Applicable Users:

- All myProject™ users

Instructions:

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

myProject™ >> **Account**

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

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

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

3.3 Entity Members and myProject™

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

3.4 Enroll as DR or DRA (Entity Working Groups)

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

Applicable Users:

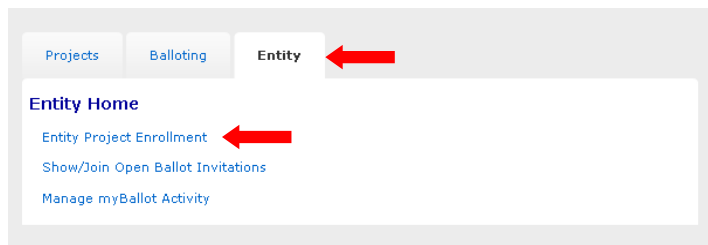
- Employees of Entity Member organizations

Notes:

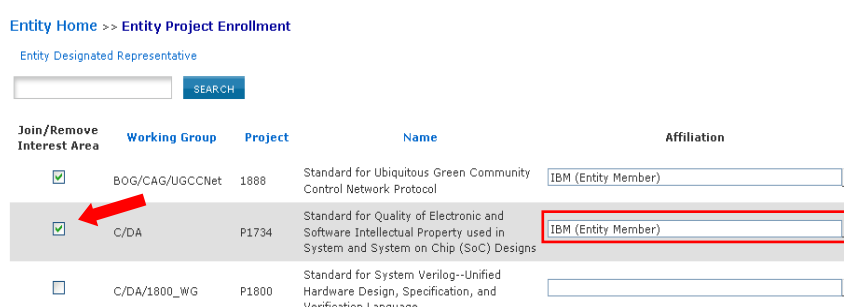
- Users must have an IEEE-SA Entity Member organization listed as their employer in order to represent his/her company in entity projects.

Instructions:

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




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



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

Entity Home >> Entity Project Enrollment

Entity Designated Representative 

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

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

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

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

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

3.5 Manage DR and DRA (Entity Working Groups)

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

Applicable Users:

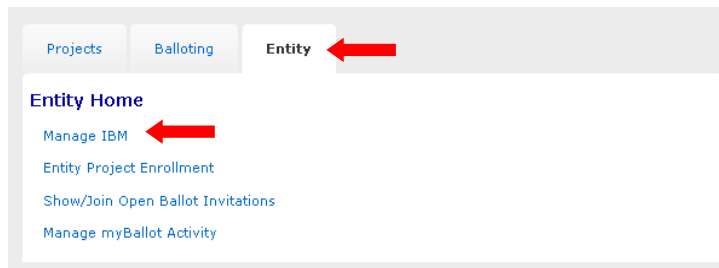
- EMR

Notes:

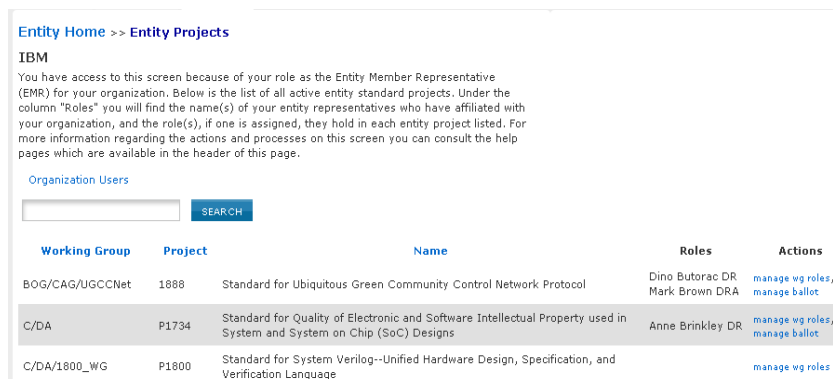
- Users must already be enrolled in the entity project to be added as DR or DRA.

Instructions:

1. On the **myProject™** Home Screen, click the **"Entity"** tab.
2. Click **"Manage (your company)"**.



3. Click **"Manage WG Roles"** next to the Working Group you want to manage.



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

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

IBM

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

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

DESIGNATED REPRESENTATIVE: Dino Butorac

DESIGNATED REPRESENTATIVE ALTERNATE: Mark Brown

Designated Representative Wait-list

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

3.6 View Individuals/Merge Users

This feature shows a list of all myProject™ users along with Usernames and contact information. Use the “Merge Users” feature to combine user data into one username; this feature is helpful if users have created an additional account in error.

Applicable Users:

- General Staff (View Individuals), ODB Staff (Merge Users)

Instructions:

1. On the **myProject™** Home Screen click “**View Individuals**”.
2. To search for a particular individual, type all or a portion of their name into the box and click “**SEARCH**”.



myProject™ >> View Individuals

mills Search LDAP Server

Name ▲	IEEE Member #	Username	Email Address	Phone
Mills, Donald	40070292	drmmills	invalid:mills@lcdm-eng.com	480-792-4334
Mills, Steve	41374015	smmills	invalid:steve_mills@hp.com	408 447 3426
Mills, Steve		=U2031700001	invalid:steve.mills@hp.com	
Mills, T David	07440142	tdmills	invalid:d.mills@ieee.org	803-952-8295
Mills, II, James	80008843	SirLauncelot	invalid:jmills6@tampabay.rr.com	813-230-1357

3. Click on a name to see details and all roles for that individual.
4. To Merge users:
 - a. Click on the name next to the user you want to merge into another user.
 - b. Click “**Merge Users**”.



myProject™ >> View Individuals >> User Detail

User Detail for Steve Mills

Merge Users

NAME: Mills, Steve

USERNAME: =U2031700001


EMAIL: invalid:steve.mills@hp.com

ADDRESS:

MEMBERSHIP:

This user is not a member of any ballots.
This user is not a member of any committees.

- c. Enter the username of the user that the data will be merged into.



myProject™ >> View Individuals >> User Detail >> Merge Users

Choose User to receive merged info from Steve Mills

USERNAME:

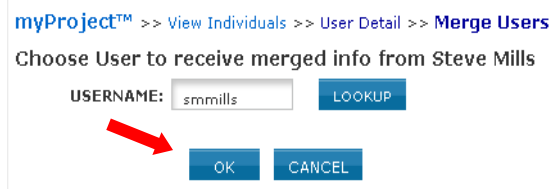
- d. If you don't know the username:
 - i. Click “**LOOKUP**”
 - ii. type all or a portion of their name into the box and click “**SEARCH**”

- iii. Click **“CHOOSE USER”** next to the user you are looking for to automatically fill their username into the box.



	Name	Username	Email Address
CHOOSE USER	Mills, Donald	drmills	invalid:mills@lcdm-eng.com
CHOOSE USER	Mills, Steve	smmills	invalid:steve_mills@hp.com
CHOOSE USER	Mills, Steve	=U2031700001	invalid:steve.mills@hp.com
CHOOSE USER	Mills, T David	tdmills	invalid:d.mills@ieee.org
CHOOSE USER	Mills, II, James	SirLancelot	invalid:jmills6@tampabay.rr.com

- e. Click **“OK”** to merge the users.



myProject™ >> View Individuals >> User Detail >> Merge Users

Choose User to receive merged info from Steve Mills

USERNAME:

- f. Click **“OK”** to confirm the merge.

3.7 Manage Board Members/Add a Board Administrator

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

Applicable Users:

- Governance Staff

Instructions:

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

myProject™ >> Manage Board Members

SELECT BOARD: NesCom

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

Add New Member

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

myProject™ >> Manage Board Members >> Board Member

NesCom - Add Board Member

USERNAME OR EMAIL:

ROLE:

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

3.8 Manage Staff Users

Applicable Users:

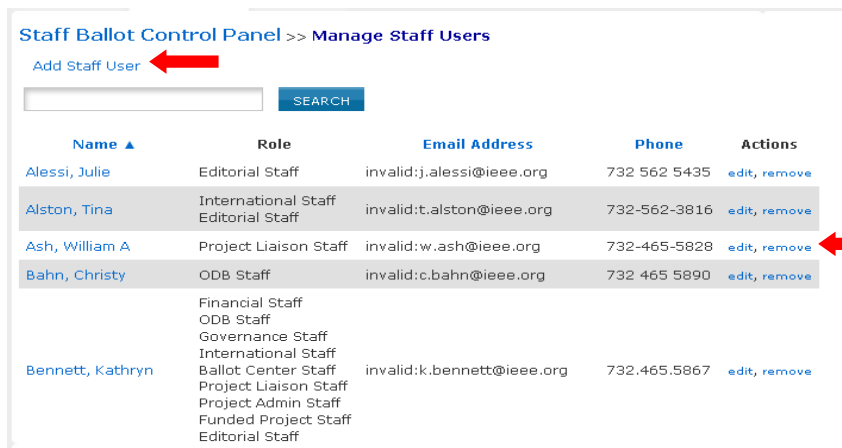
- ODB Staff

Notes:

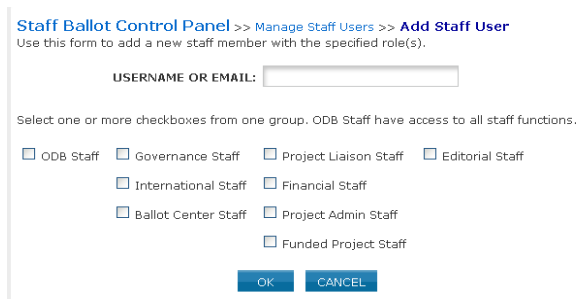
- New staff accounts should automatically be added to myProject™ as general staff users.
- Use this feature to give other web accounts staff privileges.

Instructions:

1. On the **myProject™** Home Screen, click the **“Balloting”** tab.
2. Click **“Manage Staff Users”**.
3. To add a new staff user, click **“Add Staff User”**.



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



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

3.9 Manage Staff Liaisons

Applicable Users:

- General Staff (read-only access), ODB Staff (Full Access)

Notes:

- Staff Liaisons can be assigned at the Society, Sponsor, Working Group and Project levels. New committees and projects will be assigned the liaison of the parent committee unless a new one is assigned.

Instructions:

1. On the **myProject™** Home Screen, select **“Manage Committees”**.
2. Click **“manage liaison”** next to the Society, Sponsor, Working Group or Sponsor you would like to reassign a liaison for.

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

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

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

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

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

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

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

3. Select a liaison from the dropdown list. This list will include all staff users who have been given the “Project Liaison Staff” role.

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

Select Liaison for [C/DA: Design Automation Sponsor](#)

CHOOSE A STAFF LIAISON FOR THIS COMMITTEE: ▼

4. Click **“OK”** to assign the liaison.
5. If it becomes necessary to reassign all of the committees/projects assigned to a liaison, this can be done by clicking **“Replace Staff Liaison”** from the “Manage Committees” screen.

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

Name	Designator ▲	Contact	Liaison	Actions
IEEE Aerospace and Electronic Systems Society	AES		Soo H Kim	edit , manage liaison
IEEE Antennas and Propagation Society	APS		Soo H Kim	edit , manage liaison
IEEE-SA Board of Governors	BOG		Sue Vogel	edit , manage liaison

6. Choose the liaison that is to be replaced from the "OLD STAFF LIAISON" menu and the replacement from the "CHOOSE A REPLACEMENT" menu.

myProject™ >> Manage Committees >> **Replace Staff Liaison**

OLD STAFF LIAISON: ▼

CHOOSE A REPLACEMENT: ▼

7. Click "OK" to reassign all of the liaison's committees/projects.

3.10 Manage Organizations

The Manage Organizations tool can be used to view all organizations that have been entered into myProject™ as an employer, affiliation, or entity member.

Applicable Users:

- ODB Staff

Instructions:

1. On the **myProject™** Home Screen, select **"Manage Organizations"**.
2. Type a name into the box and click **"SEARCH"** to search for an organization or click on a column to sort by that field.

myProject™ >> Manage Organizations Download Organizations | Back | 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 | Next

etri ←

Organization	Entity Member Representative	Type	Entity Level	Approved ▲	Affiliations	Employees	PARs	Actions
		Unknown	No		0	0	0	edit, merge, delete
1901.2		Unknown	No		0	0	0	edit, merge, delete
487 working group member		Unknown	No		1	0	0	edit, merge
802.1		Unknown	No		5	0	0	edit, merge
802.11		Unknown	No		7	0	0	edit, merge

3. Click "edit" to edit the attributes for an organization.

myProject™ >> Manage Organizations Download Organizations | Back | 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 | Next

etri

Organization	Entity Member Representative	Type	Entity Level	Approved ▲	Affiliations	Employees	PARs	Actions
		Unknown	No		0	0	0	edit, merge, delete
1901.2		Unknown	No		0	0	0	edit, merge, delete
487 working group member		Unknown	No		1	0	0	edit, merge
802.1		Unknown	No		5	0	0	edit, merge
802.11		Unknown	No		7	0	0	edit, merge

4. From this screen, you can edit the organization name, the URL of the organization's website, the organization type and subsidiary name. Entity membership and EMR information are managed through Memberclicks and cannot be changed in myProject™.
5. Place a check next to **"Approved"** to mark the organization as approved, allowing it to show up as a choice when users enter affiliation and employer information.

myProject™ >> Manage Organizations >> **Modify Organization**

ORGANIZATION:

ORGANIZATION URL:

ORGANIZATION TYPE: ▼


SUBSIDIARY/GROUP NAME:

ENTITY LEVEL: None
 Approved

6. Click **"OK"** to save the changes.
7. Click **"delete"** to remove an organization. This option will only be available if there are no affiliations or employees listed for the organization. Entity member organizations cannot be deleted either.
8. Click **"merge"** to remove an organization and move all affiliations and employees to another organization. Approved organizations and entity members cannot be merged.

myProject™ >> Manage Organizations Download Organizations | Back | 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 | Next


etri

Organization	Entity Member Representative	Type	Entity Level	Approved 	Affiliations	Employees	PARs	Actions
		Unknown		No	0	0	0	edit, merge, delete
1901.2		Unknown		No	0	0	0	edit, merge, delete
487 working group member		Unknown		No	1	0	0	edit, merge
802.1		Unknown		No	5	0	0	edit, merge
802.11		Unknown		No	7	0	0	edit, merge

9. Choose an approved organization from the list to merge the organization into.

myProject™ >> Manage Organizations >> Merge Organization

Merge **802.19** into:

ORGANIZATION: 

10. Click **"OK"** to continue.
11. Click **"OK"** to confirm and complete the merge.

4 Manage Sponsors and Working Groups

4.1 Create/Edit a Committee and Appoint a Chair (Sponsor Only)

Before a Sponsor committee can upload proposed P&Ps, the Sponsor must first be created. If new Societies or Working Groups need to be created, the same procedure is used.

Applicable Users:

- Governance Staff

Notes:

- In order to be appointed chair, an individual must first register as interested in the Sponsor Committee. **3.1 Join an Activity/Register as an Interested Party (Sponsor, Working Group, Project)**
- Working Group Chairs cannot be added through the staff "Manage Committees" control panel, they must be added by the Sponsor Chair or CSM, if applicable.

Instructions:

8. On the **myProject™** Home Screen, select "**Manage Committees**".
9. Click "**Add Sponsor**", "**Add Society**" or "**Add Working Group**".

myProject™ >> Manage Committees

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

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

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

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

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

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

10. Select the parent society for the new committee, fill out the "name" and "short name" fields, add a website URL if the group has one and click "**OK**".

myProject™ >> Manage Committees >> Manage Committee

Create a new Sponsor

PARENT ORGANIZATION:

NAME:

SHORT NAME:

WEBSITE:

11. Click the "+" to expand the tree and navigate to the sponsor you just created.
12. Click "**Manage Committees**" next to the sponsor.

IEEE Computer Society	C		Michael Kipness edit
+ Design Automation	C/DA	Stanley Krolikoski	Joan M Woolery edit , manage committees
+ Environmental Assessment of Standards Committee	C/EASC	Holly Elwood	Malia Zaman edit , manage committees
Foundation for Intelligent Physical Agents	C/FIPA	James Odell	Sue Vogel edit , inactivate , manage committees
+ Information Assurance	C/IA	James Hughes	Michael Kipness edit , manage committees
+ LAN/MAN Standards Committee	C/LM	Paul Nikolich	Michael Kipness edit , manage committees
+ Learning Technology	C/LT	Don Holmes	Michael Kipness edit , manage committees
+ Microprocessor Standards Committee	C/MSC	James Davis	Malia Zaman edit , manage committees
+ New Sponsor	C/NSC		Michael Kipness edit , manage committees

13. Click **"Manage Officer Roster"**.

myProject™ >> Manage Committees >> Manage Roster

Manage C/NSC: New Sponsor Sponsor

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

[Manage Officer Roster](#)

This list is empty.

14. Type the username of the chair into the **"SPONSOR CHAIR"** box.

SPONSOR CHAIR:

STANDARDS REPRESENTATIVE:

CLIENT SERVICES MANAGER:

15. Click **"OK"** to save the assignment.

16. To change the parent organization, name, shortname or website, click **"edit"** next to the committee.

IEEE Computer Society	C		Michael Kipness edit
+ Design Automation	C/DA	Stanley Krolikoski	Joan M Woolery edit , manage committees
+ Environmental Assessment of Standards Committee	C/EASC	Holly Elwood	Malia Zaman edit , manage committees
Foundation for Intelligent Physical Agents	C/FIPA	James Odell	Sue Vogel edit , inactivate , manage committees
+ Information Assurance	C/IA	James Hughes	Michael Kipness edit , manage committees
+ LAN/MAN Standards Committee	C/LM	Paul Nikolich	Michael Kipness edit , manage committees

17. Modify the fields as necessary and click **"OK"** to save the changes.

4.2 Add a Funded Project/Appoint a CSM

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

Applicable Users:

- ODB Staff

Notes:

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

Instructions:

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

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

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

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

myProject™ >> Manage Committees >> Manage Roster

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

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

[Manage Officer Roster](#)

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

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

4.3 Accessing CSM Functions

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

Applicable Users:

- CSM

Instructions:

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

myProject™

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

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

myBallot Home (Management)

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

[myBallot™ Home \(Voter\)](#)

[Staff Ballot Control Panel](#)

4.4 Upload & Manage Sponsor P&Ps

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

Applicable Users:

- Sponsor Chair, Standard Representative

Instructions:

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

myProject™ >> Manage Committees

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

3. Select “Manage Sponsor P&P”.

myProject™ >> Manage Committees >> Manage Committee

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

Manage C/LM: LAN/MAN Standards Committee Sponsor

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

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

4. The status of all submitted P&Ps can be seen in this screen, including submission, acceptance and expiration dates.
5. Click the “Browse” button to locate the file.
 - Select the P&P file and click “OK”.
 - Click “OK” when you are prompted by “Are you sure?”

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

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

The current, accepted P&P for this Sponsor is <http://standards.ieee.org/about/sasb/audcom/pnp/LMSC.pdf>
Submit a new or revised P&P for AudCom approval.

UPLOAD THE P&P FILE:

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

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

4.5 Build and Manage an AudCom Agenda

Applicable Users:

- AudCom Administrator

Notes:

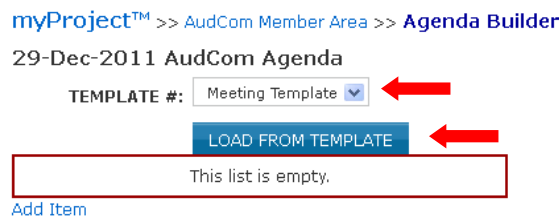
- Meeting dates will be set based on NesCom dates entered by the NesCom Administrator.
- An agenda must be created in order for Sponsor P&Ps to be added to it.

Instructions:

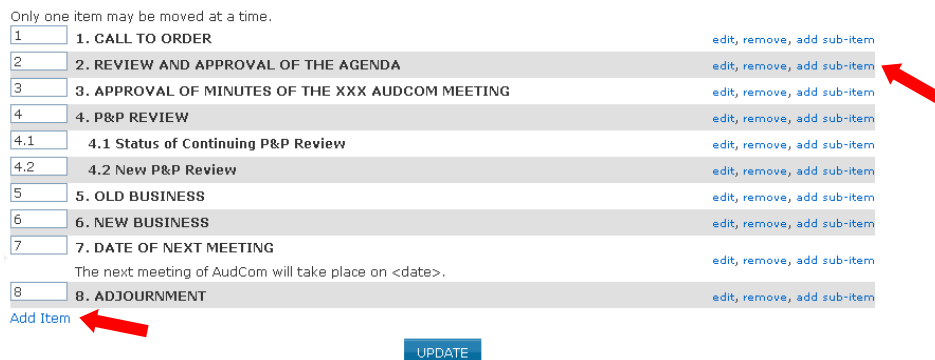
1. On the **myProject™** Home Screen, select **"AudCom Member Area"**.
2. To create a meeting agenda, click on **"Agenda Builder"** next to the meeting you would like to edit.



3. You can add items to the agenda individually, or start with a template and edit the agenda to your needs. To use a template, select one from the list and click **"Load From Template"**



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



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

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

ITEM TYPE:

TITLE:

BODY:


FILE 1:

FILE 2:

FILE 3:

7. Click "OK" to add the item to the agenda.
8. After a P&P has been added to the agenda, you must specify reviewers. To do this, click "modify" next to the P&P you want to assign.

Only one item may be moved at a time.

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

[Add Item](#)

9. Select the primary and secondary reviewers from the AudCom members in the dropdown boxes.
 - It is possible for both reviewers to submit a checklist, but only one checklist can appear attached to an agenda. If a second checklist is submitted, it will overwrite the first. In practice, the Primary Reviewer should be the only one to upload a checklist. This should be done after he or she has collected comments from the Secondary Reviewer and added the comments to the checklist to be uploaded.
10. Click "OK" to save the changes.

4.6 Review a Sponsor P&P and Upload a Checklist

Applicable Users:

- AudCom Member

Notes:

- You will only be able to upload checklists for P&Ps you have been assigned to as reviewer by the AudCom Administrator.
- It is recommended that you only upload checklists if you have been assigned as the **primary** reviewer.

