

I would like to welcome everyone to the Fall 2022 standards luncheon. Before we start, I want give a shout out to IEEE staff and in particularly Malia Zaman who has made this presentation possible.

Today I would like to remind the group of the of the need to complete the mandatory Working Group Chair training.

IEEE SA POLICY UPDATES

Mandatory Working Group Chair Training



As us old guys depart from this standard making process and as we see a number of new folks entering the scene, one the biggest issues which has been encountered is correctly conducting this standard making process. In the past, this was learned over a number of years by attending and watching the experienced Chairs conduct a meeting. However, this has not been enough as the process to create standards moves from being a relatively long process to a shorter and shorter turn around requirement. This quick to market drive is pushed by the environment in which business is being done. Therefore to directly address this need, IEEE with the help of a number of SME from various societies has developed a Working Group Chair training program.

Obviously, this will take time to do but the overall desire of everyone is to empower the new Working Group Chair with the tools they need to be successful in the standard making process.

Let look over this process.

IEEE SA POLICY UPDATES

Mandatory Working Group Chair Training

- ❑ Ensure that all Working Group Officers have taken training prior to or within 60 days of appointment, or as assigned.

This training includes:

- ❑ the IEEE SA Standards Working Group Chair Fundamentals training; and
- ❑ the Understanding IEEE SA's Antitrust, Competition, and Commercial Terms Policies.

Implementation Date: June 2022



This policy requires that everyone who is a new working group chair gain this training. As you can see from the slide not only does this include the working group chair training but these other policies as well. Please note the implementation of this will be on June 1st of this year.

The current officers and working group chairs are not grandfathered.

IEEE SA POLICY UPDATES

Mandatory Working Group Chair Training

**All Standards Committee officers
and All Working Group officers**
serving at the implementation date
of June 1, 2022 have until December
31, 2022 to complete this training.

(READ SLIDE)

I am sure there are questions regarding the time requirement. I personally have not taken this but I have been informed by IEEE that it should take 6 hours total. I know everyone has questions concerning the training but before you voice these let me show a few more items.

IEEE SA STANDARDS WORKING GROUP CHAIR FUNDAMENTALS

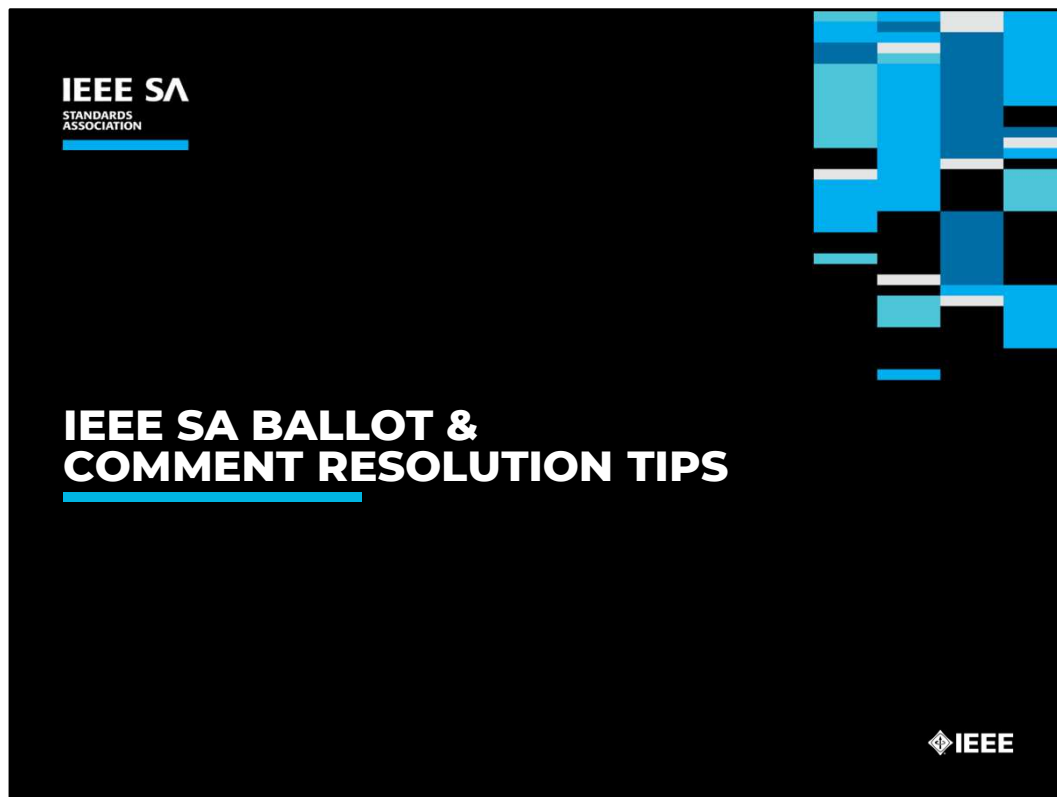


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IEEE SA STANDARDS
ASSOCIATION

