



IEEE

Education, Mentoring, Support (EMS)

21-July-2003

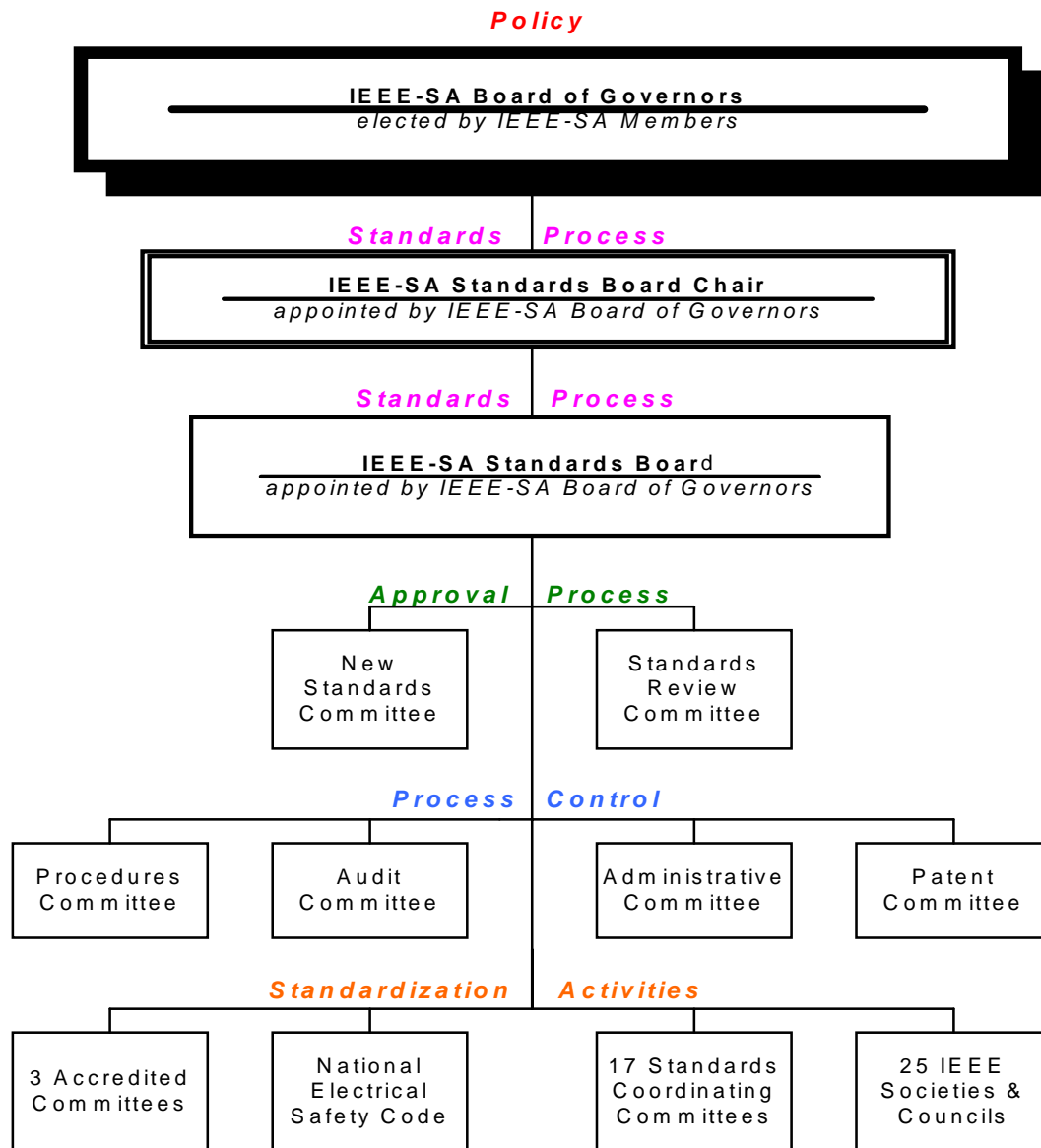
Presenters

- Jennifer Longman, Managing Editor, Standards Information and Industry Publishing
- Christine Santos, Balloting Manager
- Howard Frazier, Chair 802.3ah, Vice-Chair IEEE-SA Standards Board

