

**IEEE Power & Energy Society
Power System Instrumentation & Measurements (PSIM)
Committee**

**Policies and Procedures
for
Standards Development**

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1.0 Introduction

In today's market, standards development plays a critical role in product development and market share. In the IEEE, the responsibility for how a standard originates and evolves is managed by a Sponsor. It is essential in the management of a standard's development to avoid any actions by the Sponsor or the participants that result in a violation of procedures.

Adherence to these Policies and Procedures is an essential asset in determining the applicability of IEEE's indemnification policy.

These Policies and Procedures outline the orderly transaction of standards activities of IEEE/PES Power System Instrumentation and Measurements Committee (hereafter referred to as the PSIM Committee). For the development of standards, openness and due process shall be applied, which means that any person with a direct and material interest who meets the requirements of these Policies and Procedures has a right to participate by

- a) Expressing a position and its basis,
- b) Having that position considered, and
- c) Appealing if adversely affected.

Due process allows for equity and fair play. In addition, due process requires openness and balance (i.e., the standards development process should strive to have a balance of interests and not to be dominated by any single interest category). However, for the IEEE Standards Sponsor ballot, there shall be a balance of interests without dominance by any single interest category.

Participants engaged in the development of standards must comply with applicable federal, state, and international laws. In addition, for standards matters, the latest versions of several documents take precedence over this document in the following order:

New York State Not-for-Profit Corporation Law
IEEE Certificate of Incorporation
IEEE Constitution
IEEE Bylaws
IEEE Policies
IEEE Board of Directors Resolutions
IEEE Standards Association Operations Manual
IEEE-SA Board of Governors Resolutions
IEEE-SA Standards Board Bylaws
IEEE-SA Standards Board Operations Manual
IEEE-SA Standards Board Resolutions
Policies and Procedures of PSIM Committee

Anything the Sponsor creates is hierarchically inferior to the documents and resolutions that are listed above its Policies and Procedures. The Policies and Procedures of the Sponsor are hierarchically superior to other documents of the Sponsor. *Robert's Rules of Order Newly*

Revised (RONR) is the recommended guide on questions of parliamentary procedure not addressed in these procedures.

1.1 IEEE PSIM Committee scope

The scope of the Committee encompasses the Committee's, its Subcommittees', and its Working Groups' technical responsibilities. Subcommittees and Working Groups, in addition to their technical responsibilities, have direct responsibility for remaining cognizant of social implications, the environment, esthetics, increased employment, and other matters as related to the practice of electrical engineering.

- a. Treatment of all matters in which the dominant factor is the manual or automatic instrumentation and measurement of the electrical parameters of equipment and systems for the generation, transmission, and distribution of electric power. As well as the measurement of current, voltage, power and power factor for various applications, the following are included in the Committee's purview:
 1. Digital Techniques in Electrical Measurements
 2. Electricity Metering
 3. Power Quality
 4. High Voltage Testing Techniques
 5. RLC Measurements
- b. Sponsorship and development (either alone or jointly with other technical committees and/or organizations) of standards, recommended practices, guidelines and policies as well as preparation of position papers and/or documents, technical conferences and/or sessions on matters related items above.
- c. Liaison and cooperation with other technical committees, societies, groups and associations concerned with various aspects of items above.

1.2 Organization of the PSIM Committee

The PSIM Committee shall consist of officers (see clause 3), and other members.

2.0 Responsibilities of the PSIM Committee

The PSIM Committee shall be responsible for at least the following:

- a) Developing proposed IEEE standards and ensuring that they are within the scope of the Sponsor.
- b) Initiating and overseeing ballots of proposed IEEE standards within its scope, including:
 1. Approving PARs from a subgroup or the PSIM Committee
 2. Submitting a proposed Project Authorization Request (PAR) to the IEEE-SA Standards Board for consideration. Following approval of the PAR, the PSIM Committee shall submit necessary requests for extension, modification, or withdrawal of the PAR as required by the IEEE-SA Operations Manual

3. Submitting draft standards from a subgroup or the PSIM Committee to the Standards Association for Sponsor ballot.
 - c) Maintaining the standards developed by the PSIM Committee in accordance with the *IEEE-SA Standards Board Operations Manual*
 - d) Acting on other matters requiring PSIM Committee effort as provided in these procedures
 - e) Cooperating with other appropriate standards development organizations
 - f) Protecting against actions taken in the name of the PSIM Committee without proper PSIM Committee authorization
 - g) Limiting distribution of the membership roster to appropriate parties
 - h) Reporting annually to the [IEEE-SA Standards Board](#)
 - i) Communicating with the IEEE-SA Standards Board on specific PSIM Committee activities as needed
 - j) Handling appeals as described in clause 9

