

AudCom Conventions for Review of Working Group Policy and Procedures (P&Ps)

**Approved by AudCom 9 September 2011
(Updated 3 December 2018)**

1. AudCom requires that Standards Committees approve, record approval in minutes, and make publicly available, a master P&P for its Working Groups (WGs) for each type of WG – Individual or Entity. Standards Committees may choose a common P&P document for all WGs of each type of WG, or to have separate WG P&Ps for one or more WGs, and this should be indicated by the Standards Committee upon approval. A Simplified WG template is also available for Individual WGs.
 - Following acceptance of a Standards Committee’s P&Ps, AudCom will request confirmation of approval and availability of WGP&P. Standards Committee can submit to AudCom either a letter indicating approval or provide a copy or link to the meeting minutes documenting approval of the WG P&P. AudCom will select a WG P&P to review.
 - AudCom requests that WGs follow their Standards Committee approved WG P&P. AudCom designated reviewers will compare this WG P&P to the appropriate WG P&P baseline during the review process.
 - Standards Committee must indicate how WG P&P are publicly available, e.g., via Standards Committee website link (if available), by request to the WG chair, or by other process.
2. Organization of the Working Group P&Ps
 - The WG P&P shall address all procedures, responsibilities, or actions necessary to standards development at the Working Group level.
 - The WG P&Ps shall be limited to topics (major headings) addressed in the baseline, which details procedures, responsibilities, or actions necessary to standards development at the Working Group level.
 - Additional material related to standards development that falls under a topic in the baseline shall be added to that existing topic section. Material that is not covered by a topic in the baseline, but is necessary to standards development shall be added at the end of the baseline.
 - Material that does not fall under a topic in the baseline and is not necessary to standards development at the Working Group level shall

be put in a separate document(s). Such document(s) are not reviewed by AudCom.

3. After AudCom reviews and the IEEE-SA Standards Board approves a Standards Committee P&P, the Standards Committee is expected to:
 - Submit a letter (that may include a pointer to minutes) indicating WG P&P approval.
 - Submit all (or submit links to all) of its WG P&Ps for review (though AudCom might review only one).
 - If the Standards Committee does not have any active WGs at the time that the Standards Committee P&P is approved, they shall submit an approved WG P&P to AudCom when a new WG is formed.
4. AudCom reviews WG P&Ps in a similar process to the AudCom review of Standards Committee P&Ps, and this is outlined below.
5. AudCom's conclusion of having no issues with a WG P&P is indicated to the IEEE-SA Standards Board in the AudCom report and is not as part of AudCom recommendations.
6. If AudCom does not receive a WG P&P from the Standards Committee or AudCom cannot deem the WG P&P of having no issues within a reasonable amount of time during the review process, AudCom may report this to the IEEE-SA Standard Board, which can take correction actions.
7. AudCom may select additional Standards Committees for WG P&P review throughout the year.

AudCom Review of WG P&P:

1. A Standards Committee submits the Standards Committee approved P&P to AudCom by uploading it via the [myProject system](#).

The draft P&P document shall be submitted in .doc or .docx format **with track changes enabled**. Documents that do not have changes, modifications or additions so identified will be returned. The Standards Committee should adhere to the [instructions](#) associated with each baseline P&P template for further details.

2. Within 5 days of submission, the AudCom Chair or AudCom Administrator assigns at least two AudCom members to review the submitted draft P&P and serve as mentors to the Standards Committees for resolving any issues. One of the assigned reviewers is designated as the Lead Reviewer and the other the Co-Reviewer. Reviewers may change due to AudCom membership.
3. Within 21 days of being assigned to review the WG P&P, the reviewers evaluate the P&P and use a checklist to compare the WG P&P to the baseline P&P document and provide comments. Comments, and comment iterations, shall be tagged with a revision number.

4. The Lead Reviewer is responsible for comparing the Co-Reviewer's checklist with their own, contacting the Co-Reviewer for discussion if their comments are conflicting and uploading the merged checklist into myProject.

Examples of issues that AudCom reviewers look for include:

- a. Adherence to the "mandatory" elements of the baseline P&P document.
 - b. Consistency and logic in the selection of optional or added elements.
 - c. Addition of substantial amounts of "new" text, beyond the limits of the baseline P&P. Note: Additional text is not cause for disapproval but does result in additional scrutiny.
 - d. Significant deviation of the text from that of the baseline P&P.
5. The Standards Committee reviews the comments and suggestions offered in the checklist posted on the myProject website. The time for this review and revision will be dependent on the Standards Committee's processes, but expedited consideration and processing is desired.
 6. The Standards Committee submits a revised WG P&P in myProject. Track-changes shall still be employed and changes are still tracked from the baseline, not the previous submitted version. Documents not in track-change mode will be returned.
 7. A myProject notification is sent to the assigned reviewers that a revised WG P&P document is available for review.
 8. Within fourteen days of notification that the revised P&P is available, the reviewers will review the new draft, revise the checklist, confer on any differences and upload the merged checklist into myProject.

Steps 5-8 are repeated until all of the outstanding issues identified in the checklist are resolved.

The reviewers are available for telephone conferencing with appropriate Standards Committee representatives to assist in resolving issues, to clarify comments and suggestions provided in the checklist so that any unresolved issues can be resolved quickly.

The AudCom Administrator will post the AudCom agenda which contains the checklist and the checklist history at least two weeks in advance of the meeting. The checklist shall include a recommendation from the reviewers to AudCom to find the P&Ps without issue or return for follow up.

Note: P&Ps may be conditionally found without issue, based on a need for editorial changes only. The AudCom administrator will make the editorial changes to prepare the final copy.. Substantive changes may not be addressed in this manner.