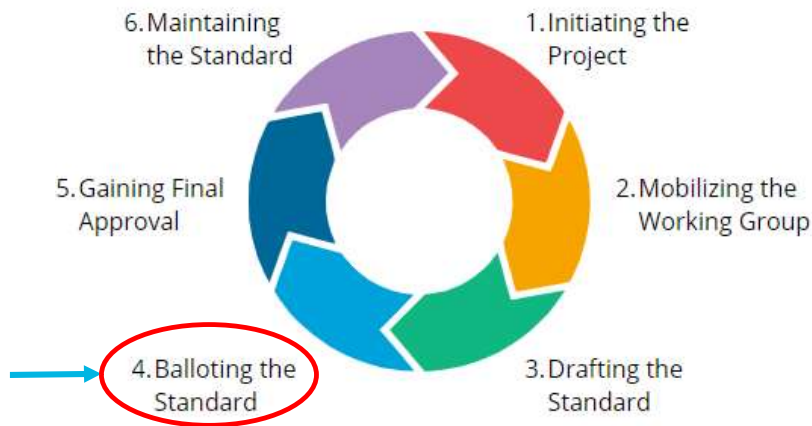
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First here is the QR Code for the link to the training site. These modules are free for IEEE and IEEE non members as long as you have an IEEE Web account. There are fourteen modules to be completed.



So moving on I would like to share with you some tips to keep in mind as you finish your document and prepare to move it to ballot.

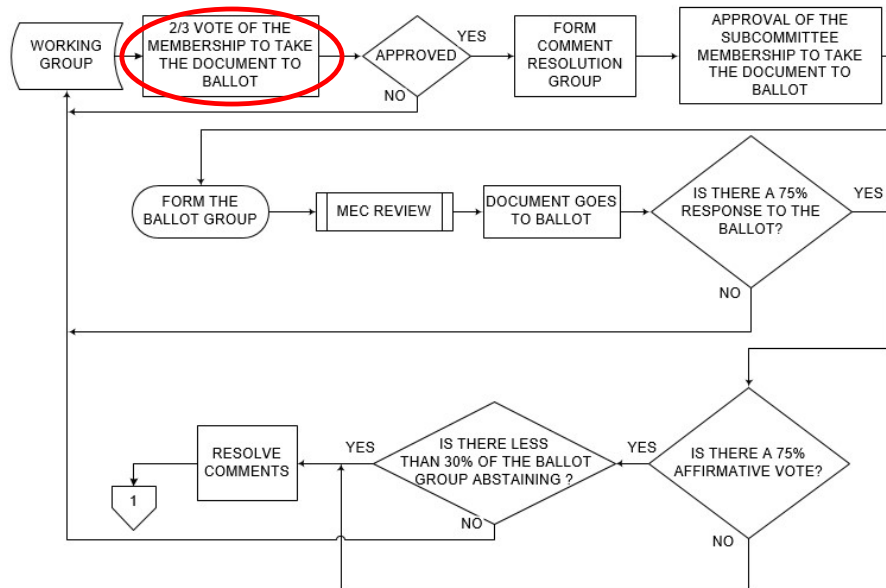
STANDARDS DEVELOPMENT LIFECYCLE



This presentation provides an overview of Stage 4 of the standards development lifecycle –Balloting the Standard