Instructions:

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



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

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



myProject™ >> AudCom Member Area >> Agenda

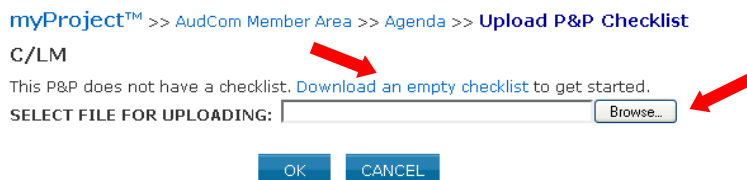
26-Aug-2011 AudCom Agenda

Agenda Version:
Time: 8:00
Location:

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 P&P Review
 - 4.2 New P&P Review
 - 4.2.1 C/LM - Peter Balma, Clint Chaplin
[P&P](#), [upload checklist](#)
5. OLD BUSINESS
6. NEW BUSINESS
7. DATE OF NEXT MEETING
The next meeting of AudCom will take place on <date>.
8. ADJOURNMENT

4. Click "**Download an empty checklist**" and save the file to your computer.

5. Modify the document and save it on your computer.
6. Click "**Browse...**" to select the modified checklist file.



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

4.7 Manage Sponsor P&Ps/Change Status

Applicable Users:

- AudCom Administrator

Instructions:

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



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



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

4.8 Submitting an L50S

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

Applicable Users:

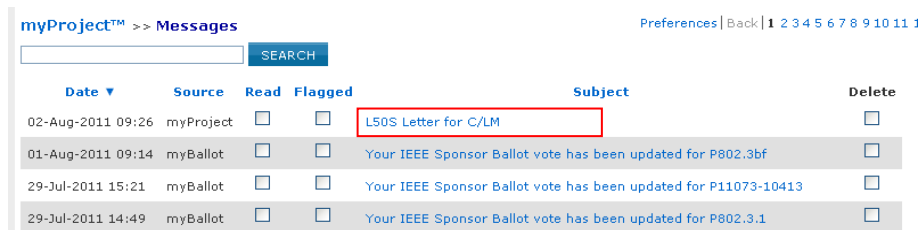
- Sponsor Chair, Standard Representative

Notes:

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

Instructions:

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



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

SEARCH

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

3. Follow the instructions and links in the message for additional information on completing the L50S and due dates.
4. Complete the online form and upload your completed L50S by going to:
http://grouper.ieee.org/cgi-bin/upload_L50

4.9 *Sending L50S Notifications*

Applicable Users:

- Financial Staff

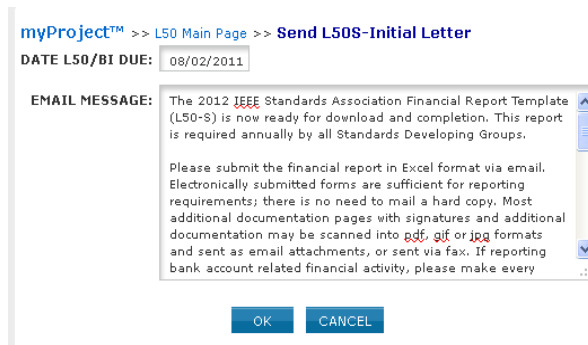
Notes:

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

Instructions:

To send an initial notification:

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



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

DATE L50/BI DUE: 08/02/2011

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

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

OK CANCEL

5. Click "**OK**" to send the notification to all Sponsor Chairs.

To send a second notice notification:

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

4.10 Viewing Sponsors with Received L50S and L50S Non-Responders

Applicable Users:

- General Staff

Notes:

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

Instructions:

To view all L50S that have been received for the year:

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

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

L50 DUE DATE: 03/30/2011 

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

To view all non-responders:

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

4.11 *Editing L50S Status Information*

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

Applicable Users:

- Financial Staff

Notes:

- Editing should only be done by SA financial staff.

Instructions:

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



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

DATE L50/BI SENT: 08/02/2011

DATE L50/BI DUE: 03/30/2012

DATE L50/BI RECEIVED: 08/02/2011

STATUS: Unknown No Bank Account
 Not Received Received

L50 Block
 Financial Activity

OK CANCEL

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

4.12 **Blocking Activity**

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

Applicable Users:

- Financial Staff, AudCom Administrator

Notes:

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

Submitted PARs

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

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

ACTIONS:

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

COMMENTS:

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

Submission Status	Committee	PAR Number	Request Type	Title	Comments	Actions
Submitted by Paul Nikolich 02-Aug-2011	C/LM/WG802.23 /802.23	P802.23	PAR Withdrawal Request	Standard for Local and Metropolitan Area Networks - Emergency Services for Internet Protocol (IP) Based Citizen to Authority Communications	0	
Submitted by Jon Deedahl	C/LM/WG802.11	P802.11	P&P Request	Standard for Information Technology - Local and Metropolitan Area Networks - Specific Requirements	0	

Instructions:

L50 Block (Financial Staff):

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

P&P Block (AudCom Administrator):

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

4.13 *Assign/Change Sponsor Officers*

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

Applicable Users:

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

Notes:

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

Instructions:

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

myProject™ >> Manage Committees

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

3. Click "Manage Officer Roster"

myProject™ >> Manage Committees >> Manage Committee

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

Manage C/LM: LAN/MAN Standards Committee Sponsor

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

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

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

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

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

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

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

4.14 Add a Working Group

Applicable Users:

- Sponsor Chair, Standard Representative

Instructions:

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

myProject™ >> Manage Committees

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

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

myProject™ >> Manage Committees >> Manage Committee

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

Manage C/LM: LAN/MAN Standards Committee Sponsor

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

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

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

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

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

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

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

4.15 *Assign/Change Working Group Officers*

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

Applicable Users:

- Sponsor Chair, Standard Representative, Working Group Chair
- *Only Sponsor Chair/Standard Representative can assign Working Group Chair*

Notes:

- The person you are about to assign this role must sign up in this activity area first and be an IEEE and IEEE-SA member.
- Officers of working groups developing under the entity method must be representatives of Advanced Entity Members.
- For instructions on joining activities, see **Sec 3.1**
- The individual's username is needed to assign them an officer position.

Instructions:

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

myProject™ >> Manage Committees

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

3. Click "Manage Officer Roster"

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

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

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

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

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

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

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

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

4.16 *Accept an Assigned Role*

Applicable Users:

- Working Group Chair

Notes:

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

Instructions:

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

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

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

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

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

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

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

4.17 *Select Involvement Levels*

These are the involvement levels available to Working Groups:

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

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

Notes:

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

Applicable Users:

- Sponsor Chair, Standard Representative, Working Group Officers

Instructions:

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

myProject™ >> Manage Committees

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

3. Click “**Involvement Levels**”.

myProject™ >> Manage Committees >> Manage Committee

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

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

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

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

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

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

SEARCH

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

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

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

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

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

5. Click "OK" to save your selection.

4.18 Assign Involvement Level in a Working Group

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

Applicable Users:

- Sponsor Chair, Standard Representative, Working Group Officers

Notes:

- The involvement level set for a person in myProject™ will determine the type of access that person has to the Working Group area in Mentor.
 - See Mentor documentation for more information on how involvement levels affect access.
https://mentor.ieee.org/etools_documentation/dcn/11/etools_documentation-11-0017-MENT-mentor-user-guide.pdf

Instructions:

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

myProject™ >> Manage Committees

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

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

myProject™ >> Manage Committees >> Manage Committee

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

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

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

Name ▲	Phone	Employer	Affiliation	Role	Involvement Level
Abbas, Ghani	0044115 928 6129	Ericsson AB	Ericsson AB	Vice-Chair	<input type="text"/>
Abbott, John	607-974-6182	Corning Incorporated	Corning Incorporated		Voting Member
Abbott, Justin					Voting Member
Abdelhalim, Ahmed	408-111-2222	Independent	Independent		<input type="text"/>
Aboulmagd, Osama	613-599-5078	Huawei Technologies Co. Ltd	Nortel Networks		<input type="text"/>

4. Click “UPDATE” to apply any changes.

4.19 *Assign/Change Sponsor Ballot Designee and Other Project Officers*

A Working Group can manage more than one PAR/project. The Working Group Chair may solicit help from the working group to manage the Sponsor ballots for the PARs. The person assigned to manage a Sponsor ballot for a specific PAR is called the Sponsor Ballot Designee. The Working Group Chair may also assign individuals to assist with other phases of the project. If a designee is not assigned, the responsibility falls on the working group chair. Designees will be granted access in myProject™ to facilitate their specific function.

Project officers are:

Sponsor Ballot Designee/Alternate Ballot Designee – This individual may act on behalf of the Sponsor Chair and Working Group Chair to manage ballot activity for a specific project.

NesCom Designee – This individual has the ability to submit changes to existing PARs on behalf of the Working Group Chair.

RevCom Designee – This individual has the ability to submit material to RevCom on behalf of the Working Group Char.

Coordination Designee – This individual has the ability to manage coordination (MEC, SCC14, etc.) on behalf of the Working Group Char.

Applicable Users:

- Sponsor Chair, Standard Representative, Working Group Officers

Notes:

- The person you are about to assign this role must sign up in this activity area first and be an IEEE and IEEE-SA member.
- For instructions on joining activities, see **Sec 3.1**
- The individual's username is needed to assign them an officer position.
- The Designees for an entity project must be representatives of Advanced Entity Members.

Instructions:

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

myProject™ >> Manage Committees

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

3. Click "Manage Officer Roster".

myProject™ >> Manage Committees >> Manage Committee Back

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

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

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

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

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

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

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

4.20 View Authorized Ballot Designees

This feature shows a list of all Ballot Designees and Alternate ballot Designees. Users may be listed multiple times if they are a designee for multiple projects.

Applicable Users:

- General Staff

Instructions:

1. On the **myProject™** Home Screen click the “**Balloting**” tab.
2. Click “**View Authorized Ballot Designees**”.
3. Click on a column to sort by that field, or click on a name to see details and all roles for that individual. Users with multiple designations will be listed multiple times.

Staff Ballot Control Panel >> View Authorized Ballot Designees Back | 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 | Next

Name ▲	Username	Project	Phone	Designee Type
Aggarwal, S	Aggarwal	PE/NPE/SC2.1_WG/62582-1	301-424-8111	Sponsor Ballot Designee
Aggarwal, S	Aggarwal	PE/NPE/SC2.1_WG/62582-2	301-424-8111	Sponsor Ballot Designee
Aggarwal, S	Aggarwal	PE/NPE/SC2.1_WG/62582-4	301-424-8111	Sponsor Ballot Designee
Aho, David	David_Aho	PE/TR/Dist-WGC57.12.36/C57.12.36	262.835.1506	Sponsor Ballot Designee
Aiello, Robert	RAIELLO	C/S2ESC/982.1	9083553998	Sponsor Ballot Designee
Alderton, Thomas	talderton	PE/PSC/SC5-WG/1138	850-863-8969	Sponsor Ballot Designee

4.21 *Send Sponsor Message*

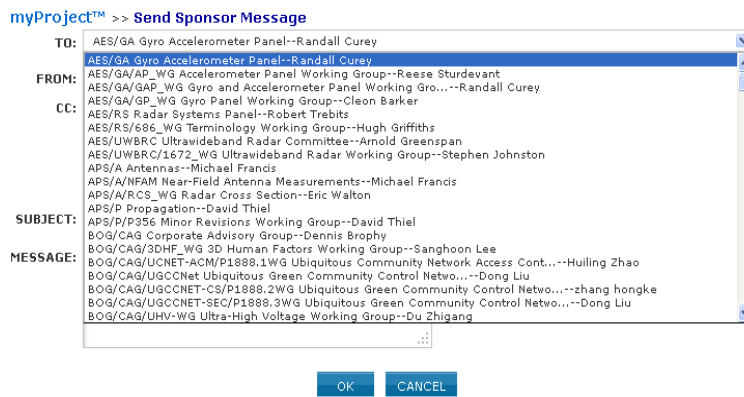
This feature can be used to send a message to a Sponsor Committee Chair or Working Group Chair.

Applicable Users:

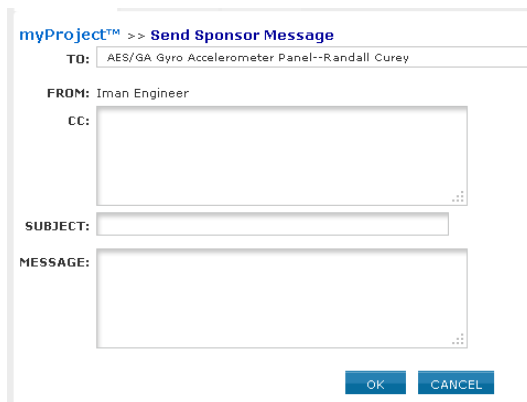
- All myProject™ Users

Instructions:

1. On the **myProject™** Home Screen click **“Send Sponsor Message”**.
 - a. You can also access this feature from the “Manage Committee” screen. See **4.18 Assign Involvement Level in a Working Group** for more information on accessing this screen
2. Select the chair you would like to send a message to.



3. Add additional email addresses in the **“CC”** box to send copies of the message.
4. Enter a subject and message text.
5. Click **“OK”** to send your message.



4.22 *Send a Notification to Group*

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

Applicable Users:

- Sponsor Chair, Standard Representative, Working Group Officers

Notes:

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

Instructions:

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

myProject™ >> Send Notification to Group

TO:

Officers Only

FROM: David Law

CC:

SUBJECT:

MESSAGE:

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

myProject™ >> Select Groups

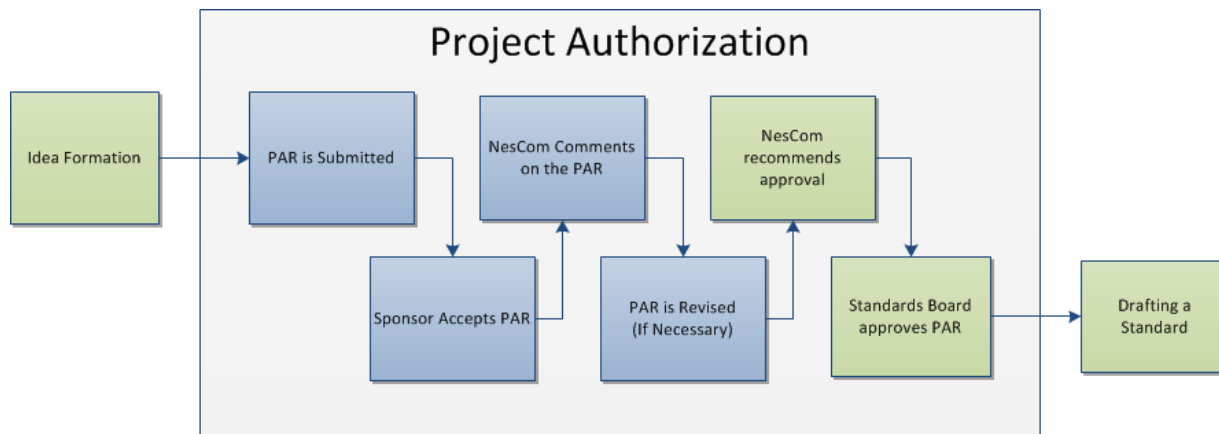
Scroll down to view the entire list. Click 'OK' when done.

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

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

5 The PAR Submission and Approval Process

In order to start work on a new standard, a PAR (Project Authorization Request) must be submitted. Work cannot start on a standard until the PAR is reviewed by NesCom (New Standards Committee) and approved by the Standards Board.



Relevant sections of the myProject™ user guide:

- PAR is Submitted - **5.1 Submit a PAR for a New IEEE Standard, 5.3 Submit a PAR for a Revision, Corrigendum, or Amendment, 5.4 Modify an Approved PAR , 5.6 Withdraw an Approved PAR**
- Sponsor Accepts PAR - **5.7 Accept or Reject a PAR**
- NesCom Comments on the PAR - **5.11 Commenting and voting on a PAR, 5.13 Respond to NesCom Comments About a PAR**

5.1 Submit a PAR for a New IEEE Standard

This form is for submitting a PAR related to a completely new standard. The project can be worked on by an existing Working Group, or a new one can be requested. You must have approval of a sponsor committee, however, for your PAR to be considered.

Applicable Users:

- IEEE-SA Members

Notes:

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

Instructions:

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

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

- PAR for a New IEEE Standard (highlighted with a red arrow)
- 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

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

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

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

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

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

- Complete the PAR form. Instructions on filling out the form will be displayed by moving your cursor over the “i” buttons.

PAR for a New IEEE Standard

Section 1

1.1 ASSIGNED PROJECT NUMBER: ⓘ

If a specific project number is not required, this field can be left blank.

1.2 TYPE OF DOCUMENT: Standard ⓘ Recommended Practice Guide

1.3 LIFE CYCLE: Full Use ⓘ Trial Use

Section 2

2.1 PROJECT TITLE: ⓘ

Section 3

Section 1 Section 2 Section 3 Section 4 Section 5 Section 6 Section 7

PREVIEW AND SUBMIT DISCARD SAVE

- When complete, click “**Preview And Submit**”
- 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, Sponsor Chair, Staff Liaison, and NesCom Administrator)
 - NOTE:** Once you approve and submit the information, changes may only be made through the NesCom Administrator.

5.2 Saving, Editing, Sharing and Deleting a Draft PAR

You can save a PAR at any time as a draft and return to it later, share it, or delete it.

Applicable Users:

- IEEE-SA Members

Instructions:

1. Click "**SAVE**" on any PAR form.
2. When you are ready to resume, go to the myProject™ Home page and select "**Manage My PARs**"
3. To return to the PAR, locate the PAR in the list and click "**edit**", then continue editing the PAR.



PAR Number	Request Type	Status	Title	Actions
<unassigned>	PAR Request	Draft		edit, delete, share with another user
<unassigned>	PAR Request	Draft		edit, delete, share with another user
<unassigned>	PAR Request	Draft	Standard for new project	edit, delete, share with another user
<unassigned>	PAR Request	Draft	Standard for ikjtyr	edit, delete, share with another user
P1	PAR Request	Draft	Standard for This is being created in the name of Research	edit, delete, share with another user
P2	PAR Request	Draft	Standard for Created by tprevost and modified by dlaw	edit, delete, share with another user
P3	PAR Request	Draft	Standard for text	edit, delete, share with another user
P515x	PAR Request	Draft	Standard for the Testing, Design, Installation, and Maintenance of Electrical Resistance Heat Tracing for Industrial ApplicationsAmendment foo	edit, delete, share with another user
P802.1AC	PAR Request	Draft	Standard for Media Access Control (MAC) Service Definitions	edit, delete, share with another user
P802.3.1	PAR Extension Request	Draft	Standard for Management Information Base (MIB) Definitions for Ethernet	edit, delete
P802.3.1	PAR Request	Draft	Standard for Management Information Base (MIB) Definitions for Ethernet	edit, delete, share with another user

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

5.3 *Submit a PAR for a Revision, Corrigendum, or Amendment*

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

Applicable Users:

- IEEE-SA Members

Instructions:

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

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

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

5. You will be presented with a confirmation page to review the contact information.
 - If the any Working Group information is incorrect or blank, contact the Sponsor Chair. This information must be corrected before submitting a PAR.
 - If you want to assign the PAR to a different working group:
 - Click "**Reassign the Working Group**".
 - Enter the information for the new working group.
 - Click "**NEXT**".

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

PAR for a Corrigendum to an existing IEEE Standard

802.3-2008

Sponsoring Society and Committee: IEEE Computer Society/LAN/MAN Standards Committee (C/LM)
Contact Information for Sponsor Chair
Name: Paul Nikolich
Email Address: invalid:p.nikolich@ieee.org
Phone: +1 857.205.0050

Working Group: Ethernet Working Group (C/LM/WG802.3)
Contact Information for Working Group Chair
Name: David Law
Email Address: invalid:david_law@ieee.org
Phone: +1 44 131 665 7264

Contact Information for Working Group Vice-Chair
Name: Wael Diab
Email Address: invalid:wael.diab@gmail.com
Phone: 4154468066

[Reassign the Working Group](#)

PAR SUBMITTER: Iman Engineer

NEXT >> **CANCEL**

6. Click **"NEXT"**.
7. Review the information displayed on the subsequent page, some fields may be pre-filled with information from the standard.
8. Modify the information or fill in fields as needed. Make sure to include the reasons for the revision, amendment or corrigendum.
 - o You can save your PAR at any time and return to it later. For more detailed instructions, see sec. 5.2.
9. Instructions on filling out the form will be displayed by moving your cursor over the "i" buttons.

PAR for a New IEEE Standard

Section 1

1.1 ASSIGNED PROJECT NUMBER: ⓘ

If a specific project number is not required, this field can be left blank.

1.2 TYPE OF DOCUMENT: Standard ⓘ **←** Recommended Practice Guide

1.3 LIFE CYCLE: Full Use ⓘ Trial Use

Section 2

2.1 PROJECT TITLE: ⓘ

Section 3

Section 1 Section 2 Section 3 Section 4 Section 5 Section 6 Section 7

PREVIEW AND SUBMIT **DISCARD** **SAVE**

10. When complete, click **"Preview And Submit"**
11. Review the PAR and click **"Submit to NesCom Administrator"**
12. The PAR will now be added to the next NesCom agenda and notifications will be sent to the Working Group Chair, Sponsor Chair, Staff Liaison, and NesCom Administrator)
 - o **NOTE:** Once you approve and submit the information, changes may only be made through the NesCom Administrator.

5.4 *Modify an Approved PAR*

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

Applicable Users:

- IEEE-SA Members

Instructions:

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

The screenshot shows two columns of options. The left column, titled 'PAR Requests', contains six radio button options with descriptions. The right column, titled 'PAR Actions', contains three radio button options. A red arrow points to the first option in the 'PAR Actions' column: 'Modify an existing Approved PAR'.

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

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

The screenshot shows a search interface for 'Modify an existing Approved PAR'. It includes a text input field for 'PAR NUMBER:' containing '802.3', a 'SEARCH' button, and a table of results. A red arrow points to the 'select' link in the 'Actions' column of the first row.

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

5. You will be presented with a confirmation page to review the contact information.
 - If the any Working Group information is incorrect or blank, contact the Sponsor Chair. This information must be corrected before submitting a PAR.
 - If you want to assign the PAR to a different working group:
 - Click "**Reassign the Working Group**".
 - Enter the information for the new working group.
 - Click "**NEXT**".

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

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

P802.3

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

Contact Information for Sponsor Chair

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

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

Contact Information for Working Group Chair

Name: David Law
Email Address: invalid:david_law@ieee.org
Phone: 44 131 665 7264

Contact Information for Working Group Vice-Chair

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

[Reassign the Working Group](#)

PAR SUBMITTER Iman Engineer

NEXT >> CANCEL



6. Click **"NEXT"**.
7. Review the information displayed on the subsequent page; some fields may be pre-filled with information from the existing PAR.
8. Modify the information or fill in fields as needed.
 - o Be sure to list what is being modified and the reasons for the modifications.
 - o You can save your PAR at any time and return to it later. For more detailed instructions, see sec. 5.2
10. Instructions on filling out the form will be displayed by moving your cursor over the "i" buttons.

