

Tips on PAR submissions and Tools

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IEEE-SA
PES Transformers Meeting, Fall 2017

Overview

The Role of NesCom in the Standards Development Process

What is a PAR?

Key Items for the NesCom Review

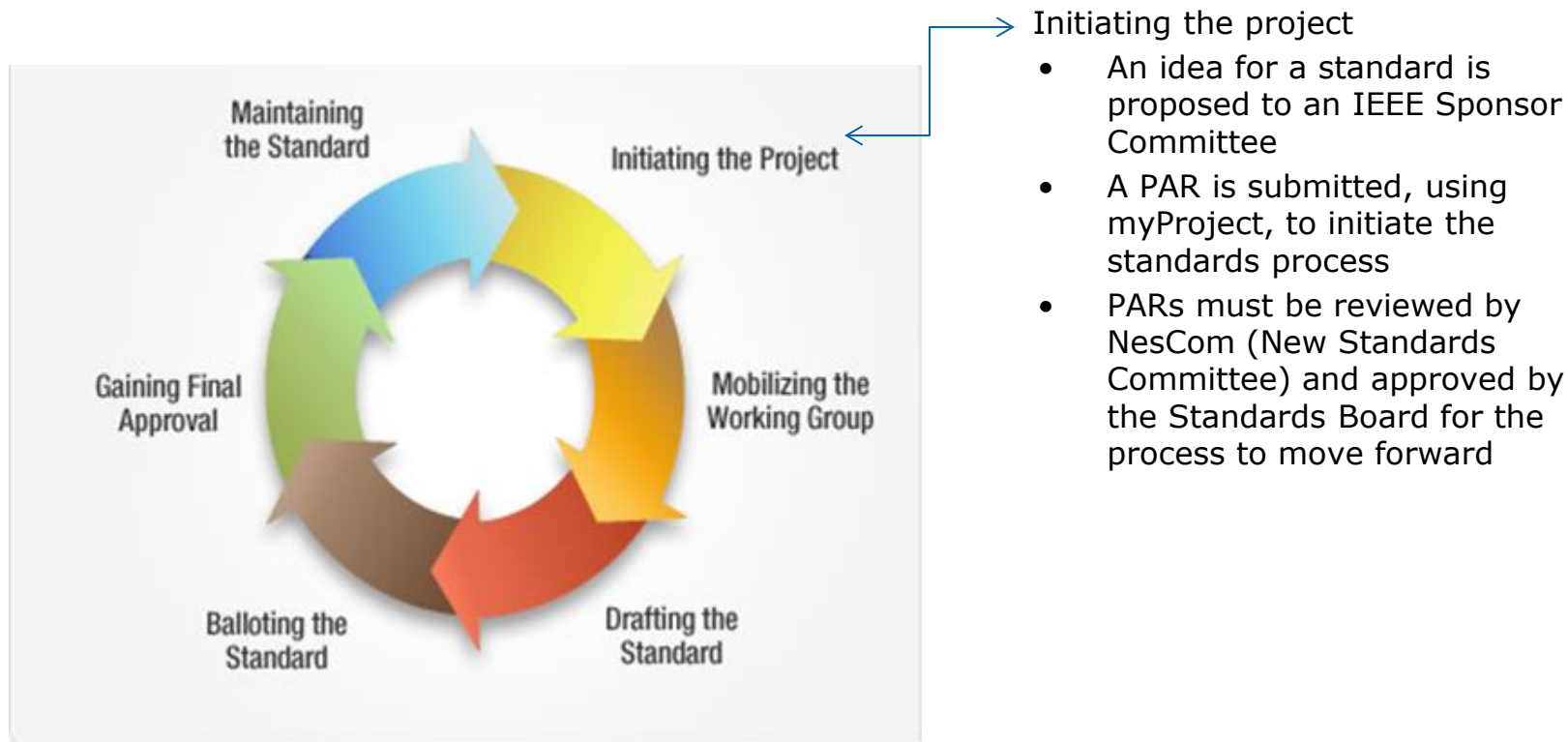
PAR Sections Broken down

Resolving PAR comments

Resources

IEEE- SA Tools

Role of NesCom in the Standards Development Process



What is NesCom?