2.1 Sponsorship

The PSIM Committee is responsible for the development and coordination of standards project(s), including their maintenance after the approval of the standard(s) by the IEEE-SA Standards Board. Specifically, the PSIM Committee is responsible for those IEEE-SA Standards Board approved project(s) for which PSIM Committee has been identified as either the sole sponsor or where the PSIM Committee has been identified by a project being sponsored by two or more sponsors.

2.1.1 Sole sponsor responsibility/accountability

When the interest in a standard falls solely within the scope of the PSIM Committee, PSIM Committee shall assume the responsibility, and be accountable for the standard. Each PSIM Committee assigned standards project(s) as well as each of the IEEE published standards that were developed within the PSIM Committee is the responsibility of the PSIM Committee. This development and maintenance of standards shall be accomplished as defined within the clauses of these Policies and Procedures.

2.1.2 Co-sponsor responsibility/accountability

When the breadth of interest in a standard is great enough that one or more Committees outside of this PSIM Committee have been identified as having a sponsorship role, PSIM Committee shall either, assume the responsibility and be accountable for the standard, or shall not co-sponsor the standard. This development and maintenance of standards shall be accomplished as defined within the clauses of these Policies and Procedures. The PSIM Committee agreement to co-sponsor a standard requires a majority approval vote of PSIM Committee.

3.0 Officers

There shall be a Chair, a Vice Chair, and a Secretary, as well as a Treasurer when necessary. A person may simultaneously hold the positions of Secretary and Treasurer.

The Chair shall be a member of any grade (except students) of the IEEE and a member of the IEEE-SA (IEEE-SASB Bylaw 5.2.1). The officers shall organize the PSIM Committee; oversee the PSIM Committee's compliance with these Policies and Procedures; and submit proposed documents approved by the PSIM Committee (with supporting documentation) for appropriate review and approval by the IEEE-SA Standards Board. Officers shall read the training material available through [IEEE Standards Development Online](#).

3.1 Election or appointment of officers

In accordance with the Organization & Procedures Manual of the Technical Council of the IEEE Power and Energy Society Technical Council, the Chair, Vice-Chair and Secretary are recommended by the incumbent Chair of the PSIM Committee with the concurrence of the immediate Past Chair and are approved by the Chair of the Technical Council. The Standards Coordinator is appointed by the PSIM Committee Chair with the concurrence of the immediate Past-Chair.

3.1.1 Terms of office

The Chair, Vice-Chair, Secretary and Treasurer serve for terms of two years.

3.1.2 Automatic progression of officers

The Committee employs automatic progression of its officers from Secretary to Vice-Chair to Chair, in a six-year time span.

3.2 Temporary appointments to vacancies

If an office other than the Chair becomes vacant for any reason such as resignation or removal, a temporary appointment shall be made by the Chair for a period of up to 12 months. An appointment or election for the vacated office shall be made in accordance with requirements in Clause 3.0 and Clause 3.1.

3.3 Removal of officers

An officer (other than the chair) may be removed by a two-thirds vote of the voting members of the PSIM Committee. Grounds for removal shall be included in any motion to remove an officer. The officer suggested for removal shall be given an opportunity to make a rebuttal prior to the vote on the motion for removal.

Removal of the Chair shall be by action of the IEEE/PES Technical Council.

3.4 Responsibilities of officers

The officers of the PSIM Committee shall manage the day-to-day work of the Committee. The officers are responsible for implementing the decisions of the PSIM Committee and managing the activities that result from those decisions.

