

IEEE Standards Association (IEEE-SA) Governance Overview: NesCom

Lisa Weisser
732 981 2864
l.weisser@ieee.org

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Overview

NesCom within IEEE

The Role of NesCom in the Standards Development Process

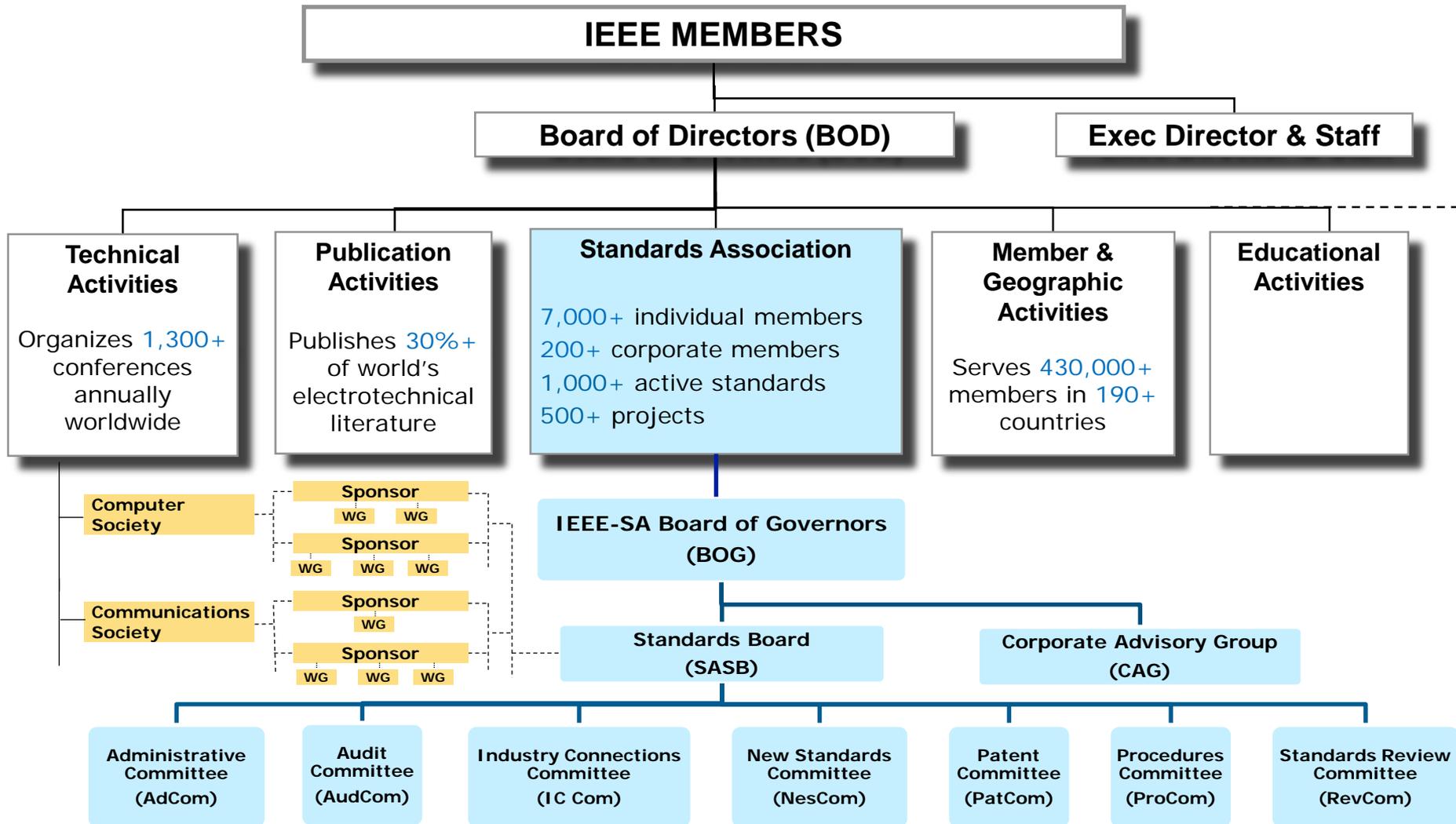
Committee Role and Members

What is a PAR

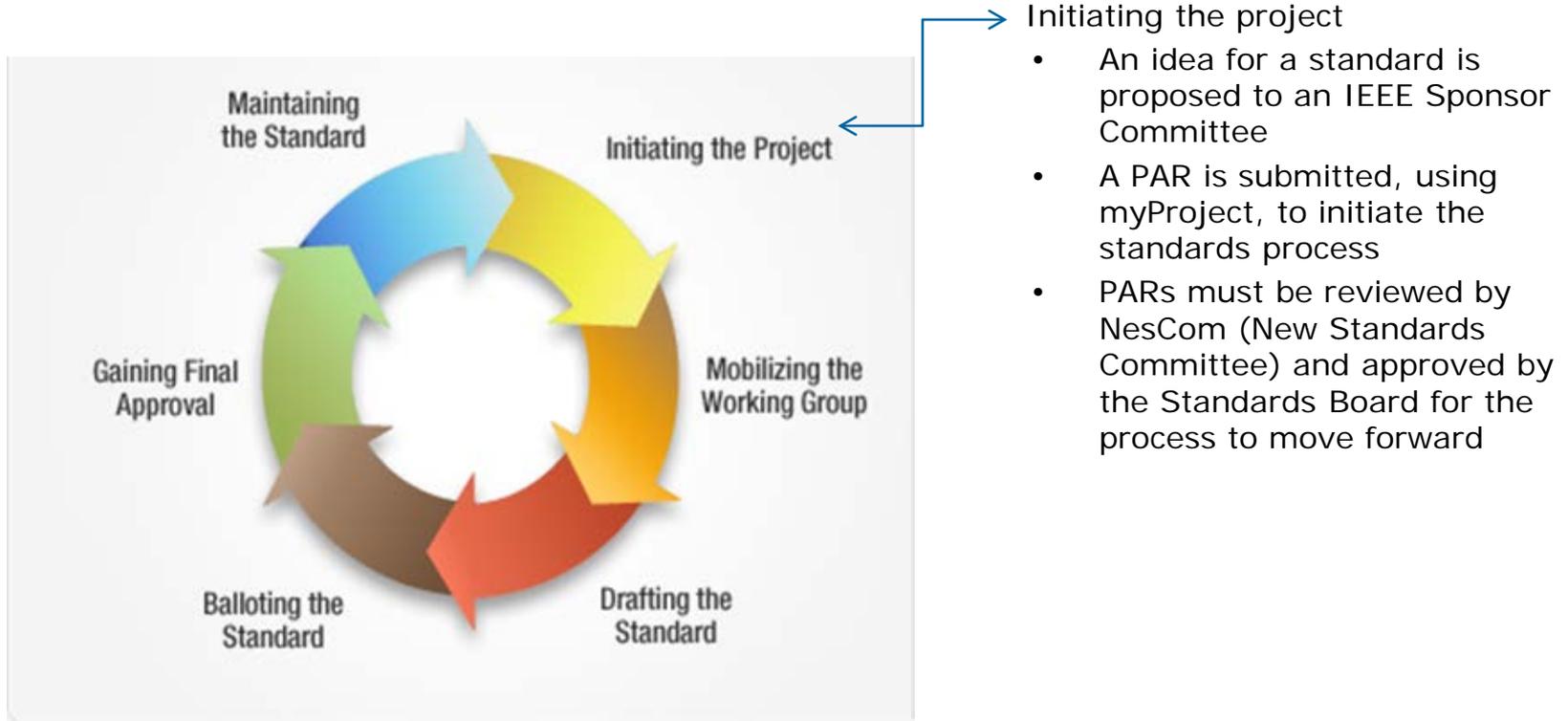
Key Items for the NesCom Review

Resources

IEEE Standards Association is an OU inside IEEE



Role of NesCom in the Standards Development Process



What is NesCom?