- New Standards Committee.
- One of six governance committees of the IEEE SA-Standards Board.
- NesCom consists of 10-15 members, at least four of whom, including the chair, are voting members of the IEEE-SA Standards Board.
- NesCom has been delegated the responsibility of considering all Project Authorization Requests (PARs) and providing recommendations to the IEEE-SA Standards Board regarding their approval.

Role of Program Managers and Committee Administrators

Program Manager

- liaison with Sponsors and WG chairs to ensure submittals are complete
- help with NesCom comment responses
- answer questions at NesCom meetings

Committee Administrators

- organize submittals
- ensure all documentation is available for committee members
- work behind the scenes with Program Manager to address any submittal issues
- coordinate with the Program Managers to get timely responses to comments from reviewers

NesCom Review Schedule

Three Face-to-Face meetings per year typically held in:

- **March**
- **June**
- **December**

Continuous Processing – 2 to 3 times per year:

- **January/February**
- **April/May**
- **September/October**

Meeting Schedule and Submission Deadlines:

<https://standards.ieee.org/about/sasb/2018calendar.pdf>

Upcoming submittal deadlines:

20 Dec.(for the Jan. NesCom Meeting and
26 Jan. (for the Mar. NesCom Meeting)

PAR – Project Authorization Request

- An approved PAR is needed before official work is begun on a standard project. It serves as the work authorization by the IEEE-SA Standards Board.
- NesCom examines PARs and makes recommendations to the IEEE-SA Standards Board regarding their approval.
- An approved PAR is valid for 4 years.
- The PAR is referred to when the standard is submitted to RevCom for approval.

Submitting a PAR

- The PAR must be completed via myProject (<https://development.standards.ieee.org/my-site>)
- An IEEE web account is required. If you do not have a web account, click on the links at the bottom of the myProject home page if you need to get an account (or if you forget your user credentials).

The PAR must be received prior to the submittal deadline for each meeting. Submittal deadline dates can be found on our website:

(<https://standards.ieee.org/about/sasb/2018calendar.pdf>)

PAR Requests and Actions

[myProject™](#) >> [Submit a PAR](#)

IEEE-SA Standards Board Project Authorization Request (PAR) Process

The submittal deadlines are available at
<http://standards.ieee.org/about/sasb/nescom/calendar.pdf>

In order for a PAR to be considered and/or approved, it must be received by the IEEE-SA Standards Department at least 40 calendar days before IEEE-SA Standards Board meetings. PARs may also be approved via the continuous processing program.

PAR Requests

- PAR for a New IEEE Standard
A document that does not replace or modify another standard.
- PAR for a Revision to an existing IEEE Standard
A document that updates or replaces an existing IEEE standard in its entirety.
- PAR for a Corrigendum to an existing IEEE Standard
A document that only contains technical corrections to an existing IEEE standard.
- PAR for an Amendment to an existing IEEE Standard
A document that contains new material to an existing IEEE standard and may contain technical corrections to that standard.
- PAR for the Adoption of a Non-IEEE Standard

PAR Actions

- Modify an existing Approved PAR
- Extend an Approved PAR
- Withdraw an Approved PAR

Select the appropriate "Request" or "Action" for the project, for a new standard, select "PAR for a New IEEE Standard"

NEXT >>

What is NesCom looking for?

- Clarity in PAR title (ranges, acronyms spelled out)
- Scope and Purpose of PAR
 - The scope and purpose on draft document submitted to RevCom needs to be within the scope and purpose on the PAR.
 - The Scope and Purpose statements on the PAR shall be written in present tense, in complete sentences, and with proper grammar as they are intended to appear in the published standard
- Any request to enlarge (Increase) the scope of the project
- Complete contact/point person information – esp. WG Chair
- All fields/questions must be filled out

What is NesCom looking for?

- During the Review Period, you may receive notification from alerting you that there are comments about your PAR.
 - Each message will list the member who submitted the comment,
 - instructions on how to respond to the comment within myProject (not by email),
 - and a copy of the comment itself.
- It is best to at least try to respond to the comments. If there is reason to disagree, that is fine, but it is good to clearly explain things.
- Once PARs have been submitted, the NesCom Admin is the only one who can make the edits on the PAR.