3.4.1 Chair

The responsibilities of the Chair include

- a) Leading the activity according to all of the relevant policies and procedures
- b) Forming study groups, as necessary
- c) Appointing a subgroup with responsibility for interpretations of all approved standards
- d) Being objective
- e) Entertaining motions, but not making motions
- f) Not biasing discussions
- g) Delegating necessary functions
- h) Ensuring that all parties have the opportunity to express their views
- i) Setting goals and deadlines and adhering to them
- j) Being knowledgeable in IEEE standards processes and parliamentary procedures and ensuring that the processes and procedures are followed
- k) Seeking consensus of the PSIM Committee as a means of resolving issues
- l) Prioritizing work to best serve the PSIM Committee and its goals
- m) Complying with the Chair's responsibility with respect to the IEEE-SA Intellectual Property Policies, including but not limited to the IEEE-SA Patent Policy (see IEEE-SA Standards Board Operations Manual 6.3.2, <http://standards.ieee.org/board/pat/index.html>) and IEEE-SA Copyright Policy (see IEEE-SA Standards Board Bylaws 7, <http://standards.ieee.org/guides/bylaws/sect6-7.html#7>)
- n) Submitting approved PSIM Committee P&P to the IEEE-SA Standards Board Audit Committee (AudCom—see <http://standards.ieee.org/board/aud/index.html>)
- o) Ensuring that each working group has a set of P&P approved by the PSIM Committee. The chair will provide the working group P&Ps to AudCom upon request.
- p) Submitting the PSIM Committee's annual report to the IEEE-SA Standards Board
- q) Presiding at the meetings of the PSIM Committee.
- r) The Chair shall be an ex-officio member of all of the PSIM Committee's subcommittees
- s) Submitting appropriate Annual Financial Reports (IEEE SA Form L50-S) to the Business Manager, Business Administration, or assignee, for the operation of the PSIM Committee and all of its subgroups.

3.4.2 Vice Chair

The Vice Chair shall carry out the Chair's duties if the Chair is temporarily unable to do so or chooses to recuse him- or herself (e.g., to speak for or against a motion).

3.4.3 Secretary

The responsibilities of the Secretary include

- a) Scheduling meetings in coordination with the Chair and distributing a meeting notice at least 30 calendar days before the meeting
- b) Distributing the agenda at least 14 calendar days before the meeting—notification of the potential for action shall be included on any distributed agendas for meetings
- c) Recording minutes of each meeting and publishing them within 60 calendar days of the end of the meeting
- d) Creating and maintaining the participant roster and submitting it to the IEEE Standards Department annually
- e) Being responsible for the management and distribution of PSIM Committee documentation
- f) Maintaining lists of unresolved issues, action items, and assignments
- g) Recording attendance of all attendees
- h) Maintaining a current list of the names of the voting members and distributing it to the members upon request
- i) Forwarding all changes to the roster of voting members to the Chair

4.0 Membership

4.1 Voting membership

The voting members of the PSIM Committee are appointed by the Chair upon recommendation of a Subcommittee Chair and the concurrence of the Administrative Subcommittee.

4.1.1 Eligibility and Qualifications

Selection and continuation of PSIM Committee membership shall be determined by meeting all of the following qualifications:

- a) Technical competence in one or more particular branch(s) of engineering as specified in the scope of the Committee.
- b) Demonstrated interest in that branch of engineering as expressed by working on standards, publishing papers, taking part in discussions of technical papers and presentations thereof.

- c) Willingness to devote time and effort to contribute to the advance of the art by regular attendance at meetings, and participation at the Committee, Subcommittee and Working Group level; reviewing assigned papers for approval of presentation and publication; committing to timely return of Committee ballots; and suggesting, when possible, improvements in Committee operations.
- d) Continued participation in Committee functions such as serving as an officer, liaison representative, Subcommittee member or Working Group member.
- e) Regular attendance at meetings. When a member is absent for three consecutive scheduled regular meetings and fails to participate by correspondence, the member will be removed from committee membership, subject to a review of the particular circumstances by the Administrative Subcommittee. Attendance at a meeting via teleconferencing and/or electronic means (e.g., Internet conferencing) may count towards the attendance requirements.
- f) Member in good standing of the IEEE Power & Energy Society and Standards Association.

4.1.2 Application

A request for membership shall be addressed to the Chair, indicating the applicant's direct and material interest in the Committee's work, qualifications and willingness to participate actively.

4.2 Review of membership

The Chair shall review the voting membership list at least annually. Voting members are expected to fulfill the obligations of active participation as defined in Clause 4.1. When a voting member is found in habitual default of these obligations, the Chair shall consider the matter for appropriate action, which may include termination of membership.

