

# RevCom Review Process

Training Presentation  
Karen Evangelista  
RevCom Administrator

# Overview

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# Standards Review Committee (RevCom)

Committee of the IEEE-SA Standards Board

Primary responsibilities:

- Make recommendations to the IEEE-SA Standards Board for the approval of:
  - New standards projects
  - New amendments and corrigenda
  - Revision standards projects
  - Adoption projects
- Review maintenance actions
- Ensure that procedural requirements of the IEEE-SA are met
  - Standards Board Bylaws
  - Standards Board Operations Manual
  - Not looking at technical aspects



# 2017 RevCom Roster

Masayuki Ariyoshi  
*(Communications)*

Doug Edwards (Power and  
Energy)

Travis Griffith (Industry  
Applications)

Gary Hoffman, Chair (*Power  
and Energy*)

Xiaohui Liu (Computer)

Kevin Lu (Communications)

Ronald Petersen  
*(International Committee  
on Electromagnetic Safety)*

Robby Robson (Computer)

Jon Rosdahl (Computer and  
Communications)

Adrian Stephens (*Computer*)

*Howard Wolfman (Power  
Electronics)*

*Yu Yuan (Standards Board  
Coordinating Committee 42  
Transportation)*

# 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 RevCom 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

# Coordination Roles

IEEE-SA Editorial Coordination – editors review every draft throughout balloting and after submittal to RevCom. They indicate if it meets all editorial requirements and if copyright permissions are required and have been met.

RAC Coordination – necessary when the PAR or the RevCom submittal form indicate there are possible registration of objects or numbers to be included in or used by the project or when it becomes apparent through development of the draft that registration of objects or numbers will be included in or is used by the project.

# RevCom Schedule

Upcoming Meeting:

22 March 2017

Deadline is 10 February 2017

Deadline for May teleconference is 24 March 2017

3 face to face meetings/year

3 telecons/year

Deadlines are ~40 days ahead of meeting

2017 Calendar:

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

# Submittal to RevCom

- Address all outstanding negative ballots with comment(s) before submitting to RevCom.
- If there is an outstanding negative from the last round of balloting (ie. an out of scope comment), do email the balloter a reason for rejecting the comment. Inform the balloter that the draft is being submitted to RevCom.
- No promise of action should be made (only editorial changes may be made at this stage, and they are subject to the staff editor's agreement that they are purely editorial).
- Do not include a confidentiality statement within any communication to a balloter, RevCom or the IEEE-SA Standards Board.
- Electronic source file(s) of the last balloted draft should be uploaded.
- Copyright release letters have to be on file, if needed.

# RevCom Timeline



# Submittal Review Process

Submitting the proposed standard in myProject will place the submittal on the next available agenda

- The Administrator and/or Program Manager will contact you for any missing materials (e.g. source files, emails to balloters)

The submitter will receive a notice regarding preliminary RevCom comments, two - three weeks before the meeting

- Respond to these comments in myProject – Some issues are resolved before meeting

# Submittal Review Process, cont.

Staff may recommend Sponsor representation

- The Sponsor representative will see all the preliminary dispositions and comments
- The Sponsor representative shall be given an opportunity to speak at the meeting

Participation via phone may be an option



# RevCom Review Governing Documents

RevCom will review all the rounds of balloting, the comments, disposition status and detail along with the drafts.

RevCom will base their review, comments, and recommendations on:

RevCom Conventions

RevCom Comment Resolution Preparation Guidelines

SASB OpsMan

SASB Bylaws

# RevCom Conventions

1. Confidentiality Statements and Copyright Notices on Communications
2. Changes to Balloted Drafts Prior to IEEE-SA Standards Board Approval
3. Practice regarding recommendation for Conditional Approval
4. Procedural Changes and Grandfathering for Proposed Standards
5. Recirculation Ballots in Progress at the Submittal Deadline (15/10 Day Practice)
6. Resolution of Negative Ballots
7. Mentored Project Submittals
8. Definitions for Abstain and Recuse

# RevCom Conventions

## 5. Recirculation Ballots in Progress at the Submittal Deadline (15/10 Day Practice)

A project may be placed on the RevCom agenda if a recirculation ballot is in progress at the submittal deadline. This is called the active recirculation ballot.

The project will be considered by RevCom only if all preconditions and required conditions for the active recirculation ballot have been met.