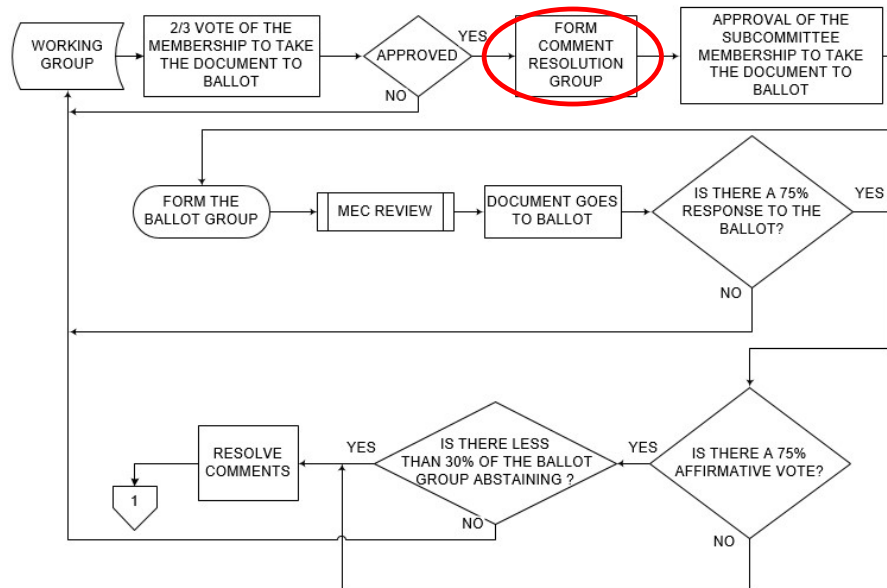
If you open my project, you will see this graphic at the bottom of the page. These are quick links that will take you to various help pages on each stage of the standards development. Today I am going to give you a very quick overview of the balloting process with emphasis on comment resolution. The starting point is to insure that your working group is good with the document that has thus far been completed. For bigger groups or large documents, this may require a straw ballot on the document. This ballot is only for those contributing to the draft which typically is just members of the working group. This method might also be suggested for contentious groups or groups where hot issues which need to be addressed before any IEEE balloting is done. This provides a way for those to make their case about these items. The straw ballot comments need to be addressed in a working group meeting for specific technical issues but for editorial issues they can be just corrected in the document. For smaller groups and/or documents, the open discussion during the WG meeting may provides a final forum to clarify any issue or concerns. Once the working group get the document to a stable form, the WG can proceed to the next step.

BALLOTING FLOW CHART



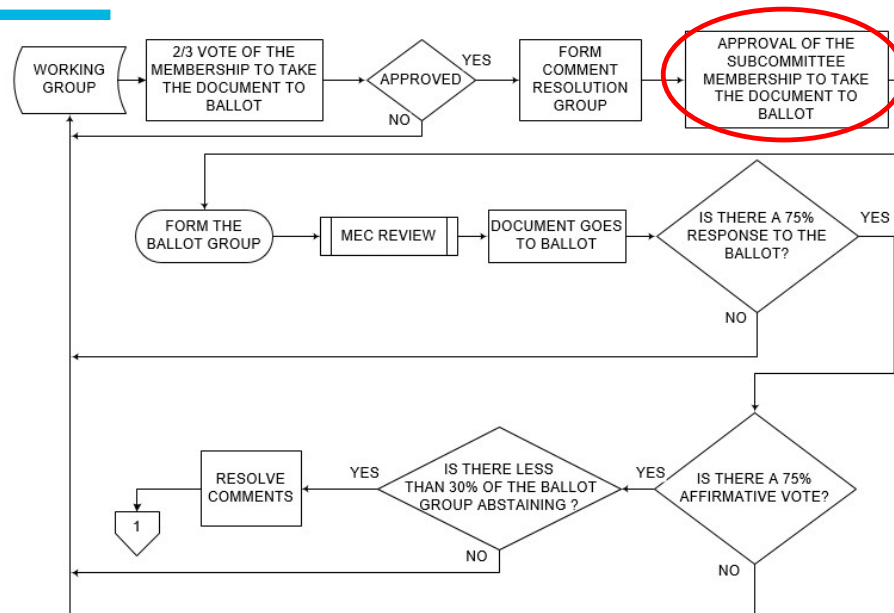
The working group through the prompting of the chair can bring a motion to the floor to move the document to ballot through the normal motion process. For passing of this motion a 2/3 majority vote of the quorum of the working group if done in meeting or 2/3 majority vote of the members if done in a email ballot. If this done in an email ballot, it should be noted in a supplement addition to the previous unapproved meeting minutes or as a standalone document to be approved at the next meeting. The point is this must be documented.