13. When complete, click **"Preview And Submit"**
14. Review the PAR and click **"Submit to NesCom Administrator"**
15. The PAR will now be added to the next NesCom agenda and notifications will be sent to the Working Group Chair, Sponsor Chair, Staff Liaison, and NesCom Administrator)

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

5.5 Extend an Existing PAR

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

Applicable Users:

- IEEE-SA Members

Instructions:

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

PAR Requests

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

NEXT >>

PAR Actions

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

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

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

Extend an Approved PAR

PAR NUMBER:

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

5. You will be presented with a confirmation page to review the contact information.
 - If the any Working Group information is incorrect or blank, contact the Sponsor Chair. This information must be corrected before submitting a PAR.
 - If you want to assign the PAR to a different working group:
 - Click "**Reassign the Working Group**".
 - Enter the information for the new working group.
 - Click "**NEXT**".

myProject™ >> Submit a PAR >> **Extension Request**

Extend an Approved PAR

P802.3
PAR Expiration Date: 31-Dec-2015
PAR Approval Date: 02-Feb-2011
 Standard for Ethernet

Sponsoring Society and Committee: IEEE Computer Society/LAN/MAN Standards Committee (C/LM)
Contact Information for Sponsor Chair
Name: Paul Nikolich
Email Address: invalid:p.nikolich@ieee.org
Phone: +1 857.205.8050

Working Group: Ethernet Working Group (C/LM/WG802.3)
Contact Information for Working Group Chair
Name: David Law
Email Address: invalid:david_law@ieee.org
Phone: +1 44 131 665 7264

Contact Information for Working Group Vice-Chair
Name: Wael Diab
Email Address: invalid:wael.diab@gmail.com
Phone: 4154465066

[Reassign the Working Group](#)

6. Click **"NEXT"**.
7. Select the number of years for the extension. Review the title, scope and purpose to ensure that they match the current draft.
8. Provide an explanation for the extension. (a description of what the working group has accomplished, what remains to be accomplished and the reasons why the work was unable to be completed in the allotted time frame)
9. Review the rest of the information displayed on the page and modify as needed.
 - o You can save your PAR at any time and return to it later. For more detailed instructions, see **sec. 5.2**.
11. Instructions on filling out the form will be displayed by moving your cursor over the "i" buttons.

myProject™ >> **Extension Request**

P802.3.1

1. NUMBER OF YEARS THAT THE EXTENSION IS BEING REQUESTED:

Title:
 Standard for Management Information Base (MIB) definitions for Ethernet

Scope:
 This standard contains the Management Information Base (MIB) module specifications for IEEE Std 802.3, also known as Ethernet. It includes Structure of Management Information version 2 (SMIv2) MIB module specifications and Guidelines for the Definition of Managed Objects (GDMO) MIB modules. The SMIv2 MIB modules are intended for use with the Simple Network Management Protocol (SNMP), commonly used to manage Ethernet. The Structure of Management Information version 2 (SMIv2) MIB module specifications were formerly produced and published by the Internet Engineering Task Force (IETF), and the Guidelines for the Definition of Managed Objects (GDMO) MIB modules were formerly specified within IEEE Std 802.3. This standard includes extensions resulting from amendments to IEEE Std 802.3 that were not reflected in IETF specifications.

Purpose:
 The purpose of the standard is to publish the SMIv2 and GDMO MIB module specifications in a single document that is separate from IEEE Std 802.3, wherein the SMIv2 module specifications are also published in a machine-readable format. Amendments and revisions to IEEE Std 802.3.1 may be performed to update the MIB module specifications as required to track amendments and revisions to IEEE Std 802.3.

2. DOES THE TITLE, SCOPE AND PURPOSE MATCH THAT OF THE CURRENT DRAFT: Yes No

12. When complete, click **"Preview And Submit"**
13. Review the PAR and click **"Submit to NesCom Administrator"**
14. The PAR will now be added to the next NesCom agenda and notifications will be sent to the Working Group Chair, Sponsor Chair, Staff Liaison, and NesCom Administrator)

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

5.6 *Withdraw an Approved PAR*

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

Applicable Users:

- IEEE-SA Members

Instructions:

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

myProject™ >> Submit a PAR >> Select PAR

Withdraw an Approved PAR

PAR NUMBER:

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

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

5.7 Accept or Reject a PAR

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

Applicable Users:

- Sponsor Chair, Standard Representative

Notes:

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

Instructions:

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

Submitted PARs

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

ACTIONS:

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

COMMENTS:

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

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

5.8 Enter Nescom Dates

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

Applicable Users:

- NesCom Administrator

Instructions:

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

myProject™ >> NesCom Member Area [Add New NesCom Date](#) | [Agenda Templates](#) | [Back](#) | [1](#) | [2](#) | [3](#) | [Next](#)

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

Please email questions to the NesCom Administrator at bttest+bttest_nescom-admin-ieee.org@bttest.bivio.biz

NesCom Meeting Date	Status	Actions
30-Dec-2011	Individual Review Starts 11-Nov-2011	edit dates , remove agenda , agenda builder , submission summary , recommendations , offline zip
29-Aug-2011	Individual Review	edit dates , remove agenda , agenda builder , submission summary , recommendations , offline zip

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

myProject™ >> NesCom Member Area >> NesCom Dates

Add New NesCom Date

SASB MEETING:

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

NesCom Meeting

SUBMISSION DEADLINE:

INDIVIDUAL REVIEW START:

OPEN REVIEW START:

REVIEW CLOSED:

SPONSOR APPROVAL CUTOFF:

AUDCOM MEETING:

Leave AudCom Meeting date empty for NesCom Continuous Processing meetings

NESCOM MEETING:

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

5.9 *Review PAR Draft/Add a PAR Number*

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

Applicable Users:

- NesCom Administrator

Use Instructions:

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



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

5.10 Build and Manage a Nescom Agenda

Applicable Users:

- NesCom Administrator

Use Instructions:

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

myProject™ >> NesCom Member Area

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

Please email questions to the NesCom Administrator at btst+btst_nescom-admin-ieee.org@btst.bivio.biz

NesCom Meeting Date	Status	Actions
30-Dec-2011	Individual Review Starts 11-Nov-2011	edit dates , remove , agenda , agenda builder , submission summary , recommendations , offline zip
29-Aug-2011	Individual Review	edit dates , remove , agenda , agenda builder , submission summary , recommendations , offline zip

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

myProject™ >> NesCom Member Area >> Agenda Builder

10-Nov-2011 NesCom Agenda

TEMPLATE #:

[LOAD FROM TEMPLATE](#)

This list is empty.

[Add Item](#)

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

Only one item may be moved at a time.

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

[Add Item](#)

[UPDATE](#)

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

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

ITEM TYPE:

TITLE:

BODY:

FILE 1: Browse...

FILE 2: Browse...

FILE 3: Browse...

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

5.11 *Commenting and voting on a PAR*

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

Applicable Users:

- NesCom Members

Notes:

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

Instructions:

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

myProject™ >> NesCom Member Area

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

Please email questions to the NesCom Administrator at btest+btest_nescom-admin-ieee.org@btest.bivio.biz

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

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

19-Aug-2011 NesCom Agenda

Agenda Version:

Time: 8:00

Location:

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

1. CALL TO ORDER

2. REVIEW OF AGENDA

2.1.1 Withdrawal Requests

3. APPROVAL OF MINUTES FROM THE XX MEETING

4. PARS FOR DISCUSSION

4.1 Modified PARS

IEEE Computer Society/Design Automation

1. P1735 Comments/Vote

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

4.2 Extension Requests

4.3 New PARS

IEEE Computer Society/LAN/MAN Standards Committee

1. P802.22a Comments/Vote

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

IEEE Vehicular Technology Society/Intelligent Transportation Systems

2. Pprj123 Comments/Vote

Standard for Test It

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

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

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

CAST VOTE:

Add New Comment

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

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

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

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

CAST VOTE:

Add New Comment | View Comment Detail

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

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

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

RECIPIENTS: Private Comment for the Administrator
 Comment for the Agenda

COMMENT:

ATTACHED FILE:

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

myProject™ >> **NesCom Member Area**

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

Please email questions to the NesCom Administrator at btest+btest_nescom-admin-ieee.org@btest.bivio.biz

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

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

myProject™ >> NesCom Member Area >> Submission Summary

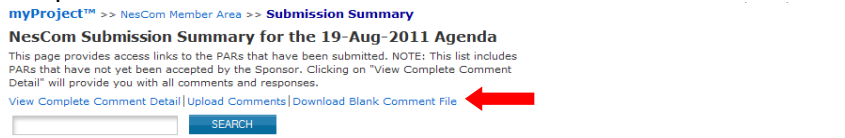
NesCom Submission Summary for the 19-Aug-2011 Agenda

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

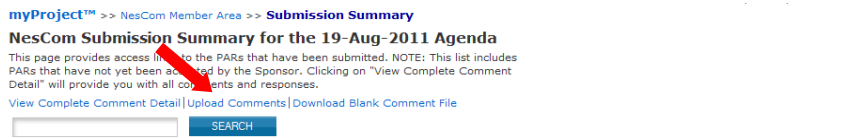
[View Complete Comment Detail](#) | [Upload Comments](#) | [Download Blank Comment File](#)

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

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



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



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

5.12 Downloading a .zip file

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

Instructions:

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

myProject™ >> NesCom Member Area

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

Please email questions to the NesCom Administrator at btest+btest_nescom-admin-ieee.org@btest.bivio.biz

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

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

5.13 Respond to NesCom Comments About a PAR

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

Applicable Users:

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

Notes:

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

Instructions:

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



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

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

ACTIONS:

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

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

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

A red arrow points to the '1' in the Comments column of the third row.

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



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

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



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

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

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

5.14 View PAR Expiration Report and Send Reminders

This feature generates a report of all expiring PARs that are not on an agenda. PARs can be sorted and searched by project type, expiration year, or text. If a PAR has had an expiration reminder sent, then the "Reminders Sent" column will show the dates the group has been notified. Selecting the "Manage PAR Expiration" link allows the admin to select expiring PARs and send reminder messages, or to administratively withdraw the PAR.

Applicable Users:

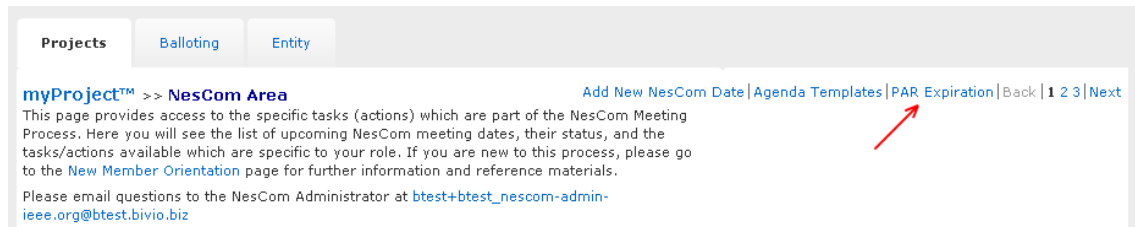
- NesCom Admin

Notes:

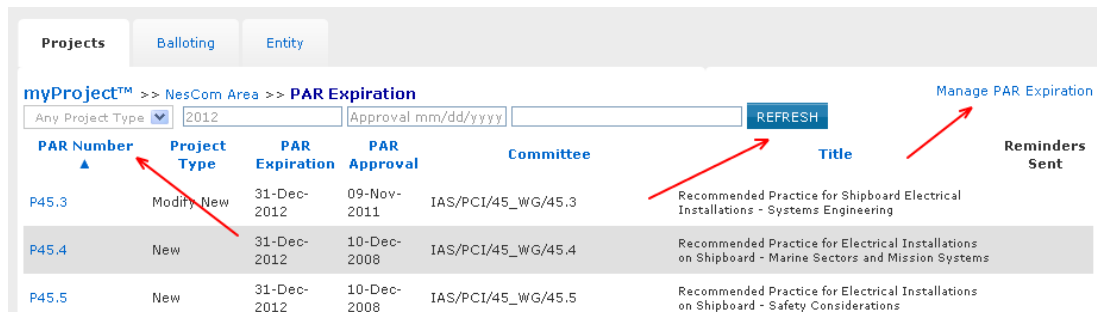
- Three expiration reminders are sent to the Working Group officers. The third reminder will be archived to eProjects.

Instructions:

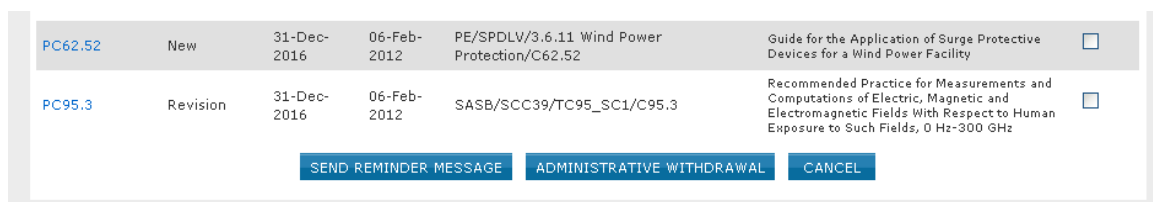
1. On the **myProject™** Home Screen, select **"NesCom Area"**.
2. Click **"PAR Expiration"**



3. Enter search terms in the boxes and click "Refresh", or click on a column heading to sort.
4. Click "Manage PAR Expiration" to issue a reminder or administratively withdraw a project.

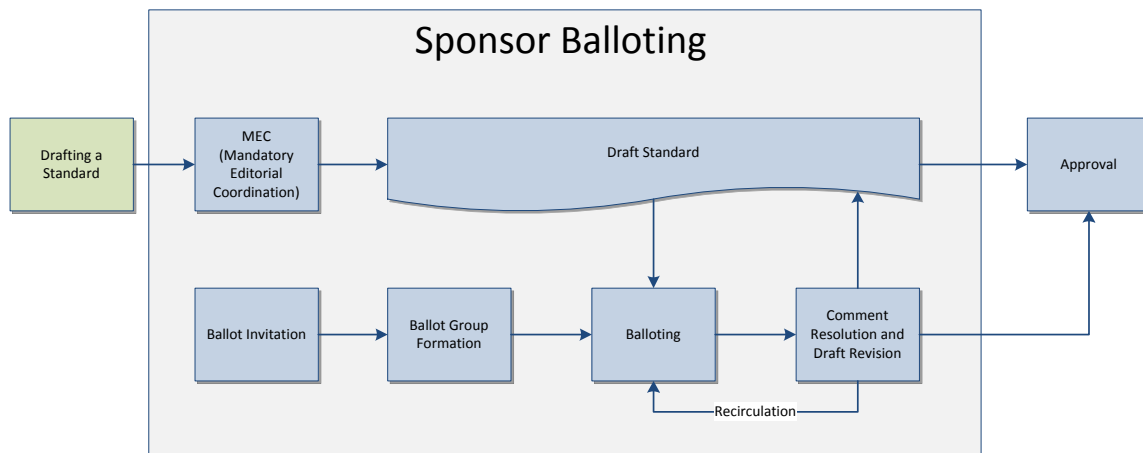


5. Check the boxes next to PARs you would like to act upon and click "Send Reminder Message" or "Administrative Withdrawal".



6 Sponsor Balloting

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



Relevant Sections of the myProject™ User Guide:

- MEC – **6.1 Submit a Draft for MEC**
- Ballot Invitation – **6.4 Initiate Ballot Invitation**
- Ballot Group Formation – **6.7 Join a Sponsor Ballot (Individual Balloting), 6.8 Pay to Join a Single Ballot (Individual Balloting), 6.10 Join a Ballot (Entity Balloting)**
- Balloting – **6.14 Initiate Sponsor Ballot, 6.17 Vote and/or Comment on a Ballot**
- Comment Resolution – **6.23 Comment**

6.1 *Submit a Draft for MEC*

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

Applicable Users:

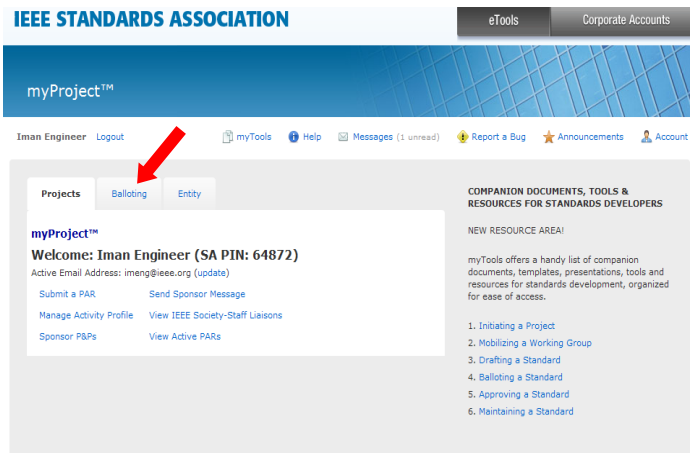
- Sponsor Chair, Standard Representative, Working Group Chair, Sponsor Ballot Designee

Notes:

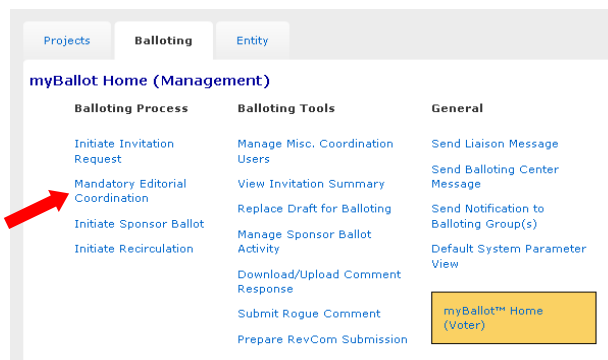
- The Mandatory Editorial Coordination (MEC) should be initiated by the start of the ballot invitation.
- Be sure to include all copyright permissions letters at this time.

Instructions:

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



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



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

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

6.2 Add Coordination Users

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

Applicable Users:

- Staff Liaison, Ballot Center Staff, Project Admin Staff, Governance Staff, ODB Staff.

Notes:

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

Instructions:

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

Staff Ballot Control Panel >> Manage Coordination Users

Add Coordination User 
 Manage Misc. Coordination Users

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

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

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

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

COORDINATION USERNAME OR EMAIL:

DESCRIPTION:

Misc. Coordination

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

6.3 Manage Miscellaneous Coordination Users

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

Applicable Users:

- Staff Liaison, Ballot Center Staff, Project Admin Staff, Governance Staff, ODB Staff

Instructions:

1. On the **myProject™** Home Screen click the “**Balloting**” tab.
2. Click “**Manage Coordination Users**”.
3. You will see a list of all coordination users. Click “Manage Misc. Coordination Users”.

Staff Ballot Control Panel >> Manage Coordination Users

[Add Coordination User](#)

[Manage Misc. Coordination Users](#)

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

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

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

PAR/STANDARD:

5. You will see any miscellaneous coordination users that have already been added to the ballot. Click “**Add Misc. Coordination Users**” to add a coordination user.

Staff Ballot Control Panel >> Manage Coordination Users >> Misc. Coordination Users

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

[Add Misc. Coordination Users](#)

Name ▲	Description	Phone	Actions
Thomas, Angela	RAC	732-562-3813	remove

6. You will see a list of all coordination users marked as “misc.”. Place a check in the box next to all individuals you want to be able to comment during balloting.

Staff Ballot Control Panel >> Manage Coordination Users >> Misc. Coordination Users >> Add Misc. Coordination Users

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

Name ▲	Description
<input type="checkbox"/> Fryinger, James	SCC14 Coordination
<input type="checkbox"/> Thomas, Angela	RAC

OK CANCEL

7. Click "OK" to add the individuals.

6.4 *Initiate Ballot Invitation*

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

Applicable Users:

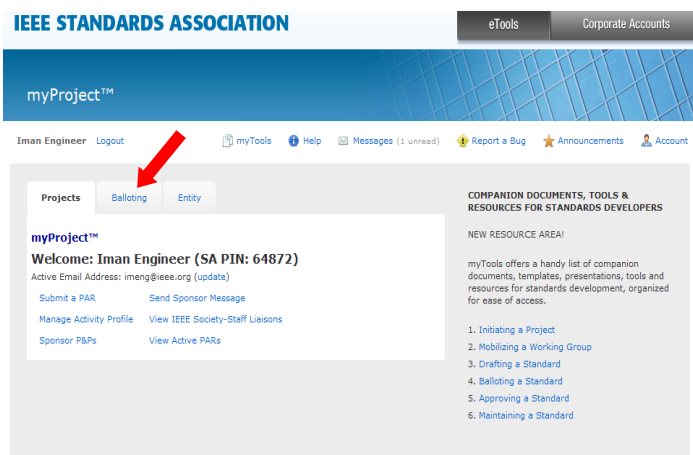
- Sponsor Chair, Standard Representative, Working Group Chair, Sponsor Ballot Designee

Notes:

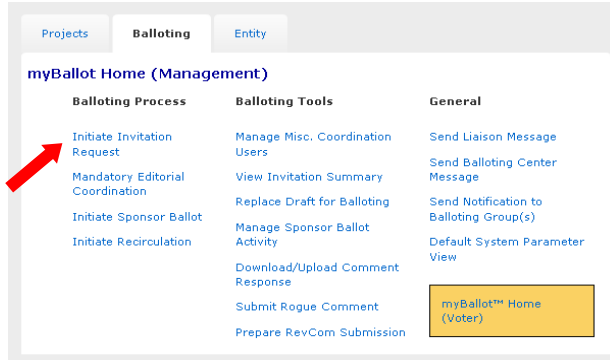
- The MEC should be initiated before the ballot invitation is sent out. For more information on submitting a draft for MEC, see **Sec 6.1 Submit a Draft for MEC**.
- The invitation will not open until your staff liaison reviews and sends the invitation.
- Sponsor balloting must begin within six months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

Instructions:

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



2. Click **"Initiate Invitation Request"**.



3. Complete the fields and click **"NEXT"**.
 - **Project:** Select the project from the drop-down menu.
 - **Ballot Type:** Select the type from the drop-down menu.
 - **Length of Your Invitation:** Enter the length of the invitation, a minimum of 15 days is required; 30 is preferred.

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

Step 1 / 4

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

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

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

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

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

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

PROJECT:

TYPE:

LENGTH OF YOUR INVITATION: days

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

myBallot Home (Management) >> Initiate Invitation Request 2

Step 2 / 4

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

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

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

Select the Next button to proceed to the Voter Classifications.