Preconditions:

The Project has achieved the required approval, return, and abstention rates as of the last ballot conducted prior to the submittal.

The initial submission to RevCom included the recirculated draft and all RevCom submission documents.

The initial submission met the submission deadline.

The active recirculation ballot (i.e., intended to be the last such ballot) started no later than the submittal deadline.

# RevCom Conventions

## 5. Recirculation Ballots in Progress at the Submittal Deadline (15/10 Day Practice) continued:

Required conditions for the active recirculation ballot:

No additional valid negative votes were received prior to the close of the active recirculation ballot. Additional negatives on prior issues are allowed, provided the 75% approval rate is achieved. A valid negative vote is one that meets the requirements of the *IEEE-SA Standards Board Operations Manual* 5.4.3.2, 5.4.3.3, and 5.4.3.4.

Comment resolutions (if any) for the active recirculation ballot are submitted 15 days before the RevCom meeting.

The RevCom Administrator will forward the results of the active recirculation ballot to the members of RevCom no later than 10 days before the RevCom meeting.

# RevCom Conventions

## 6. Resolution of Negative Ballots

A Sponsor commitment to make a change in a future revision to resolve a negative ballot will cause the submittal to be rejected.

If the Sponsor and negative balloter agree to consider the negative comments at the next revision without a commitment to make a change to the document under consideration, and the balloter then changes his or her vote to affirmative or abstain, no recirculation is needed since there is no commitment to revise the document.

If the Sponsor commits to make a future change to resolve the negative ballot, then RevCom should remind the Sponsor it cannot make such a commitment - only the future balloting group can make such a commitment. An informed negative balloter should recognize that the Sponsor has no authority to make such a commitment. A recirculation ballot is needed on the unresolved negative issue, including Sponsor rebuttal.

# IEEE-SA RevCom Comment Resolution Preparation Guidelines

The Guideline is intended to provide assistance to the Sponsor in preparing comment resolutions that increase the likelihood of quick project approval at RevCom.

RevCom guidance on the contents of the disposition and disposition detail fields:

The disposition status field of a comment resolution must be set to one of: Accepted, Revised or Rejected.

This section gives guidance on how to determine which is the appropriate disposition status, and based on that, what might go in the disposition detail field.

# RevCom Guidelines

Disposition status is "Accepted"

- Means: The CRC agreed exactly with comment and change proposed by the commenter.
- Prerequisite: The changes proposed in the comment contain sufficient detail so that voters can understand the specific changes that satisfy the commenter and the editor can make the change.
- The disposition detail field should be left blank

# RevCom Guidelines

Disposition status is “Revised”

- Means: CRC agrees in principle with the comment and/or proposed change, and one or more of:
  - the CRC disagrees with all or part of the specific details in the proposed change in the comment,
  - the proposed change in the comment does not contain sufficient detail so that the CRC can understand the specific changes that satisfy the commenter, or
  - the changes made by the CRC contain additions or modifications to what was proposed by the commenter
- The disposition details field should contain sufficient detail so that voters can understand the specific changes determined by the CRC and the editor can make the change

# RevCom Guidelines

Disposition status is "Rejected"

-Used when one or more of these applies:

- the CRC disagree with the comment
- the comment is out of scope
- the proposed change in the comment does not contain sufficient detail so that the CRC can understand the specific changes that satisfy the commenter
- the CRC cannot come to a consensus to make changes necessary to address the comment
- the comment is in support of an unsatisfied previous comment associated with a disapprove vote and does not provide substantive additional rationale
- the comment includes an attachment that does not meet the criteria indicated by the myBallot system; that the CRG cannot address as a single issue; or that does not relate to a specific line, paragraph, figure, or equation in the balloted draft
- the commenter has indicated to the CRG chair that they wish to withdraw the comment

# RevCom Guidelines

The disposition detail field should explain why the comment is being rejected using one or more of these reasons:

- an explanation of why the CRC disagrees with the comment,
- a statement that the comment is out of scope, and the rationale,
- a statement that the proposed change in the comment does not contain sufficient detail so that the CRC can understand the specific changes that satisfy the commenter
- a statement that the CRC could not reach consensus on the changes necessary to address the comment, along with the reason
- a statement that the CRC has previously considered the comment (or a substantively similar comment), along with identification (by reference or copy) of the original comment and its disposition detail and status
- a statement of why the CRG considers the attachment does not meet the criteria indicated by the myBallot system; or cannot be addressed as a single issue; or does not relate to a specific line, paragraph, figure, or equation in the balloted draft
- a statement that the commenter has withdrawn the comment

# Examples

Disapprove vote, cited as technical:

“Class 1E is a name and therefore the "c" must be capitalized regardless of the formatting utilized for Terms and Definitions”

Disposition detail was Rejected with the following detail:

“I will leave this up to IEEE and IEC to determine what is the correct format.”

