



Transformers Committee Standards Luncheon

November 2, 2015

Bill Bartley

Erin Spiewak

Tim Holdway

Jodi Haas

Today's Topics

- ❑ Introductions
- ❑ Opening Remarks Tim Holdway
- ❑ myProject™ User's Guide Bill Bartley
- ❑ Tables, Notes & Footnotes ... Erin Spiewak
- ❑ IEEE / IEC coordination Jodi Haas

myProject™

Volunteer User Guide

Table of Contents

1	Introduction.....	4
2	Getting Started.....	5
2.1	Accessing myProject™ for the First Time.....	5
2.2	Accessing/Updating myProject™ Account Information.....	5
2.3	Accessing Messages and Notification Preference.....	6
2.4	The myProject™ Home Screen.....	8
3	Managing Activities, Roles and Affiliations.....	10
3.1	Join an Activity/Register as an Interested Party (Sponsor, Working Group, Project).....	10
3.2	Update Affiliation Information.....	11
3.3	Entity Members and myProject™.....	12
3.4	Enroll as DR or DRA (Entity Working Groups).....	12
3.5	Manage DR and DRA (Entity Working Groups).....	14
4	Manage Sponsors and Working Groups.....	16
4.1	Upload & Manage Sponsor or Working Group P&Ps.....	16
4.2	Submitting an L50S.....	18
4.3	Assign/Change Sponsor Officers.....	19
4.4	Add a Working Group.....	21
4.5	Assign/Change Working Group Officers.....	22
4.6	Accept an Assigned Role.....	24
4.7	Select Involvement Levels.....	25
4.8	Assign Involvement Level in a Working Group.....	27
4.9	Assign/Change Sponsor Ballot Designee and Other Project Officers.....	28
4.10	Send Sponsor Message.....	30
4.11	Send a Notification to Group.....	31
4.12	PAR/Standard Report.....	33
5	The PAR Submission and Approval Process.....	34
5.1	Submit a PAR for a New IEEE Standard.....	35
5.2	Saving, Editing, Sharing and Deleting a Draft PAR.....	37
5.3	Submit a PAR for a Revision, Corrigendum, or Amendment.....	38
5.4	Modify an Approved PAR.....	40
5.5	Extend an Existing PAR.....	42
5.6	Withdraw an Approved PAR.....	44
5.7	Accept or Reject a PAR.....	45
5.8	Commenting and voting on a PAR.....	46
5.9	Downloading a .zip file.....	49
5.10	Respond to NesCom Comments About a PAR.....	50
6	Sponsor Balloting.....	52
6.1	Submit a Draft for MEC.....	53
6.2	Initiate Ballot Invitation.....	55
6.3	Reopen/Extend Ballot Invitation.....	58
6.4	Join a Sponsor Ballot (Individual Balloting).....	60
6.5	Pay to Join a Single Ballot (Individual Balloting).....	62
6.6	Join a Ballot (Entity Balloting).....	64
6.7	Manage Ballot Representatives (Entity Balloting).....	66
6.8	Remove Yourself from a Ballot.....	68
6.9	Change Your Voter Classification.....	69
6.10	Initiate Sponsor Ballot.....	70
6.11	Review Ballot.....	71
6.12	Vote and/or Comment on a Ballot.....	73
6.13	Edit/Delete a Comment.....	75

6.14	Change (Flip) a vote.....	77
6.15	View Ballot Summary.....	79
6.16	View Ballot Comments.....	81
6.17	Submit Rogue Comment.....	82
6.18	Comment Resolution.....	84
6.18.1	Resolution Status Definitions.....	84
6.18.2	Respond To Ballot Comments Individually.....	85
6.18.3	Download Comments Resolution File.....	86
6.18.4	Upload Comments Resolution File.....	87
6.19	Initiate Recirculation.....	88
6.20	Request a Ballot Reset or Termination.....	90
7	RevCom Submission and Review.....	92
7.1	Submit a Project to RevCom.....	93
7.2	View or Download an Agenda.....	95
7.3	Vote and Comment on a Submission.....	97
7.3.1	Import Comments.....	99
7.3.2	View All Comments.....	101
7.4	View RevCom Submission and Respond to Comments.....	102
7.5	View Meeting Minutes.....	104
8	User Roles.....	105
8.1	Volunteer User Roles.....	105
9	Glossary.....	107

Outline of each article

4.4 *Add a Working Group*

Applicable Users:

- Sponsor Chair, Standard Representative

Instructions:

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

myProject™ >> Manage Committees

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

Common Questions

- “How do I start a PAR?”
- “How do I respond to NESCOM Questions?”
- “We are ready to go to ballot, how do I start the MEC?”
- How do I start the ballot invitation?