<< BACK NEXT >> CANCEL

5. Confirm the voter classifications for the ballot.

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

myBallot Home (Management) >> Initiate Invitation Request 3

Step 3 / 4

Voter Classifications

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

[Add New Voter Classification](#)

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

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

<< BACK NEXT >> CANCEL

6. Verify the Invitation information.

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

6.5 Review Ballot Invitations

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

Applicable Users:

- Staff Liaison

Instructions:

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

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

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

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

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

SPONSOR: C/LM/WG802.11/802.11ah Standard for Information Technology - Telecommunications and Information Exchange Between Systems - Local and Metropolitan Area Networks - Specific Requirements - Part 11: Wireless LAN Medium Access Control (MAC) and Physical Layer (PHY) Specifications: Amendment- Sub 1 GHz License-Exempt Operation

CHAIR: Bruce Kraemer

PAR OR STANDARD #: P802.11ah

STYLE: Individual

TYPE: Revision

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

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

LENGTH OF YOUR INVITATION: 30 days
Select the Edit button to change any of the information above.

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

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

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

6.6 Reopen/Extend Ballot Invitation

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

Applicable Users:

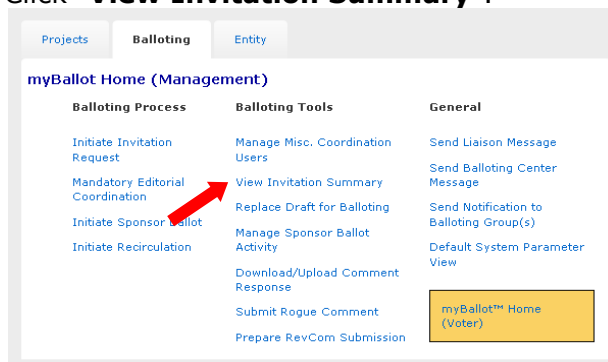
- Sponsor Chair, Standard Representative, Working Group Chair, Sponsor Ballot Designee, Staff Liaison

Notes:

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

Instructions:

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



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

myBallot Home (Management) >> View Invitation Summary

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

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

6.7 Join a Sponsor Ballot (Individual Balloting)

Applicable Users:

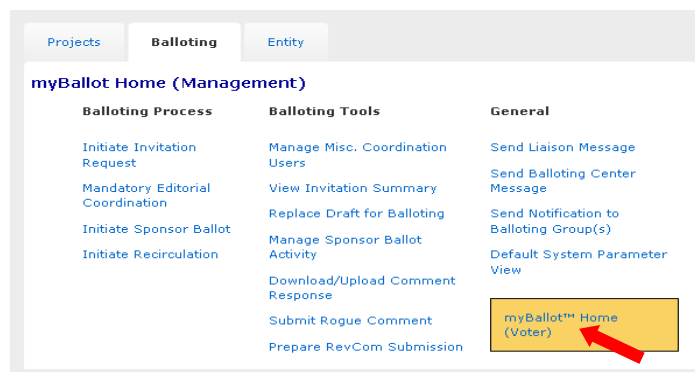
- All IEEE-SA Members

Notes:

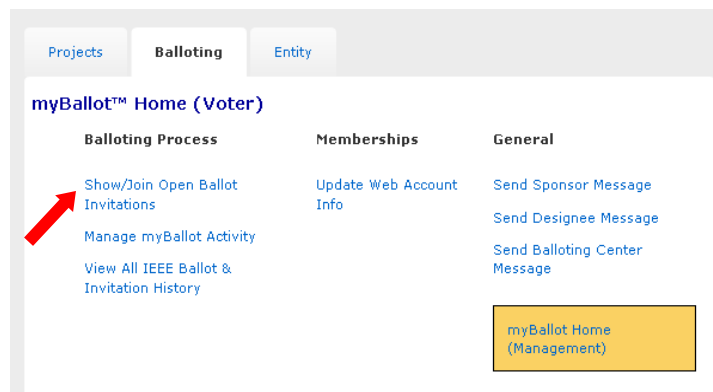
- You are required to be an IEEE-SA member or pay a per-ballot fee to join an IEEE-SA ballot.
- Joining a ballot allows you to vote and submit comments when the project opens for balloting.
- Balloting group members have an obligation to respond during the balloting period; failure to return a ballot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

Instructions:

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



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



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

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

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

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

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

Show All Open Ballot Invitations

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

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

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

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

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

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

AFFILIATION:

EMPLOYER:

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

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

- Click "OK" to complete joining the ballot.

6.8 Pay to Join a Single Ballot (Individual Balloting)

Applicable Users:

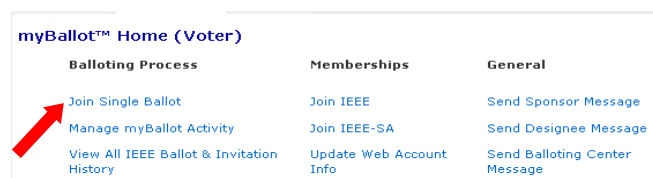
- All Non IEE-SA Members.

Notes:

- You are required to be an IEEE-SA member or pay a per-ballot fee to join an IEEE-SA individual ballot group.
- Joining a ballot group allows you to vote and submit comments when the project opens for balloting.
- You can easily add or remove yourself from a balloting group, but only while the balloting group is forming. Your participation is fixed after the ballot invitation closes.
- Be sure to leave enough time to process your payment/membership before the close of the ballot invitation.
- While you do not have to be an IEEE member or IEEE Society member to join the SA, it is far more cost effective to do both:
 - IEEE-SA membership entitles you to unlimited individual balloting.
 - If you currently are or become an IEEE Member or Society Member, you can add SA membership to your IEEE Membership or Society Membership. For 2012, it is \$49.00 for IEEE-SA membership in addition to the cost of your IEEE membership or Society membership.
 - Joining the IEEE-SA alone is \$229 for calendar year 2012.
 - The most expensive option is to join a single ballot. For 2012, the cost is \$280.00 per ballot, and it entitles you to join just one ballot group and any recirculations of that ballot. To take advantage of this service which is unavailable online, complete the form at least 5 working days prior to invitation closing to allow time for processing.
 - More information on membership can be found at: <http://standards.ieee.org/membership/>

Instructions:

1. On the **myProject™** Home Screen click the "**Balloting**" tab.
2. Select "**Join Single Ballot**".



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

Join a Single IEEE Standards Association Ballot

CONTACT INFORMATION

NAME OF INDIVIDUAL VOTER:

IEEE MEMBER # (IF AVAILABLE):

ADDRESS (MAILING):

PHONE:

EMAIL:

CORPORATION:

IEEE PROJECT # YOU WISH TO PARTICIPATE:

PAYMENT INFORMATION

PAYMENT METHOD: American Express Check Attached Mastercard Visa


CREDIT CARD #:

EXPIRATION DATE:

NAME ON CARD:

POSTAL CODE:

PHONE # OF CARDHOLDER:

 [Print & Mail](#)

4. Click **"OK"** when done. The form will automatically be sent to the IEEE-SA Balloting Center, which will process your request for the per-ballot fee. During this period, you will be contacted by the IEEE-SA Balloting Center requesting your "classification category selection" for the ballot (e.g., user, producer, general interest, academic), as this must be entered into myProject by Balloting Center staff. If you have any questions or require assistance, please send an email to: sa-ballot@ieee.org

6.9 *Override Membership Status*

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

Applicable Users:

- ODB Staff, Ballot Center Staff

Notes:


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

Instructions:


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

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

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

Override Membership 

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

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

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

6.10 *Join a Ballot (Entity Balloting)*

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

Applicable Users:

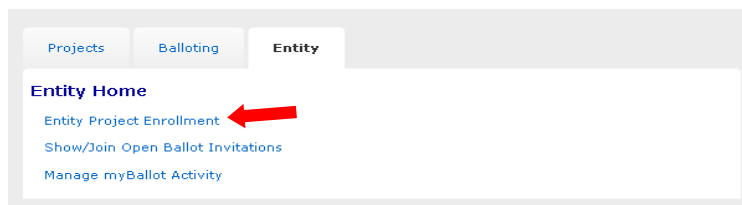
- EBR (Entity Ballot representative) or EBRA (Entity Ballot Representative Alternate) of an IEEE-SA Entity Member.

Notes:

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

Instructions:

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



3. Check the "**Join/Remove Interest Area**" box to the left of the project(s) you are enrolling, select your affiliation for that project from the "**Affiliation**" drop-down box on right, and click "**OK**".
 - Your affiliation must be an entity member. Entity members have "(Entity Member)" at the end of their names in the drop-down box.
 - Entities can be represented in a ballot group by a maximum of two individuals: a primary member and an alternate member. If your affiliate is already represented in the ballot group in those two roles, you will be asked if you wish to join a wait list.

Entity Home >> Entity Project Enrollment

Entity Designated Representative

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

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

Entity Home >> Show/Join Open Ballot Invitations

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

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

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

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

6.11 *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

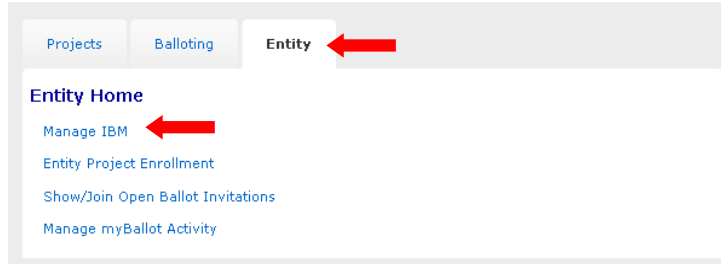
Notes:

- 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 6.10**

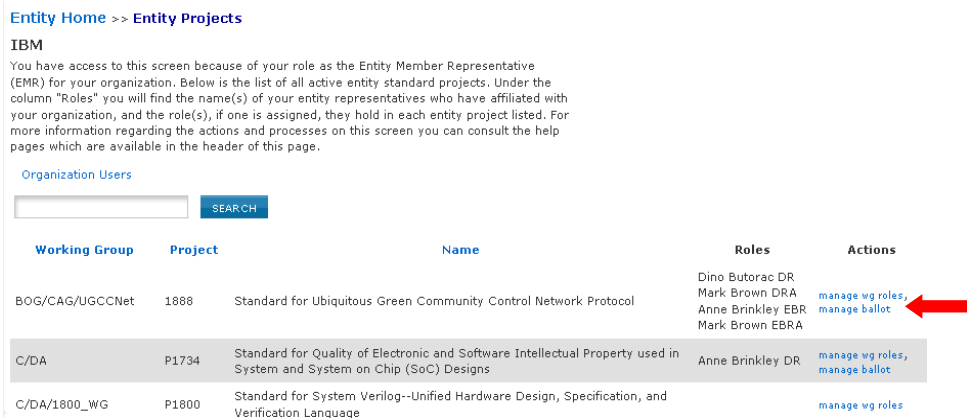
- **Join a Ballot (Entity Balloting).**

Instructions:

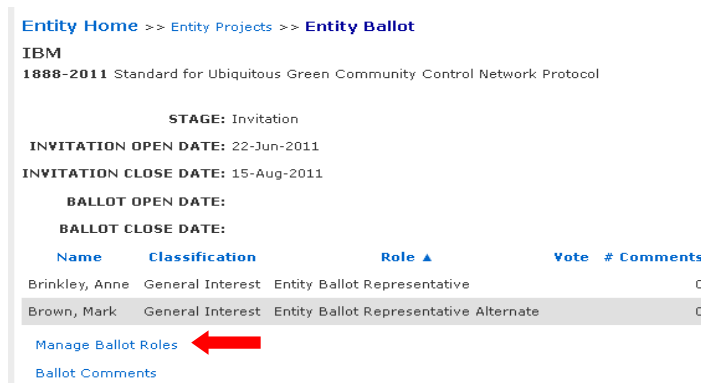
1. On the myProject™ Home Screen, click the “**Entity**” tab.
2. Click “**Manage your company**”.



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



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



5. You will see individuals currently enrolled as the EBR and EBRA as well as a waiting list of other individuals who have expressed interested in the ballot.
 - To remove an individual from a EBR/EBRA position, delete their username from the box and click “**OK**”

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

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

IBM

1888-2011 Standard for Ubiquitous Green Community Control Network Protocol

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

ENTITY BALLOT REPRESENTATIVE: Anne Brinkley

ENTITY BALLOT REPRESENTATIVE ALTERNATE: Mark Brown

Entity Ballot Representative Wait-list

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

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

6.12 Remove Yourself from a Ballot

Applicable Users:

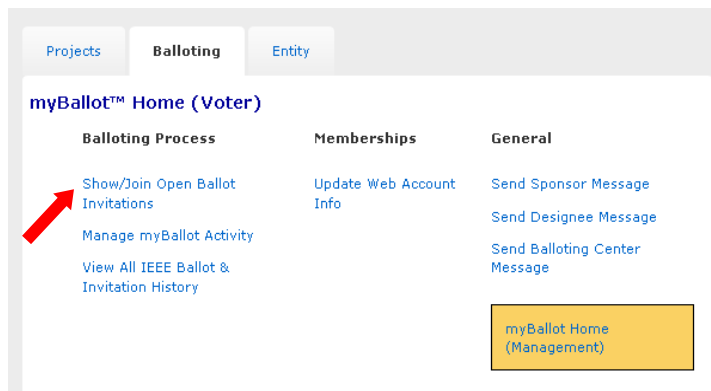
- IEEE-SA members currently enrolled in a ballot

Notes:

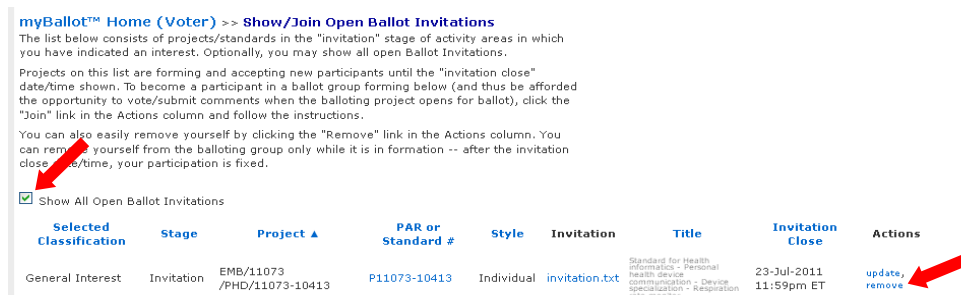
- You can easily remove yourself from a balloting group, but only while the balloting group is forming.
- Your participation is fixed after the ballot invitation closes.
- If you have paid a per-ballot fee or your membership is processing, you will not be able to remove yourself from a ballot. IEEE-SA balloting center staff must make any necessary changes. Contact balloting center at: sa-ballot@ieee.org
- Instructions for Entity Balloting are the same, but ballots are accessed through the **"Entity"** tab instead of the **"Balloting"** tab.

Instructions:

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



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



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

6.13 Change Your Voter Classification

Applicable Users:

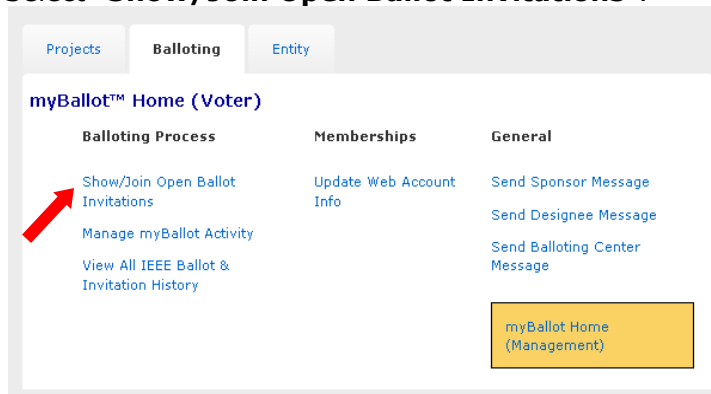
- IEEE-SA members currently enrolled in a ballot

Notes

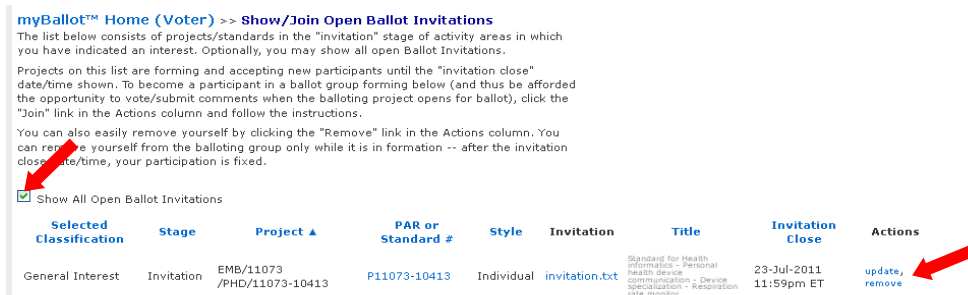
- You may change your voter classification for any single ballot during an invitation period only.
- If you have paid a per-ballot fee or your membership is processing, you will not be able to change your voter classification. IEEE-SA staff must make any necessary changes.
- Instructions for Entity Balloting are the same, but ballots are accessed through the "Entity" tab instead of the "Balloting" tab.

Instructions:

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



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



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

6.14 *Initiate Sponsor Ballot*

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

Applicable Users:

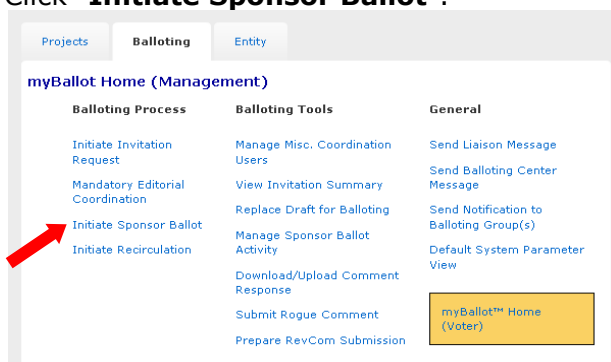
- Sponsor Chair, Standard Representative, Working Group Chair, Sponsor Ballot Designee

Notes:

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

Instructions:

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



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

6.15 Review Ballot

After a sponsor ballot is initiated but before it is approved by a staff liaison, the Sponsor has the ability to edit the sponsor text portion of the ballot notification and view/replace the draft.

Applicable users:

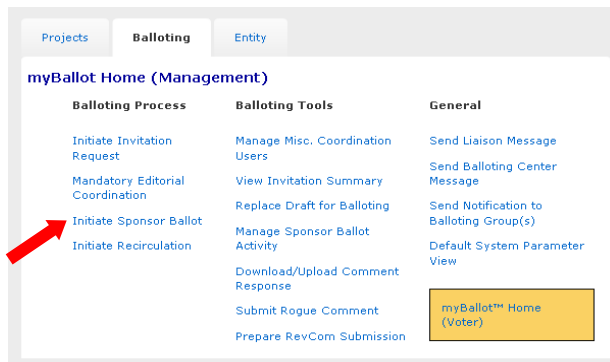
- Sponsor Chair, Standards Representative

Notes:

- The ballot will not actually open until your staff liaison approves the uploaded draft.
- Sponsor review is not required before liaison approval of the ballot.

Instructions:

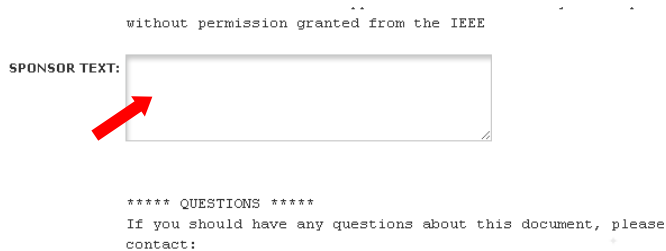
1. On the **myProject™** Home Screen click the **“Balloting”** tab.
2. Click **“Manage Sponsor Ballot Activity”**.



3. Click **“Review Ballot”** next to the project you want to review.

invitation-extension.txt	PreBallot Review	5	26-Jul-2012 11:59pm ET	0.0% / 4	0.0%	0.0%	0 terminate ballot, review ballot
Cover Letter Draft P802.11REVmb_D12.0.zip	Comment Resolution 6	186	13-Nov-2011 11:59pm ET	88.0%	97.0%	5.0%	2 resolve comments, terminate ballot
Cover Letter	Comment Resolution 4	156	08-Jun-2012 11:59pm ET	85.0%	100.0%	7.0%	0 terminate ballot

4. Review the ballot notification and edit the **“sponsor text”** section if desired.

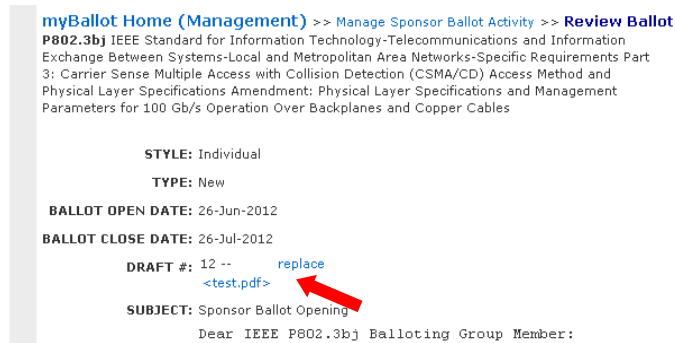


5. Click on the draft file name to review the draft and click “replace” to replace the file.

[myBallot Home \(Management\)](#) >> [Manage Sponsor Ballot Activity](#) >> [Review Ballot](#)
P802.3bj IEEE Standard for Information Technology-Telecommunications and Information Exchange Between Systems-Local and Metropolitan Area Networks-Specific Requirements Part 3: Carrier Sense Multiple Access with Collision Detection (CSMA/CD) Access Method and Physical Layer Specifications Amendment: Physical Layer Specifications and Management Parameters for 100 Gb/s Operation Over Backplanes and Copper Cables

STYLE: Individual
TYPE: New
BALLOT OPEN DATE: 26-Jun-2012
BALLOT CLOSE DATE: 26-Jul-2012
DRAFT #: 12 -- [replace](#)
 <test.pdf>
SUBJECT: Sponsor Ballot Opening

Dear IEEE P802.3bj Balloting Group Member:



6. Click “OK” to save any changes.

6.16 Review/Approve a Draft for Balloting

Applicable users:

- Staff Liaison

Notes:

- The ballot will not open until a staff liaison approves the uploaded draft.
- The Staff Liaison can replace the draft before approval.

Instructions:

7. On the **myProject™** Home Screen click the **"Balloting"** tab.
8. Select **"Review Sponsor Drafts"**.
9. On this screen, you will see all of the drafts that have been submitted for balloting. You can view the PAR and the draft document by clicking on them. To approve the draft, click **"approve draft"**.
 - If you need to replace the draft document, click **"replace draft"** and upload a new PDF file. The new file and draft number will show in the list.