More information can be found in the NesCom Conventions:

<http://standards.ieee.org/about/sasb/nescom/conv.html>

New PAR – Title and Scope

PE/NPE/WG_4.2/2420

P2420 Standard Criteria for Combustion Turbine Generator Units Applied as Standby Power Supplies for Nuclear Power Generating Stations

1. Osama Aboulmagd #1 -- Yes (Approve)

26-Feb-2015 08:19 May consider the deletion of the word "Standard" in the title.

1.1 Dale Goodney (Submitter)

02-Mar-2015 16:56 Agree with comment to remove the word "Standard" from the title. When the document is published, the title will be preceded by the words "IEEE Standard", therefore, "Standard" does not need to be in the title of the draft

1.2 Jon Rosdahl

22-Mar-2015 10:09 The changes have not been made to the PAR yet.

1.3 Lisa Weisser (NesCom Administrator)

22-Mar-2015 19:23 I can make this change, but it is actually "IEEE" that gets added to the standard when it gets published. The style guide states that all drafts need to include "Standard for..." or "Recommended practice for...". Is there a specific reason to remove the word standard here?

2. Osama Aboulmagd #2 -- Yes (Approve)

26-Feb-2015 08:19 scope: May consider starting the scope with, "This standard defines criteria....."

2.1 Dale Goodney (Submitter)

02-Mar-2015 16:59 Agree in part. To be consistent with IEEE-387 (comparable standard), the scope should start with "This standard describes the criteria..."

2.3 Lisa Weisser (NesCom Administrator)

22-Mar-2015 19:40 Thank you, the change has now been made to the PAR.

myProject™ Login

PLEASE LOG IN

Now you can access myProject, IMAT, and Mentor with a single login. Simply enter your IEEE Web Account username and password below to begin!

USERNAME:

PASSWORD:

LOGIN TO:

[Retrieve Your Web Account Username and/or Password](#)

Note: IEEE uses Cookies for Web Account Registration, Change Password and Recover Username/Password



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The PAR Form

PAR for a New IEEE Standard

Section 1

1.1 Assigned Project Number:

If left blank, a project number will be assigned by the NesCom Administrator when your PAR is received. Please contact the NesCom Administrator for any questions about a specific project number.

1.2 Type of Document: *Standard, Recommended Practice, or Guide*

Standards, Guides and Recommended Practices are generically referred to as IEEE Standards.

Standards are documents with mandatory requirements. Standards are generally characterized by the use of the verb “shall.”

Recommended Practices are documents in which procedures and positions preferred by the IEEE are presented. Recommended practices are generally characterized by the use of the very “should.”

Guides are documents in which alternative approaches to good practice are suggested, but no clear-cut recommendations are made. Guides are generally categorized by the use of the verb “may.”

The PAR Form

1.1 Life Cycle: Full Use or Trial Use

A standard can be designated full-use or trial-use.

A standard can be designated as **trial-use** when a draft satisfies the criteria of the standards-developing group (i.e., subcommittee or working group), but needs input from a very broad constituency. This is a preferred alternative to the widespread distribution of unapproved drafts. Such a draft requires a letter ballot of the sponsor and approval by the IEEE-SA Standards Board as a trial-use standard. Trial-use standards are effective for no more than three years from the date of publication. If no comments are received during the trial period, the standard is subject to adoption as a full-use standard upon receipt of written recommendation from the sponsor and approval by the IEEE-SA Standards Board.

Section 2

2.1 Project Title:

The title shall not contain the acronym "IEEE." This is added to the title when the standard publishes. All other acronyms shall be spelled out in the title. Typically titles begin with "Standard for....", "Guide for...." or "Recommended Practice for...."

If a general term is used to represent ranges (e.g. high, medium, low) within the title, scope or purpose, numerically define such ranges where they first appear (title, scope or purpose as applicable).

