



IEEE/PES Transformers Committee
Fall 2012 Meeting
Milwaukee, Wisconsin USA



Back to Basics: Balloting / Resolution / Submission to Revcom

**-- Standards Luncheon --
Monday, October 22, 2012**

Empire Ballroom (second floor, main lobby level)
12:30 to 1:30 pm (doors open at approx 12:10 pm **)

by Erin Spiewak, IEEE-SA and Bill Bartley, Committee Standards Coordinator

OBJECTIVES

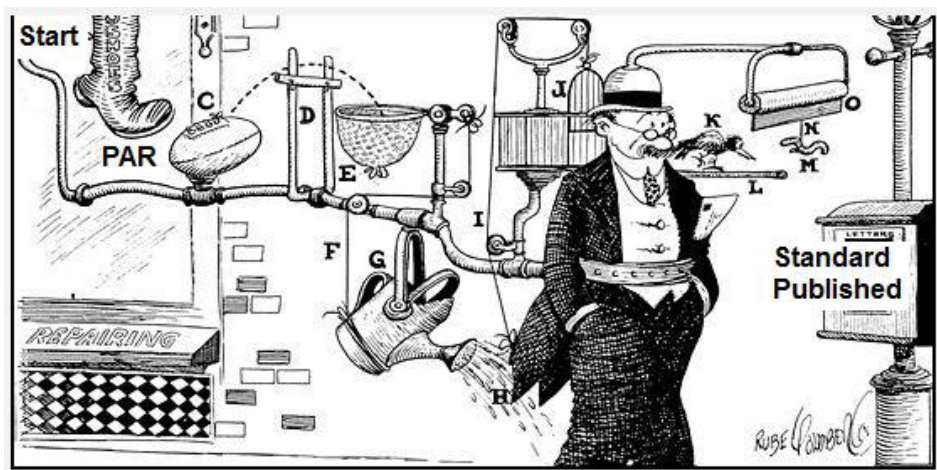
Erin will begin with a discussion of IEEE's new **Central Desktop**. Central Desktop is an online collaboration tool offered to those developing Standards to assist in the process. Central Desktop will let you share files and calendars, have discussions, assign tasks, and much more. A brief overview can be found here:

<http://www.centraldesktop.com/overview>



Then Erin and Bill will team up to review the Balloting process. When a working group has determined that a draft is ready to submit to the IEEE for sponsor ballot, there are a several tasks involved in the process. The presentation will include the steps from the MEC to the Ballot Invitation to REVCOM submission ... and answer many Frequently Asked Questions.

The Ballot Process



"Rube Goldberg" courtesy of <http://pblla.blogspot.com/>

**-- We urge you to arrive early, grab your box lunch (if you paid for one), and get a good seat.
Due to the short time allotted, we intend to start promptly at 12:30 pm.

AGENDA / OUTLINE

1. What is a MEC?
How long does it take? How do I submit it? Are the changes mandatory? Can I start a ballot invitation before MEC is completed? Can I launch a Ballot before MEC is completed?
2. What is a Ballot Invitation?
How long does it take? How do I submit it? What is Balance? What happens if a WG member doesn't join the ballot pool?
3. Launching the Ballot
How long does it take? How do I upload the Draft? How do I monitor the results? Do I need to write a Cover Letter for the ballot?
4. Ballot Closes - What's next?
How do I download the Ballot Resolution file? What is a CSV? How is a Ballot Resolution Group? How do I create one? How do I resolve the Negatives? What's an MBS comment? What's a Rogue Comment? Do I need a unanimous decision?
5. Ballot Resolution file?
What are appropriate entries (Accept, Reject, Revise)
6. Recirculation Ballot
How long does it take? How do I submit it? Do I upload Marked up Draft or Clean copy?
7. Negatives & comments Resolved
How do I submit it to REVCOM? Do I have to answer questions from Revcom members?

SPEAKER BIOS

William H. Bartley is Assistant Vice President at Hartford Steam Boiler Inspection and Insurance Company, in Hartford, Connecticut. He has a B.S. degree in Electrical Engineering, and has over 40 years of experience with electrical apparatus found in utilities and industry. Bill has published numerous papers on transformer failures. He is a registered Professional Engineer in Connecticut, and a Senior Member of IEEE. In addition to his work with the Transformers Committee, Bill is Chair of PES Standards Coordinating Committee, a Member of PES Technical Council, and a member of the IEEE Standards Board.

Erin E. Spiewak is Program Manager, at IEEE Standards Association in Piscataway, New Jersey. Erin has a B.A. degree in Marketing, and a background in the finance industry. Upon joining the IEEE-SA, Erin was assigned the functional support role for PES. Erin primarily works with various Technical Committees of PES, and guides them through the Standards Development Process.