Staff Ballot Control Panel >> Review Sponsor Drafts

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

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

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

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

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

BALLOT OPEN DATE:

BALLOT CLOSE DATE:

6.17 *Vote and/or Comment on a Ballot*

Applicable users:

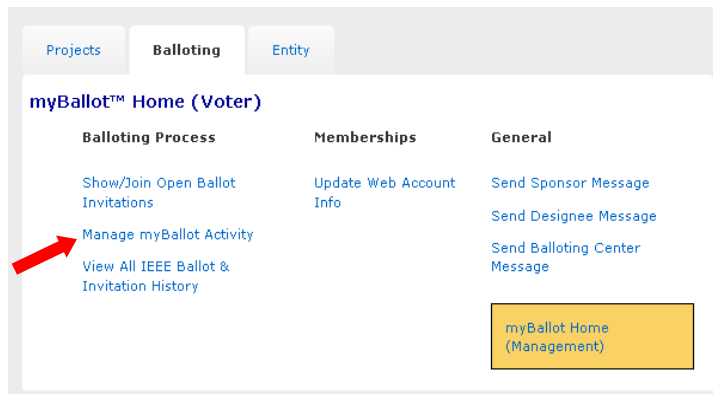
- myProject™ users currently enrolled in a ballot

Notes:

- Instructions for Entity Balloting are the same, but ballots are accessed through the “**Entity**” tab instead of the “**Balloting**” tab.
- You must follow some rules for uploading multiple comments, and strictly adhere to the formats presented in the “Data Field Descriptions”. Failure to do so will, at best, result in difficulties with the upload and, at worse, could cause your upload to be rejected or partially uploaded.
- You must use a blank template when uploading comments. Files containing comments already uploaded will be rejected.

Instructions:

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



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

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

6. To make a comment, click the “**Comments**” button.
 - To submit a single comment:

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

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

Draft #: 123

SEARCH Show all comments

Single comment submittal
 Offline comment submittal
 Download Comments

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

- **Must be Satisfied**
 - If a person has voted Approve or Abstain, he/she will not see the "Must be Satisfied" field when commenting.
 - If a user has voted "Disapprove" and has checked "Must be Satisfied" with his/her comments, but later changes his/her vote, "Must be Satisfied" will be blank.
 - If the user changes his/her vote back to Disapprove, then "Must be Satisfied" will appear again.
 - You can change the "Must Be Satisfied" field by clicking on the "Yes/No" under the "Must Be Satisfied" column. You may then check/uncheck the box and click "OK" to save.

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

Draft #: 123

SEARCH Show all comments

Single comment submittal
 Offline comment submittal
 Download Comments

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

6.18 *Edit/Delete a Comment*

Applicable users:

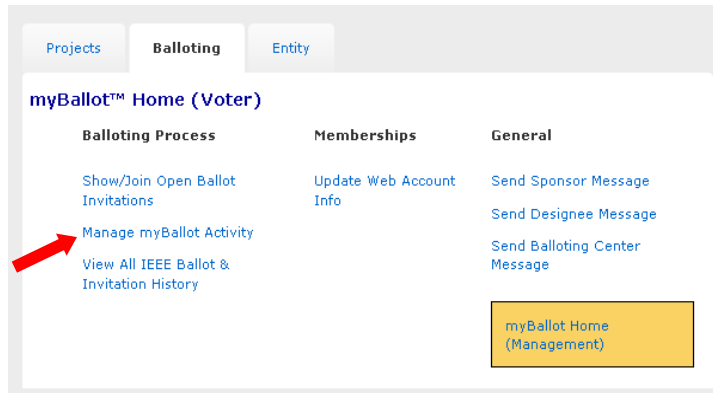
- myProject™ users currently enrolled in a ballot

Notes:

- Comments may only be edited or deleted while the ballot period is open.
- Instructions for Entity Balloting are the same, but ballots are accessed through the **Entity** tab instead of the **Balloting** tab.

Instructions:

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



4. Click the **Comments** button next to an open ballot to bring up a list of the comments you have made.

PAR or Standard #	Style	Draft # -- <Filename>	Other Files	Classification	Stage	Ballot Close Date	Vote	Actions
P11073-10413	Individual	123 -- <TEST.pdf>		Government/Military	Ballot	28-Aug-2011 11:59pm ET	<input type="text"/>	COMMENTS
P1413.1	Individual	1		Producer	Comment Resolution	22-May-2011 11:59pm ET	Approve	COMMENTS
P802.3.1	Individual	D3.0 -- <802dot3dot1d3.pdf>		Producer	Comment Resolution	30-Dec-2010 11:59pm ET	Approve	COMMENTS
P802.3bd	Individual	P802.3bd/D2.2 -- <802-3bd-d2-2-cb.pdf>		Producer	Recirculation Review 3	11-Sep-2010 11:59pm ET	Approve	
P802.3bf	Individual	D3.1 -- <802_3_bf_D3_1_markup.pdf>		Producer	Comment Resolution 1	05-Feb-2011 11:59pm ET	Approve	COMMENTS
P802.3bg	Individual	1 -- <TEST Document1.pdf>		Producer	Comment Resolution	22-May-2011 11:59pm ET	Approve	COMMENTS

5. Click **edit** next to the comment you would like to edit/delete.

myBallot™ Home (Voter) >> Manage myBallot Activity >> Ballot Comments Single comment submittal | Offline comment submittal

P3001.5 Recommended Practice for Application of Power Distribution Apparatus in Industrial and Commercial Power Systems

PAR: P3001.5
Draft #: 1

Show all comments [Download Results](#)

Index #	Affiliation	Category	Page	Subclause	Line #	Comment	File	Must Be Satisfied	Proposed Change	Disposition Status	Disposition Detail	Actions
1	PRIVACOM VENTURES, INC.	General	1	2	3	This is a comment		Yes	This is my proposed Change			edit

6. Edit any of the comment fields and click **OK** to save or click **DELETE** to remove the comment entirely.

myBallot™ Home (Voter) >> Manage myBallot Activity >> Ballot Comments >> **Edit Comment**

P3001.5 Recommended Practice for Application of Power Distribution Apparatus in Industrial and Commercial Power Systems

Must Be Satisfied

CATEGORY:

PAGE:

SUBCLAUSE:

LINE #:

COMMENT:

PROPOSED CHANGE:

6.19 *Change (Flip) a vote*

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

Applicable users:

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

Notes:

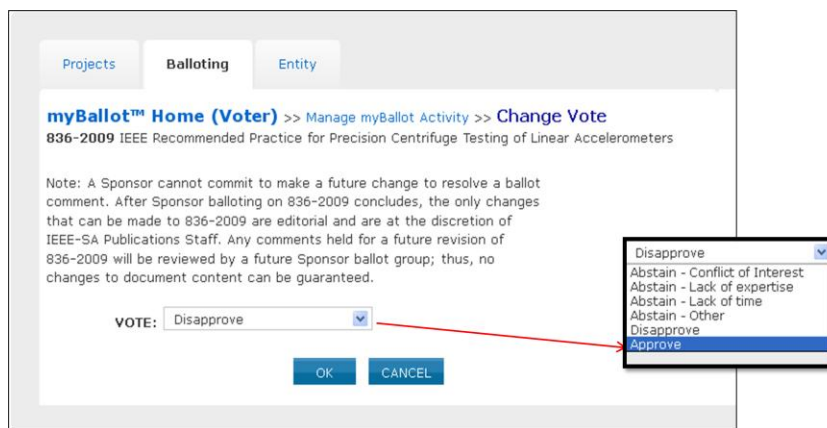
- You will receive notification of your vote change. This notification will be included with the RevCom submission.
- You may only change you vote once using this feature. You will not be able to change the vote back to “Disapprove”.

Instructions:

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



5. Select either “Abstain” or “Approve” from the “**VOTE**” menu and click “**OK**”.



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

- Flipped votes will appear as the following:

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

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

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

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

4 eligible people in this ballot group.

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

 4 votes received = 100% returned
 0% abstention

APPROVAL RATE
 The 75% affirmation requirement is being met.

3 affirmative votes
 1 negative votes with comments

 4 votes = 75% affirmative

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

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

VOTER SUMMARY

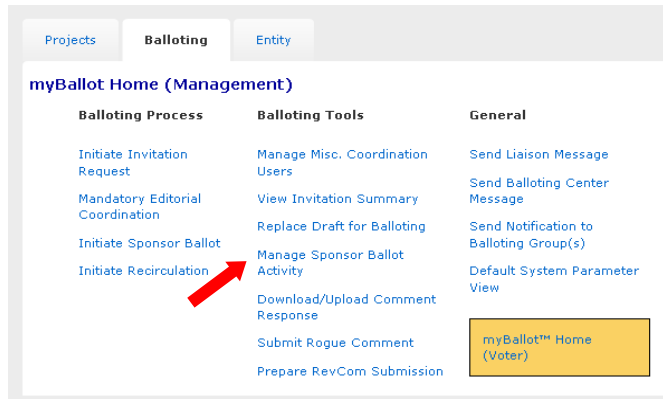
6.20 View Ballot Summary

Applicable Users:

- Sponsor Chair, Working Group Chair/Officer

Instructions:

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



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

myBallot Home (Management) >> Manage Sponsor Ballot Activity Bac

SEARCH Include Inactive Ballots

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

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

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

Recirculation #1 **Initial Ballot**

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

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

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

94 votes received = 81% returned
 9% abstention

APPROVAL RATE
 The 75% affirmation requirement is being met.

- 84 affirmative votes
- 1 negative votes with comments

85 votes = 98% affirmative

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

APPROVAL RATE
 The 75% affirmation requirement is being met.

- 84 affirmative votes
- 1 negative votes with comments

85 votes = 98% affirmative

[Download Ballot Group CSV File](#)

[Download Ballot Voter CSV File](#)

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

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

6.21 View Ballot Comments

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

Applicable Users:

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

Instructions:

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

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

6.22 *Submit Rogue Comment*

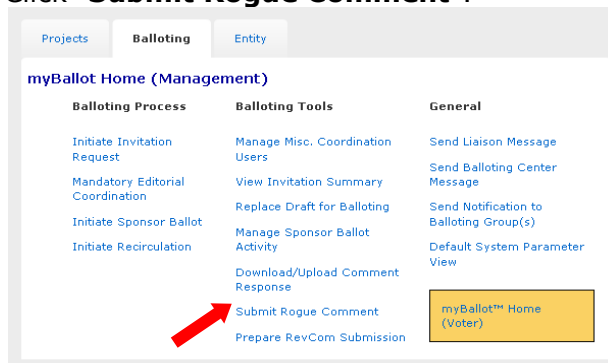
This feature can be used to submit comments that have been received by the Working Group outside of the myProject™ system. These comments cannot be marked as “Must Be Satisfied”, but will become part of the record that is submitted to RevCom.

Applicable Users:

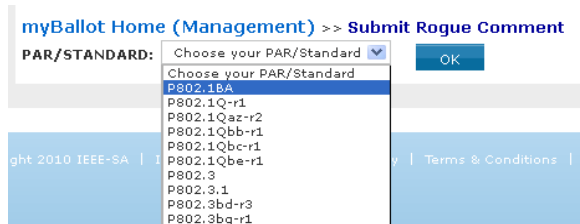
- Sponsor Chair, Working Group Chair/Officer

Instructions:

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



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



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

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

P802.3 Standard for Information technology--Telecommunications and information exchange between systems--Local and metropolitan area networks--Specific requirements Part 3: Carrier Sense Multiple Access with Collision Detection (CSMA/CD) Access Method and Physical Layer Specifications

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

FIRST NAME:

LAST NAME:

CATEGORY:

PAGE:

SUBCLAUSE:

LINE #:

COMMENT:

ATTACHED FILE:

PROPOSED CHANGE:

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

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

P802.3 Standard for Information technology--Telecommunications and information exchange between systems--Local and metropolitan area networks--Specific requirements Part 3: Carrier Sense Multiple Access with Collision Detection (CSMA/CD) Access Method and Physical Layer Specifications

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

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

CSV FILE:

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

6.23 *Comment Disposition*

6.23.1 *Disposition Status Definitions*

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

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

Revised – The ballot 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.

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

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

(1) Highlight the Disposition Status column and perform the 'find/replace' procedure with the following:

(2) Replace Agree with Accepted.

(3) Replace Principle with Revised

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

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

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

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

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

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

6.23.2 Respond To Ballot Comments Individually

Applicable Users:

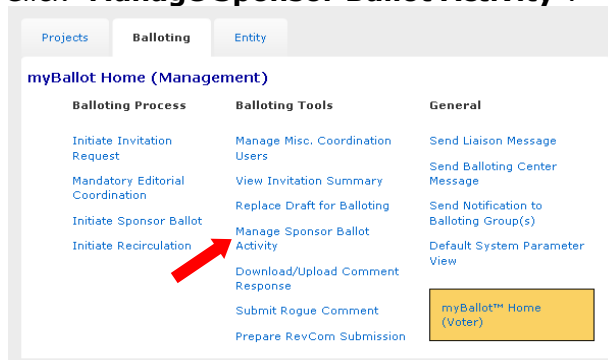
- Working Group Chair, Sponsor Ballot Designee

Notes:

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

Instructions:

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



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

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

Include Inactive Ballots

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

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

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

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

Draft #: D1.3
Download/Upload Comment Response

SEARCH Show All Show only disapproval vote comments

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

7. Select the applicable disposition status from the drop-down menu and enter a description of the disposition.
8. Click "OK".

To download comments and prepare responses offline:

1. Click Download/Upload Comment Response
2. See **Sec. 6.23.3** Step 3.

6.23.3 Download Comments Disposition File

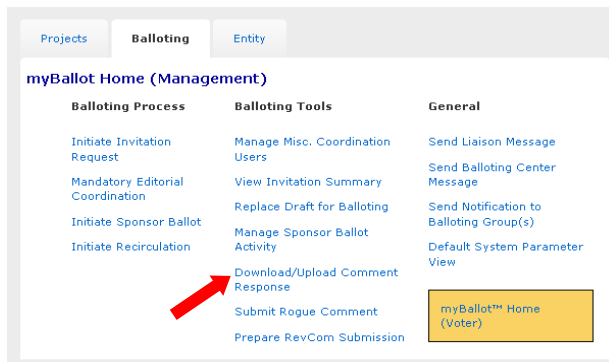
This option allows officers the ability to respond to comments offline and then upload them.

Applicable Users:

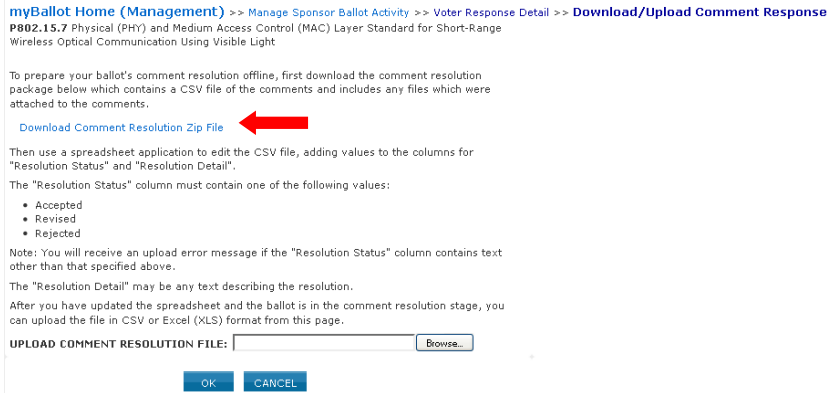
- Working Group Chair, Sponsor Ballot Designee

Instructions:

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



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



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

6.23.4 Upload Comments Disposition File

Applicable Users:

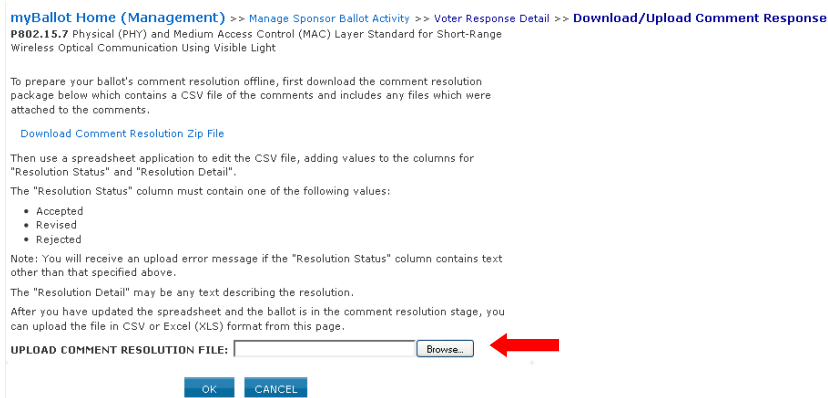
- Working Group Chair, Sponsor Ballot Designee

Notes:

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

Instructions:

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



5. Click "OK"
6. View the comments in myProject and make sure your comments were uploaded correctly (See Sec 6.23.2 for more detail).

6.24 *Initiate Recirculation*

A recirculation is needed when:

- Substantive changes were made since the last balloted draft (whether triggered by comments accompanied with YES or NO votes).
- Comments are received from IEEE-SA editors marked “must be satisfied” (MBS).
- A recirculation resulted in negative votes with new comments within the scope of the recirculation.

On a recirculation, a vote shall be based only on the changed portions of the balloted document, clauses affected by the changes, or portions of the balloted document that are the subject of the unresolved negative votes

Applicable Users:

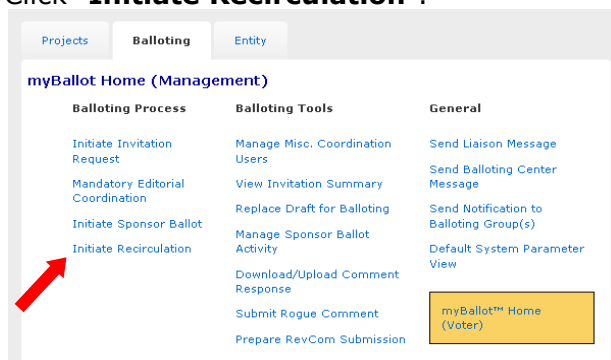
- Sponsor Chair, Standard Representative, Working Group Chair, Sponsor Ballot Designee

Notes:

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

Instructions:

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



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

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

Please supply the Cover Letter.
SELECT FILE FOR UPLOADING:

[View a sample cover letter.](#)

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

SELECT FILE FOR UPLOADING:

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

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

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

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

6.25 Review/Approve Ballot Recirculations

When an officer initiates a ballot recirculation, it does not automatically open. The Staff Liaison must review and approve the recirculation request to initiate the recirculation.

Applicable Users:

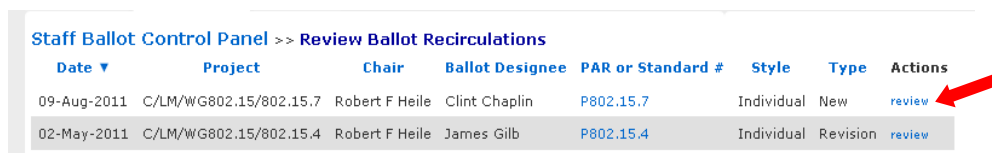
- Staff Liaison

Notes:

- Any changes to the draft should be shown in a marked-up version. A clean version of the new draft is optional.
- Liaisons should check comment resolution statuses and details to make sure they are sufficient before approving the recirculation.

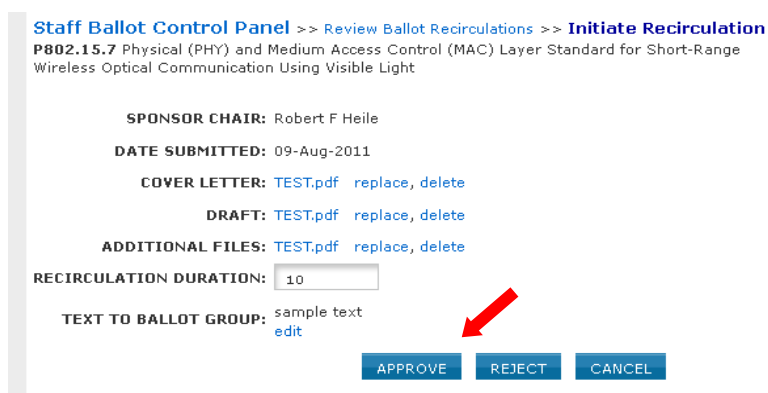
Instructions:

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



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

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



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

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

SPONSOR CHAIR: Robert F Heile

DATE SUBMITTED: 09-Aug-2011

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

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

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

RECIRCULATION DURATION:

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

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

6.26 Request a Ballot Reset or Termination

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

Applicable Users:

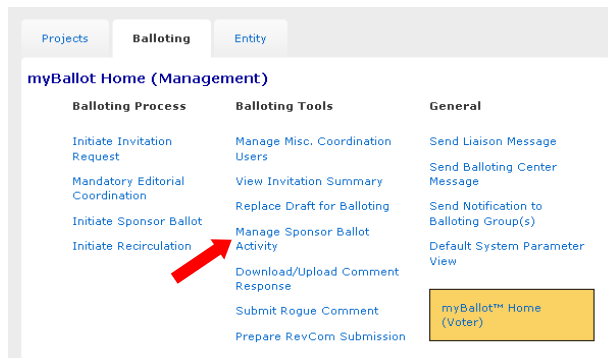
- Sponsor Chair, Standard Representative, Working Group Chair, Sponsor Ballot Designee

Notes:

- You must supply a reason for resetting/terminating the ballot.
- When reset, the ballot must be opened again and a draft uploaded but the ballot group will be maintained.
- When reset, even though the number under the column heading "Invitations Sent" will say "0" it does not mean that the ballot pool is not intact.
- A ballot may not be reset after a recirculation has begun.
- When terminated, the ballot must re-start from the invitation stage and all individuals must re-enroll in the ballot at that time.
- You may terminate a ballot at any stage in the balloting process.

Instructions:

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



3. Find the ballot you want to terminate and click **"terminate ballot"** or **"reset ballot"** next to it.

myBallot Home (Management) >> Manage Sponsor Ballot Activity

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

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

[myBallot Home \(Management\)](#) >> [Manage Sponsor Ballot Activity](#) >> **Request Ballot Termination**

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

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

REASON:

COMMENTS:

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

6.27 *Terminate/Reset a Ballot*

Resetting a ballot will delete any votes and comments made and will return the ballot to at the stage after invitation. Terminating a ballot means that the ballot group has been disbanded.

Applicable users:

- Ballot Center Staff

Notes:

- You must supply a reason for resetting/terminating the ballot. This reason will be included in a message to the balloting group.
- When reset, the ballot must be opened again and a draft uploaded but the ballot group will be maintained.
- When reset, even though the number under the column heading "Invitations Sent" will say "0" it does not mean that the ballot pool is not intact.
- A ballot may not be reset after a recirculation has begun.
- When terminated, the ballot must re-start from the invitation stage and all individuals must re-enroll in the ballot at that time.
- You may terminate a ballot at any stage in the balloting process.