BALLOTING FLOW CHART



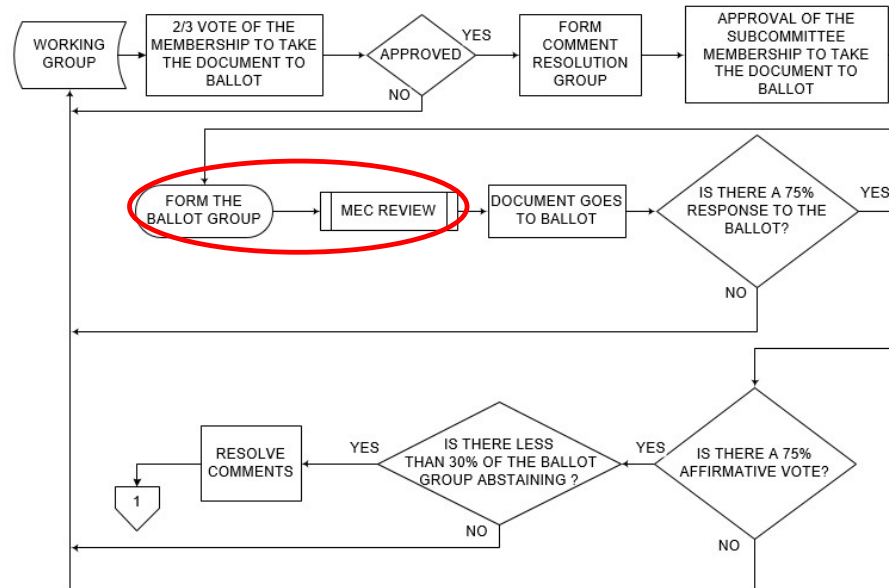
If this passes then working group needs to proceed to form a comment resolution group. This may sound premature but this will be needed if the 75% approval rate is reached during the first ballot and it so much more convenient to do this at a meeting. For our committee, most times we can easily reach this on the first ballot. One other thing that can speed up the comment resolution is to grant to the CRG the permission and authority to provide final resolution of all comments with the exception being if the CRG can't come to a consensus on any item. These items would be brought back to the WG for resolution. Keep in mind if this permission is not given the CRG will need to report all of these resolutions to the working group for their approval. If this is the path the WG chooses to go, the WG will need to document the scope of work for the CRG, and CRG reporting structure. Most of the time a small group composed of 4 members and the chair is sufficient for the CRG. However, a larger group up to and including the full membership of the WG can be designated as the CRG. As well, a CRG can split the work and assign roles/sections to expedite the comment resolution process.

BALLOTING FLOW CHART



During the working group chair's report to the subcommittee, the work group chair shall introduce a motion to obtain approval from the subcommittee to move this document to ballot. Remember since this is coming from the working group a second is not required for this motion. As well this vote only requires a simple majority or 51% vote of the members of the subcommittee.