The PAR Form

Section 3

3.1 Working Group: (auto-filled)

3.2 Sponsoring Society and Committee: (auto-filled)

[A listing of Sponsor P&Ps and Sponsor Scopes is available at <https://development.standards.ieee.org/pub/view-sponsor-pnps>]

3.3 Joint Sponsor: (chosen from drop down menu)

If you are not adding a joint sponsor to this project, you may leave this field blank.

The PAR Form

Section 4

4.1 Sponsor Balloting Information: *Individual or Entity*

Is the balloting group for this standard expected to be composed of **individuals** or **Entities** (persons representing corporations/government bodies, institutions or SDO's)? See Section 5.4.1 in the IEEE Standards Board Operations Manual for further explanation.

4.2 Expected Date of Submission of Draft to the IEEE-SA for Initial Sponsor Ballot

Month: **Year:**

Additional communication and input from other organizations or other IEEE Standards Sponsors should be encouraged through participation in the working group or the invitation pool prior to Sponsor Ballot.

4.3 Projected Completion Date for Submittal to RevCom

Month: **Year:**

Enter the date the draft standard is planned to be submitted to RevCom for processing (not to exceed four years from the date of PAR submission). **It is suggested to allow at least six months after Initial Sponsor Ballot for the ballot process.** Cutoff dates for submitting draft standards to RevCom are generally in February, May, August, and October. Check the appropriate calendars for the specific dates as the draft matures.

The PAR Form

Section 5

5.1 Approximate number of people expected to be actively involved in the development of this project:

This includes Working Group members, additional non-voting participants, etc.

5.2 Scope of the proposed standard:

The Scope should appear as it will in the draft standard. The Scope stated on the PAR shall be written in present tense, in complete sentences, and with proper grammar as it is intended to appear in the published standard. All acronyms shall be spelled out at first use. The title and (if appropriate) date of any document referenced in the Scope shall be listed in the Additional Explanatory Notes field at the end of this PAR form.

5.3 Is the completion of this standard contingent upon the completion of another standard? Yes or No

If yes, explain:

Your explanation should include how the standard is dependent upon the completion of another standard. Also, if applicable, explain why a PAR request is being submitted if the standard currently under development is not yet complete. The title and number of the standard which this project is contingent upon shall be included in the explanation.

The PAR Form

5.4 Will this document contain a Purpose clause? Yes or No

If yes, enter the purpose of the proposed standard:

A purpose statement is encourage but not mandatory. If the document will not include a purpose statement choose "No" and leave the purpose field blank.

The purpose stated on the PAR shall be written in present tense, in complete sentences, and with proper grammar as it is intended to appear in the published standard. The title and (if appropriate) date of any document referenced in the Purpose shall be listed in the Additional Explanatory Notes field at the end of the PAR form.

5.5 Need for the project:

The need for the project details the specific problem that the standard will resolve and the benefit that users will gain by the publication of the standard. The need statement should be brief, no longer than a few sentences.

5.6 Stakeholders for the standard:

The stakeholders (e.g., telecom, medical, environmental) for the standard consist of any parties that have an interest in or may be impacted by the development of the standard.

The PAR Form

Section 6

6.1 Intellectual Property:

- A. Is the Sponsor aware of any copyright permissions needed for this project? *Yes or No***

If yes, please explain below:

If the proposed standard uses copyrighted material, copyright releases must be obtained by the working group and shall be included in the final package submitted to the IEEE-SA Standards Board. Additionally, remember that during development of your approved project, the proper IEEE copyright notices must be maintained on all drafts.

- B. Is the Sponsor aware of possible registration activity related to this project? *Yes or No***

If YES, please explain below:

The IEEE Registration Authority Committee (RAC) is a mandatory coordination body. A YES answer to this question provides early notification that RAC mandatory coordination will occur during Sponsor ballot. Working groups are welcome to engage the RAC if appropriate earlier in the project.

If the proposed standard requires (or is expected to require) the unique identification of objects or numbers for use in industry, the project has registration activity. This does not cover things like code points defined within the standard.

The PAR Form

A YES answer with brief explanation is appropriate if:

1. The proposed standard creates a new registry.
2. The proposed standard includes new use of an existing registry (whether IEEE RA or other registry authority). An existing IEEE registry example would be use of an Organizationally Unique Identifier (OUI). An explanation of a new registration activity should be supplied on the PAR. Please visit the IEEE Registration Authority website (<http://standards.ieee.org/develop/regauth/>) for additional information regarding existing registries.
3. When RAC review of previously reviewed text is appropriate to assure terminology and descriptions of usage are current.