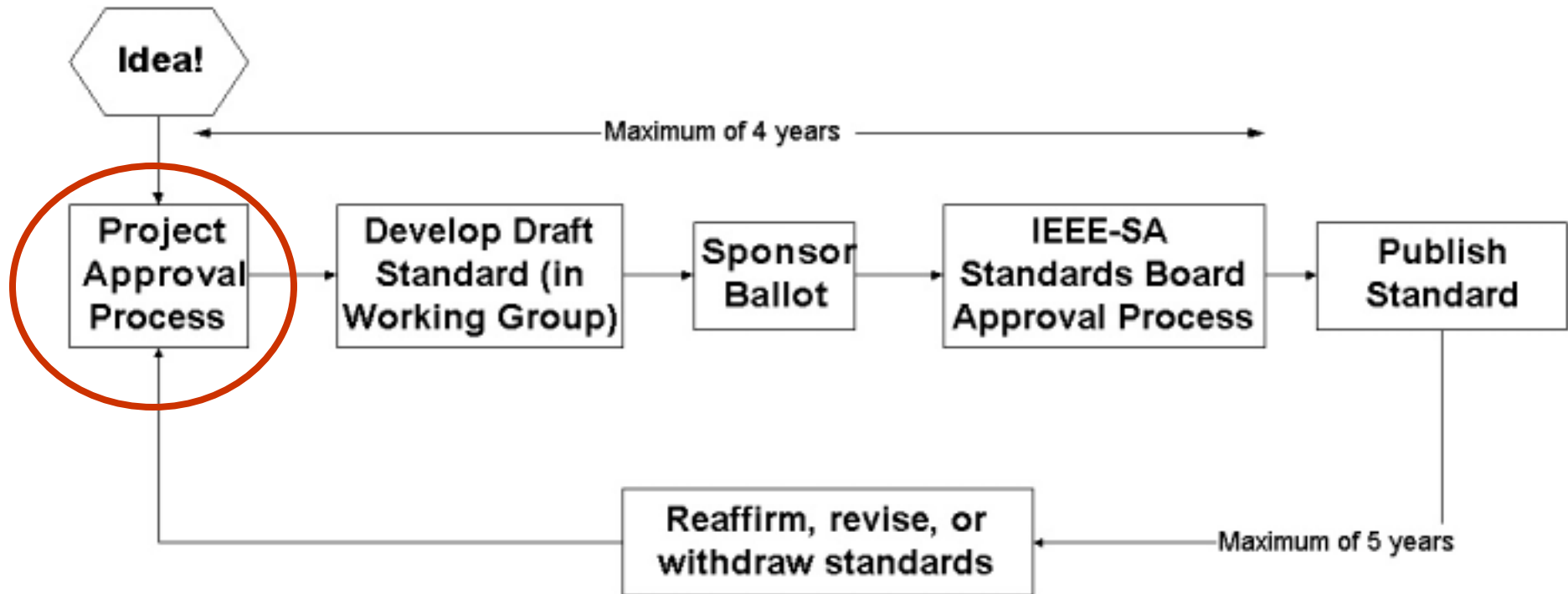
- Overview of the SA-Process Infrastructure
- PAR submittals
- Amendments, Revisions, Editions, Interpretations, Reaffirmations

IEEE-SA: What we do

The Process Infrastructure



Overview of Process



Project Approval

Project Authorization Request (PAR)

- The PAR is a legal document
 - An approved PAR serves as the work authorization by the IEEE-SA Standards Board
 - IEEE extends the umbrella of indemnification to people working on an authorized standards project, if they follow the rules
 - Copyright agreement
- The PAR is referred to when the draft standard is submitted to the IEEE-SA Standards Board for final approval
- Life of a PAR is four years

When do you need to submit a PAR?

- Every new project must have a PAR
- Amendments, Revisions, Corrigendum require a new PAR
- Reaffirmations DO NOT need a PAR, they go straight to ballot

When do you need to submit a modified PAR?

- When there is a change to the title, scope or purpose of an existing PAR
- Changing the Working Group Chair does not require a revised PAR
 - Use the Working Group Chair change form,
Available at:
<http://standards.ieee.org/guides/par/wgchg.rtf>

Modifying a Current PAR

- Modifying the PAR
 - Entire PAR may be changed
 - May limit or expand scope and/or purpose
 - May change type of document (i.e., amendment to revision or corrigendum)
 - Scope from original PAR and changes to be made must be indicated in “Scope”
 - Purpose from original PAR and changes to be made must be indicated in “Purpose”
 - Any other changes to the PAR must be indicated in “Additional Information” on the PAR form

Modifying a Current PAR (continued)

- Splitting the PAR
 - This requires modifying an existing PAR and opening a new PAR
 - Example: If PAR P1234a is to be split into P1234a and P1234b, P1234a requires a revised PAR and P1234b requires new PAR

Timelines for PAR Approval

Regularly Scheduled Meetings

- PARs are considered by the New Standards Committee (NesCom) four times per year
 - March, June, September, December
- The deadline for PAR submittal is 40 calendar days prior to the next NesCom meeting (with the exception of the December meeting, which is 50 calendar days prior to the meeting)
- Meeting calendars with deadlines can be found on the IEEE-SA's website at:
<http://standards.ieee.org/board/index.html> under Meeting Schedules