RevCom Member commented, questioning this disposition detail and offered the following:

“The only valid promise of future action is to refer a comment to the publication editor for consideration during publication editing. It is not clear that "IEEE and IEC" meant the IEEE-SA editors.”

# Example

Approve vote with comment:

“Delete "European community (CE)", if only third party certification is accepted. Or add the alternative of self declaration.”

Disposition status was Accepted with the detail:

“Added the alternative of self declaration, "an accredited testing laboratory””

RevCom Member commented:

“Comment should have been "revised" because the comment itself offers a choice, and it is not possible to implement both parts of an exclusive choice.”

# Maintenance Cycle

The timeline for standards is now 10 years (SASB approval date)

The Sponsor will be required to revise the standard according to the latest of the following dates:

- By 31 December 2018
- Within 10 years of initial approval or last maintenance action
- PARs should be submitted early so that work on the revision can be completed before the standard expires
- Submit the project by the deadline for the December meeting of the year the project expires (usually mid-October)

# PE/NPEC

expiring in 2018					
Standard Number	Year	Committee	Title	SASB Expiration	
690	2004	PE/NPE	IEEE Standard for the Design and Installation of Cable Systems for Class 1E Circuits in Nuclear Power Generating Stations	12/31/2018	open PAR
323	2003	PE/NPE/WG_2.1	Standard for Qualifying Class 1E Equipment for Nuclear Power Generating Stations	12/31/2018	
650	2006	PE/NPE/WG_2.13	IEEE Standard for Qualification of Class 1E Static Battery Chargers and Inverters for Nuclear Power Generating Stations	12/31/2018	open PAR
382	2006	PE/NPE/WG_2.3	IEEE Standard for Qualification of Safety-Related Actuators for Nuclear Power Generating Stations	12/31/2018	
387	1995	PE/NPE/WG_4.2	IEEE Standard Criteria for Diesel-Generator Units Applied as Standby Power Supplies for Nuclear Power Generating Stations	12/31/2018	open PAR
741	2007	PE/NPE/WG_4.7	IEEE Standard Criteria for the Protection of Class 1E Power Systems and Equipment in Nuclear Power Generating Stations	12/31/2018	open PAR
1289	1998	PE/NPE/WG_5.1	IEEE Guide for the Application of Human Factors Engineering in the Design of Computer-Based Monitoring and Control Displays for Nuclear Power Generating Stations	12/31/2018	
384	2008	PE/NPE/WG_6.5	IEEE Standard Criteria for Independence of Class 1E Equipment and Circuits	12/31/2018	open PAR
622	1987	PE/NPE/WG_6.5	IEEE Recommended Practice for the Design and Installation of Electric Heat Tracing Systems for Nuclear Power Generating Systems	12/31/2018	

# Relevant Sites & Documents

RevCom Home Page

<http://standards.ieee.org/about/sasb/revcom/index.html>

Submitting a Proposed Standard to RevCom in myProject

[https://mentor.ieee.org/etools\\_documentation/dcn/11/etools\\_documentation-11-0024-MYPR-revcom-submission-pres.pdf](https://mentor.ieee.org/etools_documentation/dcn/11/etools_documentation-11-0024-MYPR-revcom-submission-pres.pdf)

myProject webpage for standards development

<https://development.standards.ieee.org/>

Standards Development Online

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

IEEE-SA Working Group Chair Quick Reference Guide

[http://standards.ieee.org/develop/policies/ieee\\_sa\\_toolkit.pdf](http://standards.ieee.org/develop/policies/ieee_sa_toolkit.pdf)

IEEE-SA Standards Board Operations Manual

[http://standards.ieee.org/develop/policies/sa\\_opman/index.html](http://standards.ieee.org/develop/policies/sa_opman/index.html)

RevCom Conventions [Internal Committee Rules]

