

myProject™

Volunteer User Guide

Last Updated: June 25, 2013

1 Introduction

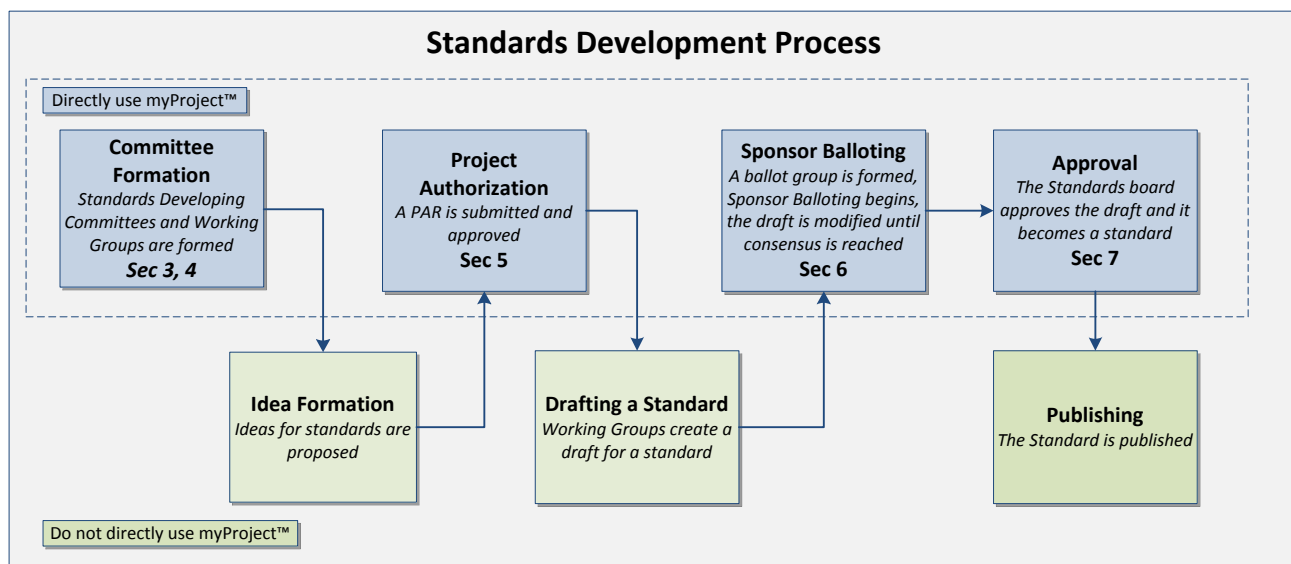
myProject™ is:

- 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.

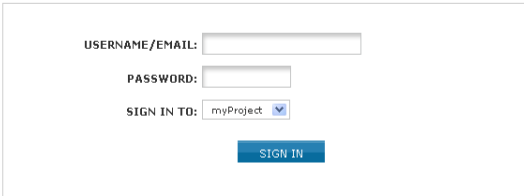
Applicable Users:

- 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.

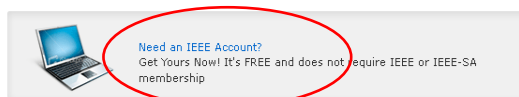
PLEASE SIGN IN
Now you can access myProject, IMAT, and Mentor with a single sign in. Simply enter your IEEE Account username/email and password below to begin!



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. Select your preferred list size from the dropdown box. This value will be used across myProject/IMAT/Mentor when showing a list.
6. Click "**OK**" to save your information.

2.3 Accessing Messages and Notification Preference

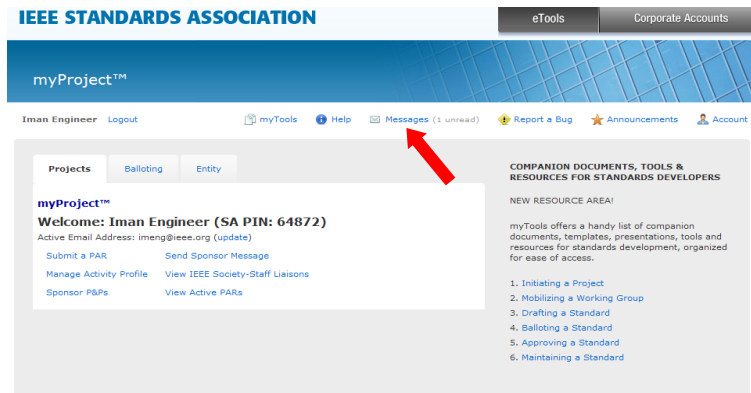
MyProject™ users are notified of important events through the myProject™ “Messages” section as well as through email.

Applicable Users:

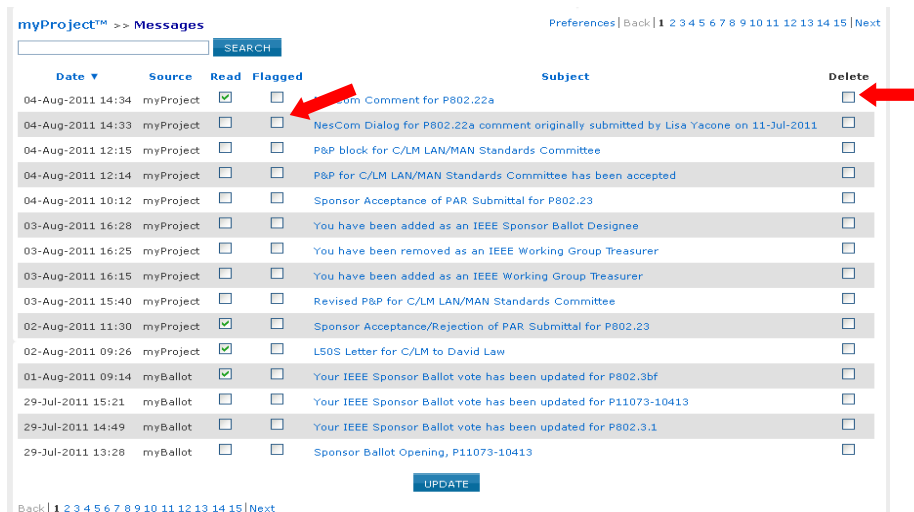
- All myProject™ users

Instructions:

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



- From this screen, you will be able to see all myProject™ notifications.
- Click on the message subject text to display the message.
- 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.