A NO answer is appropriate:

1. When the project has no registration activity.
2. When a project modifying an existing standard with registration activity will not be adding new text nor modifying existing registration activity text previously reviewed by the IEEE Registration Authority (e.g., corrigendum on non-registry content). Please briefly explain why RAC review is not required.

Please note that the RAC may request mandatory coordination on any project, independent of the answer to this question.

The PAR Form

Section 7

7.1 **Are there other standards or projects with a similar scope? Yes or No**

Identify any standard(s) or project(s) of similar scope(s), both within or outside of the IEEE, and explain the need for an additional standard in this area.

Sponsor Organization:

Project/Standard Number:

Project/Standard Date:

Project/Standard Title:

The PAR Form

7.2 Joint Development - Is it the intent to develop this document jointly with another organization? *Yes or No*

If this document will be developed jointly with another organization, your IEEE-SA Staff Liaison must be made aware of this prior to final approval of the document by the IEEE-SA Standards Board [RevCom].

If yes, please indicate the organization, technical committee name/number and contact person within external organization

Organization:

Technical Committee Name:

Technical Committee Number:

Contact Name:

Phone:

Email:

The PAR Form

Information from 7.3 – 7.4 is captured for potential follow up and coordination but will not appear on the final PAR view.

7.3 International Standards Activities

A. **Adoptions - Is there potential for this standard to be adopted by another organization?: *Yes or No***

If this document is to be adopted by another organization, the document must be adopted intact (whole and unmodified) and the requested contact persons entered on the submittal form. For information about adoptions, contact your IEEE-SA Staff Liaison.

If yes, please indicate the organization, technical committee name/number and contact person within external organization

Organization:

Technical Committee Name:

Technical Committee Number:

Contact Name:

Phone:

Email:

The PAR Form

- B. Harmonization - Are you aware of another organization that may be interested in portions of this document in their standardization development efforts?**

If yes, please indicate the organization, technical committee name/number and contact person within external organization

Organization:

Technical Committee Name:

Technical Committee Number:

Contact Name:

Phone:

Email:

The PAR Form

7.4 Does the sponsor foresee a longer term need for testing and/or certification services to assure conformity to the standard? *Yes or No*

Additionally, is it anticipated that testing methodologies will be specified in the standard to assure consistency in evaluating conformance to the criteria specified in the standard? *Yes or No*

The PAR Form

Section 8

8.1 Additional Explanatory Notes:

Include the Item # in front of each explanation to distinguish which PAR field it is referring to.

If there is any further information that may assist NesCom in recommending approval for this project, include this information here. The title of any documents referenced in the PAR should be listed here.

8.2 IEEE Code of Ethics

The PAR will not be accepted if the box below is not checked.

I acknowledge that I have read and I understand the [IEEE Code of Ethics](#)

I agree to conduct myself in a manner that adheres to the IEEE Code of Ethics when engaged in official IEEE business.

Review PAR before submitting

[myProject™ >> Review PAR](#)

[Download as PDF](#)

Submitter Email : invalid:
Type of Project: New IEEE Standard

1.1 Project Number: P1612
1.2 Type of Document: Standard
1.3 Life Cycle: Full Use

2.1 Title: Standard for Wireless Transport of Non-Train-Control Data between Rail Transit Vehicle and Wayside Systems

3.1 Working Group: Train to Wayside Data Communications Working Group (VT/RT/1612_WG)
Contact Information for Working Group Chair

None
Contact Information for Working Group Vice-Chair
None

3.2 Sponsoring Society and Committee: IEEE Vehicular Technology Society/Rail Transit (VT/RT)
Contact Information for Sponsor Chair

Name: James Dietz
Email Address: invalid;jdietz@ieee.org
Phone: 215-641-8876

Contact Information for Standards Representative
None

4.1 Type of Ballot: Individual
4.2 Expected Date of submission of draft to the IEEE-SA for Initial Sponsor Ballot: 03/2012
4.3 Projected Completion Date for Submittal to RevCom: 02/2013

5.1 Approximate number of people expected to be actively involved in the development of this project: 20
5.2 Scope: This standard defines the protocols that constitute a suite of communication services for use in the transport of non-train-control data between rail transit vehicle and wayside systems.