- New Standards Committee.
- One of six governance committees of the IEEE SA-Standards Board.
- NesCom consists of 10-15 members, at least four of whom, including the chair, are voting members of the IEEE-SA Standards Board.
- NesCom has been delegated the responsibility of considering all Project Authorization Requests (PARs) and providing recommendations to the IEEE-SA Standards Board regarding their approval.

New Standards Committee (NesCom) 2017 Roster

- Stephen Dukes, Chair (CES)
- Ted Burse (PE/SWG)
- Thomas Koshy (PE/NPE)
- Daleep Mohla (IAS)
- Damir Novosel (PE)
- Glenn Parsons (C/LM, COM)
- Dorothy Stanley (C/LM)
- Mehmet Ulema (COM)
- Phil Winston (PE/PSR)
- Jingyi Zhou (C/LM)

Role of Program Managers and Committee Administrators

Program Manager

- liaison with Sponsors and WG chairs to ensure submittals are complete
- help with comment responses
- answer questions at NesCom meetings

Committee Administrators

- organize submittals
- ensure all documentation is available for committee members
- work behind the scenes with Program Manager to address any submittal issues
- coordinate with the Program Managers to get timely responses to comments from reviewers

NesCom Review Schedule

- **Submission Deadline:** Approx 40 days before meeting
- **Review Period:** One week after deadline (Individual Review and then Open Review is two weeks after deadline)
- **Review Closed:** Two days before NesCom meeting
- **Sponsor Approval Cutoff:** One day before NesCom meeting
- **NesCom Meeting**
- **Standards Board Meeting:** One day after NesCom (Continuous Processing meeting – recommendations are balloted to the Board by email, unless there is also an SASB teleconference.)

NesCom Review Schedule

Three Face-to-Face meetings per year typically held in:

- March
- June
- December

Continuous Processing – 2 to 3 times per year:

- January/February
- April/May
- September/October

Meeting Schedule and Submission Deadlines:

<http://standards.ieee.org/about/sasb/2017calendar.pdf>

Upcoming submittal deadlines: 10 February (for the March meeting series, 24 March (for the May teleconferences)

PAR – Project Authorization Request

- An approved PAR is needed before official work is begun on a standard project. It serves as the work authorization by the IEEE-SA Standards Board.
- NesCom examines PARs and makes recommendations to the IEEE-SA Standards Board regarding their approval.
- An approved PAR is valid for 4 years.
- The PAR is referred to when the standard is submitted to RevCom for approval.

Submitting a PAR

- The PAR must be completed via myProject (<https://development.standards.ieee.org/my-site>)
- An IEEE web account is required. If you do not have a web account, click on the links at the bottom of the myProject home page if you need to get an account (or if you forget your user credentials).
- The PAR must be received prior to the submittal deadline for each meeting. Submittal deadline dates can be found on our website: <http://standards.ieee.org/about/sasb/2017calendar.pdf>

PAR Requests and Actions

[myProject™](#) >> [Submit a PAR](#)

IEEE-SA Standards Board Project Authorization Request (PAR) Process

The submittal deadlines are available at
<http://standards.ieee.org/about/sasb/nescom/calendar.pdf>

In order for a PAR to be considered and/or approved, it must be received by the IEEE-SA Standards Department at least 40 calendar days before IEEE-SA Standards Board meetings. PARs may also be approved via the continuous processing program.

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

Select the appropriate "Request" or "Action" for the project, for a new standard, select "PAR for a New IEEE Standard"

NEXT >>

PAR to Modify an approved PAR

- A modified PAR is used to change the title, scope or purpose of an **approved** PAR to match the draft.
- A modified PAR **cannot** be used to request an extension. A separate extension request is required. This can be submitted simultaneously with a modified PAR.
- Changing the Working Group Chair does not require a modified PAR.
- To modify a previously approved PAR, you must enter the corresponding PAR number and click "search".
- A list will appear, click "select" to modify or click the PAR number to view a summary.
- Modifying an existing PAR is similar to submitting a new one, but most fields will be pre-filled. You can edit whichever fields you need to modify.