- Click “UPDATE” to apply any changes.
- 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. Click “**OK**” to save your changes.

2.4 The myProject™ Home Screen

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

The screenshot shows the myProject™ Home Screen for a user named Iman Engineer. The page includes a navigation bar with 'eTools' and 'Corporate Accounts' tabs. Below the navigation bar, there are links for 'myTools', 'Help', 'Messages (1 unread)', 'Report a Bug', 'Announcements', and 'Account'. The main content area is divided into sections: 'Projects', 'Balloting', and 'Entry'. A 'Welcome' message for Iman Engineer (SA PIN: 64872) is displayed, along with 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 'NEW RESOURCE AREA!' section 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 highlight the 'eTools' tab, the 'myTools' section, the 'Additional options may appear here.' box, the 'Additional resources can be found here' box, and the 'myTools' menu items.

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

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

Additional options may appear here.

Additional resources can be found here

myTools

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

Help

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

Messages

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

Report a Bug

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

Announcements

Breaking news about myProject™ may be found here.

Account

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

Submit a PAR

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

Manage Activity Profile

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

Sponsor P&Ps

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

Send Sponsor Message

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

View IEEE Society-Staff Liaisons

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

View Active PARs

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

3 Managing Activities, Roles and Affiliations

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

Joining an activity allows you to receive ballot invitations and other notifications, be selected as Working Group chair or other officer and get access to the group's Mentor area (Mentor is the IEEE-SA tool for group collaboration). Joining an activity also adds you to the roster and allows the chair to assign involvement levels. Working Group officers will also be notified when you register interest in the group. For more information on rosters, see **Sec 4.8 Assign Involvement Level in a Working Group**.

Applicable Users:

- All myProject™ users

Notes:

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

Instructions:

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

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

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

4.5 Assign/Change Working Group Officers

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

Applicable Users:

- Sponsor Chair, Standard Representative, Working Group Chair/Vice-Chair/Co-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 ▼

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

4.6 *Accept an Assigned Role*

Applicable Users:

- Working Group Chair

Notes:

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

Instructions:

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

myProject™ >> Account >> Working Group Chair Agreement

You have been selected to serve as Working Group chair. In order to assume this position, you must agree to the following:

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

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

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

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

ACCEPT DECLINE

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

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

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

Project officers are:

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

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

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

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

Technical Editor – This individual will be granted Standards Dictionary access

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.

4.11 *Send a Notification to Group*

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

Applicable Users:

- Sponsor Chair, Standard Representative, Working Group Officers

Notes:

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

Instructions:

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

myProject™ >> Send Notification to Group

TO:

RECIPIENT TYPE:

FROM: David Law

CC:

SUBJECT:

MESSAGE:

ATTACHMENT: No file chosen

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. From the "**Recipient Type**" box, select "All Users" to send messages to everyone who has registered interest in the group, select "Officers Only" if you would like the message only sent to officers or select "By Involvement Level" to choose specific involvement levels to notify.

myProject™ >> Send Notification to Group

TO:

RECIPIENT TYPE: ▼

Aspirant Member

Nearly Member

Potential Member

Voting Member

Observer

Non Voting Member

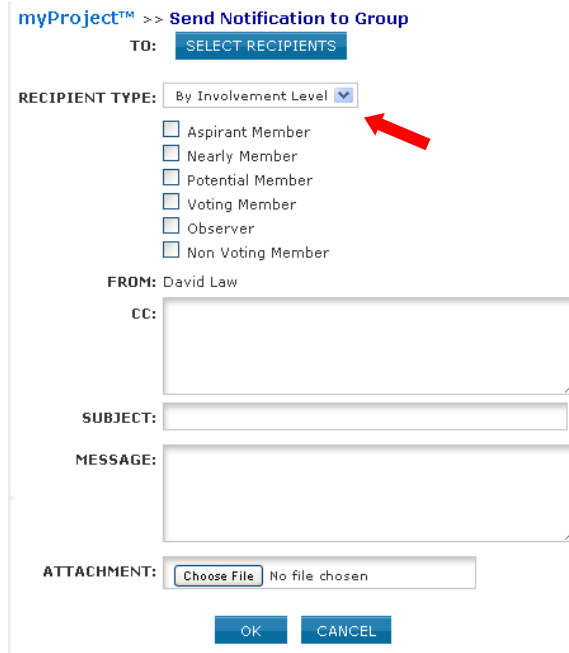
FROM: David Law

CC:

SUBJECT:

MESSAGE:

ATTACHMENT: No file chosen



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.
7. Click "**Choose file**" to add an attachment.
8. Click "**OK**" to send the notification.

