

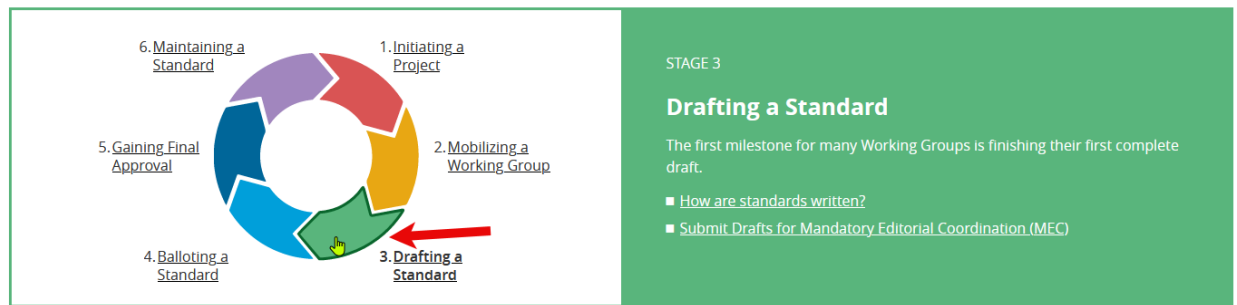
Job Aid – How to Sumit for MEC Review

3/5/2024

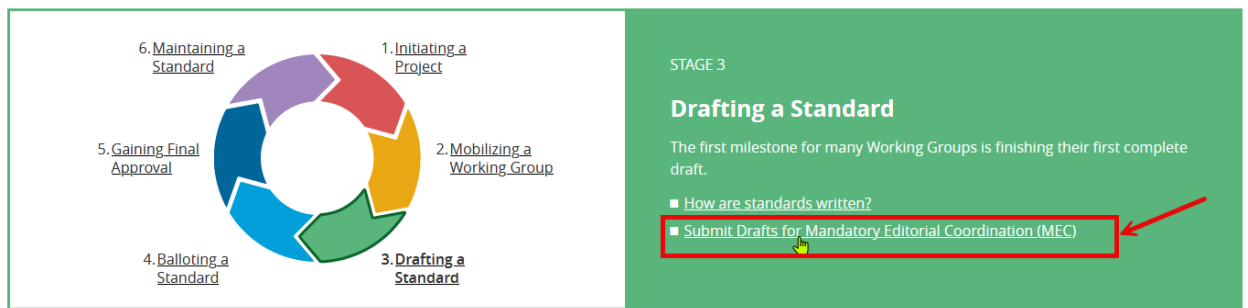
Have the Mandatory Editorial Coordination (MEC) review in hand prior to the last Working Group (WG) meeting before going to ballot. That allows any required substantive changes to be approved by the WG.

Do the submission for MEC review and the request to initiate the Ballot Invitation on the same day. The MEC Review typically requires 30 days for results. The Invitation to join the ballot pool is open for 30 days, and the resulting ballot pool is then valid for 6 months. (See the ***Calendar Plan for Approving a Draft Standard*** in the ***Standard Development Job Aids*** under Stage 1.)

1. Log onto myProject with your credentials.
2. For information on the MEC review:
 - a) Click on #3 of the color wheel ***Drafting a Standard***:



- b) Click on Submitt Drafts for Mandatory Editorial Coordination (MEC)



- c) Scroll down to:



The second link goes nowhere.

The first link ***MEC Checklist (PDF)*** goes to the following informative checklist:

Job Aid – How to Submit for MEC Review

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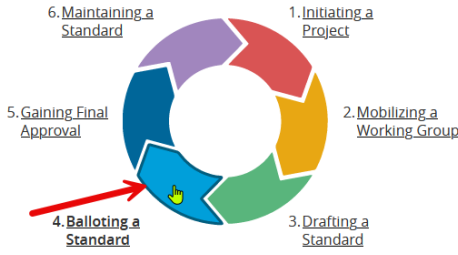
The following items are derived from the [IEEE Standards Style Manual](#).