BALLOTING FLOW CHART

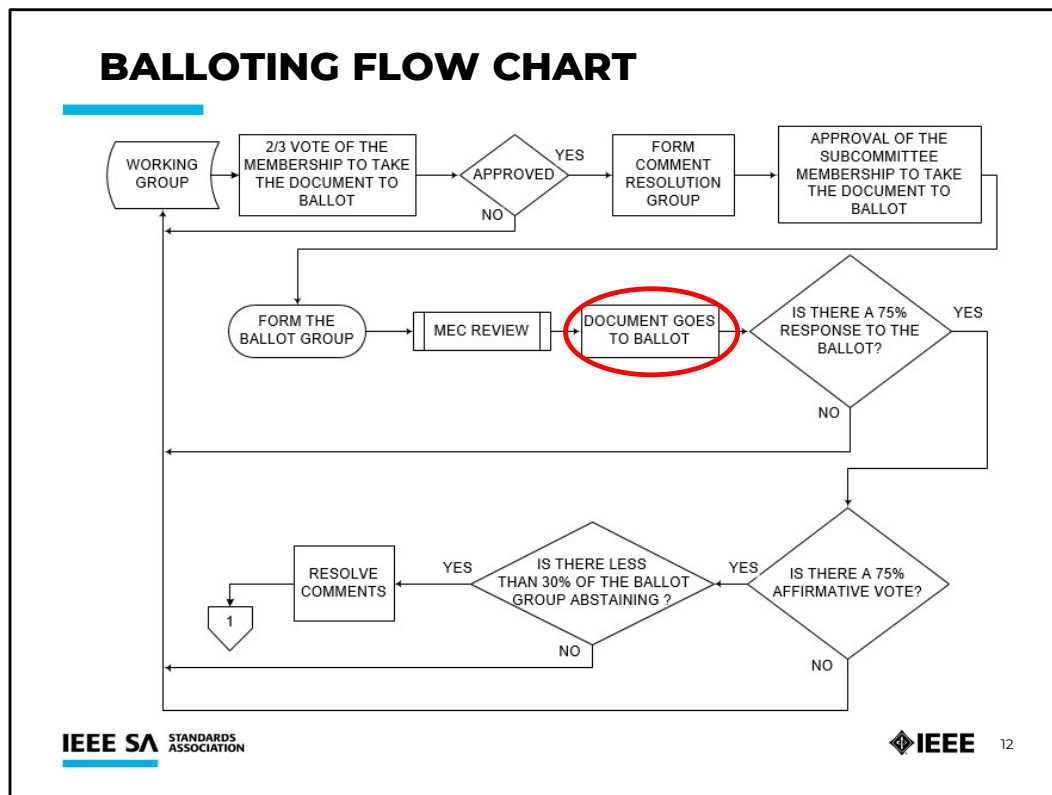


With this approval by the subcommittee, the working group chair initiates a request through my project to form a balloting group. At the same time the chair will submit the document to a MEC review. Mandatory Editorial Coordination (MEC) is a method of ensuring that the Quantities, Units, and Symbols Standards Committee (QUSCom) and IEEE SA Staff Editorial are aware of, and have a chance to review, the document.

It takes a minimum of 30 day to form a balloting pool. However, this can be lengthened depending on the response to this request.

In meantime, the MEC review should be completed. If you have issues getting this review completed send a note to Malia and she will follow up with the appropriate individual at IEEE.

It is important that before the ballot is started the document is revised by applying any comments coming from the MEC review. This can be accomplished by the CRG.



Once this revision is completed, the WG chair can initiate the ballot. Using myProject APP, the WG chair fills out the necessary items required in the myProject. The chair needs to ensure a PDF of this MEC updated document is uploaded in my project. Once this is completed, Malia will be notified of the request and review it.

Malia will be reviewing the submission to verify the following requirements:

- The WG approval was gotten to begin ballot
- The relevant subcommittee approval has been obtained
- MEC comments were addressed and
- A clean copy of the draft in PDF format has been uploaded to myProject.

If there is an issue with any of these checks or other items Malia sees to be an issue, it can be rejected and moved back to the WG.

If all is well, Malia will release the ballot.

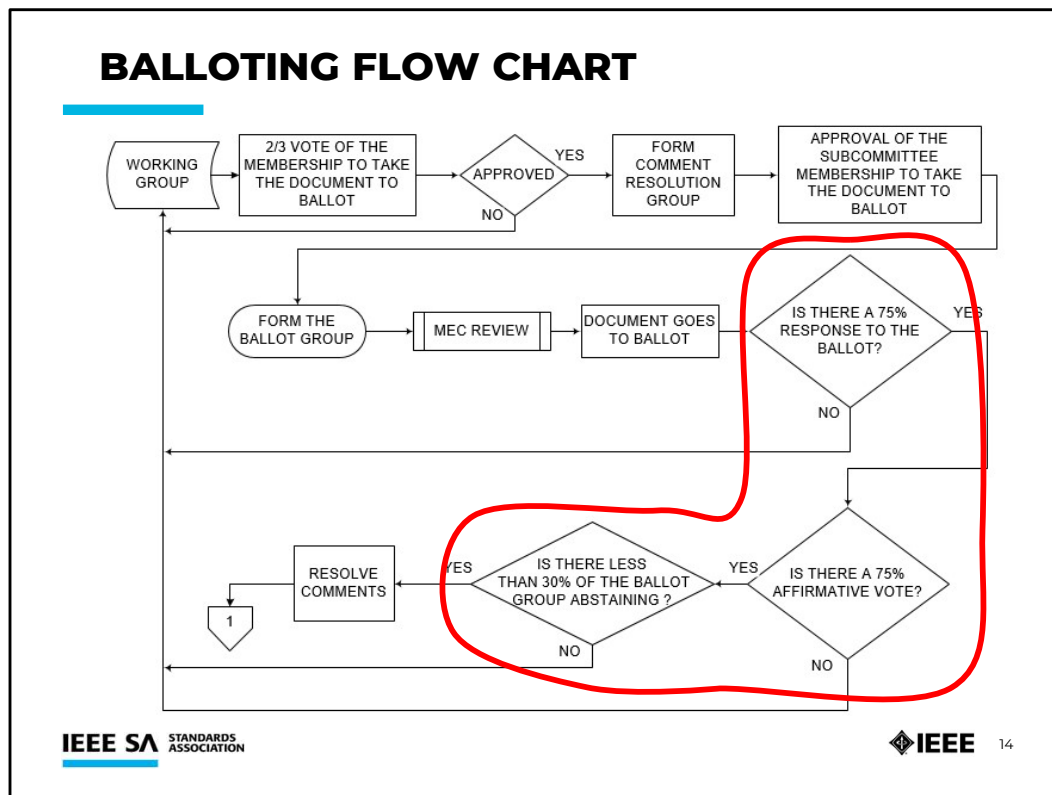
The SA ballot is initiated for at least 30 days and at that same time a 60 day Public Review period begins automatically. So what is a public review.

