

## IEEE-SA Standards PAR

(**P**roject **A**uthorization **R**equest)

# Process Using myProject

### What is the standards process?

There are 6 steps to the IEEE Standards Process

- 1. Initiating the project
  - An idea for a standard is proposed to an IEEE Sponsor Committee
  - A PAR is submitted, using myProject, to initiate the standards process
  - PARs must be reviewed by NesCom (New Standards Committee) and approved by the standards board for the process to move forward
- 2. Working Group Development
  - A working group organizes to prepare and draft the standard
- 3. Draft Development
  - The working group internally drafts, reviews, and revises the standard
- 4. Sponsor Balloting
  - When a working group has determined that a draft is mature enough, it will be submitted for sponsor balloting

### What is the standards process?

- 4. Sponsor Balloting (continued)
  - Individuals will be invited to ballot (vote) on the standard using the myBallot section of myProject (individual, not entity projects)
  - A consensus must be reached for the standard to move forward
- 5. Final Approval & Publication
  - Final approval of a standard is achieved by submitting the document and supporting material to RevCom (Review Committee), which issues a recommendation to the IEEE-SA Standards Board
- 6. Maintaining The Standard
  - A standard has a validity period of ten years from the date of IEEE-SA Standards Board approval. At the end of this period, one of two things has to happen: revision or withdrawal. If no action is taken, the standard will be moved to inactive-reserved status.
  - **PAR**s are used to submit amendments or corrigendum to the standard or to revise or withdraw a standard.

More detailed information on the IEEE standards process can be found here: <a href="http://standards.ieee.org/develop/overview.html">http://standards.ieee.org/develop/overview.html</a>

### What is myProject

### myProject is:

- A set of web-based tools that facilitate the IEEE standards process
- A database that holds information related to the standards process
- A tool used by IEEE members, staff, and other individuals who want to participate in the standards process

### **PAR (Project Authorization Request)**

- A PAR is a detailed document that essentially states who is sponsoring/working on the project, the reason the project exists and the project's intent
- The PAR is not only presented to NesCom, but once approved by the SASB, it is used to enter information into IEEE databases regarding the proposed standards
- An approved PAR is needed before official work is begun on a standard
- An approved PAR is valid for 4 years

### **PAR (Project Authorization Request)**

- Each PAR is assigned a project number by which the published standard will eventually be known
- NesCom can only accept PARs from Sponsors with approved P&Ps (Policies & Procedures) on file - a list of sponsor P&P's can be found here: <a href="https://development.standards.ieee.org/pub/view-sponsor-pnps">https://development.standards.ieee.org/pub/view-sponsor-pnps</a>
- More information on finding a project sponsor can be found here:
  - http://standards.ieee.org/develop/sponsor.html

### **Submitting a PAR**

- The PAR must be received prior to the submittal deadline for each meeting. Submittal deadline dates can be found on our website: (http://standards.ieee.org/about/sasb/2014calendar.pdf)
- The PAR must be completed via myProject (<a href="https://development.standards.ieee.org/my-site">https://development.standards.ieee.org/my-site</a>)
- An IEEE Web Account is required for myProject.

### What is NesCom?

- New Standards Committee, the first stop in the standards development process
- 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 PARs and providing recommendations to the IEEE-SA Standards Board regarding their approval

### **NesCom Review Schedule**

- Submission Deadline: Approx 40 days before meeting
- Review Period: One week after deadline
- Review Closed: Two days before NesCom meeting
- Sponsor Approval Cutoff: One day before NesCom meeting
- NesCom Meeting
- Standards Board Meeting: One day after NesCom (Continuous Processing meeting – recommendations are balloted to the Board by email.)
- Meeting Schedule and Submission Deadlines: http://standards.ieee.org/about/sasb/2014calendar.pdf

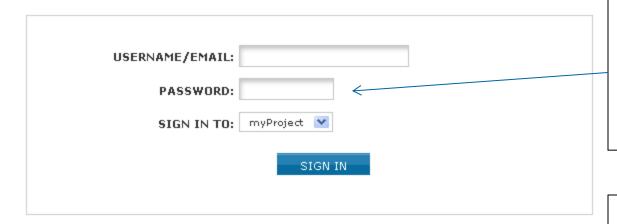
### What is NesCom looking for?