Table of Contents

1	Introduction.....	4
2	Getting Started.....	5
2.1	Accessing myProject™ for the First Time.....	5
2.2	Accessing/Updating myProject™ Account Information.....	5
2.3	Accessing Messages and Notification Preference.....	6
2.4	The myProject™ Home Screen.....	8
3	Managing Activities, Roles and Affiliations.....	10
3.1	Join an Activity/Register as an Interested Party (Sponsor, Working Group, Project).....	10
3.2	Update Affiliation Information.....	11
3.3	Entity Members and myProject™.....	12
3.4	Enroll as DR or DRA (Entity Working Groups).....	12
3.5	Manage DR and DRA (Entity Working Groups).....	14
4	Manage Sponsors and Working Groups.....	16
4.1	Upload & Manage Sponsor or Working Group P&Ps.....	16
4.2	Submitting an L50S.....	18
4.3	Assign/Change Sponsor Officers.....	19
4.4	Add a Working Group.....	21
4.5	Assign/Change Working Group Officers.....	22
4.6	Accept an Assigned Role.....	24
4.7	Select Involvement Levels.....	25
4.8	Assign Involvement Level in a Working Group.....	27
4.9	Assign/Change Sponsor Ballot Designee and Other Project Officers.....	28
4.10	Send Sponsor Message.....	30
4.11	Send a Notification to Group.....	31
4.12	PAR/Standard Report.....	33
5	The PAR Submission and Approval Process.....	34
5.1	Submit a PAR for a New IEEE Standard.....	35
5.2	Saving, Editing, Sharing and Deleting a Draft PAR.....	37
5.3	Submit a PAR for a Revision, Corrigendum, or Amendment.....	38
5.4	Modify an Approved PAR.....	40
5.5	Extend an Existing PAR.....	42
5.6	Withdraw an Approved PAR.....	44
5.7	Accept or Reject a PAR.....	45
5.8	Commenting and voting on a PAR.....	46
5.9	Downloading a .zip file.....	49
5.10	Respond to NesCom Comments About a PAR.....	50
6	Sponsor Balloting.....	52
6.1	Submit a Draft for MEC.....	53
6.2	Initiate Ballot Invitation.....	55
6.3	Reopen/Extend Ballot Invitation.....	58
6.4	Join a Sponsor Ballot (Individual Balloting).....	60
6.5	Pay to Join a Single Ballot (Individual Balloting).....	62
6.6	Join a Ballot (Entity Balloting).....	64
6.7	Manage Ballot Representatives (Entity Balloting).....	66
6.8	Remove Yourself from a Ballot.....	68
6.9	Change Your Voter Classification.....	69
6.10	Initiate Sponsor Ballot.....	70
6.11	Review Ballot.....	71
6.12	Vote and/or Comment on a Ballot.....	73
6.13	Edit/Delete a Comment.....	75

6.14	Change (Flip) a vote.....	77
6.15	View Ballot Summary.....	79
6.16	View Ballot Comments.....	81
6.17	Submit Rogue Comment.....	82
6.18	Comment Resolution.....	84
6.18.1	Resolution Status Definitions.....	84
6.18.2	Respond To Ballot Comments Individually.....	85
6.18.3	Download Comments Resolution File.....	86
6.18.4	Upload Comments Resolution File.....	87
6.19	Initiate Recirculation.....	88
6.20	Request a Ballot Reset or Termination.....	90
7	RevCom Submission and Review.....	92
7.1	Submit a Project to RevCom.....	93
7.2	View or Download an Agenda.....	95
7.3	Vote and Comment on a Submission.....	97
7.3.1	Import Comments.....	99
7.3.2	View All Comments.....	101
7.4	View RevCom Submission and Respond to Comments.....	102
7.5	View Meeting Minutes.....	104
8	User Roles.....	105
8.1	Volunteer User Roles.....	105
9	Glossary.....	107