PUBLIC REVIEW PROCESS OVERVIEW

All comments received from the Public Review period shall be considered and responded to. Public Review comments do not have votes associated with them.

- Consensus is not based on Public Review comments.
- Comment Resolution Group will identify in their response if they have determined that they will make a change in the draft.
- If responses identify a change to the draft, the Public Review commenter can request a revised draft.
- Each public review commenter receives only their responses.
- As normally required, changes to the draft must be recirculated in a SA Ballot recirculation.
- All Public Review comments and responses shall be submitted to RevCom

IEEE SA provides this 60 day Public review process for those who may have not joined the SA ballot and may not even be a part of IEEE SA. The IEEE SA Public Review process provides an opportunity for any interested party to submit comments on any eligible initial ballot draft, and obtain responses from the IEEE Working Group. All comments received from the Public Review period shall be considered and responded to. Public Review comments do not have votes associated with them. By the way, the interested party has to pay for the privilege to do this. (read the slide)



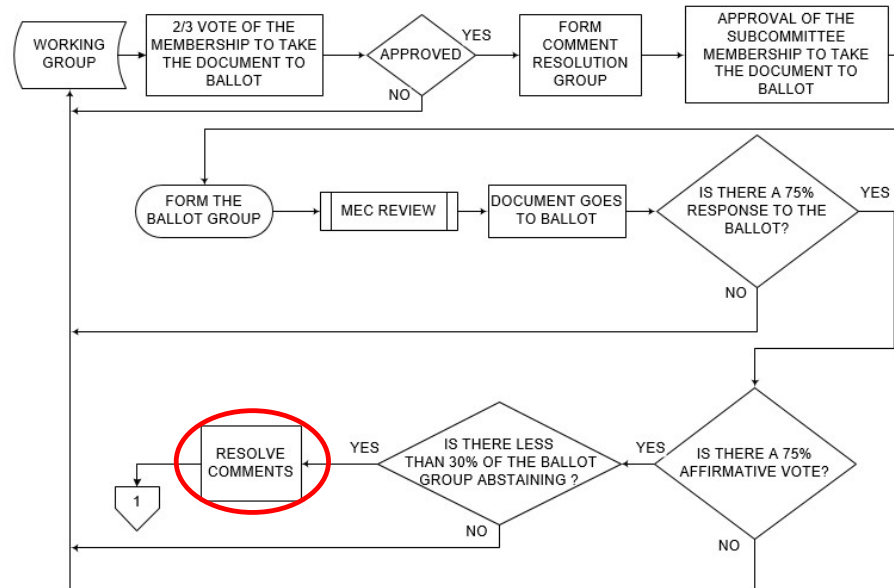
When the ballot is closed, certain things have to be met to make the ballot valid. This process of making the ballot valid is call Consensus.

These items are:

- At least *75% of the ballot group* voted. This referred to as the Response rate
If the response rate is not met, the ballot can be extended by Malia. After she does this, the WG Officers and Malia must work together to reach out to those in the ballot group that have not responded. If the response rate isn't reached, the ballot fails.
- The number of *Approve votes is 75% or more of the total Approve and Do Not Approve votes*. If this isn't met, the ballot doesn't fail, but the entire draft is open for comments on the next ballot (recirculation). And finally,

- There has to be less than *30% of the ballot group* voting Abstain. Once again if this occurs, the ballot can be extended by Malia. After she does this, the WG Officers and Malia must work together to reach out to those in the ballot group that have abstained. If this is successfully reduced, the ballot fails.

BALLOTING FLOW CHART



In this part of the balloting process, comments can be based on any portion of the proposed standard.

The Comment Resolution Group will review and consider all comments that are received by the close of the ballot. This includes comments received outside of the myProject system.