Timelines for PAR Approval Continuous Processing

- NesCom has four continuous processing cycles scheduled during the year
 - PARs are considered in between face-to-face meetings to help projects move forward more quickly
 - The deadline for submitting PARs for continuous processing is no later than one week prior to the start of the next continuous processing cycle
- The continuous processing schedule can be found on the IEEE-SA's website at:
<http://standards.ieee.org/board/nes/index.html> under Continuous Processing Schedule

Tips for PAR Submittals

- The current version of the PAR form can be found on the IEEE-SA's website at:
<http://standards.ieee.org/guides/par/index.html>
- Using the html version will enable PAR submission on-line
 - Using the .rtf version will require that the form be sent as an e-mail attachment to the NesCom Administrator (nescom-admin@ieee.org)
- Before you send it, be sure that the entire PAR is filled out properly and all questions (where applicable) are answered
- Verify that the Expected Date of Submission for Initial Sponsor Ballot is prior to the Projected Completion Date for the Submittal to RevCom

Tips for PAR Submittals (continued)

- Submit the signature page at the same time of PAR submittal, filling out all information requested (including that of the Sponsor Chair)
- FAX the signature page to the NesCom Administrator at +1 732 875 0695
- Questions?
 - Contact Jodi Haasz, NesCom Administrator
 - Telephone: +1 732 562 6367
 - Email: j.haasz@ieee.org

Amendments, Corrigenda, Revisions, Reaffirmations, Interpretations, Editions

What in the world is the difference?

Amendments

- 802 refers to Amendments as “Maintenance” projects
- Amendments include both editorial and technical changes to an existing standard
- Amendments require a new PAR
- Development and approval processes are the same as for a new standard
- Rules for amendments can be found in subclause 8.1.2 of the IEEE-SA Standards Board Operations Manual

Summary of Amendment Rules

- You can have as many amendments as you need within two years of IEEE-SA Standards Board approval (this is true for both new and reaffirmed standards)
- Beyond the two years, if the standard has two or more amendments, the standard (base plus amendments/corrigenda) **MUST** be revised or reaffirmed

Corrigenda

- Corrigenda contain only technical corrections to an existing standard
- A Corrigendum requires a new PAR
- Development and approval processes are the same as for a new standard
 - However, during balloting, only the corrections or text affected by the corrections are open for review
- A corrigendum cannot substantially replace, or entirely replace, its base standard

Revisions

- A revision allows the entire document to be opened to comments and changes during ballot
- Revisions require a new PAR
- Revisions usually contain technical and editorial changes
- If amendments to the standard exist, they will be included in the revision
- Development and approval processes are the same as for a new standard

Interpretations

- Questions may arise once a standard is approved concerning the language used in a standard, the intention or result meant by a particular action, etc.
- Questions are sent to the Secretary of the IEEE-SA Standards Board asking for interpretation of the passage in question
- This request is forwarded to the Sponsor for action
 - It is expected that a group will develop a response to the interpretation request and send it to the requestor (and a copy to the IEEE).

Interpretations (continued)

- Completed interpretations are first made available at:
<http://www.standards.ieee.org/reading/ieee/interp/index.html>
- Interpretations may also:
 - Be published with the standard they interpret
 - Bound in with the next printing
 - Rolled into a collection of standards

Interpretations (continued)

- In some cases, the volume of interpretations generated by a committee may be great enough to merit publication of a separate interpretations volume
- Additional information may be found in the Standards Companion at:
<http://standards.ieee.org/guides/companion/part2.html#interpret>

Reaffirmations

- A standard that is balloted to determine whether the document still reflects state-of-the-art technology and DOES NOT contain misleading or erroneous information
 - A balloter can vote negatively, with a recommendation for revision rather than reaffirmation because the standard is obsolete, or contains erroneous information

Reaffirmations

(continued)

- During the ballot, changes are not allowed, however, comments can be referred back to the WG for consideration during the next revision or amendment
- Reaffirmations do NOT require a PAR

Editions

- A document that cleans up accumulated material by rolling amendments and corrigenda into the base
- The document contains NO NEW technical material
- Editions do not require a PAR

IEEE-SA Policy for Editions

- Editions may be created to assist working groups during standards development.
- They will be created on a case-by-case basis and on a slower pace. (As a second priority to publishing a new standard, amendment or corrigenda.)
- The source file of the consolidated document will be made available only to the Technical Editor and WG Chair.

IEEE-SA Policy for Editions (continued)

- Editions DO NOT:
 - Supercede the standard
 - Affect the 5 year life cycle of a standard
- Will not be included in the GET IEEE 802 program, however, the IEEE-SA may choose to offer the Edition for sale

Questions?