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

RevCom Comment Resolution Preparation Guidelines

<http://standards.ieee.org/about/sasb/revcom/guidelines.pdf>

# Contact Information

## RevCom Administrator:

**Karen Evangelista** – [k.evangelista@ieee.org](mailto:k.evangelista@ieee.org)

+1 732 562 3854

## Program Manager:

**Malia Zaman** – [m.zaman@ieee.org](mailto:m.zaman@ieee.org)

+1 732 562 3838

**Questions?**

**Thank you!**

# Annex

# myProject™ Login

## PLEASE LOG IN

Now you can access myProject, IMAT, and Mentor with a single login. Simply enter your IEEE Web Account username and password below to begin!

USERNAME:

PASSWORD:

LOGIN TO:  

[Retrieve Your Web Account Username and/or Password](#)

*Note: IEEE uses Cookies for Web Account Registration, Change Password and Recover Username/Password*



[Need an IEEE Web Account?](#)

Get Yours Now! It's FREE and does not require IEEE or IEEE-SA membership

# Submit to RevCom

The screenshot displays the myProject™ web application interface. At the top, a blue header contains the myProject™ logo. Below the header, a navigation bar shows the user's name "William Bartley" and a "Sign Out" link. To the right of the navigation bar are several utility links: "myTools" with a gear icon, "Help" with a question mark icon, "Messages (3429 unread)" with an envelope icon and a yellow warning bell icon, "Report a Bug" with a star icon, "Announcements" with a person icon, and "Account" with a person icon.

The main content area is divided into two sections. On the left, there are three tabs: "Projects" (selected), "Balloting", and "Entity". Below the tabs, the user's name "myProject™" is displayed, followed by a welcome message: "Welcome: William Bartley (SA PIN: 6049)". Below the welcome message, the user's active email address is shown as "\*\*EMAIL DISABLED\*\*" with an "(update)" link. A list of navigation links is provided, including "Submit a PAR", "Send Sponsor Message", "Manage My PARs", "View IEEE Society-Staff Liaisons", "Manage Activity Profile", "View Active PARs", "Manage Committees", "Send Notification to Group", "RevCom Area", "RevCom Submission", "PAR/Standard Report", and "Sponsor P&Ps".

On the right side of the main content area, there is a section titled "COMPANION DOCUMENTS, TOOLS & RESOURCES FOR STANDARDS DEVELOPERS". Below this title, it says "NEW RESOURCE AREA!". A paragraph explains that myTools offers a handy list of companion documents, templates, presentations, tools, and resources for standards development, organized for ease of access. A numbered list of six items is provided:

1. [Initiating a Project](#)
2. [Mobilizing a Working Group](#)
3. [Drafting a Standard](#)
4. [Balloting a Standard](#)
5. [Approving a Standard](#)
6. [Maintaining a Standard](#)

# Submit to RevCom

## [myBallot Home \(Management\)](#) >> **Prepare RevCom Submission**

Open the zip file and save it to your hard drive. You may need some of these files to prepare your RevCom submission. For more information about the Submittal Documentation and the RevCom Approval process, go to:

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

PAR/Standard	Actions
P577-r1	<a href="#">download zip file</a> , <a href="#">submit to RevCom</a>

Click “submit to RevCom” to access the submission form

# Add Documents and Source Materials

## RevCom Project Submission Form

### P577 - Standard Requirements for Reliability Analysis in the Design and Operation of Safety Systems for Nuclear Power Generating Stations

#### PROJECT INFORMATION

**Working Group:** PE/NPE/WG\_3.3/577  
**Sponsor:** IEEE Power and Energy Society/Nuclear Power Engineering (PE/NPE)  
**Type of Project:** Revision to IEEE Standard  
**Type of Document:** Standard  
**Life Cycle:** Full Use  
**Base Standard:** 577-2004

#### Supporting Document

#### Current Attachments:

- [Draft DD5](#)
- [Initial Announcement Email](#)
- [TEST.pdf](#) 
- [Initial Ballot summary](#)
- [Initial Comments](#)

[Add Document](#) [Manage Source Materials](#)

#### MOST RECENT BALLOT INFORMATION

**Ballot Status:** **CLOSED**

#### Return Rate

Eligible Voters	53	100%
Ballots Returned	49	92%

#### Voting Summary

Affirmative	48	100%
Negative	0	NA
Negative w/ Comment	0	NA
Abstentions	1	2%

#### Interest Categories

Academic	1	2%
General Interest	26	49%
Government/Military	3	6%
Producer	4	8%
User	19	36%

# Manage Source Materials

Source files include the Word or Framemaker files for the draft and all figures created outside of the document.