- 1. Clarity in PAR title
- 2. Scope and Purpose of **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.
- Complete working group contact/chair person information
- 4. A completed form All questions must be filled out

### myProject Sign In

#### PLEASE SIGN IN

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



To submit a PAR, you will need to enter your IEEE Account username/email and password

Need Help? Access the myProject User Guide (.pdf) or visit the eTools Documentation Page

Retrieve Your Account Username and/or Password

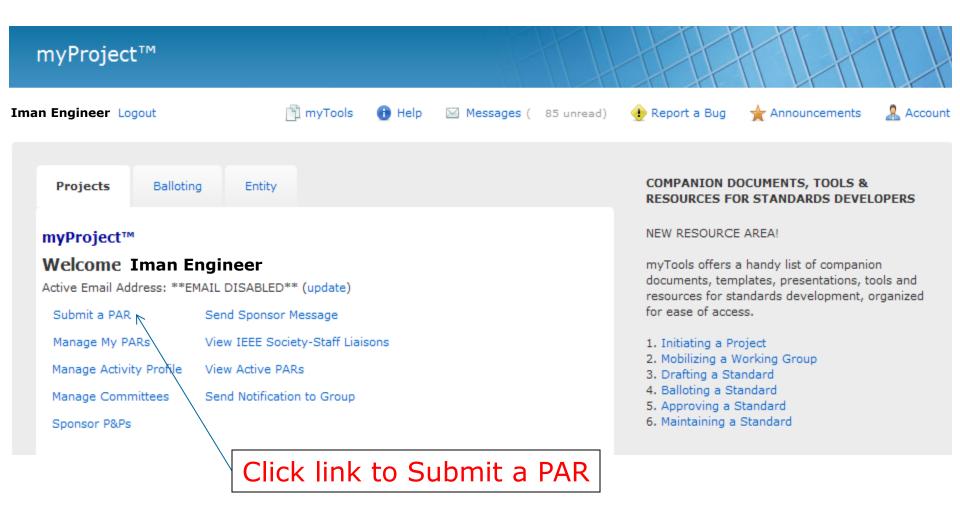
Note: IEEE uses Cookies for Account Registration, Change Password and Recover Username/Password



Need an IEEE Account?

Get Yours Now! It's FREE and does not require IEEE or IEEE-SA membership If you do not have an account, you can create one by clicking the link (you do not have to be an IEEE or IEEE-SA member to obtain an IEEE account)

### myProject Welcome Page



### **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.

C 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

NEXT>>

#### PAR Actions

Modify an existing Approved PAR

C 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"

## Selecting Sponsor/Working Group (for an new PAR)

myProject™ >> Submit a PAR >> Select Working Group

#### PAR for a New IEEE Standard

Select the appropriate Sponsor from the tree below by clicking on the plus sign to the left of the Sponsor you would like to chose. Next chose the Committee for the related Sponsor in the same manner in the blue section. Finally, select the appropriate Working Group by clicking on the "select" link to the right of the Working Group you would like to chose in the green section.

If you need to create a new working group, click on "request new working group" link to the right of the Sponsor/Committee.

If an appropriate
working group
already exists,
choose it from the
list, otherwise click
the "request new
working group" link
next to the proper
sponsor/ committee

Name	Designator ▲ C	ontact	Actions
■ IEEE-SASB Coordinating Committees	SASB		
☐ IEEE Ultrasonics, Ferroelectrics and Frequency Control Society	UFFC		
☐ IEEE Vehicular Technology Society	VT		
+ Intelligent Transportation Systems	VT/ITS	Dennis Bodson	request new working group
± Land Transportation	VT/LT	Dennis Bodson	request new working group
☐ Rail Transportation Standards Committee	VT/RTSC	James Dietz	request new working group
Communications Protocols Working Group	VT/RTSC/1473_WG	Christian Girard	select
Passenger Information_1477_WG	VT/RTSC/1477_WG	James Dietz	select
Working Group for Automatic Train Control Systems Wayside Environmental	VT/RTSC/1582_WG	Harold C Gillen	select
Train to Wayside Data Communications Working Group	VT/RTSC/1612_WG	James Dietz	select
Outside of Castest Contract Tabilities Westide Castes	ATINTOCIACOS MIC	milli Millishala	