4.12 PAR/Standard Report

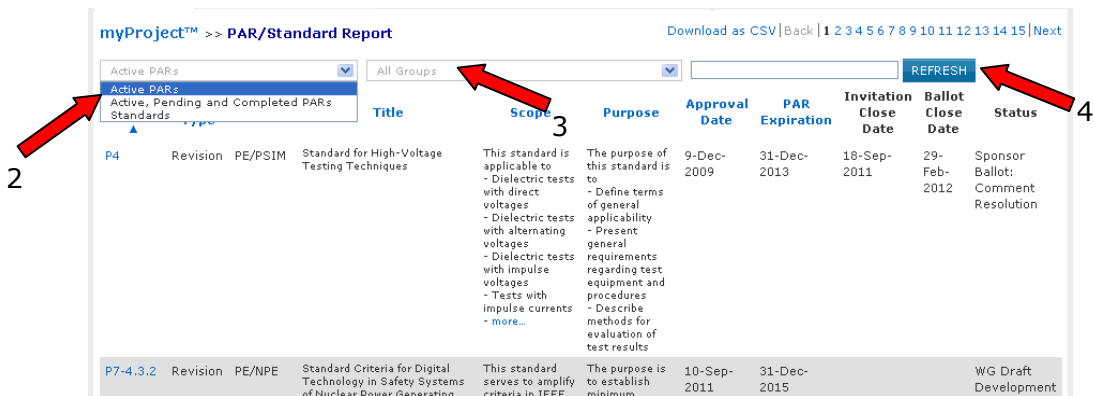
The PAR/Standard report can be used to view important information about active and completed projects as well as approved standards. Projects may be searched, filtered by Sponsor or Working Group and downloaded in CSV format.

Applicable Users:

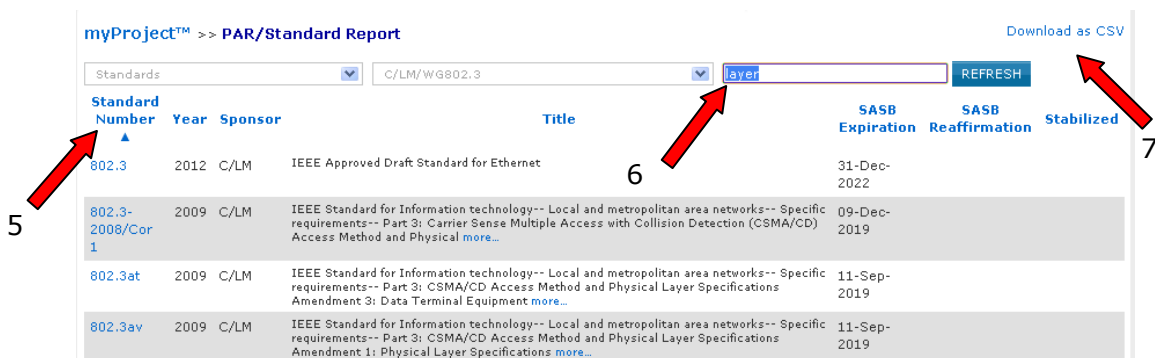
All myProject™ Users

Instructions:

1. On the myProject™ Home Screen, select “PAR/Standard Report”.
2. Select the report type from the dropdown menu.
 - a. Select “Active PARs” to only view active PARs
 - b. Select “Active, Pending and Completed PARs” to include submissions pending approval as well as completed projects in the report.
 - c. Select “Standards” to view all current approved standards.
3. Select a Sponsor or Working Group to filter the report.
4. Click “Refresh” to update the view based on your selections.

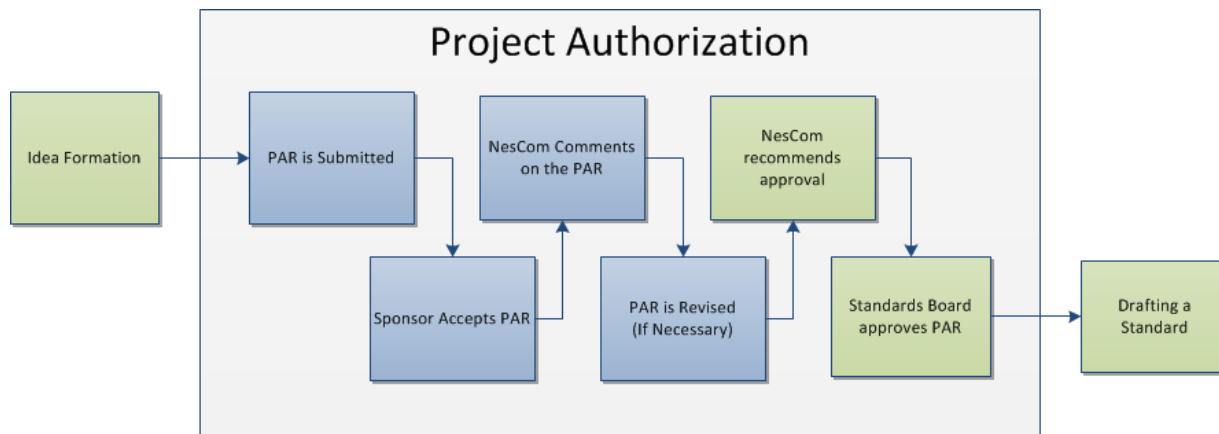


5. Click on any of the blue column headings to sort by that field.
6. Type a search term in the box and click “Refresh” to search within the currently displayed results.
7. Click “Download as CSV” to download the displayed results.



5 The PAR Submission and Approval Process

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



Relevant sections of the myProject™ user guide:

- PAR is Submitted - **5.1 Submit a PAR for a New IEEE Standard, 5.3 Submit a PAR for a Revision, Corrigendum, or Amendment, 5.4 Modify an Approved PAR , 5.6 Withdraw an Approved PAR**
- Sponsor Accepts PAR - **5.7 Accept or Reject a PAR**
- NesCom Comments on the PAR - **5.8 Commenting and voting on a PAR, 5.10 Respond to NesCom Comments About a PAR**

5.1 Submit a PAR for a New IEEE Standard

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

Applicable Users:

- IEEE-SA Members

Notes:

- The Sponsor must have an approved P&P (policy and procedures) before it can submit a PAR.
- If the Sponsor's P&P is expired, the P&P must be reapproved before submitting a PAR. (For more information on uploading Sponsor P&Ps, see **Sec 4.1 Upload & Manage Sponsor or Working Group 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 Applications Amendment for	edit, delete, share with another user
P802.1AC	PAR Request	Draft	Standard for Media Access Control (MAC) Service Definition	edit, delete, share with another user
P802.3.1	PAR Extension Request	Draft	Standard for Management Information Base (MIB) Definitions for Ethernet	edit, delete
P802.3.1	PAR Request	Draft	Standard for Management Information Base (MIB) Definitions for Ethernet	edit, delete, share with another user

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

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

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

Applicable Users:

- IEEE-SA Members

Instructions:

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

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

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

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

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

PAR for a Corrigendum to an existing IEEE Standard

802.3-2008

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

PAR Requests

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

PAR Actions

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

NEXT >>

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

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

Modify an existing 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 >> 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: +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 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.