5.3 Is the completion of this standard dependent upon the completion of another standard: No
5.4 Purpose: This standard enables wireless communications between rail transit vehicle and wayside systems to share common communications services while reducing development cycle time and risk. Vehicle wiring and weight can be reduced through the elimination of redundant transmitters and receivers, with resulting improvements in systems integration, reliability, and maintainability. In addition, rail vehicle operation can be more tightly integrated with overall transit system operation through the availability, both on the vehicle and at the wayside, of timely information regarding vehicle and off-vehicle system status.

5.5 Need for the Project: There currently isn't a standard for enabling wireless communications between rail transit vehicles and wayside systems.

5.6 Stakeholders for the Standard : rail transit workers

Intellectual Property

6.1.a. Is the Sponsor aware of any copyright permissions needed for this project?: No
6.1.b. Is the Sponsor aware of possible registration activity related to this project?: No

7.1 Are there other standards or projects with a similar scope?: Yes
If Yes please explain : IEEE Std1474.1-1999, IEEE Standard method for Communications-Based Train Control (CBTC) Performance and Functional Requirements treats the performance and functional requirements for train control data communications between train and wayside. This new standard will cover non-train control data. Both working groups are sponsored by the same IEEE Rail Transit Vehicle Interface Standards Committee, both working groups are currently active, and the sponsor will assure careful coordination occurs so the standards are complementary.

and answer the following

Sponsor Organization: VT/RT
Project/Standard Number: 1474.1
Project/Standard Date: 05-Dec-1999
Project/Standard Title: IEEE Standard method for Communications-Based Train Control (CBTC) Performance and Functional Requirements

7.2 Joint Development
Is it the intent to develop this document jointly with another organization?: No

8.1 Additional Explanatory Notes (Item Number and Explanation):

<<BACK

SUBMIT TO NESCOM ADMINISTRATOR

CANCEL

SAVE AND COME BACK LATER

PAR Form As
Seen on
MyProject

PAR submitted to NesCom

Thank you. Your PAR request has been submitted to the NesCom administrator and sponsor chair for review.

myProject™ >> Manage My PARs

Draft PARs

PAR Number	Request Type	Status	Title	Actions
P55	PAR Request	Draft		edit , delete , share with another user
P1815.1	PAR Request	Draft	Standard for Exchanging Information Between Networks Implementing IEC 61850 and Std 1815 (Distributed Network Protocol - DNP3)	edit , delete , share with another user

Submitted PARs will now show up in the "Manage My PARs" screen

Submitted PARs

COMMENTS:

If comments are available regarding the PAR, you will view and respond to them here.

Submission Status ▼	Committee	PAR Number	Request Type	Title	Comments
Submitted by Iman Engineer 17-Jan-2011	VT/RT/1612_WG/1612	P1612	PAR Request	Standard for Wireless Transport of Non-Train-Control Data between Rail Transit Vehicle and Wayside Systems	0

Responding to NesCom Comments

myProject™

Welcome: Iman Engineer

Active Email Address: imeng@ieee.org ([update](#))

IEEE-SA Membership Expires:

During the review period
NesCom may make
comments on your PAR.
These comments must be
responded to. Failure to do
so may delay approval

[Submit a PAR](#)

[Send Sponsor Message](#)

[Manage My PARs \(action required\)](#)

[View IEEE Society-Staff Liaisons](#)

[Manage Activity Profile](#)

[View Active PARs](#)

[Manage Committees](#)

[Send Notification to Group](#)

[Sponsor P&Ps](#)

To respond to comments
click "manage my PARs"

Comment Notification

[myProject™](#) >> [Messages](#) >> [System Message](#)

NesCom Comment for P802.3test

From: "Lisa Yacone" <invalid:l.yacone@ieee.org>
To: undisclosed-recipients;
Cc:
Subject: NesCom Comment for P802.3test