1. **Labeling:** Is the draft properly labeled? For example, IEEE P1234/D1, Jan 20XX, Draft Standard for...
2. **Copyright:** Does the first page include the copyright statement? Do all pages include the copyright footer with the current year?
3. **Introduction:** Has an introduction been prepared, giving the history of the standard and a description of its purpose?
4. **Overall completeness and quality:** Is the draft complete, legible, and free of comments and tracked changes? Are pages, figures, and tables numbered consecutively?
5. **Figures:** Are figures legible? **Avoid the use of color alone to convey meaning.*
6. **Normative references:** Are the references cited in normative text so that it is clear that the reference is required to implement the standard? Non-normative references shall be placed in an informative annex entitled "Bibliography." Other considerations include the following:
 - The reference is publicly available at reasonable cost
 - If draft standards are included, they shall be marked as drafts (draft number and date)
 - If non-standard documents are included, the citation shall include the date of publication
 - In-text citations shall match the normative reference in Clause 2
 - References to specific parts of other documents shall include the date/edition
 - The normatively referenced material in the document meets the restrictions on commercial terms (see 6.2.2 of the [IEEE SA Standards Board Operations Manual](#))
7. **Cross-referencing:** Are all figures, tables, equations, and annexes called out in text?
8. **Definitions:** Are the definitions properly constructed? Are sources cited in parentheses after the definitions? Did you use terms and definitions from the [IEEE Standards Dictionary Online](#) instead of creating new definitions or slightly modifying existing definitions?
9. **Verb usage:** Are the verb choices (shall, should, or may) generally appropriate for the type of document (standard, recommended practice, or guide)?
10. **Permissions/copyright:** Does the draft contain borrowed material (e.g., text, tables, figures) from previously published material (other than IEEE)? If so, letters of permission must be sent to STDS-PERM-LTRS@ieee.org before the start of the IEEE SA ballot. Sample [IEEE Permission Form Request and Response Letters](#) for working groups are available for download.
11. **Units:** Metric units shall be provided, and inch-pound data may be included parenthetically to the metric unit. Exceptions are allowed per [IEEE SASB Implementation Plan](#).
12. **Mathematical expressions:** Are variables in italics, while constants set in roman? Are variables defined in an equation variable list following each equation?
13. **Amendments or Corrigenda:** If the draft is an amendment or corrigendum, are instructions on changes to the existing standard clearly shown and explained? If not, please simplify the instructions.

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3. To Initiate the MEC Review – click on #4 of the color wheel **Balloting a Standard**



6. Maintaining a Standard

1. Initiating a Project

2. Mobilizing a Working Group

3. Drafting a Standard

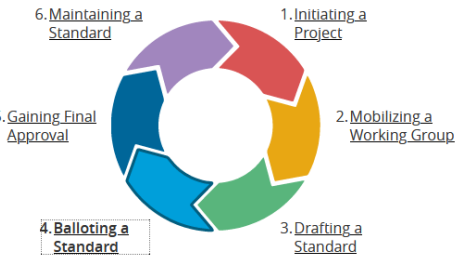
4. Balloting a Standard

5. Gaining Final Approval

myProject Quick Links

For links to commonly used features please click on a stage of the standards development lifecycle on the left.

4. Click on **Manage Invitations and Ballots**



6. Maintaining a Standard

1. Initiating a Project

2. Mobilizing a Working Group

3. Drafting a Standard

4. Balloting a Standard

5. Gaining Final Approval

STAGE 4

Balloting a Standard

Balloting begins when the Standards Committee decides the draft of the full standard is stable. The Standards Committee forms a balloting group containing persons interested in the standard.

- [Join a Balloting Group](#)
- [Vote and Comment on a Ballot](#)
- [Manage Invitations and Ballots](#)

5. On the **Manage Ballots** tab click the green **Submit Draft to MEC**

myProject

Welcome, Daniel Mulkey ▾ ?   Menu

☒ **Invitations/Ballots**

System Date/Time: 2-MAR-2024 11:28 UTC-12

Warning: Use of the browser back button may result in unsaved data or unexpected behavior. Use system navigation buttons or menus.

[Open Invitations](#)

[My Ballots \(Voter\)](#)

[Manage Ballots](#)

[Initiate Ballot Invitation](#)



Filter by Stage(s) 

[Submitted to Revcom](#)

PAR/ Standard Number	Project Title	Committee	Ballot Stage	Invitation Close Date	Ballot Close Date	Ballot Group Members	Response Rate 	Approval Rate	Balance	Comments	Collapse All
Results matching your search/filtering criteria have not been found.											

