

**IEEE-SA STANDARDS BOARD  
REVIEW COMMITTEE (RevCom) CONVENTIONS**

**1. Confidentiality Statements and Copyright Notices on Communications**

RevCom operates in an open manner. To that end, no material submitted to RevCom will be accepted or considered if it contains any statement that places any burden on the recipient(s) with respect to confidentiality or copyright. Any communication, including electronic mail, containing language with such restrictive wording will not be accepted or considered. Submittal packages containing such communication will be returned to the submitter. Resubmission must be in compliance with ordinary deadlines applicable to submittal packages.

It should be noted that this policy does not apply to IEEE copyrighted materials, such as draft standards. In the event that copyrighted materials are to be incorporated in an IEEE standard, an acceptable copyright release or assignment must be obtained from the copyright owner prior to approval of the standard by the IEEE-SA Standards Board.

**2. Changes to Approved Standards Subsequent to IEEE-SA Standards Board Approval and Prior to Publication**

If, during the editing process, staff perceives that a technical change is proposed, the standard and the proposed changes shall be returned to the Sponsor for appropriate action.

**3. Conditional Approval Policy**

Conditional approval of a proposed standard is sometimes granted by RevCom when documentation of an action is required of the Sponsor and it is not included in the submittal to RevCom. This is done when it seems that all of the requirements of the *IEEE-SA Standards Board Operations Manual* have been met with the exception of documentation of one or two actions. The conditional approval is granted by RevCom contingent on receipt by the RevCom Administrator that the Sponsor has completed the required action(s) in accordance with the *IEEE-SA Standards Board Operations Manual*.

The documentation must be received by the RevCom Administrator no later than the submittal deadline of the next RevCom meeting. If the documentation is not received by this deadline, the proposed standard is returned to the Sponsor disapproved, and a new submittal of the document will be required.

The *IEEE-SA Standards Board Operations Manual* requires the Sponsor to forward ballots to staff when balloting is not performed by the Standards Department. Sometimes, when the Sponsor conducts the balloting, the ballots are not forwarded to staff. Under these circumstances, conditional approval of a proposed standard will be granted pending receipt of the Sponsor ballots by staff no later than the submittal deadline of the next RevCom meeting. Failing receipt of the Sponsor ballots within this time, the proposed standard is returned to the Sponsor disapproved, and a new submittal of the document will be required.

The official approval date will be determined by the date the information is received and/or once staff/RevCom review has been deemed complete.

#### **4. Discrepancy of Document Title**

##### **a) Discrepancy of Title of Submitted Draft and Submittal Form with Approved PAR and Balloted Draft**

Editorial changes of the title on the submitted draft and submittal form may be allowed as long as there is no change in the scope or purpose of the project as noted on the approved PAR.

If RevCom does not deem the title change to be editorial, the Sponsor shall be required to submit a revised PAR to NesCom. After approval of the revised PAR, a recirculation ballot highlighting the title change shall be necessary.

##### **b) Discrepancy of Title of Submitted Draft, Submittal Form, and Balloted Draft with Approved PAR**

Editorial changes of the title on the submitted draft, submittal form, and balloted draft may be allowed as long as there is no change in the scope or purpose of the project as noted on the approved PAR.

If RevCom does not deem the title change to be editorial, the Sponsor shall be required to submit a revised PAR to NesCom. This can be done as a simultaneous submission to both NesCom and RevCom.

#### **5. 5-Year Review of Standards**

If a document is due for the 5-year review, an automatic extension shall be recommended by RevCom if the following conditions are met:

- A) a valid PAR exists; and
- B) the expected completion date of the document is before the ANSI 10-year deadline.

NOTE: If reaffirmation is desired, the request for an extension must be reviewed and granted by RevCom.

The extension granted shall be to the expiration date of the PAR. Also, staff shall send a letter to the Sponsor advising that an extension has been granted, and reminding the Sponsor of its obligation to complete the work on time.

#### **6. RevCom Policy for Recirculation Ballots in Progress at the Submittal Deadline (25/15 Day Policy)**

RevCom will consider recommending approval of a project if a recirculation is in progress at the submittal deadline provided the text of the recirculated draft and all documentation except ballot results of the recirculation are submitted by the submittal deadline. This shall include the recirculation package sent to the ballot group. The documentation must also include resolution of negative ballots resulting from prior ballots.

There shall be no negative votes on new issues, but additional negatives on prior issues are allowed, provided the 75% affirmative required for approval is achieved.

Projects that have not achieved the required approval, return, or abstention rates as of the last ballot conducted prior to the submittal deadline are not eligible for consideration under this convention.

The Sponsor shall review results of the recirculation ballot and, if the above conditions are met, may submit results of the recirculation ballot to the RevCom Administrator 25 days before the IEEE-SA Standards Board meeting. The submittal may be electronically transmitted.

The RevCom Administrator will transmit the results of the recirculation ballot to the members of RevCom no later than 15 days before the IEEE-SA Standards Board meeting. The information may be electronically transmitted.

RevCom will not consider a submittal if the recirculation commences after the submittal deadline. These submittals should be considered at a future RevCom meeting.

#### **7. 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, 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.

#### **8. Mentored Project Submittals**

If 6 months pass and there is no contact between the mentor and the Sponsor, or if 1 year passes and the Sponsor does not take any action regarding the project, then the project will be dropped from RevCom's mentored projects list.