COMMENT RESOLUTION FILE

Use a spreadsheet application (e.g Excel) to edit the file, completing the columns for “Disposition Status” and “Disposition Details” for all comments. Note that the file has three other columns after these called “other”. These can be ignored.

The “Disposition Status” column must contain one of the following values:

- Accepted
- Revised
- Rejected

The comments are gathered together into a ZIP file that can be downloaded for review. The chair has access to this and must download it to share it with the CRG. There is an Excel file that contains all of the online comments. It also contains files that were uploaded. This can be rather confusing as a comment may show up in an Excel file and duplicated in one of these files. These could also contain backup material to support their comment in the Excel file. These are referenced in the Excel file. The CRG may need to seek guidance from Malia if they observe these issues. (read the slide).

Let's look at each of these disposition statuses to understand them a bit.

DISPOSITION STATUS: ACCEPTED

Means: The CRG agreed exactly with the comment and change proposed by the commenter, or the comment is agreeable and does not require any changes.

- ❖ The disposition detail field should be left blank when the disposition status is Accepted.
- ❖ Accepted should not be the disposition status when the commenter asks a question, proposes alternate resolutions, or does not offer specific changes that can be applied verbatim.

The first is accepted. (read the slide)

DISPOSITION STATUS: REVISED

Means: CRG agrees with the comment (at least in part) and implements a change that is not exactly what the balloter proposed.

- ❖ Revised also applies if the standard was changed in response to another comment or CRG decision, and the material has been replaced or removed. It is best practice to quote exactly how the text has been revised, but a summary can suffice when the revisions are extensive.
- ❖ The disposition details field should contain sufficient detail so that balloters can understand the changes determined by the CRG and the editor can make the change.

The second is revised. (read the slide)

DISPOSITION STATUS: REJECTED

Means: the CRG does not agree to make the change, or cannot come to a consensus to make changes necessary to address the comment.

Rejected is used when one or more of these applies:

- ❖ The CRG disagrees with the comment.
- ❖ The comment is out of scope.
- ❖ The proposed change in the comment does not contain sufficient detail so that the CRG can understand the specific changes that satisfy the commenter.
- ❖ The comment is in support of an unsatisfied previous comment associated with a Disapprove vote and does not provide substantive additional rationale.
- ❖ the CRG cannot address the comment as it does not relate to a specific line, paragraph, figure, or equation in the balloted draft.

The third is rejected. (read the slide)

DISPOSITION STATUS: REJECTED

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

- ❖ an explanation of why the CRG disagrees with the comment;
- ❖ a statement that the proposed change in the comment does not contain sufficient detail so that the CRG can understand the specific changes that satisfy the comment;
- ❖ a statement that the proposed change is already included in another part of the document and not needed here;
- ❖ a statement that the proposed wording change does not improve the technical clarity or accuracy of the text in the consideration of the CRG, e.g., "change happy to glad";
- ❖ a statement that the CRG 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; or
- ❖ a statement of why the CRG considers the attachment cannot be addressed as a single issue; or does not relate to a specific line, paragraph, figure, or equation in the balloted draft;

(Read the slide)

IEEE SA BALLOTING AND COMMENT RESOLUTION PROCESS GUIDELINES

The ***IEEE SA Balloting and Comment Resolution Process Guidelines*** provides guidance on these to assist with the RevCom review process.

Here is the QR code to take you to this document



COMPLETING THE COMMENT RESOLUTION FILE

Don'ts

- Don't leave any disposition status columns empty.
- Don't include a disposition detail if you accepted a comment, "accepted". The change has to be made exactly as proposed.
- Don't leave empty disposition detail cells for comments that were Rejected or Revised.
- All comments need to be shown as considered.
- Don't make, or promise to make, any post-ballot changes to the draft.