4.3 Membership roster

A current and accurate PSIM Committee roster shall be maintained. Due to privacy concerns, the roster shall not be distributed except to the IEEE-SA Board of Governors, IEEE-SA Standards Board, and IEEE-SA staff unless all PSIM Committee members have submitted their written approval for such distribution. The roster shall include the following:

- a) Title of the PSIM Committee and its designation
- b) Scope of the PSIM Committee
- c) Officers: Chair, Vice Chair, and Secretary
- d) Members: for all, name, e-mail address and affiliation.
- e) For each subgroup, subgroup title, Chair, and names, e-mail addresses, and affiliations of all members

4.4 Membership list

A current and accurate membership list shall be maintained. The membership list can be posted on the Sponsor web site and can be publically distributed. The membership list shall be limited to the following:

- a) Title of the Committee and its designation
- b) Scope of the Committee
- c) Officers: Chair, Vice Chair, Secretary
- d) Members: for all, name

5.0 Subgroups, Study Groups and Working Groups created by the Sponsor

5.1 Administrative subgroups

When one or more subgroups are formed to expedite the administrative work of the PSIM Committee (e.g., AdCom, ExCom), their formation (and later disbandment) requires a majority vote of the Sponsor as defined in Subclause 7.1

5.2 Working Groups – Individual Method

Standards working groups are responsible for the definitive content of one or more documents and for responding to views and objections thereon. Such working groups shall maintain a membership roster and shall comply with the provisions for preparing standards. The PSIM Committee Chair shall appoint the Working Group chair.

The PSIM Committee shall ensure that all working groups adopt procedures consistent with the baseline Operating Procedures for Standards Working Groups – Individual Method and review amendments to these procedures to ensure that they are not in conflict with the IEEE-SA Standards Board Operations Manual.

5.3 Working Groups – Entity Method

If a working group being formed has entity-based membership, the PSIM Committee shall ensure that the entity standards working group adopts the [IEEE-SA Baseline Policies and Procedures – IEEE Standard WGs – Entity Working Groups](#) and reviews amendments to the Operating Procedures for Corporate Standards Working Groups to ensure that they are not in conflict with IEEE policies and procedures and New York State Not-for-Profit Corporation Law.

5.4 Standards study groups

When the PSIM Committee is presented with a proposal concerning a standards development project, the PSIM Committee may form a Standards Study Group to examine the proposal to determine if there is a need for a standard to be developed. The life of a Standards Study Group is limited to 6 months. If the proposal merits formation of a project, the Study Group will draft a Project Authorization Request (PAR) for consideration by the PSIM Committee.

Groups should refer to the approved Study Group guidelines on how a Standards Study Group should conduct business and the criteria it should apply to consideration of a proposal.

Guidelines located at: <http://standards.ieee.org/board/pro/study-group.doc>

A Study Group is disbanded upon approval of the PAR by the IEEE-SA Standards Board.

5.5 Other subgroups

The formation and disbandment of subgroups other than administrative subgroups (e.g., technical subcommittees, and writing groups) require approval by a majority vote of the PSIM Committee. The Chair of a subgroup shall be appointed by the Chair of the PSIM Committee or decided by nomination and election. The scope and duties delegated to the subgroup shall be approved at the time it is formed, and subsequent changes in scope or duties shall also require approval by a majority vote of the PSIM Committee. The scope, duties, and membership of all subgroups shall be reviewed by the PSIM Committee annually. The charge to the subgroup shall clearly state which of the following complementary activities is appropriate:

1. The subgroup is responsible for the definitive content of one or more documents and for responding to views and objections thereon. Such subgroups shall maintain a membership roster and shall comply with the provisions for preparing standard(s).
2. The subgroup is responsible for assisting the Sponsor (for example, drafting all or a portion of a document, drafting responses to comments, drafting public statements on standards, or other purely advisory functions).

6.0 Meetings

Sponsor meetings shall be held, as decided by the Sponsor Chair, or by petition of 5 or more voting members, to conduct business, such as making assignments, receiving reports of work, progressing draft standards, resolving differences among subgroups, and considering views and objections from any source. A 30-calendar day meeting notice and 14 day agenda shall be distributed at least to all members. Meetings of subgroups may be held as decided upon by the members or Chair of the subgroup. Notification of the potential for action shall be included on any distributed agendas for meetings.

Please note that all IEEE Standards development meetings are open to anyone who has a material interest and wishes to attend. However, some meetings may occur in Executive Session (see Clause 6.3).