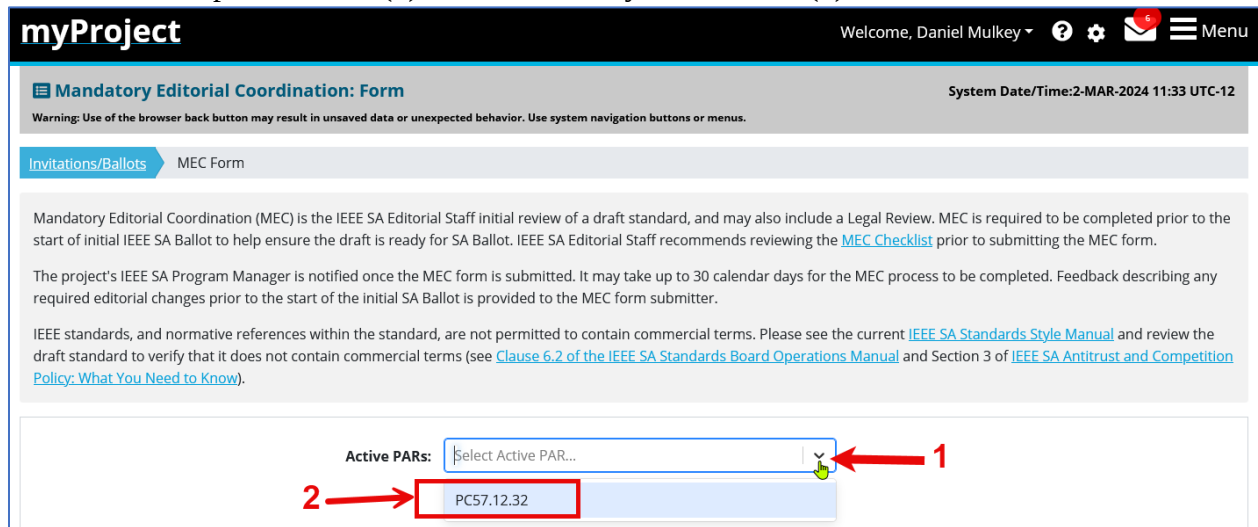
[Submit Draft to MEC](#)

Ballots: Active ▾

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6. Click on the drop-down icon (1) and then select your standard (2)



myProject Welcome, Daniel Mulkey ? ⚙️ 📧 6 ☰ Menu

Mandatory Editorial Coordination: Form System Date/Time: 2-MAR-2024 11:33 UTC-12

Warning: Use of the browser back button may result in unsaved data or unexpected behavior. Use system navigation buttons or menus.

Invitations/Ballots MEC Form

Mandatory Editorial Coordination (MEC) is the IEEE SA Editorial Staff initial review of a draft standard, and may also include a Legal Review. MEC is required to be completed prior to the start of initial IEEE SA Ballot to help ensure the draft is ready for SA Ballot. IEEE SA Editorial Staff recommends reviewing the [MEC Checklist](#) prior to submitting the MEC form.

