IEEE SA | **STANDARDS ASSOCIATION**

IEEE SA Comment Resolution Preparation Guidelines

Introduction to RevCom (a standing committee of the IEEE SA Standards Board)

The role of RevCom is to review proposals for the IEEE SA Standards Board (SASB) approval of IEEE standards and adoption of non-IEEE standards, withdrawal of existing standards, and to confirm that the proposals represent a consensus of the members of the official IEEE SA balloting groups. RevCom confirms that applicable requirements of the IEEE SA Standards Board Policies and Procedures (e.g., Operations Manual and Bylaws; http://standards.ieee.org/develop/policies/index.html) have been met and makes recommendations to the IEEE SA Standards Board for approval or adoption as an IEEE standard.

RevCom review process

The SASB, and therefore RevCom, establishes a yearly meeting calendar that includes RevCom submission deadlines (see http://standards.ieee.org/about/SASB/meetings.html). RevCom members begin their review of the material when notified by the RevCom Administrator that the submissions are complete and have been added to a RevCom meeting agenda. Should RevCom members have questions about the submitted material, their comments are distributed to the submitter of the material, the Standards Committee's Standards Liaison, other RevCom members, and relevant IEEE SA staff.

RevCom members review materials (the submittal package) to determine whether the IEEE SA standards development process was followed correctly. This material is supplied by IEEE SA electronic tools (e.g., myBallot/myProject), the Standards Committee (or the Standards Committee's designee), and the IEEE SA staff. RevCom reviews cover letters, explanatory documents, comment files for each recirculation, the PAR, correspondence between the Standards Committee, Working Group and members of the Standards Association balloting group, and any other relevant documents.

RevCom members may ask the submitter to clarify various items prior to a RevCom meeting and there may be debate on significant issues during the RevCom meeting. Comments from RevCom members shall be responded to by a representative of the Standards Committee, Working Group or Comments Resolution Group (CRG) Failure to respond to questions posed prior to or during the meeting may result in delay of approval.

When RevCom convenes, its members collectively review the Standards Committee's submitted material, RevCom members' questions, and the Standards Committee's replies for each of the submitted projects. After each project review, a vote is conducted on whether or not RevCom will forward a recommendation to approve or adopt as an IEEE standard to the Standards Board.

Should the RevCom members not recommend approval or adoption of a draft as an IEEE standard, a remedy is proposed to the Standards Committee.

Explicit rules

IEEE SA Standards Board Operations Manual Section 5 "Standards development" currently addresses balloting in clause 5.4.3.

Guidelines approved by RevCom effective 3 September 2019.