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**

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.

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

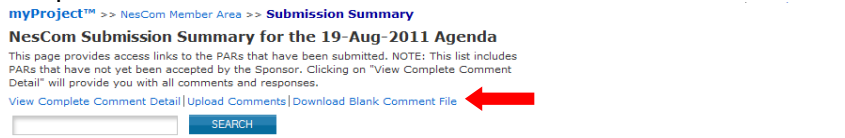
NesCom Submission Summary for the 19-Aug-2011 Agenda

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.

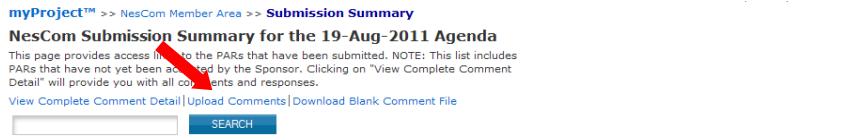
[View Complete Comment Detail](#) | [Upload Comments](#) | [Download Blank Comment File](#)

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**".

5.10 Respond to NesCom Comments About a PAR

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

Applicable Users:

- Par Submitter, Sponsor Chair, Standard Representative, Working Group Chair/Vice-Chair/Co-Chair, NesCom Designee

Notes:

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

Instructions:

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

The screenshot shows the myProject™ user interface for Iman Engineer. The user is logged in and sees a navigation menu with several options. A red arrow points to the 'Manage My PARs (action required)' link, which is highlighted in blue. Other links include 'Submit a PAR', 'Send Sponsor Message', 'Manage Activity Profile', 'View IEEE Society-Staff Liaisons', 'Manage Committees', 'View Active PARs', and 'Sponsor P&Ps'.

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

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

ACTIONS:

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

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

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

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

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



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



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

myProject™ >> Manage My PARs >> [Submission Details](#) >> [Comment Dialog](#)
 VT/RTSC/WG9/1544
P1544 Standard for Transit Communications Interface Profiles (TCIP) for Railcar Basic Operating Unit Interoperability - Data Element Definitions

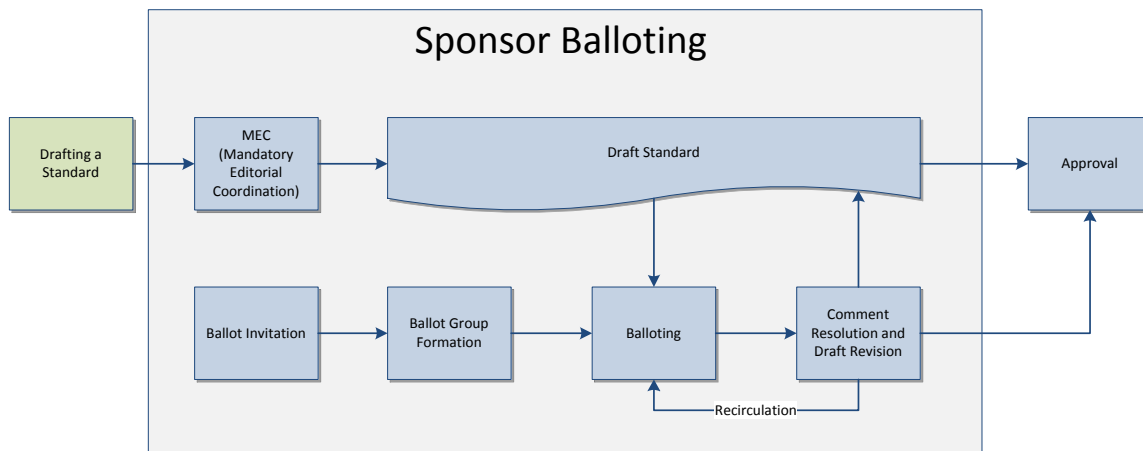
Original Comment from Hung Ling
 This project had received two previous extensions of one year each. Were those extensions also due to the WG Chair not being able to move the balloting forward?
There is no dialog for this comment.

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

6 Sponsor Balloting

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



Relevant Sections of the myProject™ User Guide:

- MEC – **6.1 Submit a Draft for MEC**
- Ballot Invitation – **6.2 Initiate Ballot Invitation**
- Ballot Group Formation – **6.4 Join a Sponsor Ballot (Individual Balloting), 6.5 Pay to Join a Single Ballot (Individual Balloting), 6.6 Join a Ballot (Entity Balloting)**
- Balloting – **6.10 Initiate Sponsor Ballot, 6.11 Review Ballot**
- Comment Resolution – **6.18 Comment Resolution**

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:

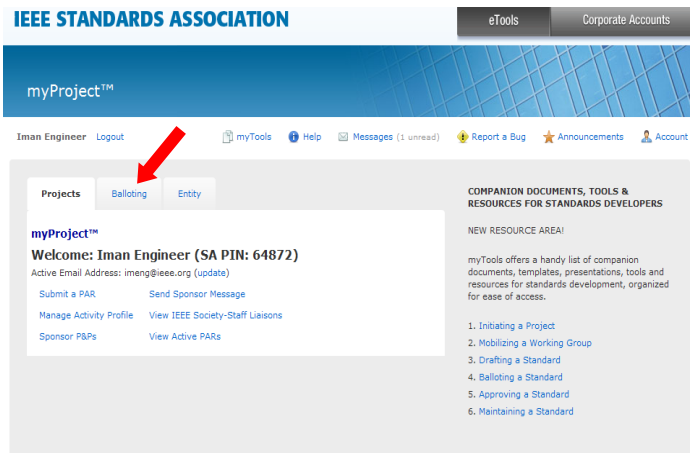
- Sponsor Chair, Standard Representative, Working Group Chair/Co-Chair/Vice-Chair, Sponsor Ballot Designee