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- Yvette HoSang, Manager, Standards Publishing
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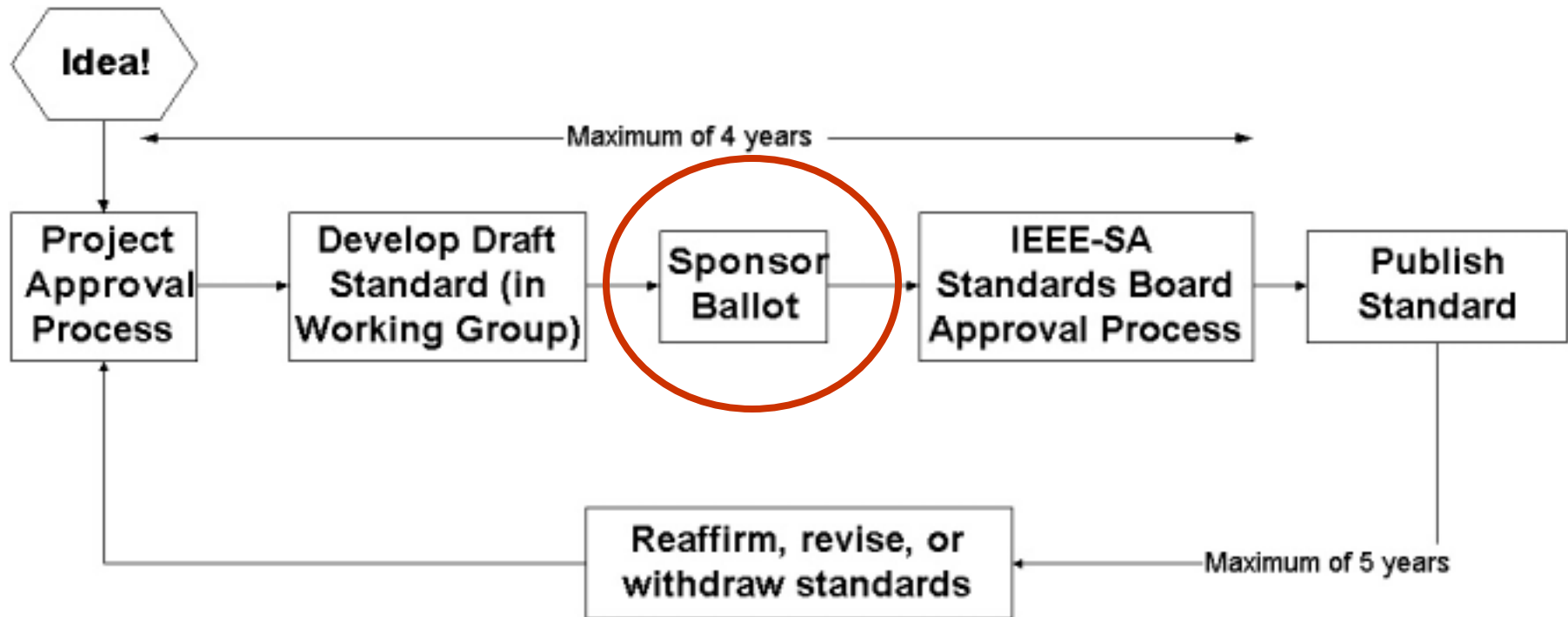
The IEEE Standards Sponsor Invitation, Ballot & Recirculation Processes

21-July-2003

Christine Santos, Balloting Manager



Overview of Process



Sponsor Balloting

- Invitation
- Balloting
- Votes
- Comments
- Recirculation

Starting the Invitation

- WG Chair to complete two forms:
 - Pre-Ballot Editorial Review
 - This could take up to 20 days
 - <http://standards.ieee.org/resources/development/balloting/pre-ballot.html>
 - Ballot Invitation Form
 - <http://standards.ieee.org/resources/development/balloting/bal-inv-form.html>