Instructions:

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

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

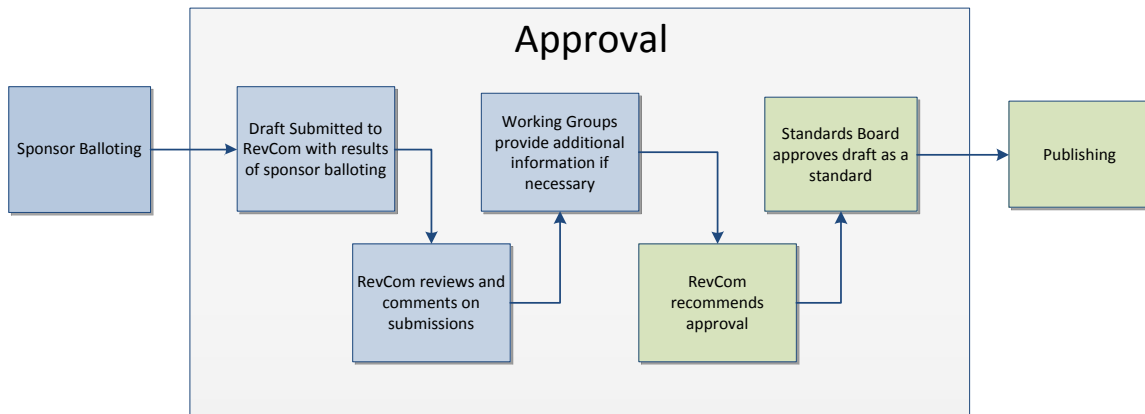
Below are a list of all active ballots. If the sponsor or designee has requested a termination or reset, the **Requested Reason** column provides more information.

Project	Chair	Ballot Designee	Staff Liaison	PAR or Standard #	Stage	Requested Reason ▲	Actions
PE/TR/DryType-WGC57.16/C57.16	Richard Dudley		Matthew Ceglia	PC57.16	Comment Resolution	Terminate requested Response rate not met Changes needed in Draft	terminate ballot, disapprove Terminate
C/LM/WG802.1/802.1AE	Anthony Jeffrey	Michael Seaman	Kathryn Bennett	P802.1AE	Submitted To Revcom	Terminate requested This ballot closed successfully on 8-Feb-2006, and IEEE Std 802.1AE-2006 was approved shortly afterwards by RevCom. However this ballot still appears in myBallot offering a "terminateBallot" option. I suspect it should be removed from the open/active list.	terminate ballot, disapprove Terminate
COM/SC /TeleTest/1652	John Bareham		Matthew Ceglia	P1652	Submitted To Revcom	Terminate requested Accepted by RevCom and Published	terminate ballot, disapprove Terminate

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

7 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 - **7.3 Submit a Project to RevCom**
- RevCom Reviews Submission - **7.8 Vote and Comment on a Submission**
- Working Groups Provide Additional Information - **7.9 View RevCom Submission and Respond to Comments**

7.1 Enter RevCom Dates

In order to create a RevCom meeting within myProject™, meeting dates and other deadlines must first be entered.

Notes:

- Users will not be able to submit projects if there are no open agendas.

Applicable Users:

- RevCom Administrator

Instructions:

1. On the myProject™ Home Screen click "RevCom Area".
2. Click "Add New RevCom Date".



RevCom Meeting Date	Status	Actions
14-Feb-2012	Individual Review Starts 27-Dec-2011	edit date, remove, agenda, agenda builder, submission summary, recommendations, download linked agenda
06-Dec-2011	Individual Review Starts 18-Oct-2011	edit date, remove, agenda, agenda builder, submission summary, recommendations, download linked agenda
28-Nov-2011	Individual Review Starts 10-Oct-2011	edit date, remove, agenda, agenda builder, submission summary, recommendations, download linked agenda
09-Sep-2011	Meeting Closed	edit date, remove, agenda, agenda builder, submission summary, recommendations, download linked agenda

3. Enter the "SASB Review Date" and click "POPULATE DEFAULT DATES" to automatically generate the other dates.



myProject™ >> RevCom Member Area >> Board Meeting Date

SASB REVIEW DATE: **POPULATE DEFAULT DATES**

SUBMISSION DEADLINE:

INDIVIDUAL REVIEW START:

OPEN REVIEW START:

REVIEW CLOSED:

MEETING DATE:

4. Edit the dates as needed (this can be done at any time).
5. Click "OK" to save the dates.

7.2 Create and Modify an Agenda

An agenda must be created before submissions can be added to it. Once an agenda is created, RevCom submissions will automatically be added to the appropriate part of the agenda.

Notes:

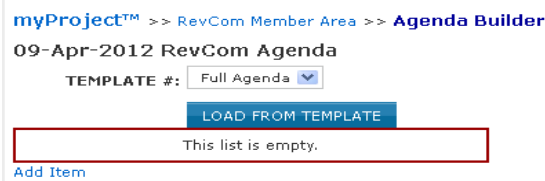
- Users will not be able to submit projects if there are no open agendas.

Applicable Users:

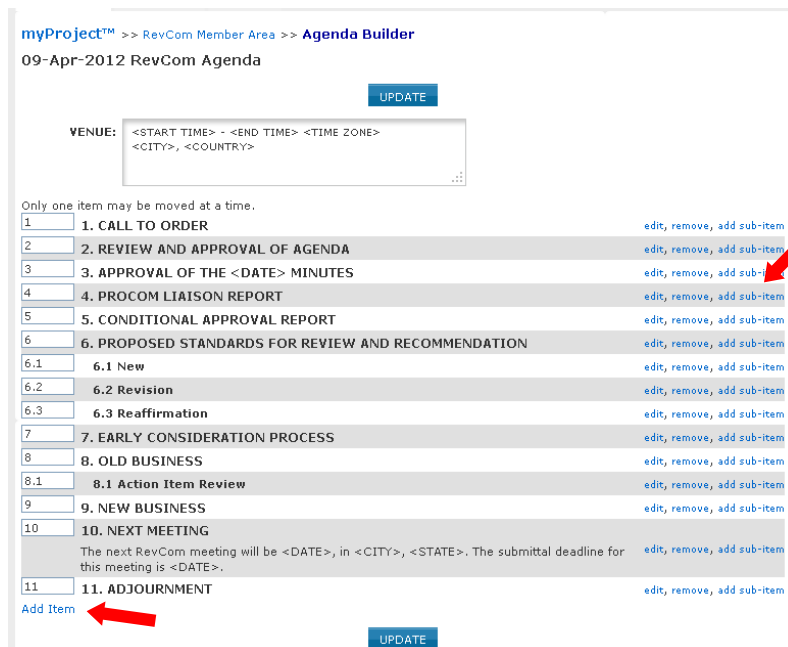
- RevCom Administrator

Instructions:

1. On the **myProject™** Home Screen click "**RevCom Area**"
2. Click "**Agenda Builder**" next to the meeting agenda you would like to create.
3. You can add individual agenda items or start with an agenda template. To load from a template, choose a meeting template and click "**LOAD FROM TEMPLATE**".



4. To add to the agenda, click "**Add Item**" or "**add sub-item**".



5. Choose "Text" as the item type unless you need submissions to be automatically added to the agenda item.
6. Enter a title and text for the new event and upload any relevant files.

myProject™ >> RevCom Member Area >> **Add Agenda Item**

ITEM TYPE:

TITLE:

BODY:

FILE 1:

FILE 2:

FILE 3:

7. Click **“edit”** or **“remove”** to edit or delete items.

6	6. PROPOSED STANDARDS FOR REVIEW AND RECOMMENDATION	edit , remove , add sub-item
6.1	6.1 New	edit , remove , add sub-item
6.2	6.2 Revision	edit , remove , add sub-item
6.3	6.3 Reaffirmation	edit , remove , add sub-item

7.3 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:

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

Instructions:

1. On the myProject™ Home Screen click "RevCom Submission".
2. Click "submit to RevCom" next to the PAR/Standard you would like to submit.

myBallot Home (Management) >> RevCom Submission

PAR/Standard	Actions
P802.11-r5	download zip file , submit to RevCom , manage source materials
P802.11aa	download zip file , RevCom submission , manage source materials
P802.11ae-r1	download zip file , submit to RevCom , manage source materials

3. You will be presented with a summary screen of your submission to RevCom including results of the last ballot recirculation and a list of files associated with the balloting.
4. Click the file name to download any of the files.
5. Additional files can be added by clicking the "Add Document" button.
 - a. Do not place document source files in this section
 - b. Click "Browse" to select a file for upload and click "OK" to return to the submission form.
 - c. Click the "X" to remove any uploaded files.

RevCom Project Submission Form
P577 - Standard Requirements for Reliability Analysis in the Design and Operation of Safety Systems for Nuclear Power Generating Stations

PROJECT INFORMATION

Working Group: PE/NPE/WG_3.3/577	Supporting Document
Sponsor: IEEE Power and Energy Society/Nuclear Power Engineering (PE/NPE)	Current Attachments:
Type of Project: Revision to IEEE Standard	Draft DDS
Type of Document: Standard	Initial Announcement Email
Life Cycle: Full Use	TEST.pdf
Base Standard: 577-2004	Initial Ballot summary
	Initial Comments
	Add Document Manage Source Materials

MOST RECENT BALLOT INFORMATION

Ballot Status: **CLOSED**

Return Rate

Eligible Voters	53	100%
Ballots Returned	49	92%

Voting Summary

Affirmative	48	100%
Negative	0	NA
Negative w/ Comment	0	NA
Abstentions	1	2%

Interest Categories

Academic	1	2%
General Interest	26	49%
Government/Military	3	6%
Producer	4	8%
User	19	36%

6. Click **"Manage Source Materials"** to upload source materials.
 - a. Click **"Browse"** to select a file for upload.
 - b. Click the **"X"** to remove any uploaded files.

[myBallot Home \(Management\)](#) >> [RevCom Submission](#) >> [RevCom Project Submission Form](#) >> [RevCom Manage Source Materials](#)

PC37.48.1 - Guide for the Application, Operation, and Coordination of High-Voltage (>1000 V) Current-Limiting Fuses

TEST.pdf

SELECT FILE FOR UPLOADING:

7. Answer all of the questions on the page by clicking the appropriate button.
8. Check the box to confirm your adherence to policies and procedures and click **"OK"** to complete your submission.

RESOLUTION OF COMMENTS AND NEGATIVE VOTES

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

REGISTRATION ISSUES

Did the 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 this standard jointly developed with another organization, a revision to a standard previously adopted by another organization or will this standard form the basis of, or be included in, another organization's standard?

Yes No

PROJECT SUBMISSION

Note: My Patents Letter of Assurance (LOAs) received by the Sponsor are to be forwarded to the PatCom Administrator.

I attest this 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.

7.4 Move Agenda Items (Within a Meeting)

Applicable Users:

- RevCom Administrator

Instructions:

1. On the **myProject™** Home Screen click "**RevCom Area**"
2. Click "**Agenda Builder**" next to the meeting agenda you would like to edit.
3. Click "**modify**" next to the agenda sub-item you would like to move.

myProject™ >> RevCom Area >> Agenda Builder

05-Dec-2011 RevCom Agenda

VENUE:

Only one item may be moved at a time.

<input type="text" value="1"/>	1. CALL TO ORDER	edit , remove , add sub-item
<input type="text" value="2"/>	2. REVIEW AND APPROVAL OF AGENDA	edit , remove , add sub-item
<input type="text" value="3"/>	3. APPROVAL OF THE 9 SEPTEMBER 2011 MINUTES	edit , remove , add sub-item
<input type="text" value="4"/>	4. PROPOSED STANDARDS FOR REVIEW AND RECOMMENDATION	edit , remove , add sub-item
<input type="text" value="4.1"/>	4.1 New Prj	
	P1718/P1718 (PE/IC) Guide for Temperature Monitoring of Cable Systems modify	edit , remove , add sub-item
	15026/P15026/CD1 (C/S2ESC) Standard for Systems and Software Engineering - Systems and Software Assurance modify	
<input type="text" value="4.2"/>	4.2 Revision	
	C37.082/CDV REV1 (PE/SWG) Standard Practice for the Measurement of Sound Pressure Levels of Outdoor Circuit-Breakers modify	edit , remove , add sub-item

4. Select the Agenda item you would like to move the sub-item onto.

myProject™ >> RevCom Area >> Agenda Builder >> Modify Agenda Item

[C/S2ESC/15026_WG/15026](#)
[15026/P15026/CD1](#) Standard for Systems and Software Engineering - Systems and Software Assurance

MOVE TO AGENDA ITEM:

5. Click "**OK**" to move the sub-item.

7.5 Move Submissions (Between Meetings)

Applicable Users:

- RevCom Administrator

Instructions:

1. On the **myProject™** Home Screen click "**RevCom Area**"
2. Click "**Submission Summary**" next to the meeting agenda you would like to edit.
3. Click "**move**" next to the submission you would like to move.

myProject™ >> RevCom Area >> Agenda Builder >> Modify Agenda Item >> RevCom Summary Download as PDF

View Complete Comment Detail | Import Comments | Download Blank Comment File | Download Linked Agenda

Agenda Item ▲	Project/Draft Number	Sponsor	Title	Actions
4.1.1	15026/P15026/CD1	C/S2ESC	Standard for Systems and Software Engineering - Systems and Software Assurance	submission detail, source materials, move, reject
4.1.2	P1718/P1718	PE/IC	Guide for Temperature Monitoring of Cable Systems	submission detail, source materials, move, reject
4.2.1	C37.082/CDV REV1	PE/SWG	Standard Practice for the Measurement of Sound Pressure Levels of Outdoor Circuit-Breakers	submission detail, source materials, move, reject
4.3.1	C37.63-2005	PE/SWG	IEEE Standard Requirements for Overhead, Pad-Mounted, Dry-Vault, and Submersible Automatic Line Sectionalizers for AC Systems	submission detail, source materials, move, reject

4. Select the agenda from the drop-down menu that you would like to move the submission to.

myProject™ >> RevCom Area >> Agenda Builder >> Modify Agenda Item >> RevCom Summary >> Move Between Agendas

C/S2ESC/15026_WG/15026
15026/P15026/CD1 Standard for Systems and Software Engineering - Systems and Software Assurance

AGENDA: 02/28/2012

5. Click "OK" to move the submission. The submission should automatically show up in the appropriate section of the new agenda.

7.6 View or Download an Agenda

Agendas for meetings that have closed or are in "Individual Review" or "Open Review" will be visible to RevCom members.

Applicable Users:

- RevCom Members

Instructions:

1. On the myProject™ Home Screen click the "RevCom Area".
2. Click "agenda" next to the meeting you would like to view.

myProject™ >> RevCom Member Area

RevCom Meeting Date ▼	Status	Actions
28-Nov-2011	Individual Review	agenda, submission summary, download linked agenda
09-Sep-2011	Meeting Closed	agenda, submission summary, recommendations, download linked agenda

3. To access submission details and files, click "Submission Detail".

myProject™ >> RevCom Area >> Agenda Download as PDF | Download Linked Agenda

18-Nov-2011 RevCom Agenda
 Agenda Version:
 Time: 8:00
 Location:

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

1. CALL TO ORDER
2. REVIEW AND APPROVAL OF AGENDA
3. APPROVAL OF THE 9 SEPTEMBER 2011 MINUTES
4. PROPOSED STANDARDS FOR REVIEW AND RECOMMENDATION
 - 4.1 New
 - [P45.7/0.3](#) (IAS/PCI) Recommended Practice for Electrical Installations on Shipboard - [Switchboards](#) [Submission Detail](#)
 - [P1718/P1718](#) (PE/IC) Guide for Temperature Monitoring of Cable Systems [Submission Detail](#)
 - [P26511/2](#) (C/S2ESC) Standard for Software and systems engineering -- Requirements for managers of user documentation [Submission Detail](#)
 - [PC37.17/11](#) (PE/SWG) IEEE Draft Standard for Trip Systems for Low-Voltage (1000 V and below) AC and General Purpose (1500 V and below) DC Power Circuit Breakers [Submission Detail](#)
 - 4.2 Revisions
 - 4.3 Reaffirmations
5. OLD BUSINESS
6. NEW BUSINESS
7. NEXT MEETING
8. ADJOURNMENT

4. To download the agenda along with all associated files, click **"download linked agenda"**.

myProject™ >> RevCom Member Area

RevCom Meeting Date ▼	Status	Actions
28-Nov-2011	Individual Review	agenda , submission summary , download linked agenda
09-Sep-2011	Meeting Closed	agenda , submission summary , recommendations , download linked agenda

myProject™ >> RevCom Area >> Agenda Download as PDF | Download Linked Agenda

18-Nov-2011 RevCom Agenda
 Agenda Version:
 Time: 8:00
 Location:

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

5. Enter the date and time of your last download to get updates to the linked agenda or leave the box blank to download a complete linked agenda. This should be filled in automatically if you have already downloaded an agenda.
6. Click **"DOWNLOAD"**.

myProject™ >> RevCom Area >> Download Linked Agenda

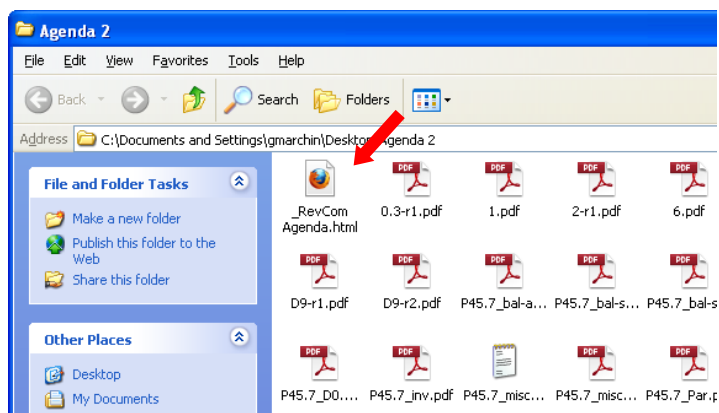
RevCom meeting date: 5 Dec 2011

DATE:

TIME:

To create an update for a previous linked agenda, enter the date (and optionally the time) when the linked agenda was originally downloaded.
 For a complete linked agenda, leave these fields blank.

7. Save the .ZIP file to your computer.
8. Unzip the file to a new folder on your computer using Winzip or other utility.
9. Open the **"RevCom Agenda.html"** file with your web browser.



10. Click on any of the related files in the agenda to open them.

7.7 Edit Coordination Information

Editorial Staff, RAC staff and SCC14 coordination users should mark their approval or disapproval once they have completed their coordination duties on a project.

Applicable Users:

- Editorial Staff, RAC Staff, SCC14 Users

Instructions:

1. On the **myProject™** Home Screen click the **"RevCom Area"**.
2. Click **"submission summary"** next to the meeting agenda that the project requiring coordination is on.
3. Click **"submission detail"** next to the project requiring coordination.

myProject™ >> RevCom Area >> RevCom Summary Download as PDF

[View Complete](#) [Comment Detail](#) | [Import Comments](#) | [Download Blank Comment File](#) | [Download Linked Agenda](#)

Agenda Item ▲	Project/Draft Number	Sponsor	Title	Actions
4.1.1	15026/P15026/CD1	C/S2ESC	Standard for Systems and Software Engineering - Systems and Software Assurance	submission detail
4.1.2	P1718/P1718	PE/IC	Guide for Temperature Monitoring of Cable Systems	submission detail
4.2.1	C37.082/CDV REV1	PE/SWG	Standard Practice for the Measurement of Sound Pressure Levels of Outdoor Circuit-Breakers	submission detail
4.3.1	C37.63-2005	PE/SWG	IEEE Standard Requirements for Overhead, Pad-Mounted, Dry-Vault, and Submersible Automatic Line Sectionalizers for AC Systems	submission detail

4. Select the appropriate status from the dropdown menu/s. You will only have access to change the status of your type of coordination (editorial pictured below). If you are marking that you are not satisfied, please provide details by leaving a comment. **See 7.8 Vote and Comment on a Submission.**

myProject™ >> RevCom Summary >> RevCom Project Submission

P1718/P1718 - Guide for Temperature Monitoring of Cable Systems

PROJECT INFORMATION

Working Group: PE/IC/C24W/1718	STATUS: Added to Agenda
Sponsor: IEEE Power and Energy Society/Insulated Conductors (PE/IC)	SLATED AGENDA: 12/05/2011
Type of Project: New IEEE Standard	
Type of Document: Guide	
Life Cycle: Full Use	
Base Standard:	

Most Recent Ballot	Resolution of Comments and Negative Votes	Related Documents
------------------------------------	---	-----------------------------------

Ballot Status: Closed	Interest Categories
Return Rate	Academic 2 3%
Eligible Voters 68 100%	General Interest 27 40%
Ballots Returned 51 75%	Government/Military 2 3%
	Producer 6 9%
	User 31 46%

Coordination

Editorial

Meets all Editorial Requirements:

Copyright permissions received:

SCC

Status: Notified

RAC

Review required: Yes

Status: Notified

5. The changes will be recorded when a selection is made. You will see a confirmation at the top of the screen.

Thank you, the Editorial information has been updated for this submission.

7.8 Vote and Comment on a Submission

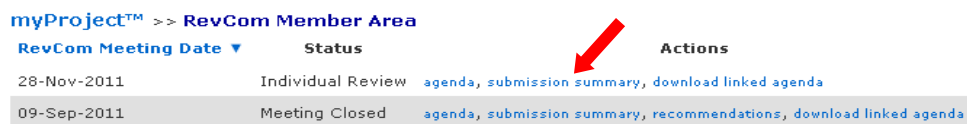
RevCom members may submit comments, dialog with submitters and cast preliminary votes on submissions.

Applicable Users:

- RevCom Members, IEEE-SA Staff

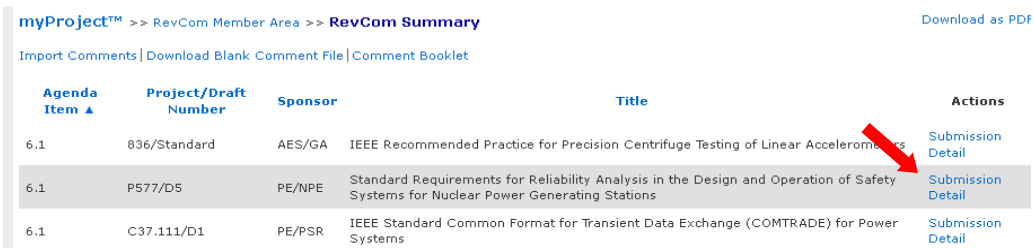
Instructions:

1. On the **myProject™** Home Screen click the **"RevCom Area"**.
2. Click **"submission summary"** next to the meeting that is currently in a review period.