PAR Submission

5.0 The PAR Submission and Approval Process	34
5.1 Submit a PAR for a New IEEE Standard	35
5.2 Saving, Editing, Sharing and Deleting a Draft PAR	37
5.3 Submit a PAR for a Revision, Corrigendum, or Amendment	38
5.4 Modify an Approved PAR	40
5.5 Extend an Existing PAR	42
5.6 Withdraw an Approved PAR	44
5.7 Accept or Reject a PAR	45
5.8 Commenting and voting on a PAR	46
5.9 Downloading a .zip file	49
5.10 Respond to NesCom Comments About a PAR	50

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"**.

The screenshot shows a web interface for submitting a PAR. It is divided into two main sections: 'PAR Requests' on the left and 'PAR Actions' on the right. The 'PAR Requests' section contains five radio button options. The first three options are highlighted with three red arrows pointing to them from the left. The 'PAR Actions' section contains three radio button options. At the bottom of the 'PAR Requests' section is a blue button labeled 'NEXT >>'.

PAR Requests	PAR Actions
☒ PAR for a New IEEE Standard A document that does not replace or modify another standard.	☐ Modify an existing Approved PAR
☐ PAR for a Revision to an existing IEEE Standard A document that updates or replaces an existing IEEE standard in its entirety.	☐ Extend an Approved PAR
☐ PAR for a Corrigendum to an existing IEEE Standard A document that only contains technical corrections to an existing IEEE standard.	☐ Withdraw an Approved PAR
☐ 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 >>

Submitting a PAR

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 >>

Another question

How do I respond to NESCOM ?

Responding to NESCOM

Table of Contents

--

--

5.0 The PAR Submission and Approval Process	34
5.1 Submit a PAR for a New IEEE Standard	35
5.2 Saving, Editing, Sharing and Deleting a Draft PAR	37
5.3 Submit a PAR for a Revision, Corrigendum, or Amendment	38
5.4 Modify an Approved PAR	40
5.5 Extend an Existing PAR	42
5.6 Withdraw an Approved PAR	44
5.7 Accept or Reject a PAR	45
5.8 Commenting and voting on a PAR	46
5.9 Downloading a .zip file	49
5.10 Respond to NesCom Comments About a PAR	50

Responding to NESCOM

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

Responding to NESCOM

Notes:

1. Failure to respond to a comment may result in Rejection or deferral of PAR to the next NesCom meeting.

2. 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)

Responding to NESCOM

myProject™

Welcome: Iman Engineer

Active Email Address: imeng@ieee.org ([update](#))

IEEE-SA Membership Expires:

[Submit a PAR](#)

[Send Sponsor Message](#)

 [Manage My PARs \(action required\)](#)

[View IEEE Society-Staff Liaisons](#)

[Manage Activity Profile](#)

[View Active PARs](#)

[Manage Committees](#)

[Send Notification to Group](#)

[Sponsor P&Ps](#)

Responding to NESCOM

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 foo	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



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

Another common question ...

How do I submit my document for a MEC?

Submitting Doc for MEC

Review : 5 Steps in starting a ballot:

1. WG approves the Draft by a 2/3 majority
2. Subcommittee must approve – simple majority
3. Mandatory Editorial Coordination review
4. Forming the Ballot Pool
5. Initiate Sponsor Ballot

Submitting Doc for MEC

Table of Contents

6 Sponsor Balloting	52
6.1 Submit a Draft for MEC	53
6.2 Initiate Ballot Invitation	55
6.3 Reopen/Extend Ballot Invitation	58
6.4 Join a Sponsor Ballot (Individual Balloti.....	60
6.5 Pay to Join a Single Ballot (Individual Ballot)	62
6.6 Join a Ballot (Entity Balloting)	64

Submitting Doc 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.

Submitting Standard for MEC

IEEE STANDARDS ASSOCIATION

eTools Corporate Accounts

myProject™

Projects **Balloting** Entity

myBallot Home (Management)

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

myBallot™ Home (Voter)



Another common question ...

How do I start the ballot invitation?

Start a Ballot Invitation?

