

# IEEE-SA STANDARDS BOARD

## WORKING GUIDE FOR SUBMITTAL OF PROPOSED STANDARDS

The purpose of this guide is to assist you in the submittal of a document to the IEEE-SA Standards Board Review Committee (RevCom) for consideration as an IEEE standard and approval by the IEEE-SA Standards Board. Submitters should also refer to the latest edition of the *IEEE-SA Standards Board Operations Manual* for further information.

### 1. SUBMITTAL DOCUMENTATION

The following documentation shall be included in the submittal package:

- 1.1 Form for submittal of proposed standards (attached)
- 1.2 Ballot summary
- 1.3 Unresolved negative comments and Sponsor rebuttal
- \* 1.4 PAR (Project Authorization Request) and PAR approval letter
- \* 1.5 Coordination Responses from Required Committees and Staff
- \* 1.6 Electronic Source File and PDF of the Last Balloted Draft
- 1.7 Permissions releases, if applicable
- 1.8 Patent letter(s) of assurance, if applicable
- \* 1.9 Statement regarding use as an international standard, if applicable
- \* 1.10 Working group roster (unless incorporated into the draft)
- 1.11 Unit of measurement used in standard

\* Not required for reaffirmation or withdrawal.

#### 1.1 Form for Submittal of Proposed Standards

This form should be completed by the person designated by the Sponsor to act on behalf of the committee. Please provide all the information requested, as this is the primary document utilized by RevCom in determining compliance with the required procedures.

#### 1.2 Ballot Summary

The Sponsor may conduct the ballot on a draft document and prepare the ballot summary or may delegate this authority to a subordinate committee. *If the balloting authority is delegated, written proof of this delegation shall be included with the submittal, unless this written proof is on file at the IEEE Standards Department and is referenced with the submittal.*

Any format may be used provided the following information is included:

- A. Date of ballot
- B. Member name
- C. Member affiliation (e.g., company, agency, institution) or status (e.g., consultant, retired)
- D. Member classification or relationship to the area addressed by the standard (user, producer, general interest, or others as appropriate, such as academia or government; this is the *member's* relationship to the activity, not his employer's relationship.)

The *IEEE-SA Standards Board Operations Manual* stipulates that “No group (classification) is permitted to constitute 50% or more of the balloting group membership. Care shall be taken to ensure that all classes of interest are represented to the extent possible.”

- E. IEEE or Affiliate number, and confirmation of Standards Association Membership
- F. Ballot Information

The *IEEE-SA Standards Board Operations Manual* stipulates that 75% of the ballots mailed shall have been returned (only 50% required for withdrawal of a standard). A minimum of 75% of those voting shall approve the draft in order to submit the ballot results to the IEEE-SA Standards Board.

The following is an example of how to properly calculate returned ballots from *eligible voters*:

Draft: 5.3 Date Closed: 18 June 1998

Ballots Sent	100
Ballots Returned:	
Affirmatives	60
Negatives	13
Abstentions	<u>15</u>
Total	<b>88</b>
No Response	<u>12</u>
Total Ballots	100

Percent Returned  $(60+13+15)/100 = 88\%$

Percent Affirmative  $60/(60+13) = 82\%$

Percent Abstentions  $15/88 = 17\%$

*Comments from eligible balloting group members, non-eligible reviewers, and those from external coordinating bodies shall receive the same evaluation by the Sponsor.* The Sponsor's action in attempting to reconcile negative ballot comments shall be detailed and accompany the submittal. If RevCom requests a more detailed explanation, the Sponsor may be asked to attend the RevCom meeting. Negative comments with working group rebuttals shall be circulated among the balloting group members, providing each member an opportunity to change his or her vote.

Provide reasons for abstentions. If 30% or more of the returns from the eligible balloters are abstentions, the ballot shall be considered invalid.

### 1.3 Unresolved Negative Comments and Sponsor Rebuttal

Include a copy of each unresolved negative comment, the reason(s) given by the negative voter, and the Sponsor rebuttal. (This is also part of the recirculation package.)

#### \*1.4 PAR and PAR Approval Letter

The title, scope, and purpose of the submitted draft standard must agree with those stated on the approved PAR. Editorial changes may be allowed.

The current PAR and PAR approval letter shall be included in the submittal. Please advise if the project is also on the NesCom agenda and explain reasons for simultaneous submittal.

#### \*1.5 Coordination Responses from Required Committees and Staff

Include copies of responses received from each mandatory coordinating entity in the submittal. Coordination is normally arranged through the designated Liaison Representative to the IEEE-SA Standards Board and established *during* the development of the document. In the event of no reply, contact the Standards Department for verification of the current Liaison Representative. The preferred method of conducting coordination is to provide a copy of each draft, as soon as available, to each coordinating organization.

All new and revised standards shall be coordinated with:

- SCC10, IEEE Standards Coordinating Committee on Definitions
- SCC14, IEEE Standards Coordinating Committee on Quantities, Units, and Letter Symbols
- IEEE Standards Department editorial staff

Comments from these entities shall be given appropriate consideration and response. At the time of project submittal, the Sponsor shall provide the most recent coordination comments and either indicate acceptance or provide an explanation as to why acceptance of these comments would impede the utility of the draft standard.

### \*1.6 Electronic Source File and PDF of the Last Balloted Draft

An electronic source file of the last balloted draft shall be submitted. Please identify the application used to create the document (e.g. MS Word, FrameMaker, etc.). Figures may be submitted as separate files and labeled Fig1, Fig2, etc. The preferred formats are EPS and TIF, or editable graphics embedded in FrameMaker files. Other acceptable formats are GIF and JPEG. Contact the IEEE Standards Department for further information.