Lisa Yacone on 10 Jul 2012 at 16:06 wrote:
> This is a comment

To review and respond to the comment, please follow these steps:

- 1) Log into MyProject, <https://development.standards.ieee.org/my-site>
- 2) Click on Manage My PARs
- 3) Click on the number underneath Comments
- 4) Click on the number underneath Dialog for the comment to which you would like to respond
- 5) Enter your response in the text box and click on 'Add to Dialog' - the screen will refresh and your response will be added to the dialog

All changes to the PAR can only be made by the NesCom administrator. Agreement with requested changes or submission of new wording can be included in your dialog response.

Please note that failure to respond to a comment may result in deferral of the PAR until the next NesCom agenda.

If you have any questions or need any assistance, please feel free to contact the NesCom Administrator at nescom-admin@ieee.org

If PAR comments have been made, you will receive a notification message

Responding to NesCom Comments

Submitted PARs

The PARs listed on this page require some action by you (the Sponsor or Standards Representative).

ACTIONS:

- **Accept** : Acceptance of the PAR by the required cutoff date of the next NesCom meeting. If you choose to accept, the PAR will be added to the next NesCom meeting agenda. Once accepted, the options available to the Sponsor will be changed to "Remove from Agenda".
- **Reject** : If you choose to reject the PAR, it will be returned to the submitter.
- **Remove Sponsor Authorization**: Allows you to remove a previously accepted PAR from the NesCom Agenda.

COMMENTS:

If comments are available regarding the PAR, you will view and respond to them here.

To view comment details, find the PAR and click the number under the "comment" column

Submission Status ▼	Committee	PAR Number	Request Type	Title	Comments
Submitted by Iman Engineer 11-Jul-2011	IAS/PCI/515_WG/515x	P515x	PAR Request	Standard for the Testing, Design, Installation, and Maintenance of Electrical Resistance Heat Tracing for Industrial Applications Amendment foo	0
Submitted by Iman Engineer 20-Jun-2011	VT/ITS/1512_WG/prj123	Pprj123	PAR Request	Standard for Test It	0
Submitted by Iman Engineer 02-Jun-2011	C/LM/WG802.22/802.22a	P802.22a	PAR Request	Standard for P802.22 Amendment on a project that is not yet approved	1
Submitted by Iman Engineer 20-May-2011 Sponsor Authorized 11-Jul-2011	C/LM/WG802.3/802.3	P802.3	PAR Request	Standard for Information technology-- Telecommunications and information exchange between systems--Local and metropolitan area networks--Specific requirements Part 3: Carrier Sense Multiple Access with Collision Detection (CSMA/CD) Access Method and Physical Layer Specifications	0

Comment Submission Details

[myProject™](#) >> [Manage My PARs](#) >> [Submission Details](#)

[VT/RTSC/WG9/1544](#)

P1544 Standard for Transit Communications Interface Profiles (TCIP) for Railcar Basic Operating Unit Interoperability - Data Element Definitions

<< [PAR 1558-2004/Cor 1](#) || [PAR 1629](#) >>

[Show Full Comment Detail for P1544](#)

Index	Name	Date	Comment	Attachment	Moderation Required	Dialog	Actions
	NesCom Member	24-Nov-2010 21:36	This project had received two previous extens...			0	

To see the comment and be able to respond, click on the number under the dialog column

Comment Dialog

[myProject™](#) >> [Manage My PARs](#) >> [Submission Details](#) >> **Comment Dialog**

VT/RTSC/WG9/1544

P1544 Standard for Transit Communications Interface Profiles (TCIP) for Railcar Basic Operating Unit Interoperability - Data Element Definitions

Original Comment from NesCom Member

This project had received two previous extensions of one year each. Were those extensions also due to the WG Chair not being able to move the balloting forward?

There is no dialog for this comment.

ADD TO DIALOG

CANCEL

Type a response in field and then click "Add to dialog"

Comment Response

[myProject™](#) >> [Manage My PARs](#) >> [Submission Details](#) >> **Comment Dialog**

VT/RTSC/WG9/1544

P1544 Standard for Transit Communications Interface Profiles (TCIP) for Railcar Basic Operating Unit Interoperability - Data Element Definitions

Original Comment from NesCom Member

This project had received two previous extensions of one year each. Were those extensions also due to the WG Chair not being able to move the balloting forward?