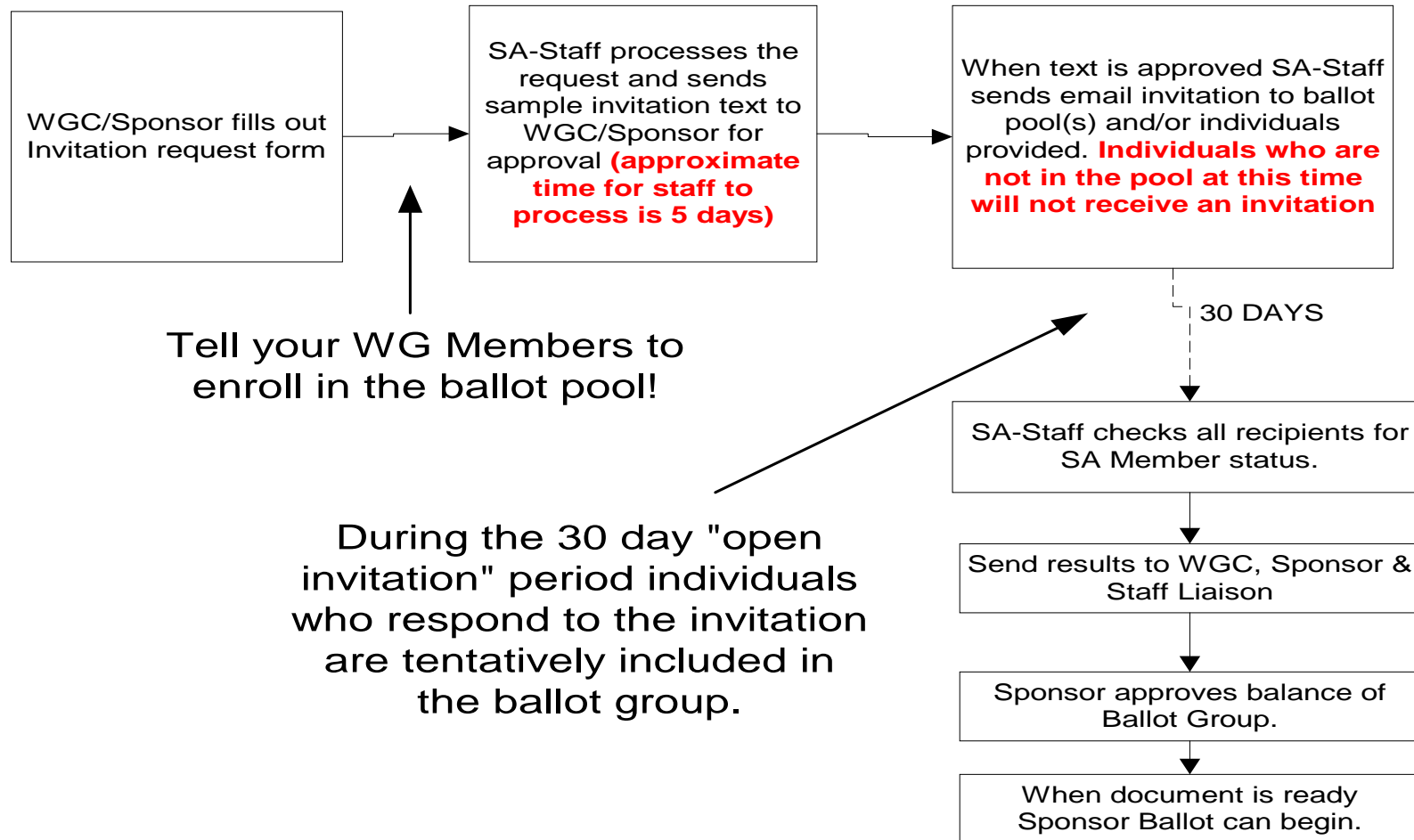
Invitation

- The process used to form a Ballot Group
 - This step is a required part of the process for IEEE 802
- An email sent to members of an existing *Balloting Pool* asking if they would like to join an upcoming *Ballot Group*
 - Requests information about each person's relationship to the standard (interest category)
 - e.g., are they a user, producer, government, general interest

The Balloting Pool

- IEEE-SA database of persons grouped by an expressed, common interest in a specific area of standards activity
- Working group members are **not** automatically members of the balloting pool or group
- **Anyone** may request to join a balloting pool simply by signing up
 - <http://standards.ieee.org/db/balloting/ballotform.html>

Invitation Flow



Ballot Invitation Tips

- An invitation usually remains open for 30 days; however, this is at the discretion of the WG Chair (a 10 day minimum is recommended)
- Advise your WG members to enroll in the designated ballot pool **EARLY** to ensure they receive an invitation to ballot
 - Remember, just because you are in the working group that does not mean you are automatically in the Sponsor ballot group

Ballot Invitation Tips

- Your email address is the key to participation. Make sure you advise the Balloting Center if your email address changes. sa-ballot@ieee.org
- Do not start your invitation too soon!
 - Ballot groups can get “stale”
 - Latecomers to process may not be aware of chance to participate

Sponsor Ballot Group

- The set of persons who ultimately vote on the proposed standard
 - Formed from those persons who have returned a ballot invitation
 - This is NOT the working group ballot

Sponsor Ballot Group

- Those persons who review and vote on the document (along with coordination entities)
- Must be “balanced,” i.e., not dominated by any single interest group (less than 50%)
- Once formed, a ballot group cannot change

Sponsor Ballot Group Obligations

- Agree to
 - Pay the appropriate fees associated with balloting privileges
 - Review the document in question and return ballots and comments on the document by the specified deadline
 - Remain members of the ballot group for the life of the ballot
- Should have technical knowledge of the standard's subject matter