RevCom will review the draft in Adobe Portable Document Format (PDF). The Sponsor has the option to submit this file for RevCom's review or to allow IEEE staff to create this file from the electronic source file.

### 1.7 Permissions Releases

The Sponsor shall have obtained all necessary permissions releases needed to incorporate figures or text from copyrighted documents into the proposed standard. The written release(s) shall be included with the submittal. The *IEEE Standards Companion* contains letters for requesting permission to reprint material from a non-IEEE publication. See also the *IEEE Standards Style Manual* for additional information. Contact the IEEE Standards Intellectual Property Administrator for further information.

### 1.8 Patent Letter(s) of Assurance

If indicated on the PAR, or if a patent issue has since become apparent, the Sponsor shall include a memorandum from the Patent Committee (PatCom) indicating that the letters(s) of assurance have been received and are in compliance with the IEEE Standards patent policy. A patent letter of assurance package can be found at [http://standards.ieee.org/board/pat/july\\_2001.zip](http://standards.ieee.org/board/pat/july_2001.zip). If patent technology was originally indicated on the PAR, but has not been included in the standard, this should be stated by the Sponsor.

### \*1.9 International Standards Activities

If the document is to form the basis of or be included in an international standard, state the plans and the schedule for this work. State whether the ISO or IEC version will supersede the IEEE standard. State whether the IEEE Standards editorial staff should be preparing the standard for publication using ISO/IEC editing rules. Include a detailed paragraph or statement indicating ISO or IEC documents or current projects that were considered in the development of your document.

### \*1.10 Working Group Roster

The names of the members of the working group or subcommittee that *developed* the draft document being submitted for approval shall be included, as they will appear in the published standard. If the names are incorporated into the document, it is not necessary to send a separate list.

### 1.11 Unit of Measurement Used in Standard

The unit of measurement (International System of Units (SI), Inch/Pound, Both, Other or Not measurement sensitive) used within the standard must be indicated.

## 2. REAFFIRMATION

The document shall meet the requirements for reaffirmation as stated in the current *IEEE-SA Standards Board Operations Manual*. The Sponsor shall determine that the standard being reaffirmed continues to reflect the state of the art and contains no significant obsolete or erroneous information. Reaffirmation of the document shall be balloted and approved by 75% of the interested and affected parties.

The following statement is a quotation from a policy statement incorporated in IEEE Standards:

“When a document is more than five years old, and has not been reaffirmed, it is reasonable to conclude that its contents, although still of some value, do not wholly reflect the present state of the art. Users are cautioned to check to determine that they have the latest edition of any IEEE standard.”

## 3. WITHDRAWAL

A recommendation for withdrawal shall be balloted with a 50% return and at least 75% approval.

## 4. STANDARDS DEPARTMENT PROCESSING OF THE SUBMITTAL

The proposed standard, Form for Submittal of Proposed Standards, and all supporting documentation shall be submitted to the IEEE Standards Department for distribution no less than **40** calendar days prior to the next RevCom meeting.

RevCom will consider recommending approval of a project if a recirculation is in progress at the 40-day cutoff date provided the text of the recirculated draft and all documentation except ballot results of the recirculation are submitted by the cutoff date. The documentation must 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. No changes are to be made in the recirculated draft as submitted for the 40-day cutoff date, except those normally made in preparation for publication.

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 Secretary of RevCom 25 days before the IEEE-SA Standards Board meeting. The Secretary of RevCom 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.

RevCom will submit comments electronically to the Secretary. These comments will be forwarded to the submitter for consideration and reply. All documentation, including the replies to the comments, will be considered at the meeting. The recommendation of RevCom will be presented to the IEEE Standards Board for final action. The submitter will be notified of the action taken.

Once approved by the IEEE Standards Board, the Standards Department will make formal application to ANSI for recognition as an American National Standard.

RevCom will not consider a submittal if the recirculation commences after the 40-day cutoff date. These submittals should be considered at a future RevCom meeting.

### IEEE Standards World Wide Web Resources

IEEE Standards	<a href="http://standards.ieee.org/index.html">http://standards.ieee.org/index.html</a>
IEEE-SA Standards Board Review Committee	<a href="http://standards.ieee.org/board/rev/index.html">http://standards.ieee.org/board/rev/index.html</a>
Working Guide for Submittal of Proposed Standards (This document)	<a href="http://standards.ieee.org/guides/revguide.html">http://standards.ieee.org/guides/revguide.html</a>
Form for Submittal of Proposed Standards	<a href="http://standards.ieee.org/guides/revguide.html#1.1">http://standards.ieee.org/guides/revguide.html#1.1</a>
IEEE-SA Standards Board Bylaws	<a href="http://standards.ieee.org/guides/bylaws/index.html">http://standards.ieee.org/guides/bylaws/index.html</a>
IEEE-SA Standards Board Operations Manual	<a href="http://standards.ieee.org/guides/opman/index.html">http://standards.ieee.org/guides/opman/index.html</a>
IEEE Standards Style Manual	<a href="http://standards.ieee.org/guides/style/index.html">http://standards.ieee.org/guides/style/index.html</a>
IEEE Standards Companion	<a href="http://standards.ieee.org/guides/companion/index.html">http://standards.ieee.org/guides/companion/index.html</a>
Staff Liaisons to Committees/Organizations	<a href="http://standards.ieee.org/people/liaisons.html">http://standards.ieee.org/people/liaisons.html</a>
IEEE Standards Staff Listing	<a href="http://standards.ieee.org/people/staff.html">http://standards.ieee.org/people/staff.html</a>