### **Create a New Working Group**

The Sponsor Chair will be

notified of your request

and will need to approve

the new working group and

assign the chair.

myProject' >> Submit a PAR >> Reassign the Working Group Select an existing working group:							
WORKING GROUP:	~						
Or request a new working group for the sponsor VT/RTSC:  SHORT NAME:  FULL NAME:	Enter the full name of the working group. e.g. "Implementing Technology To Limit Climate Change" And a						
NEXT >> CANCEL	short name, e.g., CCWG (will appear on PAR as PE/ED&PG/CCWG)						

15

### **Confirm Contact Information**

myProject™ >> Submit a PAR >> Select Working Group >> Confirm Contact Information

PAR for a New IEEE Standard

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

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

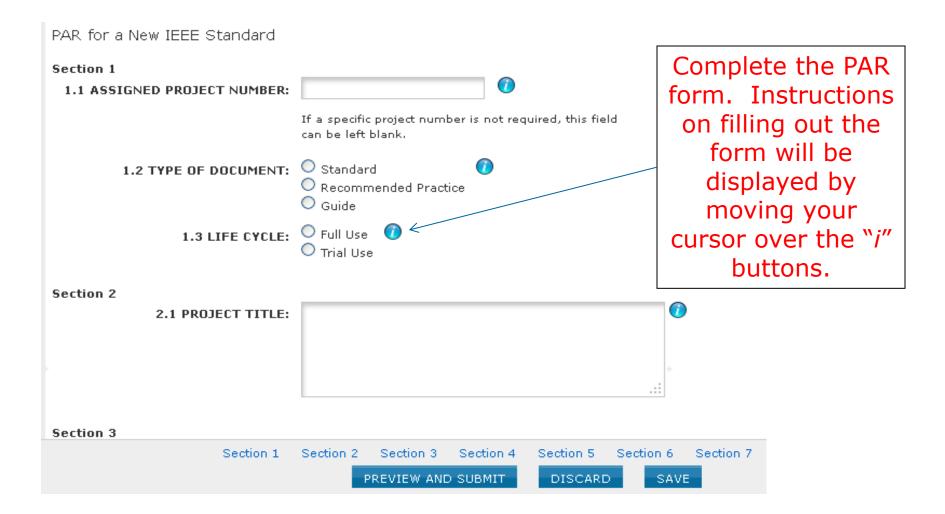
PAR SUBMITTER: Iman Engineer



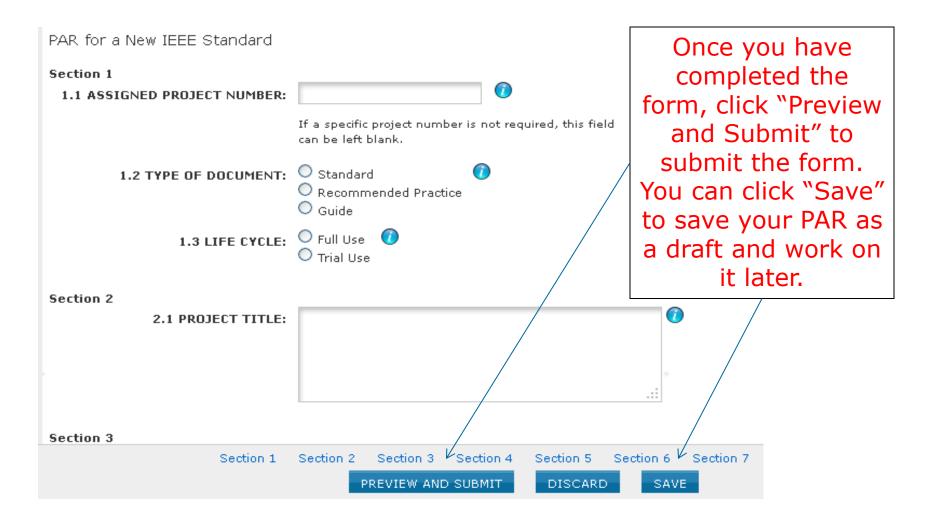
CANCEL

This screen shows the contact information for the selected working group, the PAR submitter must be an IEEE-SA member

### **Submit a new PAR**



### **Submit a New PAR**



### Submit a New PAR - Save as a draft

The Draft PAR P1612 has been saved. You can resume editing the PAR at any time by selecting the edit link below.