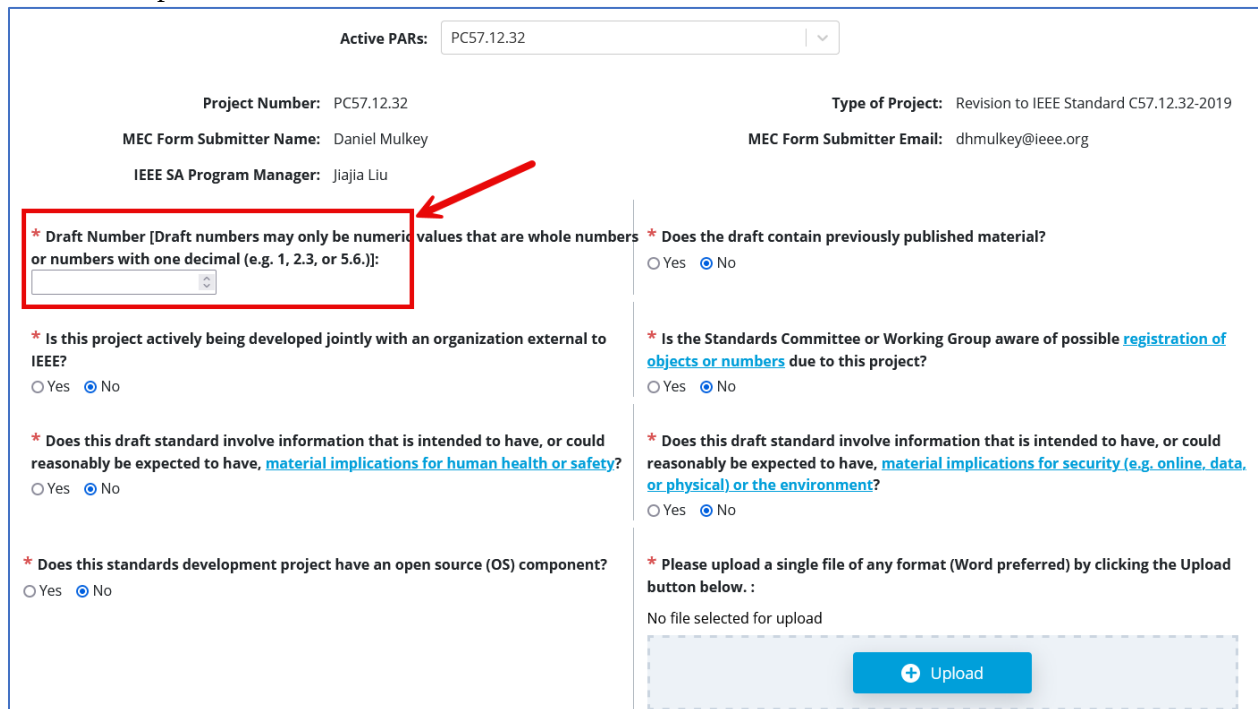
The project's IEEE SA Program Manager is notified once the MEC form is submitted. It may take up to 30 calendar days for the MEC process to be completed. Feedback describing any required editorial changes prior to the start of the initial SA Ballot is provided to the MEC form submitter.

IEEE standards, and normative references within the standard, are not permitted to contain commercial terms. Please see the current [IEEE SA Standards Style Manual](#) and review the draft standard to verify that it does not contain commercial terms (see [Clause 6.2 of the IEEE SA Standards Board Operations Manual](#) and Section 3 of [IEEE SA Antitrust and Competition Policy: What You Need to Know](#)).

Active PARs: Select Active PAR...  **1**

2  PC57.12.32

7. This form opens. Fill in the draft number:



Active PARs: PC57.12.32

Project Number: PC57.12.32 **Type of Project:** Revision to IEEE Standard C57.12.32-2019

MEC Form Submitter Name: Daniel Mulkey **MEC Form Submitter Email:** dhmulkey@ieee.org

IEEE SA Program Manager: Jiajia Liu

*** Draft Number** [Draft numbers may only be numeric values that are whole numbers or numbers with one decimal (e.g. 1, 2.3, or 5.6.)]: **1**

*** Is this project actively being developed jointly with an organization external to IEEE?**
☐ Yes ☒ No

*** Does this draft standard involve information that is intended to have, or could reasonably be expected to have, material implications for human health or safety?**
☐ Yes ☒ No

*** Does this standards development project have an open source (OS) component?**
☐ Yes ☒ No

*** Does the draft contain previously published material?**
☐ Yes ☒ No

*** Is the Standards Committee or Working Group aware of possible registration of objects or numbers due to this project?**
☐ Yes ☒ No

*** Does this draft standard involve information that is intended to have, or could reasonably be expected to have, material implications for security (e.g. online, data, or physical) or the environment?**
☐ Yes ☒ No

*** Please upload a single file of any format (Word preferred) by clicking the Upload button below. :**
No file selected for upload



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8. Upload the draft – click the Upload button and navigate to your stored draft file

Active PARs: PC57.12.32

Project Number: PC57.12.32 Type of Project: Revision to IEEE Standard C57.12.32-2019

MEC Form Submitter Name: Daniel Mulkey MEC Form Submitter Email: dhmulkey@ieee.org

IEEE SA Program Manager: Jiajia Liu

* Draft Number [Draft numbers may only be numeric values that are whole numbers or numbers with one decimal (e.g. 1, 2.3, or 5.6.)]:

* Does the draft contain previously published material?
☐ Yes ☒ No

* Is this project actively being developed jointly with an organization external to IEEE?
☐ Yes ☒ No