Table of Contents

6 Sponsor Balloting	52
6.1 Submit a Draft for MEC	53
6.2 Initiate Ballot Invitation	55
6.3 Reopen/Extend Ballot Invitation	58
6.4 Join a Sponsor Ballot (Individual Balloti.....	60
6.5 Pay to Join a Single Ballot (Individual Ballot)	62
6.6 Join a Ballot (Entity Balloting)	64

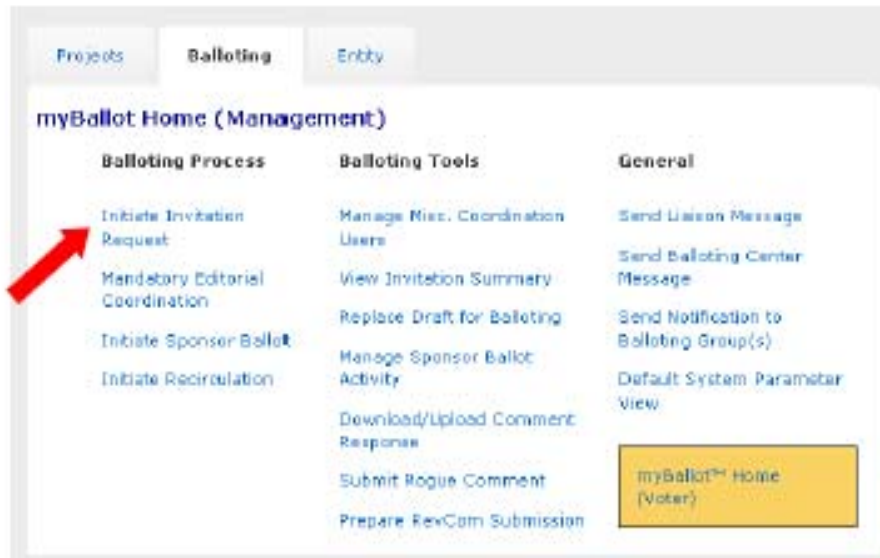
Initiate Ballot Invitation

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.

Initiate Ballot Invitation

6.2 Initiate Ballot Invitation



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.

Where Do I find It ?

The screenshot shows a web browser window with the URL www.transformerscommittee.org. The page features the IEEE logo and the title "TRANSFORMERS COMMITTEE". A sidebar on the left contains navigation links: Search Site, Home Page, Member Directory, Assoc. Mgmt Sys., External Links, Tutorials/Forms/Info, Minutes, Next Meeting, Past Meetings, Subcommittees, and Standards. The main content area includes a "WELCOME" message, a yellow banner for the "Next meeting Hosted by Mitsubishi Electric Power Products, Inc. will be in Memphis, Tennessee, USA, November 1 - 5, 2015", a "SPECIAL NOTICES" section with three bullet points, an "ASSOCIATION MANAGEMENT SYSTEM" section, and a "SUBCOMMITTEES" section with a table of links. A red arrow points to the "SUBCOMMITTEES" section.

IEEE

TRANSFORMERS COMMITTEE

WELCOME

Next meeting Hosted by Mitsubishi Electric Power Products, Inc. will be in Memphis, Tennessee, USA, November 1 - 5, 2015

SPECIAL NOTICES

- Meeting information is now posed on the [Next Meeting](#) page. The on-line meeting registration system has been enabled. We look forward to seeing you in Memphis!
- It is with deep regret that we note the passing of our colleague and friend, Martin Heathcote. Martin passed away on September 23. Funeral services was held October 16. More information/ can be found on the [Memorials](#) page.
- New posting!** My Project User Guide. Check out the link in the [Services Section](#) below. This will be the Monday Standard's Luncheon Topic. Download and have it available as a reference.

ASSOCIATION MANAGEMENT SYSTEM

The AM System is now the Committee's PRIMARY MODE OF COMMUNICATION. Anyone (even non-members) can join this system! We encourage you to sign-up and participate!

Learn more: [AM System](#)

SUBCOMMITTEES

[SC Org Chart](#) Updated 1Nov2015

Checked box ☒ indicates Unapproved Minutes/Reports for the Fall 2015 Memphis meeting are available on [Minutes](#) page.

