

Instructions for a submitting a new PAR

The following procedure begins with the premise that

- A) If this is a “new” Standard or Guide, it first requires the approval of the cognizant SubCommittee Chair, the Standards Coordinator, *and* the Transformers Committee Administrative Committee (AdCom).
- B) You must be the “Chair” of the WG, as listed in **MyProject**. If you are not the Chair, consult the Instructions on How to Join a WG in MyProject.

1. Go to MyProject™ (<https://development.standards.ieee.org/my-site>) and log on.
2. At the welcome page, click on **Submit a PAR**
3. On next page, under **PAR Request**, choose "PAR for a New IEEE Standard" and then click [Next>>]
4. Next, scroll down until you reach **IEEE Power & Energy Society**, and click the little box on the left, with a which will then list all the PES Technical Committees.
Then under PES, click the [+] in little box, next to Transformers Committee
The little box will then change to [-] and it will list all the Working Groups in Transformers Committee.
The list should be sorted (more or less) by SubCommittee. Scroll down, until you find the appropriate Working Group. Then, click on the "**select**" to the right of the WG name
5. On the next page you will see the Sponsoring Society, Committee and Working Group information. Your name & email should appear at the bottom of the screen as the PAR Submitter. Click [**Next>>**]
If the Committee information is not there, you have done something wrong. Do NOT Proceed. Contact William Bartley, Standards Coordinator, or the IEEE Standards Liaison.
6. On the next page, enter the Standard Number that I provided (eg. C57.12.00) Do not include the prefix “P”. The system will automatically add the “P” on the PAR, making it “PC57.12.00”.
7. On the next few pages fill in or choose the answers as required.

Here are some helpful suggestions:

1.2 Type of Document choose “**Standard**” or “**Recommended Practice**” or “**Guide**”.

1.3 Life Cycle choose “**Full Use**” or “**Trial Use**”. Most Transformers standards are **Full use**.

2.1 Project Title: In the title box, do NOT insert “IEEE”; and do not include the words “**Standard**” or “**Guide**” in the box. If you chose “Standard” in question 1.2 above, the MyProject system will automatically insert “**IEEE Standard for ...**” in the title. (*If you enter in the box “Standard for General Requirements ...” the system will automatically generate a title as: IEEE Standard for Standard for General Requirements...*) This is a built in default, you cannot change it. If you want to change anything *after* you submit to NesCom, send an email to the NESCOM Administrator, Lisa Yacone, (L.Yacone@ieee.org) and ask her to make the change.

3.1 and 3.2 are automatically filled in. For **3.3**, if your project is jointly sponsored by another Committee, such as Switchgear Committee, or Substation Committee, you would enter that here.

4.1 Sponsor Balloting Information choose **Individual**

4.2 Expected Date of Submission of Draft...

choose a date that is approx 3 years out from start of this Project.

4.3 Projected Completion Date for Submittal to Revcom *your choices are Feb, May, August or October. Choose a date that is approx 6 months after the date in question 4.2 NOTE: All PARs have a life of 4 years, and expire in December. Submittal to Revcom should be no later than October of the fourth year.*

5.1 Approximate number of people expected to be actively involved in the development of this project _____ (*Just approximate - Don't leave it blank -Insert a Number*)

5.2 Scope of the Proposed Standard (*In the text box, enter your proposed Scope. Write it in present tense; not future tense...This Standard describes the electrical and mechanical... and NOT "This standard will describe..."*)

5.3 Is the completion of this standard contingent.... (*Click Yes or NO*)

5.4 Purpose *Most Transformer standards have a Purpose, but... a Purpose is not required by IEEE. If there will be no Purpose, don't leave the box blank. Click NO, and simply enter: "There will be no Purpose." If there is a Purpose, click Yes; and in the text box, enter the Purpose. Avoid using "The Purpose of this Guide is to provide..." Instead just say "This Guide provides ..."*)

Most important: 5.2 & 5.4 is the Scope & Purpose of the Standard; Do NOT describe the scope / purpose of the PAR... that goes in 5.5.

5.5 Need for the Project *This is where you explain why the Guide or Standard is needed.*

5.6 Stakeholders *This is where you list the stakeholders for the standard – utilities, industrials, manufacturers, any parties that have an interest in the standard.*

Note: 5.5 & 5.6 are for IEEE NESCOM's purposes. This info will be recorded in the PAR, but will not appear in the Standard. The next couple screens are Yes /No questions. Copyright, etc.

7.1 and 7.2 and 7.3: *If the answer is NO – do not fill out the boxes, just click NO, and move to the next question. (In 7.3, there are A and B questions – both must be answered*

7.4 *Answer should be NO for both parts.*

8.1 Additional Explanatory Notes

(This is where you can provide NESCOM any additional information. Then, click [Next>>]

8.2 Code of Ethics *you must click the box to acknowledge the ethics statement*

On the next page, you will see a summary of the complete PAR Request. If it is NOT correct, you can click on [Back], and make your corrections. When it is correct, click [Submit to NESCOM Administrator](#)

Next, the NESCOM Administrator will review the Request for accuracy and completeness. If there are any questions, you may receive an email from Lisa Yacone, (L.Yacone@ieee.org)... or our IEEE SA Liaison, Erin Spiewak (e.spiewak@ieee.org). After Lisa Yacone approves the submittal, Lisa sends me an email, and I have to review the PAR, and accept it. After I accept it, you should receive a confirmation from IEEE SA that the "Sponsor" (Transformers Committee) has accepted the PAR.

The PAR then goes on the Agenda for the next NESCOM meeting. NESCOM meets in March, June, September and December. In addition, they also have "continuous processing" teleconferences in January, May & October. Check the Transformers Committee website for actual Standards Board NESCOM /REVCOM submittal deadlines.

WAIT! *You're NOT finished Yet..... see page 3.*