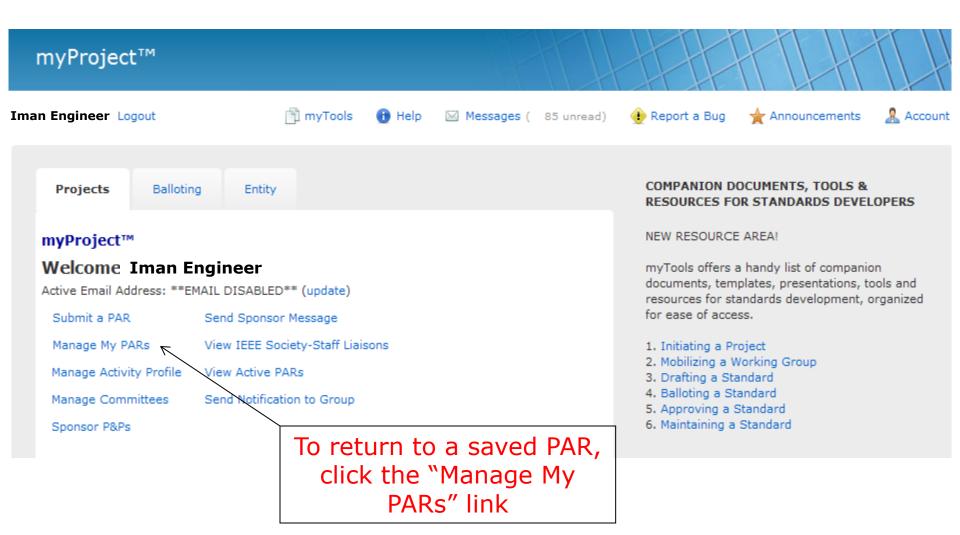
This screen will appear when your PAR has been saved.

#### myProject™ >> Manage My PARs

#### Draft PARs

PAR Number	Request Type	Status	Title	Actions
P55	PAR Request	Draft		edit, delete, share with another user
P1612	PAR Request	Draft	Standard for Wireless Transport of Non-Train- Control Data between Rail Transit Vehicle and Wayside Systems	edit, delete, share with another user

### **Manage My PARs**



### Manage My PARs

From this screen, you can edit, delete, or share your saved PAR's, clicking on the PAR Number will show you a summary of the PAR

#### myProject™ >> Manage My PARs

#### **Draft PARs**

PAR Number	Request Type	Status	Title	Actions
<unassigned></unassigned>	PAR Request	Draft		edit, delete, share with another user
<unassigned></unassigned>	PAR Request	Draft		edit, delete, share with another user
<unassigned></unassigned>	PAR Request	Draft		edit, delete, share with another user
<unassigned></unassigned>	PAR Request	Draft	Standard for new project	edit, delete, share with another user
<unassigned></unassigned>	PAR Request	Draft	Standard for ikrjyjr	edit, delete, share with another user
P1	PAR Request	Draft	Standard for This is being created in the name of Research	edit, delete, share with another user
P2	PAR Request	Draft	Standard for Created by tprevost and modifed by dlaw	edit, delete, share with another user
P3	PAR Request	Draft	Standard for test	edit, delete, share with another user
P515x	PAR Request	Draft	Standard for the Testing, Design, Installation, and Maintenance of Electrical Resistance Heat Tracing for Industrial ApplicationsAmendment foo	edit, delete, share with another user
P802.1AC	PAR Request	Draft	Standard for Media Access Control (MAC) Service Definition	edit, delete, share with another user
P802.3.1	PAR Extension Request	Draft	Standard for Management Information Base (MIB) Definitions for Ethernet	edit, delete
P802.3.1	PAR Request	Draft	Standard for Management Information Base (MIB) Definitions for Ethernet	edit, delete, share with another user

### **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 trainsit 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

After clicking
"Preview and
Submit", you will
have the
opportunity to
review your PAR
before submitting