IEEE

Sponsor Balloting

Sponsor Balloting

- BALANCE
- CONSENSUS
- Due Process
- Openness
- Right of Appeal

Starting the Sponsor Ballot

- WG Chair must submit
 - Ballot Initiation form
 - <http://standards.ieee.org/resources/development/balloting/bal-sub-form.html>
 - WG Chair may add material to ballot announcement that is specific to that particular ballot
 - Draft document in PDF format to IEEE Staff
 - http://standards.ieee.org/eprocess/upload_ballotting_file

Issuing Sponsor Ballots

- An email is sent from the e-balloting system to the ballot group
 - Contains instructions on how to ballot
 - Includes URLs for voting, registering comments, and downloading the document and any comment resolution forms
 - IEEE 802 uses a customized comment tool

Voting & Comments

- A ballot **typically** remains open for a 30-day period
 - The ballot announcement will indicate the closing date (midnight Eastern time)
 - Ballots received after the closing date will not be recorded
- If a 75% return has not been achieved, the ballot can be extended for up to 60 days or until the return rate is met

Voting & Comments *(cont.)*

- Comments are accepted by the e-balloting system through file upload or one at a time
 - Many IEEE 802 groups use a specialized comment collection tool
- The WG Chair will get an email as each balloter casts their vote and submits comments.

Voting & Comment Tips

- There is **no difference** between a technical or editorial comment
 - They have to be treated the same
- Ballots with negative votes should contain comments explaining the negative vote, and a proposed resolution
- If you entered your vote in error, contact the Balloting Center immediately

Sponsor Ballot Closing

- The ballot closes at midnight Eastern time on the closing date indicated on the ballot form
- Balloting Center Staff will provide the Sponsor Chair and WG Chair the results (ballot summary) within 3 business days

Sponsor Ballot Summary

- The ballot summary contains
 - A tally of the voting, along with a calculation of return rate and abstention rate percentages
 - A roster of all votes, and whether any comments were submitted
- For a successful ballot
 - 75% return rate
 - 75% approval rate
 - Less than 30% abstain

Recirculation Ballots

- A recirculation ballot is required if:
 - Technical changes were made since the last draft was balloted
 - Unresolved/rejected negative votes or comments remain
- The results of a recirculation ballot may produce additional recirculations for the same reasons as an initial ballot
- A modified PAR is required if you change the TITLE, SCOPE or PURPOSE

Recirculation Ballots *(cont.)*

- Recirculation ballots are conducted like the initial ballot, except
 - Voters may only comment/vote on changed areas of the draft
 - For IEEE 802 the recirculation ballot remains open for 15 days
 - There is no obligation to return the ballot unless voters wish to change their original vote

Additional Resources

- **IEEE Standards Development Online**

<http://standards.ieee.org/resources/development/index.html>

- **IEEE Standards Companion**

<http://standards.ieee.org/guides/companion/index.html>

- **IEEE-SA Standards Board
Operations Manual**

<http://standards.ieee.org/guides/opman/index.html>

Questions?