Notes:

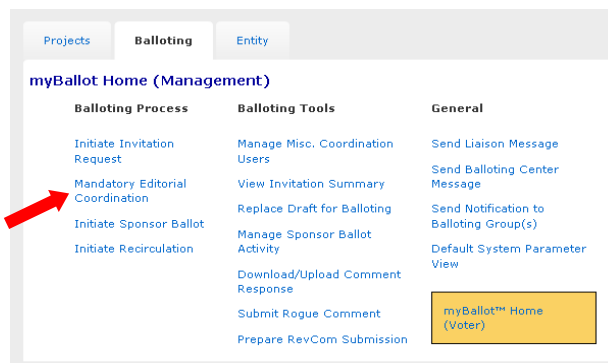
- The Mandatory Editorial Coordination (MEC) should be initiated by the start of the ballot invitation.
- Be sure to include all copyright permissions letters at this time.

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 *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:

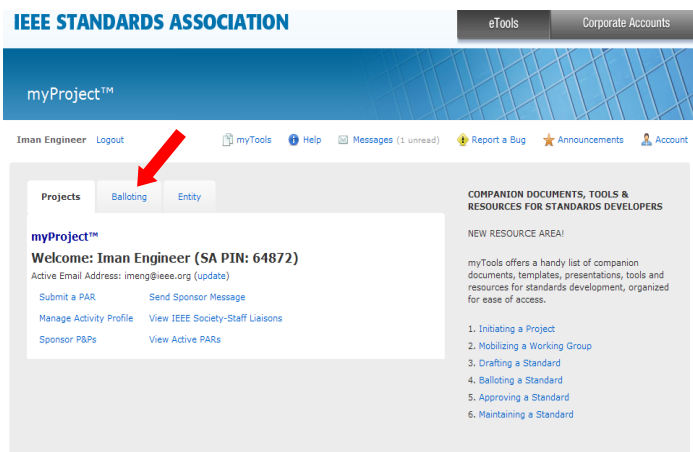
- Sponsor Chair, Standard Representative, Working Group Chair/Co-Chair/Vice-Chair, Sponsor Ballot Designee

Notes:

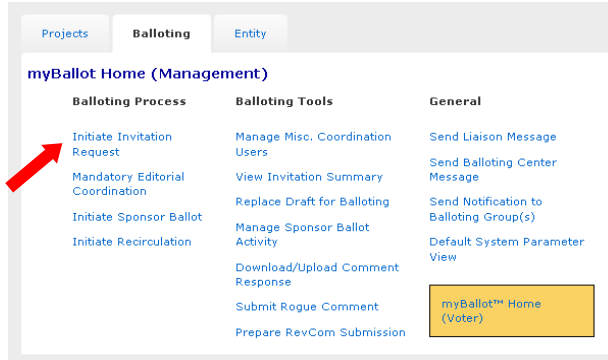
- The MEC should be initiated before the ballot invitation is sent out. For more information on submitting a draft for MEC, see **Sec 6.1 Submit a Draft for MEC**.
- The invitation will not open until your staff liaison reviews and sends the invitation.
- The Sponsor Chair/Standards Representative will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

Instructions:

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



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



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

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

Step 1 / 4

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

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

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

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

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

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

PROJECT:

TYPE:

LENGTH OF YOUR INVITATION: days

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

myBallot Home (Management) >> Initiate Invitation Request 2

Step 2 / 4

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

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

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

Select the Next button to proceed to the Voter Classifications.

<< BACK NEXT >> CANCEL

5. Confirm the voter classifications for the ballot.

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

myBallot Home (Management) >> Initiate Invitation Request 3

Step 3 / 4

Voter Classifications

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

[Add New Voter Classification](#)

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

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

<< BACK NEXT >> CANCEL

6. Verify the Invitation information.

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

6.3 Reopen/Extend Ballot Invitation

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

Applicable Users:

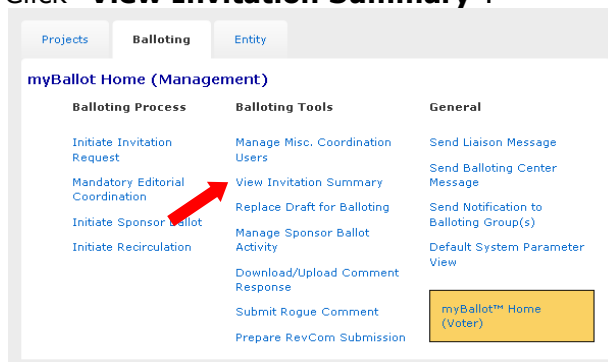
- Sponsor Chair, Standard Representative, Working Group Chair/Co-Chair/Vice-Chair, Sponsor Ballot Designee

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**".

6.10 *Initiate Sponsor Ballot*

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

Applicable Users:

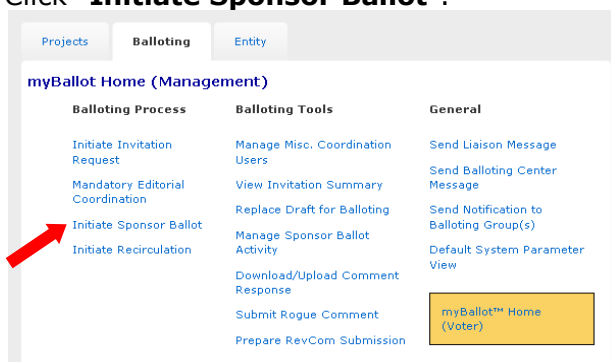
- Sponsor Chair, Standard Representative, Working Group Chair/Co-Chair/Vice-Chair, Sponsor Ballot Designee

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"** (must 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"**.