### **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 $\leftarrow$

#### 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

#### myProject™ >> Submit a PAR

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  an existing IEEE standard.
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  A document that contains new material to an existing
  IEEE standard and may contain technical corrections to
  that standard.
- C PAR for the Adoption of a Non-IEEE Standard

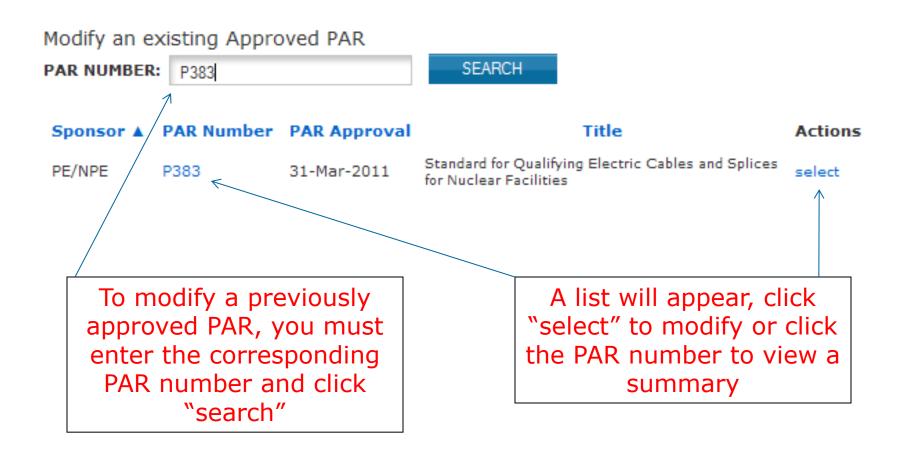
NEXT >>

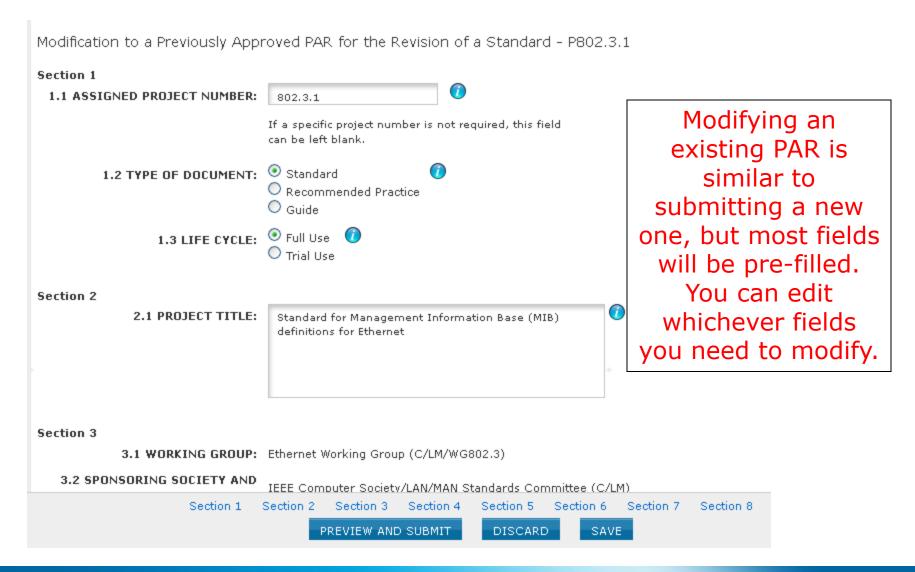
#### PAR Actions

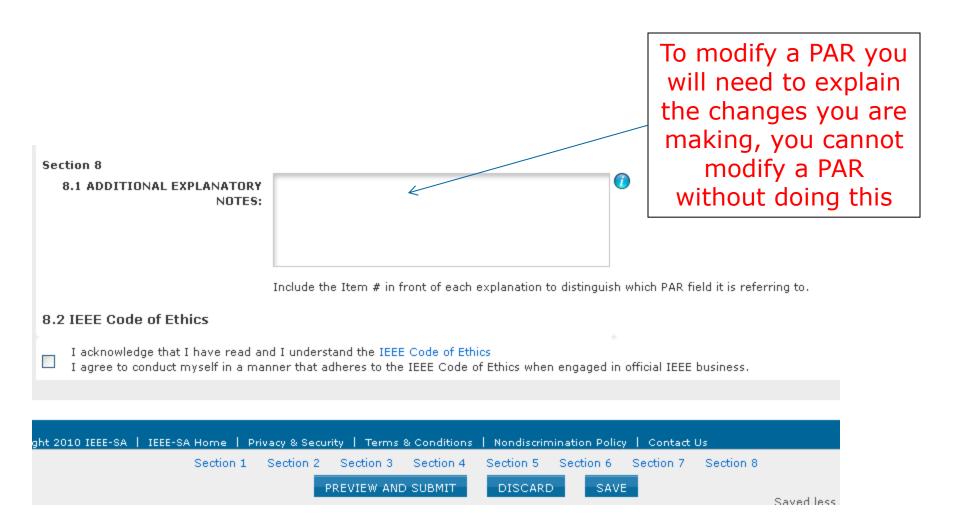
- Modify an existing Approved PAR
- Extend an Approved PAR
- Withdraw an Approved PAR

Select the appropriate
"Request" or "Action"
for the project, to modify
a previously approved
PAR, select "Modify an
existing Approved PAR"

myProject™ >> Submit a PAR >> Select PAR







### **Extending or Withdrawing a PAR**

#### 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.

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  IEEE standard and may contain technical corrections to
  that standard.
- C PAR for the Adoption of a Non-IEEE Standard

NEXT >>

#### PAR Actions

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

To request an extension or withdraw an approved PAR, select the appropriate action and fill out the necessary fields, make sure to include the reasons for your request before submitting

### Other Types of PAR Requests

#### 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.pdfl

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 Modify an existing Approved PAR A document that does not replace or modify another standard. PAR for a Revision to an existing IEEE Standard Withdraw an Approved PAR 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 NEXT >>

PARs must also be submitted. for making revisions, corrigenda, and amendments to existing standards as well as the adoption of non-IEEE **Standards** 

PAR Actions

Extend an Approved PAR

### **Other Types of PAR Requests**

- PAR for a revision to an existing IEE standard
  - Replaces the standard in its entirety