Christine Santos, Balloting Manager

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+1 732 562 5540

Balloting Center

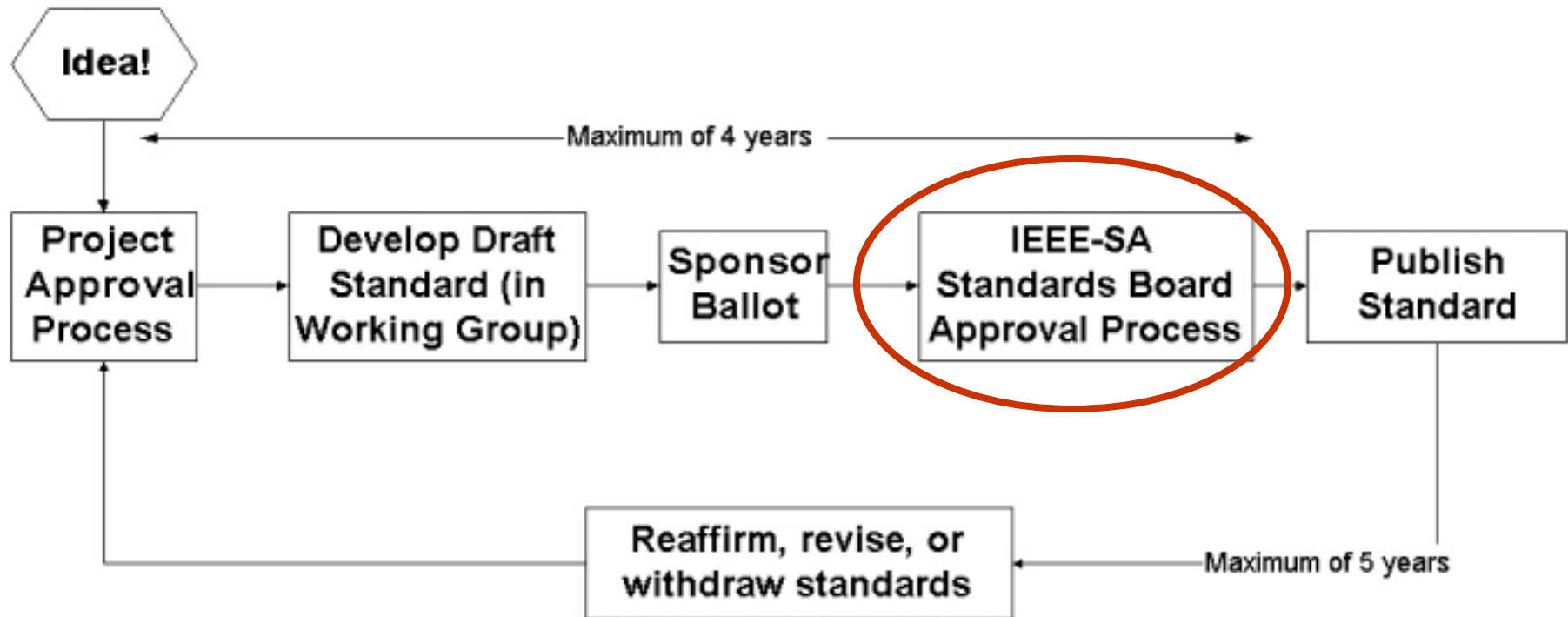
sa-ballot@ieee.org

Thank you!

EMS

RevCom Dos and Don'ts
Howard Frazier

Overview of Process



Timelines for RevCom Approval Regularly Scheduled Meetings

- Projects are considered by RevCom at regularly scheduled meetings four times per year
 - March, June, September, December
- The deadline for project submittal is 40 calendar days prior to the next RevCom meeting (with the exception of the December meeting, which is 50 calendar days prior to the meeting)
- Meeting calendars with deadlines can be found on the IEEE-SA's website at:
<http://standards.ieee.org/board/index.html>
under Meeting Schedules

Timelines for RevCom Approval

Early Consideration

- RevCom has three early consideration cycles scheduled during the year (Jan, April, October)
 - Projects are considered in between face-to-face meetings to help projects move forward more quickly
 - The deadline for submitting projects for early consideration is no later than one week prior to the start of a regulary scheduled meeting
- Only new or revised standards are eligible for early consideration
- Complex or controversial projects are not good candidates for early consideration

Outline

- What does RevCom look at?
- What does RevCom look for?
- What actions can RevCom take?
- Most common mistakes
- Helpful hints
- Resources

What does RevCom look at?

- Submittal form
- Cover letter (if provided)
- Ballot summaries
- Unresolved negative comments
- Other correspondence with balloters
- PAR & PAR approval letter
- Coordination responses
- Editorial staff checklists
- The last balloted draft

What does RevCom look for?

- Submittal form (everything is important!)
 - Title (3) consistent with PAR & draft & ballots
 - Description (8) consistent with PAR & draft
 - Ballot information (9) - balance rules, approval rate, abstention rate, # of outstanding negatives
 - Resolution of comments (10) - Don't even think about submitting with "NO" checked
 - Coordination - (11) Issues?
 - Patent/Copyright & Registration (12) - Issues?
 - Unit of Measurement (14) - Metric policy

What does RevCom look for?

- Cover letter (if provided)
 - Very helpful for explaining any unusual circumstances
 - IPR/Copyright issues
 - Joint sponsorship of project
 - International status
 - Anything else that might raise eyebrows
 - When in doubt, include a cover letter
 - Explain what was done to resolve negative comments (recirculation process)

What does RevCom look for?

- Ballot summaries
 - Include the summaries for the initial ballot, and each recirculation ballot, exactly as provided by balloting services - Do Not Alter!
 - All summaries are provided in PDF
 - RevCom checks the vote tallies, and tracks the vote changes via the summaries
 - RevCom also uses the summaries to verify balance of interest categories

What does RevCom look for?

- Unresolved negative comments
 - Each unresolved negative comment must be rebutted and recirculated
 - Do Not truncate or summarize comments
 - Send RevCom the verbatim text of all of the unresolved negative comments and sponsor rebuttals
 - A comment is a comment, no matter how small - RevCom does not distinguish between editorial and technical comments
 - Make it easy for RevCom to identify the unresolved negative comments
 - *Do Not send your entire comment database to RevCom*
 - This is the document that gets the most detailed scrutiny, and this is where most problems arise

What does RevCom look for?