6.14 *Change (Flip) a vote*

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

Applicable users:

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

Notes:

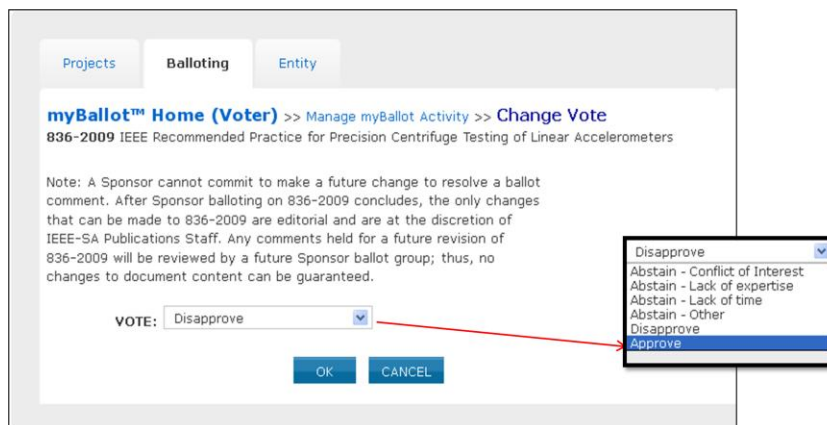
- You will receive notification of your vote change. This notification will be included with the RevCom submission.
- You may only change you vote once using this feature. You will not be able to change the vote back to “Disapprove”.
- **Instructions for Entity Balloting are the same, but ballots are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

Instructions:

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



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



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

- Flipped votes will appear as the following:

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

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

Recirculation #1 Initial Ballot

BALLOT OPEN DATE: 21-Jul-2011
BALLOT CLOSE DATE: 21-Jul-2011
TYPE: Reaffirmation

BALLOTS RECEIVED: 2
VOTE CHANGES: 2
COMMENTS: 4
MUST BE SATISFIED COMMENTS: 1

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

4 eligible people in this ballot group.

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

4 votes received = 100% returned
 0% abstention

APPROVAL RATE
 The 75% affirmation requirement is being met.

3 affirmative votes
 1 negative votes with comments

4 votes = 75% affirmative

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

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

VOTER SUMMARY

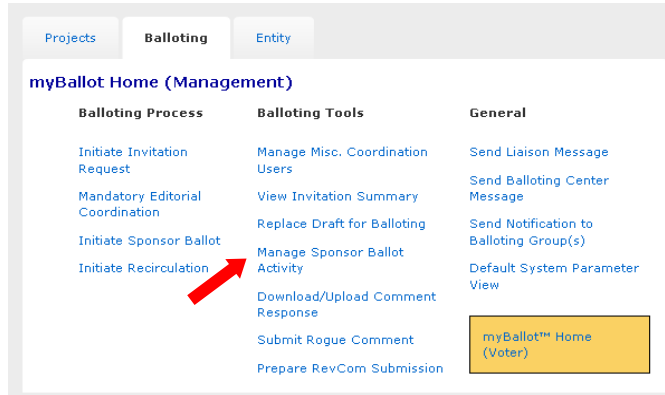
6.15 View Ballot Summary

Applicable Users:

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

Instructions:

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



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

myBallot Home (Management) >> Manage Sponsor Ballot Activity

SEARCH Include Inactive Ballots

Project #	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.

6.17 *Submit Rogue Comment*

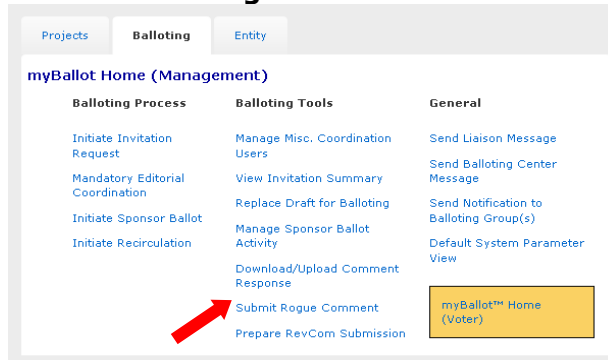
This feature can be used to submit comments that have been received by the Working Group outside of the myProject™ system. These comments cannot be marked as “Must Be Satisfied”, but will become part of the record that is submitted to RevCom.

Applicable Users:

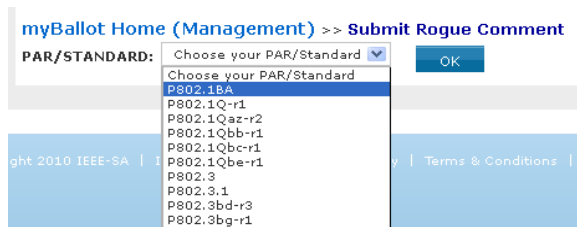
- Sponsor Chair, Standard Representative, Working Group Chair/Co-Chair/Vice-Chair, Sponsor Ballot Designee

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.

