

Tips for NesCom Reviewers

Below are some tips/pointers from fellow NesCom members to keep in mind when reviewing a Project Authorization Requests (PARs) submittal. NesCom members are not expected to be subject matter experts in all content areas. It is not the role of NesCom to require changes to a PAR or to evaluate the safety, legal, regulatory or other considerations involved in terminology decisions.

For New PARs or PARs for Revision of Standards submittal

- Review the entire PAR for the following criteria. If something is unclear or needs clarification, then post a comment within myProject on the specific submittal.
 - Review the Title, Scope, Purpose for clear understanding.
 - Key terms within industry – are they understandable to others not in industry?
 - Scope statement describes what the standard will cover.
 - Purpose clause explains what the project intends to do.
 - Scope and Purpose are within the Charter, Scope, and Purpose of IEEE.
 - Present tense is used. Active voice is preferred.
 - Abbreviations are spelled out at first use preferably in Title and Scope.
 - Full titles of referenced PARs or Standards are spelled out in 8.1.
 - Dates for balloting and RevCom submission are at least 6 months apart.
 - Correct Society/Standards Committee is assigned to PAR.
 - All interested parties are represented in the development.
 - Check that range related words (e.g., high, medium, low, etc) are specified in numeric way.

For Modified PAR

- Do the changes to Scope and/or Purpose seem substantial and warrant a modification?
- Are additional details added to 8.1 to explain why the modification is needed?
- If the SA ballot date and/or RevCom submission dates have been changed, are those dates still within the time before PAR expires?

For PAR extension request

- Areas of focus:
 - Percentage of work completed,
 - If a significant part complete, then maybe a 1-year extension needed.
 - If not a lot complete, then maybe 2-year extension needed.
 - Is the reason for an extension sufficiently explained?
 - Are enough participants involved with the project?
 - Are there enough meetings schedule to complete the work?
 - Please do not request changes to other sections of the PAR.
 - How old is the original PAR?
 - If the PAR is 4 or 4+ years, has the draft circulated in the WG?
 - If the PAR is 8 or 8+ years, is the draft in the SA ballot phase?