Dos

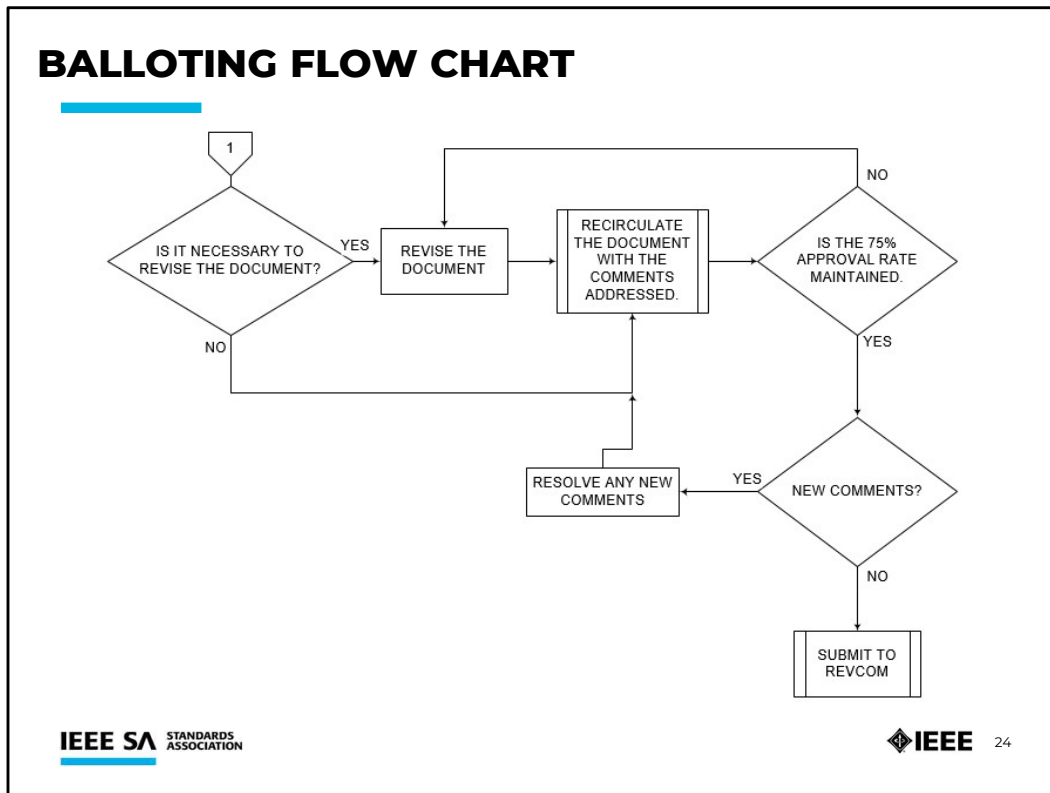
- Do have sufficient detail explaining the reason for rejection or the revised comment.
- Do make sure "accepted" changes are incorporated into the draft as is.
- Do make sure that track changes is selected in the word document.
- Do be careful on figures and tables as these may not respond to track changes as normal text.

Note: The CRG is allowed to make changes to its draft for any reason, and does not need a comment as a justification to make any such change. However, they should be mindful to track those changes in the draft. Sometimes there are edits that need to be made due to errors made in formatting. It is important that the comment disposition detail provided to balloters correctly describes the changes incorporated into the Draft on the next recirculation. Occasionally, during RevCom review, it is discovered that these changes are not fully implemented.

Let review some dos and don'ts.

ADDITIONAL THOUGHTS

- Do not add additional comment lines to the myProject downloaded comment resolution file as this causes error messages during uploads.
- If you sort the Comment Resolution File, revert it back to the original format before the upload to MyProject.
- Share the Comment Resolution File with Malia for review before you upload the file to myProject. This second set of eyes can save the WG some unneeded confusion.
- As was said do not promise anything. If the CRG things this might be some for a future revision, use a phrase something like:
The comment isn't covered in the scope of this standard. It will be left to the WG to consider if there is a possible future revision.



Normally, there are always items that are changed in the draft after a ballot. This will require a recirculation. Specifically all unresolved Do Not Approve votes with comments must be recirculated to the balloting group. If there are significant changes made to the draft, the CRG may consider opening:

- The entire draft for comments on the next ballot recirculation or
- The recirculation for a longer period of time

Recirculation ballots are open for a minimum of 10 days. During a recirculation ballot, SA balloting group members will have an opportunity to cast votes or change their previously cast votes.

Again the recirculated ballot has to achieved a minimum 75% approval rate. Any comments in recirculation ballot(s) shall be based on only on the changed portions of the draft, portions affected by the changes, and/or portions subject to unresolved comments associated with Do Not Approve votes.

I will tell you that during the recirculation the CRG might receive comments unrelated to the changes. These can be very helpful to clarifying the document and the CRG would like to include them. If they are, the document must be recirculated for another ballot.

This continues until the CRG believes that the document is ready to be submitted to RevCom. This again is accomplished using myProject.

QUESTIONS?

Refer them to Malia Zaman

IEEE Standards Association

Phone: 732 850 6608

Email: m.zaman@ieee.org