- Other correspondence with balloters
 - Conversion of votes from disapprove to approve - include both the correspondence from the sponsor, and the reply from the balloter
 - Do Not promise to make a change in a future document
 - Do Not promise to make a change after balloting has been completed
 - Be very careful about correspondence with balloters on reaffirmation ballots - Do Not agree to change anything in the current document

What does RevCom look for?

- PAR and PAR approval letter
 - Has the PAR expired? (bummer)
 - Did NesCom attach any special conditions?
 - Has the WG Chair/Official Reporter changed since the PAR was approved?
 - Consistency of Title, Scope and Purpose with draft, ballot forms, and submittal form

What does RevCom look for?

- Coordination responses
 - All mandatory coordination (SCC10 - Terms & Definitions, SCC14 - Units, Letter Symbols and Abbreviations, Editorial Staff) comments must be considered
 - RevCom generally backs the SCCs to the hilt, and regards Editorial Staff coordination as holy writ
 - Mandatory coordination requires a response, but not a recirculation, unless a substantive change is made to the draft as a result

What does RevCom look for?

- Editorial staff checklists - Remember, the editor's goal is to help you get your document approved
 - Bad things can happen if you blow off their comments!
 - Editorial staff prepares a check list for each project, usually after it is submitted to RevCom
 - ~95% of projects get a clean checklist
 - Most common problem is failure to implement their comments - Do you feel lucky today, punk?
 - Second most common problem is improper labeling of draft (date, Pnumber, copyright) - non-fatal
 - Third most common problem is lack of usable or editable graphics - fatal

What does RevCom look for?

- The last balloted draft
 - Submit the PDF file that exactly matches the last balloted draft
 - **Do Not Change Anything!**
 - Make sure that each balloted draft includes a date and revision number
 - Send requests for editorial changes to your staff editor, not to RevCom
 - RevCom will compare the Title, Scope and Purpose to the approved PAR
 - RevCom members will read your draft, and have been known to find technical problems

What actions can RevCom take?

- Approve
- Conditionally Approve
 - With specific conditions that must be satisfied before the next RevCom submittal deadline
- Disapprove
 - Usually requiring a recirculation
 - A RevCom mentor will be assigned
 - Heed their advice!
- Defer consideration
 - Usually with specific requests for information

What actions can RevCom take?

- RevCom makes reccomendations to the SASB, the SASB makes the final decision
- RevCom members will review submittal packages and provide comments to sponsors one week before their meeting - **ALWAYS** respond to these comments
- WG chairs and other interested parties are welcome to attend RevCom meetings, either in person or by telephone

Most common mistakes

- Rebuttal and recirculation of unresolved negative comments - the # 1 problem
 - Write good rebuttals - take the comments seriously, write technical rebuttals to technical comments
 - Recirculate the verbatim text of the comment and rebuttal - Do Not summarize or truncate
 - Include ALL unresolved negatives along with rebuttals in the RevCom submittal package

Most common mistakes

- Recirculation of changes - the # 2 problem
 - When in doubt, recirculate - RevCom doesn't like to judge whether a change is substantive
 - Do Not make unnecessary changes - you don't have to change the draft once 75% approval has been achieved
 - Once you have made the last change, at most two recirculations are needed
 - one to recirculate the change
 - a second to recirculate any new unresolved negative(s)
 - Material that has not changed is not fair game for comments
 - Minor editorial changes can be incorporated at the discretion of the staff editor, after approval but prior to publication

Most common mistakes

- Failure to consider coordination
 - The IEEE metric policy is rigidly enforced - you have a better chance of winning the lottery than being granted an exception
 - IEEE Staff Editors are wise and powerful beings

Helpful hints

- Consult a mentor
 - Four members of 802 currently serve on RevCom (Howard, Geoff, Mark, Gary)
- Listen to your staff editor
- Listen to the RevCom Administrator
- Submit everything electronically
- Be as conservative as you would expect an 80 year old electrical power engineer to be

Resources

- Howard Frazier - 802 guy, SASB vice chair & ex RevCom chair (millardo@dominetsystems.com)
- Geoff Thompson - 802 vice chair, SASB member & RevCom member (thompson@ieee.org)
- Mark Klerer - 802 guy & RevCom member (M.Klerer@flarion.com)
- Gary Robinson - 802 guy, SASB member & RevCom member (g.robinson@computer.org)
- Paul Nikolich - 802 chair, SASB member & NesCom member (p.nikolich@ieee.org)
- Malcom Thaden - RevCom chair (m.v.thaden@pepco.com)
- David Ringle - RevCom Administrator (d.ringle@ieee.org)

Resources

- RevCom page

<http://standards.ieee.org/board/rev/index.html>

- RevCom Working Guide for Submittal of Proposed Standards

<http://standards.ieee.org/guides/revguide.html>

- RevCom Conventions

<http://standards.ieee.org/board/rev/revconventions.html>

Thank You!
Questions?