

Submitting Your IEEE Standards Project for Approval Consideration – RevCom Review Process

PE/PSR Meeting
11 May 2010
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Overview

- Information on RevCom
- Submittal Review Timeline
- Key Items for RevCom Review
- 5-Year Maintenance Actions
- Related Webpages
- Contact Information
- Questions

Standards Review Committee (RevCom)

- Committee of the IEEE-SA Standards Board
- Primary responsibilities:
 - Make recommendations to the IEEE-SA Standards Board for the approval of:
 - New standards projects
 - Revision standards projects
 - Reaffirmation/Stabilization of existing standards
 - Withdrawal of existing standards
 - Review 5-year maintenance actions
 - Ensure that procedural requirements of the IEEE-SA are met

2010 RevCom Roster

- David Law, Chair (Computer)
- Masayuki Ariyoshi (SCC41)
- Peter Balma (Power & Energy)
- Phillip Barber (Computer)
- Victor Berman (Computer)
- Ted Burse (Power & Energy)
- Wael Diab (Computer)
- Paul Houze (SCC41)
- Bruce Kraemer (Computer)
- Oleg Logvinov (Communications)
- Narayanan Ramachandran (SCC20)
- Gary Robinson (Computer)
- Sam Sciacca (Power & Energy)
- Curtis Siller (Communications)
- Geoff Thompson (Computer)

2010 RevCom Meeting Schedule

Submittal Deadline:

12 February

7 May

20 August

18 October

Meeting Date:

24 March

16 June

29 September

7 December

Submittal Review Timeline

- Unlike PAR submittal, this is not in myProject
- Submitting the online submittal form will place the submittal on the next agenda
 - The Administrator will contact you for any missing materials (e.g. source files, signature page)
- The Administrator distributes submittals to RevCom members for preliminary review
- The Administrator sends preliminary RevCom comments to the submitter about 1 week prior to meeting
 - Respond to these comments – Some issues are resolved before meeting

Submittal Review Timeline, cont.

- Staff may recommend Sponsor representation
 - The Sponsor representative will be given a copy of all preliminary dispositions and comments
 - The Sponsor representative shall be given an opportunity to speak at the meeting
- Participation via phone may be an option

Key Items - PAR

- Title of draft
 - Must be within scope stated on most recently approved PAR
 - Editorial changes may be allowed
- Scope and purpose
 - Shall match the PAR (for PARs approved after 1 January 2007)
- Is completion dependent on another project?
- Modified PAR can be submitted concurrently

Key Items – Consideration of Ballot Comments

- All comments shall be considered, and evidence of consideration provided:
 - Sponsor rebuttal to negative ballot comments marked as MBS (must be satisfied)
 - requires recirculation
 - should be meaningful
 - expresses position of a ballot resolution group
 - Out of scope comment in last round of balloting
 - requires that balloter be notified of reason why no recirculation is necessary
 - Last round of balloting comment resolution
 - No promise of action should be made (only editorial changes may be made at this stage, and they are subject to the staff editor's agreement that they are purely editorial)

Key Items – Submittal to RevCom

- RevCom Submittal Form
 - Must be submitted by the submittal deadline
- Cover letter to RevCom
 - May be useful to explain unusual circumstances
- Intellectual Property Rights
 - Copyright release letters have to be on file, if needed
- Electronic source files of last balloted draft
 - Substantive changes require recirculation
 - During publication process, editorial changes can be made by editorial staff at their discretion
- Confidentiality notices
 - Disable confidentiality notices and legal disclaimers in communications intended for RevCom

Key Items – Preliminary Comments Stage

- Dialogue with RevCom members happens by email
- Confidentiality notices
 - Disable confidentiality notices and legal disclaimers in communications intended for RevCom
- Administrator records this dialogue for the committee
- This preliminary dialogue is available to the committee during the meeting

5-Year Maintenance Cycle

- February/March: List of standards due for action sent to Sponsor
- Possible Actions:
 - Concur with administrative withdrawal
 - Revise – Obtain PAR from NesCom
 - Reaffirm – Initiate reaffirmation ballot
 - Extension - Send email to Administrator with plan for action and extension request
- Extensions and withdrawals will be considered at the December meeting

Relevant Sites & Documents

RevCom Home Page

(<http://standards.ieee.org/board/rev/>)

Working Guide for Submittal of Proposed Standards

(<http://standards.ieee.org/guides/revguide.html>)

Form for Submittal of Proposed Standards [RevCom Submittal Form]

(<http://standards.ieee.org/guides/revguide.html#1.1>)

Standards Development Online

(<http://standards.ieee.org/resources/development/final/finalmoreinfo.html>)

IEEE-SA Standards Board Bylaws

(<http://standards.ieee.org/guides/bylaws/index.html>)

IEEE-SA Standards Board Operations Manual

(<http://standards.ieee.org/guides/opman/index.html>)

IEEE Standards Style Manual

(<http://standards.ieee.org/guides/style/index.html>)

RevCom Conventions [Internal Committee Rules]

(<http://standards.ieee.org/board/rev/revconventions.html>)



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