6.1 Quorum

A quorum must be identified before the initiation of PSIM Committee business at a meeting, but if a quorum is not present, actions may be taken subject to confirmation by letter or electronic ballot, as detailed in subclause 7.4. For Sponsors with less than 50 voting members, a quorum shall be defined as a majority of the current total voting membership. For Sponsors with 50 or more voting members, a quorum shall be defined as 10% of the current total voting membership

or 26, whichever is greater. Voting members who recuse themselves shall not be counted in the equation to determine whether a quorum exists.

6.2 Conduct

Meeting attendees shall demonstrate respect and courtesy toward each other and shall allow each participant a fair and equal opportunity to contribute to the meeting, in accordance with the [IEEE Code of Ethics](#).

All working group participants shall act in accordance with all IEEE Standards policies and procedures.

6.3 Executive session

Meetings to discuss personnel or sensitive business matters (e.g., the negotiation of contracts), or for other appropriate non-public matters (e.g., the receipt of legal advice), may be conducted in Executive Session.

6.4 Meeting fees

The PSIM Committee may charge a meeting fee to cover the expenses of the Committee. The fee shall not be used to restrict participation by any interested parties. The PSIM Committee Officers shall set the meeting fees in consultation with those planning a particular meeting.

Everyone who attends a meeting, except for those specifically excluded due to hardship, shall pay the meeting fee. In the event that a member of the PSIM Committee has a financial difficulty and is unable to pay the meeting fee, the member may apply to the PSIM Committee Chair for a partial or complete waiver of the meeting fee. The Chair shall make the decision to grant such relief. These discussions shall remain private.

6.5 Minutes

The minutes shall record the essentials, including the following:

1. Name of group
2. Date and location of meeting
3. Officer presiding, including the name of the secretary who wrote the minutes
4. Attendance, including affiliation
5. Call to order, Chair's remarks
6. Approval of minutes of previous meeting
7. Approval of agenda
8. Technical topics
 - a) Brief summary of discussion, pros and cons, and conclusions

- b) Motions and actions items with name and due date
 - c) Copies of handouts
 - d) Do not include names, except for movers and seconders of motions and those who request that their negative/abstain vote is recorded, unless a roll-call vote is ordered
9. Subcommittee reports
 10. Items reported out of executive session
 11. Next meeting--date and location

7.0 Vote

7.1 Approval of an action

Approval of an action requires approval by a majority (or two-thirds) vote as specified below in 7.1.1 and 7.1.2. A majority (or two-thirds) vote is defined as either:

- a) At a meeting (including teleconferences) where quorum has been established, a vote carried by majority (or two-thirds) approval of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions) by the voting members in attendance.
- b) By electronic means (including email), a vote carried by majority (or two-thirds) of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions), provided a majority of all the voting members of the PSIM Committee responded.

7.1.1 Actions requiring approval by a majority vote

The following actions require approval by a majority vote:

- a) Formation or modification of a subgroup, including its procedures, scope, and duties
- b) Disbandment of subgroups
- c) Approval of minutes
- d) Delegation to a sub-group for Authorization of a Sponsor ballot

7.1.2 Actions requiring approval by a two-thirds vote

The following actions require approval by a two-thirds vote:

- a) Adoption of new or revised PSIM Committee procedures, interest categories, or revisions thereof
- b) Approval of public statements
- c) Approval of change of the PSIM Committee scope*
- d) Approval of termination of the PSIM Committee*
- e) Removal of an officer except the Chair

*Following PSIM Committee approval, items c and d require notice to the IEEE-SA Standards Board.

7.2 Approval of moving a draft standard to Sponsor ballot

Approval for moving a draft standard to Sponsor ballot, or approval of any substantive change in the scope of a standard proposed by a subgroup, shall be referred to the PSIM Committee for approval. The PSIM Committee may delegate approval authority and form a subgroup for this purpose. Approval to move a standard to Sponsor ballot from a subgroup requires a majority vote. This vote shall be limited to procedural issues and PAR alignment only.

Each voting PSIM Committee member shall vote one of the following positions:

1. Approve
2. Do Not Approve (the reasons for a negative vote should be given)
3. Abstain

7.3 Proxy Voting

The PSIM Committee does not allow proxy voting.

7.4 Voting between meetings

At the discretion of the Chair, the PSIM Committee shall be allowed to conduct voting between meetings by the use of a letter or electronic ballot. If such actions are to be taken, they shall follow the rules of [IEEE Bylaw I-300.4\(4\)](#).