1 **Iman Engineer:** Yes. With new assistance we believe we will move ahead shortly.

ADD TO DIALOG

CANCEL

Comment dialog can go back and forth. If a NesCom member makes a suggestion which you agree with, you can ask for changes to be made by the NesCom Admin in your response.

Guidance can be found on myProject



1 Initiating the Project

The Project Sponsor submits a Project Authorization Request (PAR) for approval.

The first step in beginning a standards development project, whether an individual or entity/corporate activity in the IEEE-SA, is the submittal of the Project Authorization Request (PAR).

RELATED INFORMATION

[Standards Development Overview](#)

[Study Group Guidelines](#)

[PAR FAQs](#)

[NesCom Conventions for Review of PARs](#)

[Types of Projects](#)

[NesCom Information](#)

[NesCom meeting information & minutes](#)

[List of Approved PARs](#)

[Project Numbering Policy](#)

ACTIONS/TASKS

[Submit Project Authorization Request](#)

SUPPORT MATERIAL

[myProject User Guide](#) Chapters:

- Getting Started

- The PAR Submittal & Approval Process

[Standards Development \(SASB OpsMan\)](#)

[Pre-PAR Meeting Guidelines \(.pdf\) or \(.ppt\)](#)

[Submitting a PAR](#) - This tutorial includes how to:

- Submit a PAR & respond to

NesCom Comments

- Submit a PAR extension request

- Modify a PAR

NesCom Resources

- myProject™ User Guide
 - https://mentor.ieee.org/etools_documentation/dcn/11/etools_documentation-11-0014-MYPR-myproject-user-guide.pdf
- NesCom Administrator – Lisa Weisser
 - Phone: +1-732-981-2864
 - Email: nescom-admin@ieee.org
- Program Managers (Technical Staff Liaisons)
 - <https://development.standards.ieee.org/pub/liaisons>
- Working Group Chair Quick Reference Guide
 - http://standards.ieee.org/develop/policies/ieee_sa_toolkit.pdf
- IEEE Standards Association Website
 - <http://standards.ieee.org>
- NesCom Website
 - <http://standards.ieee.org/about/sasb/nescom/>

IEEE-SA Etools

❑ Public website:

Option 1 – **Word Press: Outward facing WG Website.**

- WG is responsible for maintaining the website. IEEE-SA does not provide tools to manage the website. IEEE-SA will help you setup Word Press.

Options 2 – **iMeet Central:** Project Management and Collaboration tool

- Best for Document Management, Calendar, Project Management, e-mail, Wiki.
- Example: <https://ieee-sa.centraldesktop.com/1876public/>

Request IMeet site through IEEE-SA Program Manager

❑ **eMail listserv:** Email Lists

IEEE Listserv overview: <http://elecomm.ieee.org/maillist.shtml>

❑ **Teleconference & Web Conference Services:**

Join-Me

- To request an account: <https://ieee-sa.centraldesktop.com/joinme/FrontPage>

Word Press

- ❑ **WordPress** is an online, open source website creation tool
 - A tool used by Sponsors and Working Groups to help promote a project.
 - A public facing web page that provides information on a specific project to gain interest in participants and keeps them up to date on the project.
 - ❑ **In order to use WordPress you must have:**
 - Access to the internet
 - A web browser (e.g. Internet Explorer, Firefox, etc.)
 - A wordpress login
 - ❑ Request the Site via the link:
<http://sites.ieee.org/hosting/wordpress-hosting/>
- Or Contact your IEEE-SA Program Manager

iMeet Central

- ❑ Meet Central is a collaboration application provided to IEEE-SA standards developing groups. Features of this application include file sharing, discussions, databases, Project Management, Calendar and more.
- ❑ The IEEE Standards iMeet Central site can be accessed at <https://iee-sa.imeetcentral.com>.
- ❑ For further assistance, see the [iMeet Central Help Center](#).
- ❑ To request access for your group, please contact your [Program Manager](#).

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