6.18 *Comment Resolution*

6.18.1 *Resolution Status Definitions*

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

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

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

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

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

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

- (1) Highlight the Resolution Status column and perform the 'find/replace' procedure with the following:
- (2) Replace Agree with Accepted.
- (3) Replace Principle with Revised
- (4) Replace Disagree, Out of Scope and Unresolvable with Rejected

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

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

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

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

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

6.18.2 Respond To Ballot Comments Individually

Applicable Users:

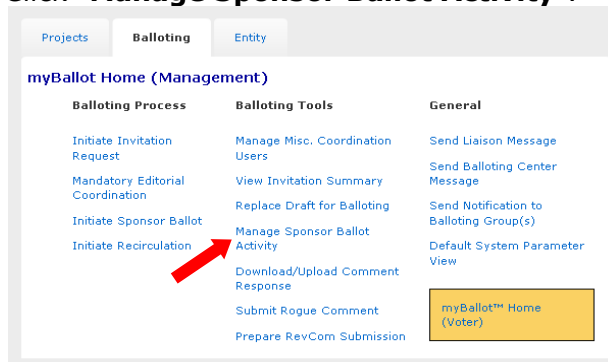
- Sponsor Chair, Standard Representative, Working Group Chair/Co-Chair/Vice-Chair, Sponsor Ballot Designee

Notes:

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

Instructions:

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



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

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

Include Inactive Ballots

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

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

myBallot Home (Management) >> Manage Sponsor Ballot Activity >> **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 "(fo...)"	Agree edit	ACCEPT.
50	Haddock, Stephen	Individual	6	General Interest	Disapprove	Extreme Networks	Editorial	340	13.13	38	typo		No	"identical" should be one word.	Agree edit	ACCEPT.
49	Haddock, Stephen	Individual	5	General Interest	Disapprove	Extreme Networks	Editorial	105	8.3	46	Missing references, and the classification an...		No	Add reference "8.6.4" to bullet d2). Add ref...	Agree edit	ACCEPT.
48	Haddock, Stephen	Individual	4	General Interest	Disapprove	Extreme Networks	Technical	104	8.2	3	Bridges now include systems with multiple br...		No	Replace "A Bridge" with "A Bridge comprises" with "A Bridge c...	Agree edit	ACCEPT.

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

To download comments and prepare responses offline:

1. Click Download/Upload Comment Response
2. See **Sec. 6.18.3** Step 3.

6.18.3 Download Comments Resolution File

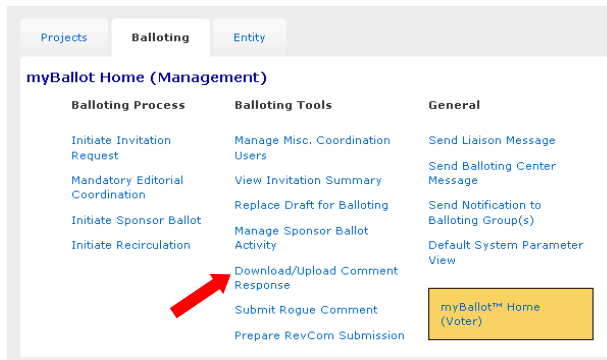
This option allows officers the ability to respond to comments offline and then upload them.

Applicable Users:

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

Instructions:


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



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

[myBallot Home \(Management\)](#) >> [Manage Sponsor Ballot Activity](#) >> [Voter Response Detail](#) >> [Download/Upload Comment Response](#)
P802.15.7 Physical (PHY) and Medium Access Control (MAC) Layer Standard for Short-Range Wireless Optical Communication Using Visible Light

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

[Download Comment Resolution Zip File](#) 

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

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

- Accepted
- Revised
- Rejected

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

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

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

UPLOAD COMMENT RESOLUTION FILE:

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

6.18.4 Upload Comments Resolution File

Applicable Users:

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

Notes:

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

Instructions:

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

[myBallot Home \(Management\)](#) >> [Manage Sponsor Ballot Activity](#) >> [Voter Response Detail](#) >> [Download/Upload Comment Response](#)
P802.15.7 Physical (PHY) and Medium Access Control (MAC) Layer Standard for Short-Range Wireless Optical Communication Using Visible Light

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

[Download Comment Resolution Zip File](#)

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


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

- Accepted
- Revised
- Rejected

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

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

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

UPLOAD COMMENT RESOLUTION FILE: 

5. Click "OK"
6. View the comments in myProject and make sure your comments were uploaded correctly (See Sec 6.18.2 for more detail).

6.19 *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:

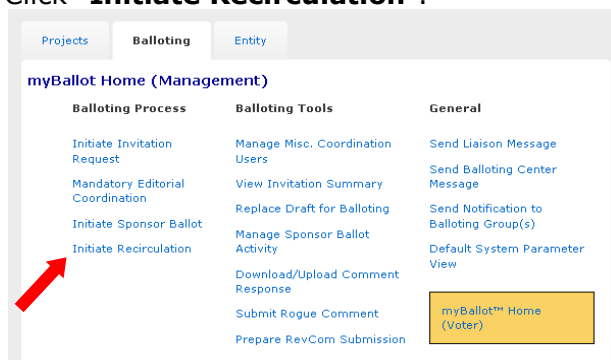
- Sponsor Chair, Standard Representative, Working Group Chair/Co-Chair/Vice-Chair, Sponsor Ballot Designee

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.

6.20 Request a Ballot Reset or Termination

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

Applicable Users:

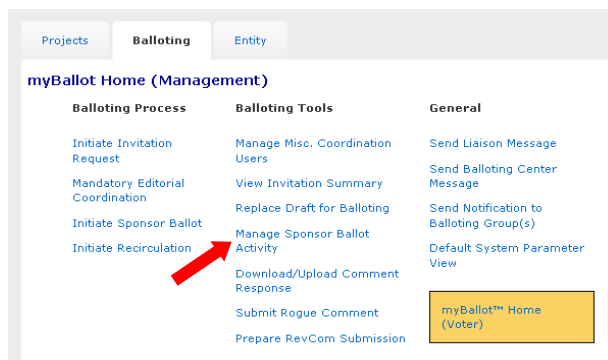
- Sponsor Chair, Standard Representative, Working Group Chair/Co-Chair/Vice-Chair, Sponsor Ballot Designee

