

Next Steps Kit:

Guidelines for Publication, Recognition Awards and Maintenance



OVERVIEW

Specially designed for Sponsors and Working Group Chairs, the Next Steps Kit is a quick reference tool that offers detailed guidelines for the time period between SASB approval of your standard and its publication.

When a standard has been approved, there are publication, working group recognition and other future developments that need to be considered. This kit provides complete information on both the publication and awards processes including items such as correspondence with the editor and the award template form.



PUBLICATIONS PROCESS

As part of the publication process, the approved standard will receive a thorough, detailed edit from a professional IEEE standards editor. The role of an editor is to ensure that the standard is grammatically and syntactically correct. It is not an editor's role to make any changes that affect the technical meaning of the standard—indeed, this is not allowed. The editor can, however, make rewordings, editorial changes, and formatting changes to assist in publication of the standard. The editor also ensures that the document meets the rules for IEEE standards style as outlined in the [IEEE Standards Style Manual](#).

The Working Group chair or a delegate is responsible for reviewing the edited and formatted pages from which the published standard will be printed. This thorough review should ensure that no errors have been introduced into the document during the editorial and publishing process. This review is usually made in a timely fashion to facilitate publication of the standard. After review and inclusion of any changes, the document can be published and disseminated as an IEEE standard.



WORKING GROUP AWARD

Working Group members are recognized for their hard work and dedication. The certificate of appreciation or plaque is presented based upon recommendation of the Working Group Chair. In order to create and distribute the awards, a *Working Group Chair Awards Distribution Form* needs to be submitted to IEEE-SA. The Working Group Chair Awards are issued upon completion of the form and publication of the standard.

- [View Sample Awards Form](#)
- [Download Awards Form](#)

Plaque Eligibility - The following persons are eligible for a Working Group Plaque:

- Chair
- Vice Chair(s)
- Any subgroup chair designated by the WG Chair (e.g. Task Force)
- WG Secretary
- Technical Editor
- Special Editor

Certificate Eligibility - In addition, you may decide to reward others in your Working Group with a certificate of appreciation, for the following reasons:

- any participant(s) in the group who made an outstanding contribution to the standard,
- hosted many of the WG meetings at his/her company,
- contributed a majority of the draft standard content, or
- other reasons (please specify on form).

Note

- Be sure to provide full names listed in alphabetical order with complete/correct spelling and accurate ship to/ mailing addresses and telephone numbers.
- Upon receipt of this completed form, awards will be processed and distributed in approximately six to eight weeks.
- If the awards are being presented at a venue, a valid shipping address and recipient's full contact information must be provided.

MAINTENANCE PROCESS

Once a Standard is approved by IEEE Standards Association Standards Board (SASB) it has a validity period of ten years from the date of SASB approval. During the maintenance period, the Working Group can consider the following options:

Amendment - to add to, remove from, or alter material in a portion of an existing active IEEE standard and which may make editorial or technical corrections to that standard. *[Please note that creation of an amendment does not affect the ten-year validity period.]*

Corrigendum - only to correct editorial errors, technical errors, or ambiguities in an existing active IEEE standard. *[Please note that creation of a corrigendum does not affect the ten-year validity period.]*

Revision - to update and replace (i.e., supersede) an existing active IEEE standard in its entirety. A revision standard must be approved by the SASB prior to the end of the ten-year validity period in order to retain an active standard. If the revision project is not approved as an IEEE standard by the end of this period, the existing standard will be moved to inactive-reserve status.

Another possible action:

Withdrawal - Standards that are no longer useful or contain significant obsolete or erroneous information should be recommended for withdrawal from active status by the Sponsor. Withdrawal of a standard requires a Sponsor ballot with 50% return and 75% approval.