- PAR for a corrigendum to an existing IEE standard
  - Contains only technical corrections to an existing IEEE standard
- PAR for an amendment to an existing IEE 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
  - Used for the adoption of another organization's standard by the IEEE

All of the **PAR**s are similar to the process for submitting a **PAR** for a new standard. Some fields may be pre-filled. Be sure to fill out any fields requesting reasons for the changes

### **Responding to NesCom Comments**

### myProject™

### Welcome: Iman Engineer

Active Email Address: imeng@ieee.org (update)
IEEE-SA Membership Expires:

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

Wanage My PARs (action required)

Wiew IEEE Society-Staff Liaisons

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:1.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.

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 systemsLocal and metropolitan area networksSpecific requirements Part 3: Carrier Sense Multiple Access with Collision Detection (CSMA/CD) Access Method and Physical Layer Specifications	0

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

### **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...

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

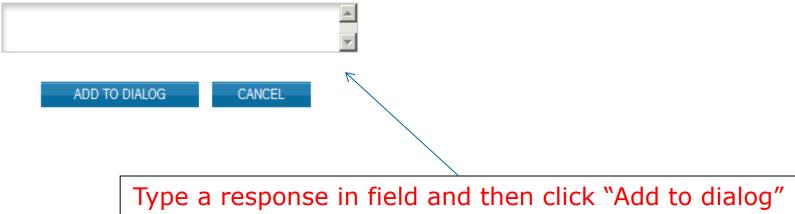
VT/RTSC/WG9/1544

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.



### **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.



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.

### Staff to Assist and Guide You

### NesCom Administrator

- Facilitates PAR submittal process through myProject
- During NesCom review, makes requested updates to PAR form after submittal

### Technical Staff Liaisons

 The staff liaison is your primary contact person for questions about procedures, policies, and process flow.

### 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: <a href="mailto:nescom-admin@ieee.org">nescom-admin@ieee.org</a>
- Technical Staff Liaisons
  - https://development.standards.ieee.org/pub/liaisons
- IEEE Standards Website address:
  - http://standards.ieee.org
- NesCom
  - http://standards.ieee.org/about/sasb/nescom/