

The Standards Development Process

- **Substations Committee**
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The Standards Development Lifecycle...Agenda



What is the Standards process?

There are 6 steps to the IEEE Standards Process

■ **Initiating the project**

- An idea for a standard is proposed to an IEEE Sponsor Committee
- A **PAR** is submitted, using myProject, to initiate the standards process
- PAR's must be reviewed by NesCom (New Standards Committee) and approved by the standards board for the process to move forward

■ **Working Group Development**

- A working group organizes to prepare and draft the standard

■ **Draft Development**

- The working group internally drafts, reviews, and revises the standard

What is the Standards Process?

■ **Sponsor Balloting**

- When a working group has determined that a draft is mature enough, it will be submitted for sponsor balloting
- Individuals will be invited to ballot (vote) on the standard using the myBallot section of myProject
- A consensus must be reached for the standard to move forward

■ **Final Approval & Publication**

- Final approval of a standard is achieved by submitting the document and supporting material to RevCom (Review Committee), which issues a recommendation to the IEEE-SA Standards Board

■ **Maintaining The Standard**

- 10 year lifecycle

More detailed information on the IEEE standards process can be found here:
<http://standards.ieee.org/develop/overview.html>

myProject

■ myProject is:

- A web-based tool that facilitates the IEEE Standards process
- Database that holds information related to the standards process
- A tool used by IEEE members, staff, and other individuals who want to participate in the standards process

Initiating the Project: PAR

- **PAR – Project Authorization Request**

- A PAR is a legal document and the means by which a working group assigns copyright to and indemnification from IEEE
 - Detailed document that states who is sponsoring/working on the project, the reason the project exists, and the projects intent
 - Title, Scope, Purpose, Need
 - Scope: Generally describes “what” will be done (technical boundaries of the standard)
 - Purpose: Genearlly describes “why” a standard will be done
 - Need: Details the specific problem that the standard will resolve and the benefit the users will gain by the publication of the document

Initiating the Project: PAR

- An idea for a standard is proposed to an IEEE Sponsor Committee
- A PAR is submitted, using myProject, to initiate the Standards Process
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Initiating the Project: PAR

- Each PAR is assigned a project number by which the published standard will eventually be known
 - NesCom can only accept PARs from Sponsors with approved P&P's (Policies & Procedures)

Initiating the Project: NesCom

- NesCom = New Business Committee
 - NesCom is comprised of at least 10 but no more than 15 IEEE-SA Members
 - At least four of whom, including the chair, are voting members of the IEEE-SA Standards Board
 - 2 volunteers from PES
 - NesCom examines PARs and makes recommendations to the IEEE-SA Standards Board regarding approval

Initiating the Project: PAR

- Once the PAR is ready to be submitted to the SA it will be reviewed by NesCom
 - NesCom members will review/comment
 - Working Group Chair must respond/resolve the comments prior to the NesCom meeting
 - NesCom looking to see if scope of proposed PAR falls within the scope of the Technical Committee
 - NesCom will make approval/disapproval recommendations to the SA-Board
 - The Board will have final approval

What is NesCom looking for?

- Clarity in PAR title
- Scope and Purpose of PAR
 - Complete sentences and grammar
- Complete working group contact/chair person information
- A completed form – All questions must be filled out

NesCom Review Schedule

- Submission Deadline: Approx 40 days before meeting
- Review Period: One week after deadline submission
- Review Closed: two days before NesCom meeting
- Meeting Schedule and Submission Deadlines: <http://standards.ieee.org/about/sasb/nescom/calendar.pdf>

Working Group Development

- With PAR approval, a Working Group is defined and it can officially begin its work to develop or write the standard.
- Working Group meetings are open
 - Agendas posted prior
- Working Group Chairs responsibilities during meeting:
 - Call for Patents
 - Introductions/Affiliations