Requests to Extend or Withdraw an Approved PAR

- ❑ Extension - PARs are approved for a period of 4 years. If the four years expires before submittal to RevCom, an extension request must be submitted. Extensions are requested for one to four years. Sufficient evidence of work towards completion must be presented.
- ❑ Withdrawal – If the Sponsor decides not to proceed with work on a PAR, a withdrawal request must be submitted. PARs which will expire, and have not had an extension request submitted will be administratively withdrawn at the end of 4 years.
- ❑ To request an extension or withdraw an approved PAR, select the appropriate action and fill out the necessary fields, make sure to include the reasons for your request before submitting.
- ❑ **NOTE: Only Sponsor Chairs and Working Group Chairs (or their designees) may submit an Extension or Withdrawal Request.**

What is NesCom looking for?

- Clarity in PAR title (ranges, acronyms spelled out)
- Scope and Purpose of PAR
 - The scope and purpose on draft document submitted to RevCom needs to be within the scope and purpose on the PAR.
 - The Scope and Purpose statements on the PAR shall be written in present tense, in complete sentences, and with proper grammar as they are intended to appear in the published standard
- Any request to enlarge the scope of the project after the balloting invitation is issued requires the existing PAR to be withdrawn and the submission of a New PAR.
- Complete contact/point person information – esp. WG Chair
- All fields/questions must be filled out

What is NesCom looking for?

- During the Review Period, you may receive notification from alerting you that there are comments about your PAR. Each message will list the member who submitted the comment, instructions on how to respond to the comment within myProject (not by email), and a copy of the comment itself.
- It is best to at least try to respond to the comments. If there is reason to disagree, that is fine, but it is good to clearly explain things.
- Once PARs have been submitted, the NesCom Admin is the only one who can make the edits on the PAR.

More information can be found in the NesCom Conventions:

<http://standards.ieee.org/about/sasb/nescom/conv.html>

Guidance can be found on myProject

1 Initiating the Project

The Project Sponsor submits a Project Authorization Request (PAR) for approval.

The first step in beginning a standards development project, whether an individual or entity/corporate activity in the IEEE-SA, is the submittal of the Project Authorization Request (PAR).

RELATED INFORMATION

- [Standards Development Overview](#)
- [Study Group Guidelines](#)
- [PAR FAQs](#)
- [NesCom Conventions for Review of PARs](#)
- [Types of Projects](#)
- [NesCom Information](#)
- [NesCom meeting information & minutes](#)
- [List of Approved PARs](#)
- [Project Numbering Policy](#)

ACTIONS/TASKS

- [Submit Project Authorization Request](#)

SUPPORT MATERIAL

[myProject User Guide](#) Chapters:

- Getting Started
- The PAR Submittal & Approval Process

[Standards Development \(SASB OpsMan\)](#)

[Pre-PAR Meeting Guidelines \(.pdf\) or \(.ppt\)](#)

[Submitting a PAR](#) - This tutorial includes how to:

- Submit a PAR & respond to NesCom Comments
- Submit a PAR extension request
- Modify a PAR

NesCom Resources

- myProject™ User Guide
 - https://mentor.ieee.org/etools_documentation/dcn/11/etools_documentation-11-0014-MYPR-myproject-user-guide.pdf
- NesCom Administrator – Lisa Weisser
 - Phone: +1-732-981-2864
 - Email: nescom-admin@ieee.org
- Program Managers (Technical Staff Liaisons)
 - <https://development.standards.ieee.org/pub/liaisons>
- Working Group Chair Quick Reference Guide
 - http://standards.ieee.org/develop/policies/ieee_sa_toolkit.pdf
- IEEE Standards Association Website
 - <http://standards.ieee.org>
- NesCom Website
 - <http://standards.ieee.org/about/sasb/nescom/>

Thank you!