8.0 Communications

All correspondence on behalf of the PSIM Committee shall contain identification of the PSIM Committee as the source of the correspondence.

8.1 Formal internal communication

If correspondence between subcommittees or between working groups of different subcommittees involves issues or decisions (that is, non-routine matters) affecting other subcommittees, copies shall be sent to all affected subcommittee Chairs and the PSIM Committee officers.

8.2 External communication

Inquiries relating to the PSIM Committee should be directed to the Chair, and members should so inform individuals who raise such questions. All replies to inquiries shall be made through the Chair.

8.3 Public statements for standards

All PSIM Committee public communications shall comply with the policies of the *IEEE-SA Standards Board Operations Manual*.

Individuals making public statements that have not been approved by the PSIM Committee shall state that they are speaking as individuals.

8.3.1 Sponsor and subgroup public statements

PSIM Committee public statements shall not be released without prior approval as per Clause 7.1.2 of these procedures.

8.3.2 Subgroup public statements

Subgroup public statements shall not be released without prior approval of the subgroup. Such public statements also require approval of the PSIM Committee.

Subgroup public statements shall be **identified** in the first paragraph of the public statement as being specifically the position of the subgroup. These statements shall be issued by the subgroup Chair and shall include the PSIM Committee Chair in the distribution. Such statements shall not bear the IEEE, the IEEE-SA, or the PSIM Committee logos.

8.3.3 Public statements to be issued by other entities

If the PSIM Committee wishes to go to another IEEE entity (as defined in Section 15 of the *IEEE Policy and Procedures*) to have that entity offer a public statement on a standards matter, they shall do so after agreement from the IEEE-SA Standards Board and after informing the IEEE-SA Board of Governors. Upon PSIM Committee approval, proposed public statements that need to be issued by other IEEE entities shall be forwarded to the IEEE-SA Standards Board Secretary for further action.

8.4 Informal communications

Informal communications shall not imply that they are a formal position of the IEEE, the IEEE-SA, or the PSIM Committee.

8.5 Standards publicity

The PSIM Committee is encouraged to prepare press releases and other forms of publicity to promote their activities. Please see subclause 5.1.4 of the *IEEE-SA Standards Board Operations Manual* for further instructions.

9.0 Appeals

The PSIM Committee recognizes the right of appeal on procedural grounds. Technical appeals are referred back to the appropriate subcommittee or working group. Every effort should be made to ensure that impartial handling of complaints regarding any action or inaction on the part of the Committee is performed in an identifiable manner.

The procedure below describes how the PSIM Committee will hear appeals to actions or inactions that occur before a draft standard is balloted. This procedure supplements the procedure in Section 5.8, IEEE-SA Standards Board Operations Manual. Every attempt will be made to resolve concerns informally before this procedure is formally invoked.

Appeals may have either technical or a procedural basis. All appeals will be referred to the Subcommittee responsible for the standard. An appeal committee, chaired by the PSIM Committee representative to the PES Standards Coordinating Committee (i.e., the Technical Committee Standards Coordinator) will consider appeals.

An appeal must be filed with the Chair of the appeal committee in writing within 30 days of the event (action or inaction). The written appeal shall contain information about the issues being appealed, informal attempts made to resolve them, and suggestions to resolve the issue.

The Chair of the appeal committee shall appoint an *ad-hoc* Appeal Panel consisting of a chair and two other members. None of the appointees shall be a direct participant in development of the concerned standard. Technical appeals shall be forwarded to the appropriate working group for comment. Such comments shall be expeditiously submitted to the Appeal Panel.

The Appeal Panel shall review the complaint and other information as necessary, and decide if a hearing is required. If the Appeal Panel dismisses the complaint, the appellant shall be so informed in writing with reasons for the decision. The Appeal Panel may try to resolve the issue with informal discussions with the concerned parties. If necessary, the appeal shall be heard by the Appeal Panel during a time convenient to all parties before the next regular meeting of the PSIM Committee (with at least two weeks' notice to all concerned parties) in person, or by telephone conference, or by correspondence. Failure of the appellant to participate in the hearing shall constitute a withdrawal of the appeal.

A written decision shall be rendered by the Appeal Panel within 30 days of hearing the appeal and communicated to the parties concerned, Chair of the appeal committee, and Chair of the PSIM Committee.