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

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	Actions
C/LM/WG802.1/802.1BA	P802.1BA	Individual	1 -- <TEST Document1.pdf>		Failed	87	18-May-2011 11:59pm ET	1.0% / 65	0.0% / 1	0.0%	1	extend ballot, reset ballot, terminate ballot
C/LM/WG802.1/802.1Q	P802.1Q	Individual	D1.3 -- <802-1Q-REV-D1-3.pdf> <8021-q-rev-d1-3-mbs.zip>		Comment Resolution	96	17-Dec-2010 11:59pm ET	84.0%	92.0%	4.0%	66	resolve comments, reset ballot, terminate ballot
C/LM/WG802.1/802.1Qaz	P802.1Qaz	Individual	2.3 -- <1az-d2-3.pdf>	Cover Letter 1az-d2-3.mib	Comment Resolution 2	77	04-Jan-2011 11:59pm ET	84.0%	95.0%	4.0%	9	resolve comments, terminate ballot
C/LM/WG802.1/802.1Qbb	P802.1Qbb	Individual	2.3 -- <802-1bb-d2-3-cb.pdf>	Cover Letter MIB_and_no-change...	Comment Resolution 1	95	03-Jul-2010 11:59pm ET	85.0%	98.0%	6.0%	1	resolve comments, terminate ballot

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

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

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

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

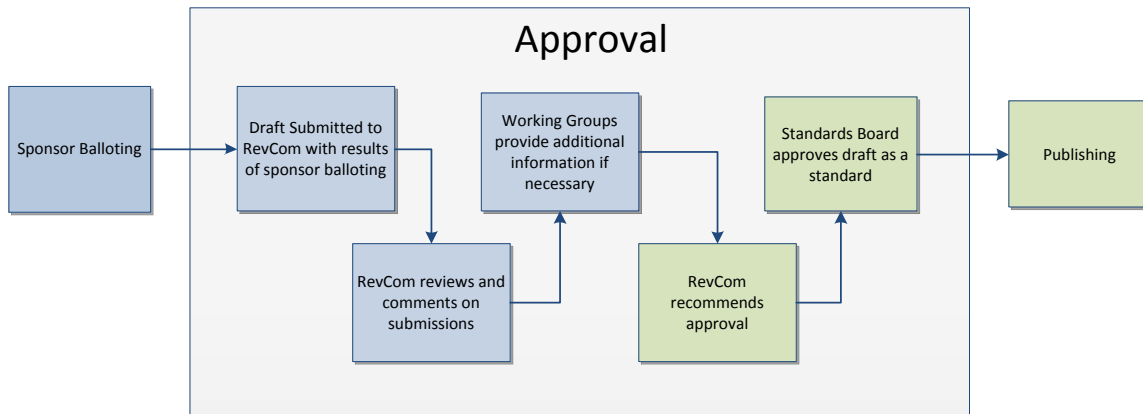
REASON:

COMMENTS:

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

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 - **7.1 Submit a Project to RevCom**
- RevCom Reviews Submission - **7.3 Vote and Comment on a Submission**
- Working Groups Provide Additional Information - **7.4 View RevCom Submission and Respond to Comments**

7.1 *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/Co-Chair/Vice-Chair, RevCom Designee

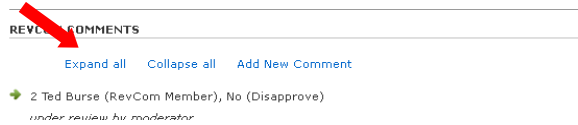
Instructions:

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

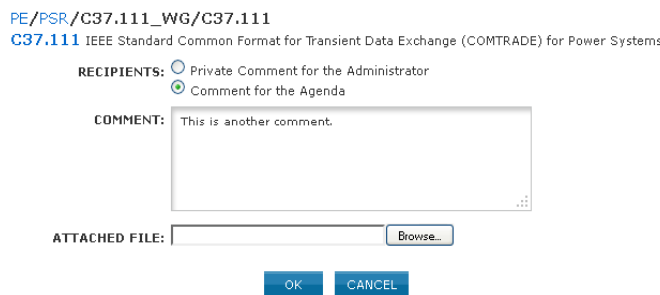
3. You will be presented with a summary screen of your submission to RevCom including results of the last ballot recirculation and a list of files associated with the balloting.
4. Click the file name to download any of the files.
5. Additional files can be added by clicking the "**Add Document**" button.
 - 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.



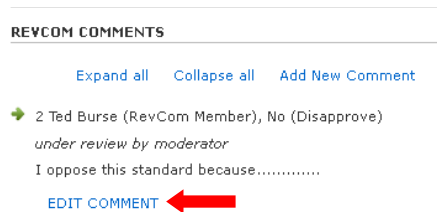
7. To add a new comment, click **"Add New Comment"**.



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.



7.3.1 Import Comments

It is also possible to record comments offline in a spreadsheet and upload them when connected to myProject™.

Applicable Users:

- RevCom Members

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

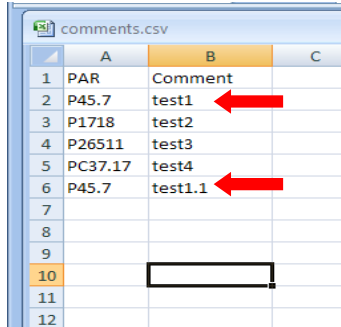
Use this page to upload PAR comments which were prepared offline. The CSV file should be in the format:

```
"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.

7.3.2 View All Comments

The "Complete Comment Detail" screen allows RevCom members and staff to view all comments for an agenda

Applicable Users:

- RevCom Members

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

7.4 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/Co-Chair/Vice-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		Interest Categories	
Eligible Voters	60	General Interest	22 37%
Ballots Returned	55	Government/Military	2 3%
		Producer	15 25%
		User	21 35%

Voting Summary

Affirmative	53	98%
Negative	1	NA
Negative w/ Comment	1	NA
Abstentions	1	1%

REVCOM COMMENTS

6. Comments will be displayed at the bottom of the screen. Click **“Expand all”** to view the entire comment threads.

8 User Roles

8.1 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/Co Chair/Vice-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

Technical Editor – This is a designation given to all Sponsor and Working Group officers as well as anyone who has been given the “Technical Editor” role at the Sponsor, Working Group or Project level. Technical editors will be given access to the Standards Dictionary.

9 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