☐ Administrative	☐ Insulation Life
---	--

IEEE prohibits discrimination, harassment and bullying. For more information, visit <http://www.ieee.org/web/aboutus/whatis/policies/p9-26.html>

Where Do I find It ?

New Page 2 x

www.transformerscommittee.org

Apps amazon.com O... Google YouTube MyProject User ... IEEE Standards ... Transformers C... Fidelity Investm... Video Jukebox ... Other bookmarks

IEEE

TRANSFORMERS COMMITTEE

IEEE PES
Power & Energy Society®

[Search Site](#)
[Home Page](#)
[Member Directory](#)
[Assoc. Mgmt Sys.](#)
[External Links](#)
[Tutorials/Forms/Info](#)
[Minutes](#)
[Next Meeting](#)
[Past Meetings](#)
[Subcommittees](#)
[Standards](#)

HOSTED BY:

- [Memphis, Tennessee](#) (Nov 1-5, 2015)
- Previous Meeting
- [San Antonio, Texas](#) (Apr 12-16, 2015)
- [Presentations](#)
- [Photos](#) Posted 23Apr2015
- Attendance
by [Company](#) Posted 28Apr2015
by [Last Name](#) Posted 28Apr2015
- [Past Meetings](#) (Archived Information)

[Meeting Break Sponsor List](#)

FUTURE MEETINGS

2015 Fall: November 1-5; Memphis, Tennessee, USA
2016 Spring: March 20-24; Atlanta, Georgia, USA
2016 Fall: October 30- November 3; Location TBD
2017 Spring: March 26-30; Location TBD
2017 Fall: October 15-19 or 22-26; Location TBD

MISC. INFORMATION

- [Bibliography on transformer books](#) Updated 24Dec2012
- Definitions - Standards Committee/Board - See "Other Information" on the [Tutorials/Forms/Info](#) page
- [External Links](#)
- [Transformers Committee Marketing Flyer](#) (pdf format) Updated 07Oct2015
Print front-to-back on colored-paper and distribute at conferences, seminars, and local IEEE meetings.
- [Patent Materials](#)
- [Presentations](#)
- [Technical Papers](#)
To provide a technical paper or to help review papers submitted, please contact the [Technical Editor](#).
- [Tutorials/Forms/Info](#) page

SERVICES

[E-mail Address Alias](#) - Free and Very Helpful
[My Project User Guide](#) **NEW**
[IEEE/SA MyBallot](#)
Collaborative Workspaces: [Central Desktop Login](#)

This page is maintained by: [webmaster](#)

IEEE prohibits discrimination, harassment and bullying. For more information, visit <http://www.ieee.org/web/aboutus/whatis/policies/p9-26.html>

Table of Contents

1	Introduction.....	4
2	Getting Started	5
2.1	Accessing myProject™ for the First Time.....	5
2.2	Accessing/Updating myProject™ Account Information.....	5
2.3	Accessing Messages and Notification Preference.....	6
2.4	The myProject™ Home Screen.....	8
3	Managing Activities, Roles and Affiliations	10
3.1	Join an Activity/Register as an Interested Party (Sponsor, Working Group, Project) ..	10
3.2	Update Affiliation Information.....	11
3.3	Entity Members and myProject™.....	12
3.4	Enroll as DR or DRA (Entity Working Groups)	12
3.5	Manage DR and DRA (Entity Working Groups)	14
4	Manage Sponsors and Working Groups.....	16
4.1	Upload & Manage Sponsor or Working Group P&Ps.....	16
4.2	Submitting an L50S.....	18
4.3	Assign/Change Sponsor Officers	19
4.4	Add a Working Group	21
4.5	Assign/Change Working Group Officers	22
4.6	Accept an Assigned Role	24
4.7	Select Involvement Levels.....	25
4.8	Assign Involvement Level In a Working Group	27
4.9	Assign/Change Sponsor Ballot Designee and Other Project Officers	28
4.10	Send Sponsor Message.....	30
4.11	Send a Notification to Group.....	31
4.12	PAR/Standard Report	33
5	The PAR Submission and Approval Process	34
5.1	Submit a PAR for a New IEEE Standard.....	35
5.2	Editor, Editor, Chapter and Relating a PAR PAR	37