* Is the Standards Committee or Working Group aware of possible [registration of objects or numbers](#) due to this project?
☐ Yes ☒ No

* Does this draft standard involve information that is intended to have, or could reasonably be expected to have, [material implications for human health or safety](#)?
☐ Yes ☒ No

* Does this draft standard involve information that is intended to have, or could reasonably be expected to have, [material implications for security \(e.g. online, data, or physical\) or the environment](#)?
☐ Yes ☒ No

* Does this standards development project have an open source (OS) component?
☐ Yes ☒ No

* Please upload a single file of any format (Word preferred) by clicking the Upload button below. :
No file selected for upload

9. Review the auto-filled items for correct answers then click on Submit Draft.

Project Number: PC57.12.32 Type of Project: Revision to IEEE Standard C57.12.32-2019

MEC Form Submitter Name: Daniel Mulkey MEC Form Submitter Email: dhmulkey@ieee.org

IEEE SA Program Manager: Jiajia Liu

* Draft Number [Draft numbers may only be numeric values that are whole numbers or numbers with one decimal (e.g. 1, 2.3, or 5.6.)]:

* Does the draft contain previously published material?
☐ Yes ☒ No

* Is this project actively being developed jointly with an organization external to IEEE?
☐ Yes ☒ No

* Is the Standards Committee or Working Group aware of possible [registration of objects or numbers](#) due to this project?
☐ Yes ☒ No

* Does this draft standard involve information that is intended to have, or could reasonably be expected to have, [material implications for human health or safety](#)?
☐ Yes ☒ No

* Does this draft standard involve information that is intended to have, or could reasonably be expected to have, [material implications for security \(e.g. online, data, or physical\) or the environment](#)?
☐ Yes ☒ No

* Does this standards development project have an open source (OS) component?
☐ Yes ☒ No

* Please upload a single file of any format (Word preferred) by clicking the Upload button below. :

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10. You will receive a confirmation email:

Project Number: PC57.152
Type of Project: Revision to IEEE Standard C57.152-2013
MEC Form Submitter Name: Marcos Ferreira
IEEE SA Program Manager: Malia Zaman
Draft Number: 1
Thank you for submitting the Mandatory Editorial Coordination (MEC) form.
This review may include an IEEE Legal Review. By submitting this information, you are also making a submission to IEEE Legal and Compliance. As a friendly reminder, please review the [IEEE SA Copyright Policy](#), including [commercial terms](#) requirements, Clause 3 of [IEEE SA Antitrust Policy](#).
Below are the responses received:
Does the draft contain previously published material? Yes.
If so, have all copyright permissions been submitted to IEEE? Please submit copyright permission letter(s) to stds-perm-ltrs@ieee.org.
Yes
Is this project actively being developed jointly with an organization external to IEEE? No
Is the Standards Committee or Working Group aware of possible registration of objects or numbers due to this project? No
Does this draft standard involve information that is intended to have, or could reasonably be expected to have, material impact on the environment? No
Does this draft standard involve information that is intended to have, or could reasonably be expected to have, material impact on public health and safety? No
Does this standards development project have an open source (OS) component? No
----- Template Code B-009-1 -----

11. When the review is complete you will receive the details in a PDF letter:



Mandatory Editorial Coordination for IEEE PC57.152
16 January 2024

Dear Marcos Ferreira:

I completed the pre-ballot review of Draft 1 of IEEE PC57.152™, and my comments (below) will help ensure your draft is ready for ballot.

Section I comments shall be resolved before the ballot begins. The draft *cannot* be balloted or recirculated until these issues are resolved.

Section II comments shall be resolved before the final recirculation. These issues have to be resolved, then reviewed by balloters.

Please note that comprehensive formatting and editing (i.e., spelling, punctuation, grammar) will take place after the draft has been approved. This MEC addresses only issues that may stand in the way of IEEE SA Standards Board approval.

Thank you for the opportunity to review this draft. If you have any queries about the comments in this MEC, please contact Julie Alessi via email (j.alessi@ieee.org).

Your OPM Program Manager, Malia Zaman will assist you with next steps.

Take action as appropriate to make the required changes. I recommend doing both sections before the first ballot.

Dan Mulkey
Mulkey Engineering Inc
dhmulkey@ieee.org
707-776-7346