Working Group Development

- WGC is appointed by the Sponsor
- The WGC can assign officers
 - Vice-Chair, Secretary, Sponsor Ballot Designee
- At meetings the WGC has a duty to make a call for Patents
- Attendance roster and affiliation shall be identified at each meeting

Draft Development

- Review and follow the IEEE-SA Copyright Policy
- Refer to the IEEE Standards Style Manual for document structure
- WG Chair shall request a Letter of Assurance (LOA) from any potential essential patent holders
- Develop an outline of the draft
- Assign writing among working group members
- Appoint technical editor
- IEEE-SA project editors are available to answer questions on style and formatting
- Do not make the draft, or contributions to the draft, public

Draft Development

- IEEE Style Manual
 - Establishes preferred style for the presentation and structure use in drafts

- IEEE Template
 - Assist Working Groups with the proper formatting of draft standards, according to the IEEE Standards Style Manual
 - New template to be released
 - Training

Draft Development: MEC

- Once the WG has developed a draft that they feel is complete they should submit for MEC through myProject
 - **Mandatory Editorial Coordination**
 - Editorial Review that ensures the document has basic elements such as draft labeling; the title, scope, and purpose, and copyright statements and releases are all handled properly in the draft.
 - Approximately 30 day review process by IEEE Editorial Staff

Balloting the Standard – Invitation

■ Ballot Invitation

- Working Group Chair initiates the request in myProject
- Typically 30 day invitation period
- Must have balance within ballot pool
 - No one classification can be more than 33%
 - New classifications in myProject
- Must be IEEE-SA Member to join, or pay a per ballot fee
- Invitation can run concurrently with the MEC

Balloting the Standard – Sponsor Ballot

- Working Group Chair initiates the Request to Ballot in myProject
 - Typically a 30 day ballot
 - Draft is uploaded into myProject
 - Balloters can approve, disapprove, abstain
- Consensus must be reached for the standard to move forward
 - 75% response rate, and 75% approval rate in order to move forward

Balloting the Standard - Comment Resolution

- After Sponsor Ballot the WG will have Comment Resolution
 - WGC can form a “Ballot Resolution Committee” to resolve the comments
 - Document in meeting minutes what the scope of the BRC is
 - Resolve the comments (accepted, rejected, revised)
 - Upload spreadsheet
 - Initiate Recirculation

Balloting the Standard - Recirculation

- Track changes
 - If no red-lined draft the entire document will be open for discussion
 - Can also include a clean draft under “additional files”
- Initiate recirculation in myProject
 - 10 day minimum
 - Cover Letter
- May need to have multiple recirculations

Gaining Final Approval – Submit to RevCom

- RevCom = The Review Committee
 - Once a project has achieved approval within the balloting pool it can be submitted to RevCom for final review
 - All Comments responded to
- Similar to NesCom there will be a comment period in which RevCom members will review/comment
 - WGC must respond to resolve the comments
- RevCom makes recommendation to the Board

The Standards Association Standards Board.. SASB

- The Board will have final approval on projects
 - They will review Committees recommendations
- Once approved IEEE Editorial will contact the WGC
 - Review final draft
 - Check to make sure everything looks accurate
 - Names/Participants list

Standards Association Standards Board: Submission Deadlines

- SASB Meeting Deadline/Schedule
 - July 20 for August 28-30
 - October 15 for Dec 3-5

Maintaining the Standard

- Effective 1 January 2012, the status of a standard will either be active or inactive
- Standards must have a revision approved by the IEEE-SASB prior to the close of year 10 in order to remain active
- Any Standard without an approved revision will become inactive after year 10
- A revision action can result in:
 - Changes to the Standard
 - Changes to only the references or bibliography
 - No changes

Helpful Links

- User guide – walks through myProject and has instructions for all the process steps
- FAQ's on Affiliation
 - <http://standards.ieee.org/faqs/affiliation.html#1>
- FAQ's on Copyright Permission
 - <http://standards.ieee.org/faqs/copyrights.html>

Q&A?

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