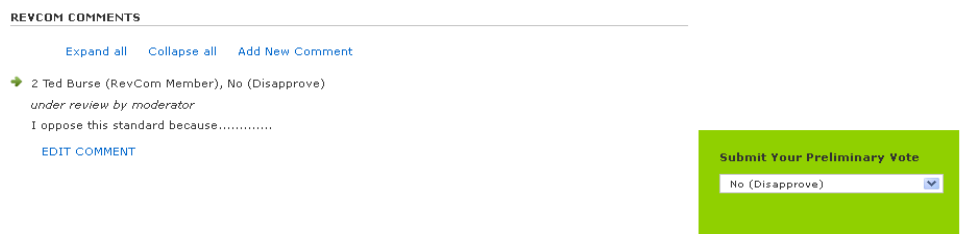
myProject™ >> RevCom Member Area	RevCom Meeting Date ▼	Status	Actions
	28-Nov-2011	Individual Review	agenda , submission summary , download linked agenda
	09-Sep-2011	Meeting Closed	agenda , submission summary , recommendations , download linked agenda

3. Click **"Submission Detail"** to view the details of the submission.



Agenda Item ▲	Project/Draft Number	Sponsor	Title	Actions
6.1	836/Standard	AES/GA	IEEE Recommended Practice for Precision Centrifuge Testing of Linear Accelerometers	Submission Detail
6.1	P577/D5	PE/NPE	Standard Requirements for Reliability Analysis in the Design and Operation of Safety Systems for Nuclear Power Generating Stations	Submission Detail
6.1	C37.111/D1	PE/PSR	IEEE Standard Common Format for Transient Data Exchange (COMTRADE) for Power Systems	Submission Detail

4. From this screen, you can select your vote, make a comment, or reply to an existing comment.



REVCOM COMMENTS

[Expand all](#) [Collapse all](#) [Add New Comment](#)

2 Ted Burse (RevCom Member), No (Disapprove)
under review by moderator
 I oppose this standard because.....
[EDIT COMMENT](#)

Submit Your Preliminary Vote
 No (Disapprove) ▼

5. To submit a vote, choose your vote from the dropdown menu. Your vote will be recorded without any additional action.



Submit Your Preliminary Vote

Abstain
 Conditional
 Defer
 No (Disapprove)
 Yes (Approve)

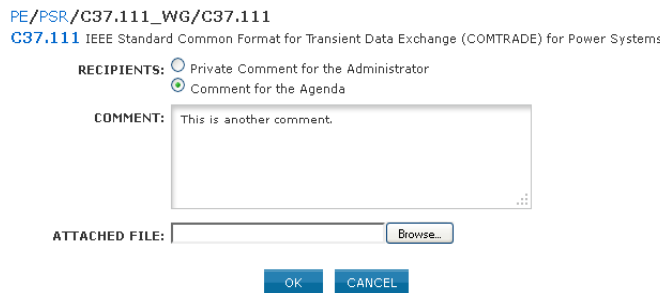
6. Only initial comments will be shown at first. To show entire comment threads, click **"Expand all"**. Click **"Collapse All"** to return to the previous view.



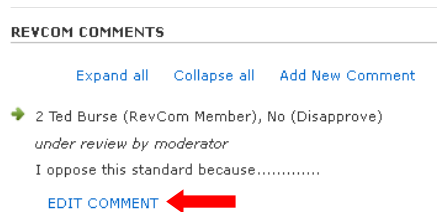
7. To add a new comment, click **"Add New Comment"**.



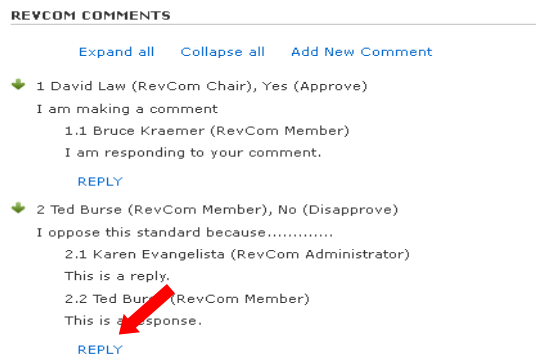
8. Select whether the comment will be private (visible only to the administrator) or be recorded for the agenda, type your comment, attach any relevant files and click **"OK"** to save your comment. Your comments will not be made available until reviewed by the RevCom Administrator.



9. Click **"EDIT COMMENT"** to edit your comment text and/or file after it has been submitted. *This option will only be available until the administrator approves the comment.*



10. Click **"Reply"** to add to a comment thread.



7.8.1 Import Comments

It is also possible to record comments offline in a spreadsheet and upload them when connected to myProject™.

Applicable Users:

- RevCom Members, IEEE-SA Staff

Instructions:

1. On the **myProject™** Home Screen click the **"RevCom Area"**.
2. Click **"submission summary"** next to the meeting that is currently in a review period.

myProject™ >> RevCom Member Area

RevCom Meeting Date ▼	Status	Actions
28-Nov-2011	Individual Review	agenda , submission summary , download linked agenda
09-Sep-2011	Meeting Closed	agenda , submission summary , recommendations , download linked agenda

3. Click **"Import Comments"**.

myProject™ >> RevCom Member Area >> RevCom Summary Download as PDF

[Import Comments](#) | [Download Blank Comment File](#) | [Comment Booklet](#)

Agenda Item ▲	Project/Draft Number	Sponsor	Title	Actions
6.1	836/Standard	AES/GA	IEEE Recommended Practice for Precision Centrifuge Testing of Linear Accelerometers	Submission Detail
6.1	P577/D5	PE/NPE	Standard Requirements for Reliability Analysis in the Design and Operation of Safety Systems for Nuclear Power Generating Stations	Submission Detail
6.1	C37.111/D1	PE/PSR	IEEE Standard Common Format for Transient Data Exchange (COMTRADE) for Power Systems	Submission Detail

4. Click **"Download Blank Comment File"** and save the file to your computer.

RevCom Area >> RevCom Summary >> Import Comments

RevCom Comment Upload for the 18-Nov-2011 Agenda

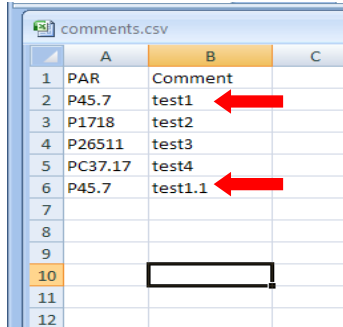
Use this page to upload PAR comments which were prepared offline. The CSV file should be in the format:

```
"PAR","Comment"
"P1234","example comment"
"P2345","another comment"
...
```

[Download Blank Comment File](#)

CSV FILE:

5. Enter your comments next to the relevant PAR.
6. If you would like to make more than one comment per PAR, just copy the PAR number to a new line and enter your comment.



	A	B	C
1	PAR	Comment	
2	P45.7	test1	
3	P1718	test2	
4	P26511	test3	
5	PC37.17	test4	
6	P45.7	test1.1	
7			
8			
9			
10			
11			
12			

7. Save the file as a .CSV file to your computer.
8. Return to the "Import Comments" page and click "**Browse...**"

[RevCom Area](#) >> [RevCom Summary](#) >> [Import Comments](#)

RevCom Comment Upload for the 18-Nov-2011 Agenda
Use this page to upload PAR comments which were prepared offline. The CSV file should be in the format:

```
"PAR","Comment"  
"P1234","example comment"  
"P2345","another comment"  
...
```

[Download Blank Comment File](#)

CSV FILE:

9. Locate the .CSV file and click "**OK**" to upload.

7.8.2 View All Comments

The "Complete Comment Detail" screen allows RevCom members and staff to view all comments for an agenda

Applicable Users:

- RevCom Members, IEEE-SA Staff

Instructions:

1. On the **myProject™** Home Screen click the **"RevCom Area"**.
2. Click **"submission summary"** next to the meeting that is currently in a review period.

myProject™ >> RevCom Member Area

RevCom Meeting Date ▼	Status	Actions
28-Nov-2011	Individual Review	agenda , submission summary , download linked agenda
09-Sep-2011	Meeting Closed	agenda , submission summary , recommendations , download linked agenda

3. Click **"View Complete Comment Detail"**.

myProject™ >> RevCom Area >> RevCom Summary [Download as PDF](#)

[View Complete Comment Detail](#) | [Import Comments](#) | [Download Blank Comment File](#) | [Download Linked Agenda](#)

Agenda Item ▲	Project/Draft Number	Sponsor	Title	Actions
4.1.1	P26511/2	C/S2ESC	Standard for Software and systems engineering -- Requirements for managers of user documentation	Submission Detail
4.1.2	P45.7/0.3	IAS/PCI	Recommended Practice for Electrical Installations on Shipboard - AC Switchboards	Submission Detail
4.1.3	P1718/P1718	PE/IC	Guide for Temperature Monitoring of Cable Systems	Submission Detail
4.1.4	PC37.17/11	PE/SWG	IEEE Draft Standard for Trip Systems for Low-Voltage (1000 V and below) AC and General Purpose (1500 V and below) DC Power Circuit Breakers	Submission Detail

4. All Comments for the meeting agenda will be displayed. Click **"Download as PDF"** to download.

myProject™ >> RevCom Area >> RevCom Summary >> Complete Comment Detail [Download as PDF](#)

Complete Comment Detail for the 18-Nov-2011 Agenda

New

1 **P45.7/0.3** (IAS/PCI/45_WG/45.7) Recommended Practice for Electrical Installations on Shipboard - AC Switchboards

1. Karen Evangelista (RevCom Administrator) #1 -- -- 03-Nov-2011 13:26
Sample comment from RevCom Admin.

1.1 Dwight Alexander 03-Nov-2011 13:35: this is a response from the WG chair

2. David Law (RevCom Chair) #1 -- -- 10-Nov-2011 11:51
here is my comment

3. David Law (RevCom Chair) #2 -- -- 16-Nov-2011 16:19
test1

4. David Law (RevCom Chair) #3 -- -- 16-Nov-2011 16:19
test1.1

2 **P1718/P1718** (PE/IC/C24W/1718) Guide for Temperature Monitoring of Cable Systems

1. David Law (RevCom Chair) #1 -- Yes (Approve) -- 16-Nov-2011 16:19
test2

Revisions

1 **PC37.17/11** (PE/SWG/LVSD-WG_C37.17/C37.17) IEEE Draft Standard for Trip Systems for Low-Voltage (1000 V and below) AC and General Purpose (1500 V and below) DC Power Circuit Breakers

1. David Law (RevCom Chair) #1 -- -- 16-Nov-2011 16:19
test4

7.8.3 Approve Comments

New agenda comments made by RevCom members must be approved by the RevCom administrator before they become visible to submitters and other RevCom members.

Notes:

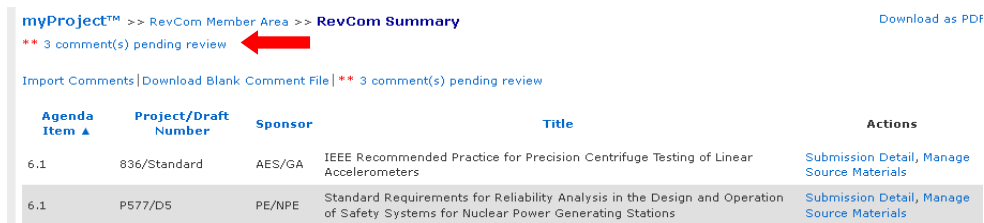
- Approval is only required for new comments. Responses to existing comments will be added to the comment thread without approval.
- Private comments will be sent directly to the RevCom administrator, they are not recorded in the agenda or open to reply and therefore do not require approval.

Applicable Users:

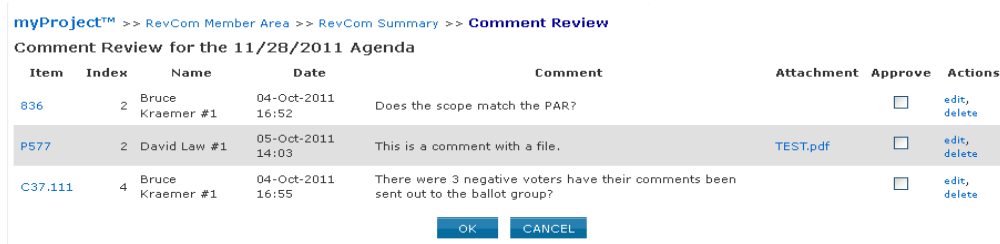
- RevCom Administrator

Instructions:

1. On the **myProject™** Home Screen click the **“RevCom Area”**.
2. Click **“submission summary”** next to the meeting that is currently in a review period.
3. If there are pending comments, you will see **“comment(s) pending review”** towards the top of the screen. Click on this link to view and approve the comments.



4. Place a check in the **“Approve”** column next to all comments you would like to approve.



5. If you do not want to approve the comment as-is, click **“edit”** or **“delete”** to edit or delete the comments.

myProject™ >> RevCom Member Area >> RevCom Summary >> **Comment Review**

Comment Review for the 11/28/2011 Agenda

Item	Index	Name	Date	Comment	Attachment	Approve	Actions
836	2	Bruce Kraemer #1	04-Oct-2011 16:52	Does the scope match the PAR?		<input type="checkbox"/>	edit , delete
P577	2	David Law #1	05-Oct-2011 14:03	This is a comment with a file.	TEST.pdf	<input type="checkbox"/>	edit , delete
C37.111	4	Bruce Kraemer #1	04-Oct-2011 16:55	There were 3 negative voters have their comments been sent out to the ballot group?		<input type="checkbox"/>	edit , delete



7.9 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:

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

Instructions:

1. On the **myProject™** Home Screen click the **“Balloting”** tab.
2. Click **“RevCom Submission”**.
3. Click **“RevCom submission”** next to the submission you would like to view.

[myBallot Home \(Management\)](#) >> [Prepare RevCom Submission](#)
 Open the zip file and save it to your hard drive. You may need some of these files to prepare your RevCom submission. For more information about the Submittal Documentation and the RevCom Approval process, go to:
<http://standards.ieee.org/guides/revguide.html>

PAR/Standard	Actions
P577-r1	download zip file, RevCom submission

4. You may view all of the details from the submission form, current coordination statuses, preliminary RevCom member votes and comments.
5. You may also upload additional documents and/or source files by clicking on the **“Related Documents”** tab.

PC37.17 - Standard for Trip Systems for Low-Voltage (1000 V and below) AC and General Purpose (1500 V and below) DC Power Circuit Breakers

PROJECT INFORMATION

Working Group: PE/SWG/LVSD-WG_C37.17/C37.17	STATUS: Added to Agenda
Sponsor: IEEE Power and Energy Society/Switchgear (PE/SWG)	
Type of Project: Modify Existing Approved PAR	SLATED AGENDA: 11/18/2011
Type of Document: Standard	
Life Cycle: Full Use	
Base Standard:	

Coordination

Editorial

Meets all Editorial Requirements:	Under Review
Copyright permissions received:	Under Review

SCC

Status:	Notified
---------	----------

RAC

Review required:	Yes
Status:	Notified

Ballot Status: CLOSED

Return Rate		
Eligible Voters	60	100%
Ballots Returned	55	91%
Voting Summary		
Affirmative	53	98%
Negative	1	NA
Negative w/ Comment	1	NA
Abstentions	1	1%

Interest Categories

General Interest	22	37%
Government/Military	2	3%
Producer	15	25%
User	21	35%

REVCOM COMMENTS

6. Comments will be displayed at the bottom of the screen. Click **“Expand all”** to view the entire comment threads.

REVCOM COMMENTS

- [Expand all](#) [Collapse all](#)
- 1 Karen Evangelista (RevCom Administrator)
hello this is my comment
 - 2 David Law (RevCom Chair), Defer
This is a comment with a file.
[ATTACHMENT \(TEST.pdf\)](#)

7. Click **"REPLY"** to add to a comment thread.

REVCOM COMMENTS

- [Expand all](#) [Collapse all](#)
- 1 Karen Evangelista (RevCom Administrator)
hello this is my comment
1.1 Ted Burse (RevCom Member)
This satisfies my concerns. Thanks
[REPLY](#)
 - 2 David Law (RevCom Chair), Defer
This is a comment with a file.
[REPLY](#) | [ATTACHMENT \(TEST.pdf\)](#)

8. Add your comment and click **"ADD TO DIALOG"** to save your comment.

myProject™ >> Manage My PARs >> Submission Details >> **Comment Dialog**

PE/NPE/WG_3.3/577
P577 Standard Requirements for Reliability Analysis in the Design and Operation of Safety Systems for Nuclear Power Generating Stations

Original Comment from Karen Evangelista
hello this is my comment

1 Ted Burse: This satisfies my concerns. Thanks



[ADD TO DIALOG](#) [CANCEL](#)

7.10 Return a Submission

This feature can be used if it becomes necessary to remove a submission from all agendas and return it to the Working Group for submission at a later date.

Applicable Users:

- RevCom Administrator

Instructions:

1. On the **myProject™** Home Screen click "**RevCom Area**".
2. Click "**Submission Summary**" next to the meeting containing the submission you would like to return.
3. Click "**Return to Submitter**" next to the submission you would like to return.

myProject™ >> RevCom Area >> **RevCom Summary** [Download as PDF](#)

[Import Comments](#) | [Download Blank Comment File](#) | [Download Linked Agenda](#)

Agenda Item ▲	Project/Draft Number	Sponsor	Title	Actions
4.1	P26511/2	C/S2ESC	Standard for Software and systems engineering -- Requirements for managers of user documentation	Submission Detail , Manage Source Materials , Return to Submitter
4.1	P45.7/0.3	IAS/PCI	Recommended Practice for Electrical Installations on Shipboard - AC Switchboards	Submission Detail , Manage Source Materials , Return to Submitter
4.1	P1718/P1718	PE/IC	Guide for Temperature Monitoring of Cable Systems	Submission Detail , Manage Source Materials , Return to Submitter

4. Click "**OK**" to confirm returning to the submitter. The project will return to the "**comment resolution**" stage and may be submitted to RevCom again at a later date.

7.11 *Edit Recommendations*

Once the meeting has completed, you may add the recommendations from the meeting to the submissions on the agenda. These recommendations will be available in the agendas of closed meetings and be transferred into the minutes.

Applicable Users:


- RevCom Administrator

Instructions:

1. On the **myProject™** Home Screen click "**RevCom Area**".
2. Click "**recommendations**" next to the meeting you would like to edit recommendations for.
3. You will see a list of all proposed standards from the meeting agenda along with any recommendations that have already been recorded. To add or edit recommendations, click "**Edit Recommendations**".

myProject™ >> RevCom Member Area >> Recommendations [Download as PDF](#)

RevCom Recommendations for the 09-Sep-2011 Agenda

New [Edit Recommendations](#) 

IEEE Aerospace and Electronic Systems Society/Gyro Accelerometer Panel

836/Standard
Recommended Practice for Precision Centrifuge Testing of Linear Accelerometers
Recommendation: APPROVE

IEEE Computer Society/LAN/MAN Standards Committee

P802.1Qaz/2.3
Standard for Local and Metropolitan Area Networks---Virtual Bridged Local Area NetworksAmendment: Enhanced Transmission Selection for Bandwidth Sharing Between Traffic Classes
Recommendation: Conditionally approve
There was a motion to conditionally approve P802.1Qaz conditional upon the SASB approval of P802.1Qbb.

P802.3bg/1
IEEE Standard for Information technology--Telecommunications and information exchange between systems--Local and metropolitan area networks--Specific requirements Part 3: Carrier Sense Multiple Access with Collision Detection (CSMA/CD) Access Method and Physical Layer Specifications Amendment: Physical Layer and Management Parameters for Serial 40 Gb/s Ethernet Operation Over Single Mode Fiber
Recommendation: APPROVE

4. Type the recommendations in the boxes and click "**OK**" to save.

Recommendation:

Conditionally approve
There was a motion to conditionally approve P802.1Qaz conditional upon the SASB approval of P802.1Qbb.

P802.3bg [Comments 0/0/0/0](#)
IEEE Standard for Information technology--Telecommunications and information exchange between systems--Local and metropolitan area networks--Specific requirements Part 3: Carrier Sense Multiple Access with Collision Detection (CSMA/CD) Access Method and Physical Layer Specifications Amendment: Physical Layer and Management Parameters for Serial 40 Gb/s Ethernet Operation Over Single Mode Fiber

Recommendation:

APPROVE

7.12 Edit Meeting Minutes

The meeting agenda will be transferred into the meeting minutes. Submissions along with recommendations will be placed in the minutes automatically. Each agenda item will also have an editable text field. Minutes can be downloaded as a PDF.

Applicable Users:

- RevCom Administrator

Instructions:

1. On the **myProject™** Home Screen click "**RevCom Area**".
2. Click "**minutes**" next to the meeting you would like to edit minutes for.
3. The meeting agenda, along with recommendations that have been entered, will be added to the minutes automatically. To edit the accompanying text, click "**edit**" next to an agenda item.

myProject™ >> RevCom Area >> Minutes Download as PDF

IEEE-SA Standards Board Standards Review Committee (RevCom) Approved Meeting Minutes

18-Nov-2011
Agenda Version:
Time: 8:00
Location:
[edit](#)

1 Call to Order
[edit](#)

2 Review and Approval of Agenda
[edit](#)

3 Approval of the 9 September 2011 Minutes
[edit](#)

4 Proposed Standards for Review and Recommendation
[edit](#)

4.1 New
[edit](#)

4. Edit the text using the graphical editor.
5. Click "**UPDATE**" to save the text changes.

1 Call to Order

2 Review and Approval of Agenda


Agenda was approved

[UPDATE](#) [CANCEL](#)

body p

6. Click "**Download as PDF**" to generate a PDF copy of the minutes.

myProject™ >> RevCom Area >> Minutes

 [Download as PDF](#)

IEEE-SA Standards Board Standards Review Committee (RevCom) Approved Meeting Minutes

18-Nov-2011
 Agenda Version:
 Time: 8:00
 Location:
[edit](#)

7.13 View Meeting Minutes

The meeting agenda will be transferred into the meeting minutes. Submissions along with recommendations will be placed in the minutes automatically. Minutes can also be downloaded as a PDF.

Applicable Users:

- RevCom Members, Staff

Instructions:

1. On the **myProject™** Home Screen click "**RevCom Area**".
2. Click "**minutes**" next to the meeting you would like to view minutes for.