[myBallot Home \(Management\)](#) >> [RevCom Submission](#) >> [RevCom Project Submission Form](#) >> [RevCom Manage Source Materials](#)

**PC37.48.1 - Guide for the Application, Operation, and Coordination of High-Voltage (>1000 V) Current-Limiting Fuses**

TEST.pdf 

SELECT FILE FOR UPLOADING:

# Answer all questions

## RESOLUTION OF COMMENTS AND NEGATIVE VOTES

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All balloting group members, observers and coordinating groups have been advised of substantive changes made with respect to the balloted draft standard (in response to comments, in resolving negative votes, or for other reasons) and have received copies of all unresolved negative votes with reasons from the negative voter and the rebuttal, and have been advised that they have an opportunity to change their votes.

Have unresolved comments accompanying negative votes been circulated?

Yes  No  No Unresolved Comments from Negative Voters

Have substantive document changes been circulated?

Yes  No  No Substantive Changes

## REGISTRATION ISSUES

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Did the PAR indicate possible registration activity related to this project, did the IEEE Registration Authority Committee (RAC) request coordination, or is the registration of objects and/or numbers included in the proposed standard?

Yes  No

Is the intent to submit this standard for fast-track adoption, or was this standard jointly developed with another organization, a revision to a standard previously adopted by another organization or will this standard form the basis of, or be included in, another organization's standard?

Yes  No

## PROJECT SUBMISSION

Note: Any Patents Letter of Assurance (LOAs) received by the Sponsor are to be forwarded to the [PatCom Administrator](#).

I attest this draft standard has been developed in accordance with the policies and procedures of the Sponsor and I am authorized by those policies and procedures to make this submittal.

OK

CANCEL

# View a Submission

[myProject™](#) >> RevCom Submission

## PAR/Standard Actions

P1665 [download zip file](#), [RevCom submission](#), [manage source materials](#)

PC57.19.03-1996 [download zip file](#), [RevCom submission](#), [manage source materials](#)

Click “RevCom Submission” to view submission status and comments.

# View a Submission

## PC37.17 - Standard for Trip Systems for Low-Voltage (1000 V and below) AC and General Purpose (1500 V and below) DC Power Circuit Breakers

### PROJECT INFORMATION

**Working Group:** PE/SWG/LVSD-WG\_C37.17/C37.17  
**Sponsor:** IEEE Power and Energy Society/Switchgear (PE/SWG)  
**Type of Project:** Modify Existing Approved PAR  
**Type of Document:** Standard  
**Life Cycle:** Full Use  
**Base Standard:**

#### STATUS:

Added to Agenda

#### SLATED AGENDA:

11/18/2011

#### Coordination

#### Editorial

Meets all Editorial Requirements: Under Review

Copyright permissions received: Under Review

#### SCC

Status: Notified

#### RAC

Review required: Yes

Status: Notified

#### Preliminary Voting Results:

##### Approvals:

None

##### Disapprovals:

None

##### Abstentions:

Most Recent Ballot	<a href="#">Resolution of Comments and Negative Votes</a>	<a href="#">Related Documents</a>
<b>Ballot Status:</b> <b>CLOSED</b>		<b>Interest Categories</b>
<b>Return Rate</b>		General Interest 22 37%
Eligible Voters	60 100%	Government/Military 2 3%
Ballots Returned	55 91%	Producer 15 25%
<b>Voting Summary</b>		User 21 35%
Affirmative	53 98%	
Negative	1 NA	
Negative w/ Comment	1 NA	
Abstentions	1 1%	

### REVCOM COMMENTS

# Respond to Comments

## REVCOM COMMENTS

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[Expand all](#)   [Collapse all](#)

↓ 1 Karen Evangelista (RevCom Administrator)

hello this is my comment

1.1 Ted Burse (RevCom Member)

This satisfies my concerns. Thanks

[REPLY](#)

↓ 2 David Law (RevCom Chair), Defer

This is a comment with a file.

[REPLY](#) | [ATTACHMENT \(TEST.pdf\)](#)