RevCom Area

RevCom Meeting Date ▼	Status	Actions
18-Nov-2011	Open Review	agenda , submission summary , minutes , download linked agenda

3. Click "**Download as PDF**" to generate a PDF copy of the minutes.

RevCom Area >> Minutes

[Download as PDF](#)

IEEE-SA Standards Board Standards Review Committee (RevCom) Approved Meeting Minutes

18-Nov-2011
 Agenda Version:
 Time: 8:00
 Location:

1 Call to Order

2 Review and Approval of Agenda
 The agenda was **approved**.

3 Approval of the 9 September 2011 Minutes

4 Proposed Standards for Review and Recommendation

4.1 New

P45.7/0.3 (IAS/PCI) Recommended Practice for Electrical Installations on Shipboard - AC Switchboards
 P1718/P1718 (PE/IC) Guide for Temperature Monitoring of Cable Systems

4.2 Revisions

PC37.17/11 (PE/SWG) IEEE Draft Standard for Trip Systems for Low-Voltage (1000 V and below) AC and General Purpose (1500 V and below) DC Power Circuit Breakers

4.3 Reaffirmations

P26511/2 (C/S2ESC) Standard for Software and systems engineering -- Requirements for managers of user documentation
 Recommendation: Approved

8 Additional Staff Features

8.1 View Funded Projects

This feature shows a list of all Sponsors, Working Groups and Projects that have been assigned a Client Services Manager. The names of the Client Services Manager along with additional funded projects staff will also be displayed.

Applicable Users:

- General Staff

Instructions:

1. On the **myProject™** Home Screen click "**Funded Projects**".
2. Click on a name to see details and all roles for that individual.

myProject™ >> Funded Projects

Society/Committee & Acronym	Name	Role
IEEE-SA Board of Governors (BOG)		
Corporate Advisory Group (BOG/CAG)		
Ubiquitous Green Community Control Network Working Group (BOG/CAG/UGCCNet)		
Standard for Ubiquitous Green Community Control Network Protocol (BOG/CAG/UGCCNet/1888)	Noelle Humenick	Client Services Manager
IEEE Broadcast Technology Society (BTS)		
Audio and Visual Techniques (BTS/AVTech)	Mary Lynne Nielsen	Client Services Manager
IEEE Computer Society (C)		
Design Automation (C/DA)		
Standard for Quality of Electronic and Software Intellectual Property used in System and System on Chip (SoC) Designs (C/DA/1734)	Noelle Humenick	Client Services Manager
SystemVerilog Language Working Group (C/DA/1800_WG)		

8.2 Send Broadcast Notification

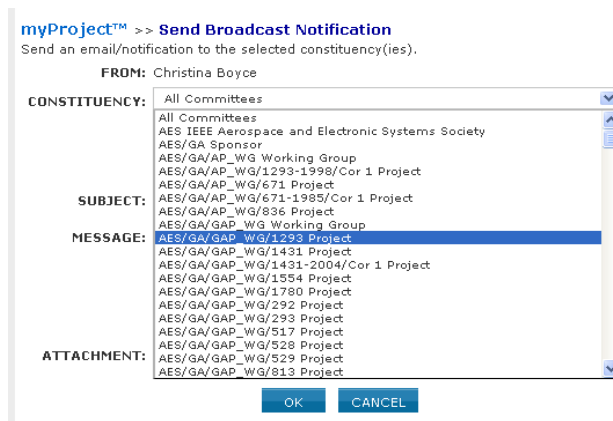
The "Send Broadcast Notification" feature can be used to send a message through myProject™ to all users or a specific subset of users.

Applicable Users:

- All Staff Users

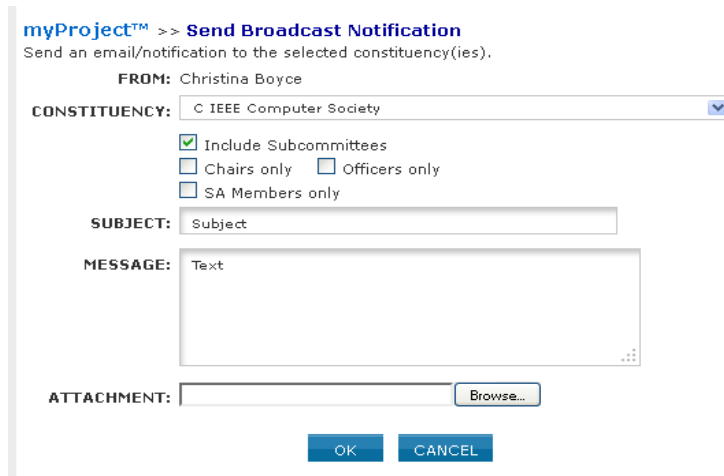
Instructions:

1. On the **myProject™** Home Screen click "**Send Broadcast Notification**".
2. Select a particular society, sponsor, or working group, to send a notification to all users who have added that group to their activity profile or select "**All Committees**" to send notifications to all listed constituencies.



3. Check the "**Include Subcommittees**" box to send the notification to all subcommittees of the selected constituency (e.g. if a Sponsor Committee Is selected, all users interested in the Sponsor Committee as well as associated Working Groups and Projects will be notified). If you do not select this box, only users interested in the selected constituency itself will be notified (e.g. if a Sponsor Committee Is selected, only users interested in the Sponsor Committee will be notified).
4. Check the "**Chairs Only**" box to only send the notification to chairs of the selected constituency/constituencies.
5. Check the "**Officers Only**" box to only send the notification to officers of the selected constituency/constituencies.
6. Check the "**SA Members Only**" box to only send the notification to SA Members who are interested in the selected constituency/constituencies.

7. Enter a subject, enter your message text and attach a file if applicable. *Only one attachment is allowed.*
8. Click "OK".



myProject™ >> **Send Broadcast Notification**
Send an email/notification to the selected constituency(ies).

FROM: Christina Boyce

CONSTITUENCY: C IEEE Computer Society

Include Subcommittees
 Chairs only Officers only
 SA Members only

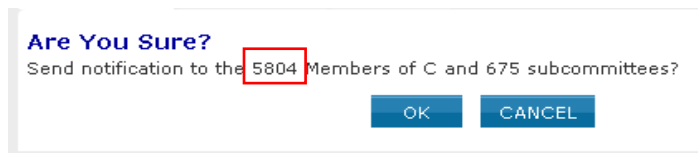
SUBJECT: Subject

MESSAGE: Text

ATTACHMENT: Browse...

OK CANCEL

9. You will see a confirmation screen showing the number of unique individuals who will be receiving the notification. *Users interested in multiple constituencies will not receive duplicate notifications.* Click "OK" to send the notification.



Are You Sure?
Send notification to the 5804 Members of C and 675 subcommittees?

OK CANCEL

8.3 Act As User

It is possible, if necessary, for a staff user to act as another user for technical support reasons, to view information or make changes that cannot be done through regular staff access.

Applicable Users:

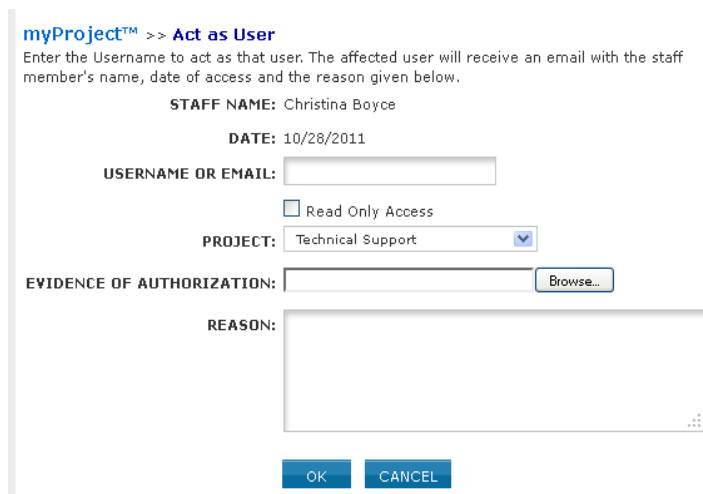
- All Staff Users (limited access), ODB Staff (Full Access)

Notes:

- Only ODB staff will have full read/write access to all users
- Staff Liaisons may act as other Staff Liaison Users with full read/write permission.
- Other staff users will only have read access to non-staff users

Instructions:

1. On the **myProject™** Home Screen click "**Act as User**".
2. Type the username or email of the user you would like to act as into the "USERNAME OR EMAIL" box.
3. Check the "Read Only Access" box if you do not need to make any changes while acting as the user.
4. Select the project that the access is related to, or select "Technical Support" if you are accessing for support reasons.
5. Add any files to support your access, if applicable.
6. Supply a reason for the access.



myProject™ >> Act as User

Enter the Username to act as that user. The affected user will receive an email with the staff member's name, date of access and the reason given below.

STAFF NAME: Christina Boyce

DATE: 10/28/2011

USERNAME OR EMAIL:

Read Only Access

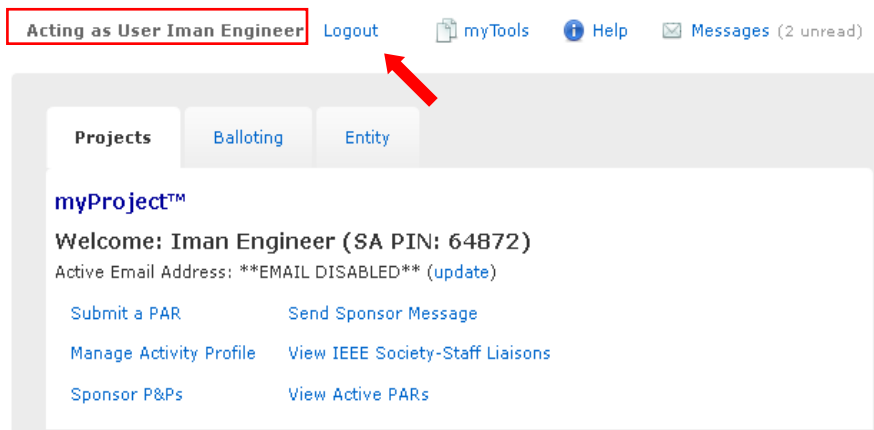
PROJECT: Technical Support

EVIDENCE OF AUTHORIZATION:

REASON:

7. Click "**OK**" to act as the user. A notification will be sent to the user indicating the staff user who gained access and the reason for that access.

8. Perform the necessary tasks while acting as the user.
9. Click "**Logout**" to return to your normal myProject™ access.



8.4 Review eProjects Files

The myProject™ system creates snapshots at important stages during the standards development process. These files will ultimately be stored in the eProjects database, but must first be reviewed.

Applicable Users:

- Governance Staff, Editorial Staff, Project Admin Staff, ODB Staff

Instructions:

1. On the myProject™ Home Screen, select “Review EProjects Files”.
2. You will see all projects with files pending review. To view all projects, check “Show All Projects”.
3. Click “view files” next to the project you would like to review files for.

myProject™ >> Review EProjects Files

Show All Projects

Project ▲	PAR or Standard #	Pending EProjects Files	Actions
	Technical_Support	3	view files
	Working_Groups	0	view files
BOG/CAG/JGCCNET-SEC/P1888.3WG/1888.3	P1888.3	8	view files
C/DA/Rosetta_WG/1699	P1699	1	view files
C/LM/WG802.11/802.11ad	P802.11ad	1	view files
C/LM/WG802.1/802.1aq	P802.1aq	2	view files
C/LM/WG802.21/802.21a	P802.21a	2	view files

4. Place a check next to individual files you would like to approve, or check the box at the top of the list to select all files.
5. Click “APPROVE” to approve the selected files and send them to eProjects.

myProject™ >> Review EProjects Files >> File List

P802.21a
Add EProjects File

[APPROVE](#) [DELETE](#) [CANCEL](#)

<input type="checkbox"/> Date	File ▲	Description	Location
<input type="checkbox"/> 01-Nov-2011	P802.21a_negative-vote-with-no-comment-3-20111101.pdf	negative-vote-with-no-comment 3 days 11/01/2011	/Projects/P802.21a/Balloting /Recirculations
<input type="checkbox"/> 28-Oct-2011	P802.21a_negative-vote-with-no-comment-7-20111028.pdf	negative-vote-with-no-comment 7 days 10/28/2011	/Projects/P802.21a/Balloting /Recirculations

6. Click “DELETE” to remove the selected files from myProject™ without sending them to eProjects.
7. Click “Add EProjects File” to add additional files to eProjects.

myProject™ >> Review EProjects Files >> File List

P802.21a
Add EProjects File

There are no pending files for this project.

8. Select a file, enter a file name and description, and select a folder where the file should be located once in eProjects.
9. Click **"OK"** to upload the file and add it to the pending list. Additional files must also be approved or deleted using the previous instructions.

myProject™ >> [Review EProjects Files](#) >> [Add EProjects File](#)

P802.21a IEEE Standard for Local and Metropolitan Area Networks: Media Independent Handover Services - Amendment for Security Extensions to Media Independent Handover Services and Protocol

SELECT FILE FOR UPLOADING:

DESIRED EPROJECTS FILE NAME:

DESCRIPTION:

LOCATION:

8.5 View/Edit International Activity Information

Applicable Users:

- General Staff (read only), International Staff, ODB Staff (read/write)

Instructions:

1. On the **myProject™** Home Screen, select “**International Activity**”.
2. You will see all projects that have indicated international activity on the PAR (similar standard, adoption, harmonization, joint development, etc.)
3. Click “edit” or “view” (depending on your access level) next to a project to see more information on international activity.

myProject™ >> International Activity Export All International Activity PARs | Back | 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 | Next

SEARCH

Committee	PAR Number	Project Type	Status	Year	Title	Sponsor Chair	Staff Liaison	Actions
PE/NPE/WG_6.4 /7-4.3.2	P7-4.3.2	Revision	Active		Standard Criteria for Digital Technology in Safety Systems of Nuclear Power Generating Stations	Paul Yanosy	Erin Spiewak	edit
IAS/PCI/45_WG/45.7	P45.7	Modify PAR	Active		Recommended Practice for Electrical Installations on Shipboard - AC Switchboards	William McBride	Patricia Gerdon	edit
PE/SUB/WGD7/80	80	Revision	Completed	2000	IEEE Guide for Safety in AC Substation Grounding	Anne-Ma Sahazizian	Erin Spiewak	edit

4. The type of activity will be listed at the top of the screen with details below. Click on the organization name highlighted in blue to view any additional activity areas.
5. To remove the activity, select “No” next to “IS APPLICABLE” and click OK.

myProject™ >> International Activity >> PAR International Activity

P117 - Joint Development

Joint Development International Electrotechnical Commission (IEC) <Add New Area>

Similar Standard International Electrotechnical Commission (IEC)

IS APPLICABLE: No Do Not Know Yes

ORGANIZATION: International Electrotechnical Commission (IEC)

STANDARD YEAR: LANGUAGE: English

COUNTRY: Select Country GEOGRAPHIC REGION:

TC/SC NAME: TC/SC NUMBER:

6. If you would like to add an additional activity area, click “<Add New Area>”.

myProject™ >> International Activity >> PAR International Activity

P117 - Joint Development

Joint Development International Electrotechnical Commission (IEC) <Add New Area>

Similar Standard International Electrotechnical Commission (IEC)

7. Choose an activity type, enter an organization and enter any additional information on the activity.
8. Click “OK” to save the new activity.

8.6 View a PAR/Standard Report

From this screen, it is possible to generate a report of all PARs or standards and sort and filter the report based of several parameters.

Applicable Users:

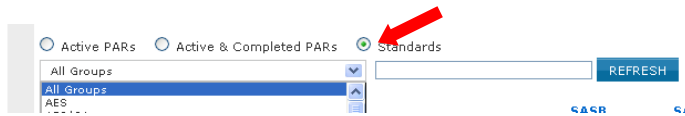
- General Staff

Instructions:

1. On the myProject™ Home Screen click the "PAR/Standard Report".
2. You will initially see a list of all active PARs with selected information from the PAR, including: PAR Number, Project Type, Sponsor, Title, Scope, Purpose, Approval Date, PAR Expiration, Expected Date of Ballot, Expected Date to RevCom and Status.

PAR Number	Project Type	Sponsor	Title	Scope	Purpose	Approval Date	PAR Expiration	Expected Date of Ballot	Expected Date to RevCom	Status
P4	Revision	PE/PSIM	Standard for High-Voltage Testing Techniques	This standard is applicable to - Dielectric tests with direct voltages - Dielectric tests with alternating voltages - Dielectric tests with impulse voltages - Tests with impulse currents - more...	The purpose of this standard is to - Define terms of general applicability - Present general requirements regarding test equipment and procedures - Describe methods for evaluation of test results	09-Dec-2009	31-Dec-2013	01-Mar-2010	01-Nov-2010	NesCom Agenda 08-Dec-2009

3. To view active and completed PARs or standards, click the button next to "Active & Completed PARs" or "Standards" and click "REFRESH".



4. Information on standards will be different from PARs and will include: Standard Number, Year, Sponsor, Title, SASB Expiration Date, SASB Reaffirmation Date, Stabilized Date, ANSI Approval Date and ANSI Reaffirmation Date.

Standard Number	Year	Sponsor	Title	SASB Expiration	SASB Reaffirmation	Stabilized	ANSI Approval	ANSI Reaffirmation
1	2000	SASB/SCC04	IEEE Recommended Practice - General Principles for Temperature Limits in the Rating of Electrical Equipment and for the Evaluation of Electrical Insulation	31-Dec-2011	22-Sep-2005		03-May-2001	29-Dec-2005

5. To view PARs/Standards from a particular Society, Sponsor or Working Group, select the group from the dropdown menu and click "REFRESH".

Active PARs
 Active & Completed PARs
 Standards

All Groups [v] [SEARCH] [REFRESH]

Title	SASB Expiration	SA Reaffir
ad Practice - General perature Limits in the Rating of ent and for the Evaluation of on	31-Dec-2011	22-Sep-
chniques for High-Voltage	31-Dec-2013	
Amendment to High Voltage	31-Dec-2013	
or Digital Computers in Safety r Power Generating Stations		
Rotating Electric Machinery for Rail and Road Vehicles		06-Dec-

6. Click on any of the columns to sort by that field.

myProject™ >> PAR/Standard Report Download as CSV | Back | 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 | Next

Active PARs
 Active & Completed PARs
 Standards

All Groups [v] [SEARCH] [REFRESH]

PAR Number	Project Type	Sponsor	Title	Scope	Purpose	Approval Date	PAR Expiration	Expected Date of Ballot	Expected Date to RevCom	Status
P4	Revision	PE/PSIM	Standard for High-Voltage Testing Techniques	This standard is applicable to - Dielectric tests with direct voltages - Dielectric tests with alternating voltages - Dielectric tests with impulse voltages - Tests with impulse currents - more...	The purpose of this standard is to - Define terms of general applicability - Present general requirements regarding test equipment and procedures - Describe methods for evaluation of test results	09-Dec-2009	31-Dec-2013	01-Mar-2010	01-Nov-2010	NesCom Agenda 08-Dec-2009
				This standard is intended to provide a set of						

7. If you would like to use the report data for other means or process it further, the report can be downloaded as a CSV file. Click "**Download as CSV**" and save the file to your computer.

8.7 Generate Process Metrics

The Generate Process Metrics tool allows a staff user to view some statistics about the balloting process.

Applicable Users:

- General Staff

Instructions:

1. On the myProject™ Home Screen click the "**Balloting**" tab.
2. Click "**Generate Process Metrics**"
3. Choose a date range for the statistics. This field will be pre filled with all of the current year.
4. Choose a "**Ballot Sponsor**" from the list. You can select all committees, a Society, Sponsor, or Working Group.
5. Check the "**Include Subcommittees**" box to include all committees that are under the selected one.
6. Click "**OK**" to refresh the statistics based on your selections.

Staff Ballot Control Panel >> Generate Process Metrics

FROM: 01/01/2011 TO: 12/31/2011

BALLOT SPONSOR: C/LM/WGB02.11 Wireless LAN Working... ▼

Include Subcommittees

OK CANCEL

7. Click on any of the blue highlighted numbers for more detailed information.

BALLOT ABSTENTION RATE:	6%
AVERAGE BALLOT GROUP SIZE:	177
AVERAGE BALLOT OPEN TO BALLOT CLOSE:	244
BALLOTS CONDUCTED:	13
BALLOTS CONDUCTED (NEW):	8
BALLOTS CONDUCTED (NO RECIRCULATIONS):	2
BALLOTS CONDUCTED (REAFFIRMATION):	0
BALLOTS CONDUCTED (RECIRCULATIONS ONLY):	11
BALLOTS CONDUCTED (REVISION):	5
NEW INVITATION POOL MEMBERS:	1,973

8. Click "**Voter Classifications**" to view all of the voter classifications used for ballots under a specific Society, Sponsor, or Working Group.
9. Click "**Process Time**" to view the average time the ballots spent in each stage.

NUMBER OF MULTI-VOTERS: 107
AVERAGE RECIRCULATION TIME: 38
AVERAGE RECIRCULATIONS: 1

[Voter Classification](#)
[Process Time](#)
[myProject Committee Tree](#)

9 User Roles

9.1 Volunteer User Roles

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

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

IEEE-SA Member – IEEE-SA Members can:

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

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

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

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

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

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

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

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

- Manage Representatives for the Entity (DR/DRA)

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

- Participate in Entity Working Groups

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

- Vote/Comment on Entity Ballots

9.2 *Staff User Roles*

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

General/Other Staff – This is the default user type for staff. All staff users have the ability to:

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

Governance Staff – Governance Staff have all general staff abilities plus:

- Manage Committees (edit and add)
- Manage Invited Experts
- Manage Board members
 - If made a board administrator, can create/edit meeting agendas and moderate comments for that board
- Review EProjects Files
- Manage Coordination Users
- View Authorized Ballot Designees

International Staff – International Staff have all general staff abilities plus:

- Edit International Activity Information

Ballot Center Staff – Ballot Center Staff have all general staff abilities plus:

- Override IEEE/SA Membership Status
- Terminate/Reset Sponsor Ballot
- Manage Coordination Users
- View Authorized Ballot Designees
- Manage Ballot Notification Boilerplate Text

Project Liaison Staff – Project Liaison Staff have all general staff abilities plus:

- Manage Committees (edit and add)
- Review ballot invitations
- Review ballot recirculations
- Review Sponsor drafts
- Manage Coordination Users
- View Authorized Ballot Designees

Financial Staff – Financial staff have all general staff abilities plus:

- Issue L50S notices
- Edit L50S information
- Place a L50S process block

Project Admin Staff – Project Admin Staff have all general staff abilities plus:

- Review EProjects Files

Funded Project Staff – Funded Project Staff have all general staff abilities plus:

- Be added as CSM (for more on CSM functions, see **Sec 4.3**)

Editorial Staff – Editorial Staff have all general staff abilities plus:

- Review EProjects Files
- Make Coordination Comments

ODB Staff – These are system administrators. ODB Staff have **all other staff role abilities** plus:

- Change Role Display Name
- Manage Staff Users
- Manage Process Parameters

10 Glossary

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

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

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