

myProject and Mentor for Working Group Officer and Designees

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PCIC Meeting

New Orleans, LA

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Agenda

- myProject
 - Manage Activity Profile
 - Assigning Officers
 - Assigning Working Group Involvement Levels
 - PARs
 - Ballot Process
 - RevCom Submission
- Mentor website
 - What is Mentor?
 - Request a Mentor area
 - Documents
 - Mail
 - ePolls

myProject

- ***URL for Login***

- Go to <https://development.standards.ieee.org/my-site>

OR

- ***From the IEEE-SA Home Page at standards.ieee.org, click eTools in the upper-right corner***

myProject—Manage Activity Profile

- WG Chairs/Officers/Designees join at the project and working group levels in myProject

Committee →	<input type="checkbox"/> Petroleum & Chemical Industry	IAS/PCI	William McBride
Working Group →	<input type="checkbox"/> Repair and Rewinding of Electric Motors	IAS/PCI/1068_WG	Charles Yung
Project →	<input type="checkbox"/> IEEE Standard for the Repair and Rewinding of AC Electric Motors in the Petroleum, Chemical, and Process Industries	IAS/PCI/1068_WG/1068	Charles Yung
	<input type="checkbox"/> IEEE Standard for the Repair and Rewinding of AC Electric Motors in the Petroleum, Chemical, and Process Industries - Corrigendum 1	IAS/PCI/1068_WG/P1068-2009/Cor 1	Charles Yung

- Joining an activity at the project level allows you
 - To receive ballot invitations and other notifications as an Interested Party/Observer
 - To be assigned as a designee*
- Joining an activity at the WG level allows you to
 - Appear on the roster (without a role)
 - Be assigned as Working Group chair or officer*

* Must be an IEEE and IEEE-SA member

myProject—Manage Activity Profile

Instructions for joining at the project and WG levels:

1. On the myProject Home Screen, click "**Manage Activity Profile.**"
2. On the "Manage Activity Profile" page, scroll down and click on the "+" sign next to **IEEE Industry Applications Society.**
3. Click on the "+" sign next to **Petroleum & Chemical Industry.**
4. To join the working group activity, scroll down to the **Working Group** for which you have been appointed as officer/designee and click to check the box next to the Working Group.
5. To join the project activity, scroll down to the **Project** for which you have been appointed as officer or designee and click to check the box next to the Project.
6. Click "**CONTINUE.**"
7. Confirm your interest area and enter your affiliation information.
 - Select from the list or type in your company/organization.
8. Click "**CONTINUE**" and a confirmation screen will show your interested activity area(s) and affiliation(s).

INSTRUCTIONS CONTINUED ON NEXT SLIDE

myProject—Manage Activity Profile

Instructions for joining at the project and WG levels (continued):

For WG officers other than the Chair and designees only:

9. After joining the project and WG activities, send a confirmation email to the WG Chair, with cc to Lisa Perry (l.perry@ieee.org), to confirm that you are signed up at the project and WG levels. You must include your IEEE account username in the message.
10. After you have been assigned as WG officer/designee, you will receive a system-generated notification by email.

For WG Chairs only:

9. After joining the project and WG activities, send a confirmation email to the Standards Subcommittee Chair, Will McBride (WillE.McBridePE@ieee.org), with cc to Lisa Perry (l.perry@ieee.org), to confirm that you are signed up at the project and working group levels. You must include the project number and your IEEE account username in the message.
10. After you have been assigned as WG Chair, you will receive a system-generated notification by email.
11. **FINAL STEP FOR WG CHAIRS:** After notification in step 10, you must log in myProject. You will be prompted with a message informing you that you have been selected to serve as Chair, and you must click "Accept."

myProject Tasks for Officers/Designees

- WG Chairs must be signed up at the project and working group levels in order to manage
 - **The Working Group**
 - **The PAR process**
 - **Sponsor Balloting**
 - **RevCom submission and approval process**
- WG officers can manage all tasks related to managing the WG, with the exception of assigning/changing WG officers, i.e.,
 - Assign designees at the project level (Sponsor Ballot Designee/ Alternate Ballot Designee, NesCom Designee, RevCom Designee)
 - Manage roster for Working Groups (assign involvement levels to members)

myProject Tasks for Officers/ Designees

- WG Chairs and officers can assign designees, granted access to facilitate their specific function. Also called project officers.
 - **Sponsor Ballot Designee/Alternate Ballot Designee**
 - **NesCom Designee**
 - **RevCom Designee**
- If designees are not assigned, the responsibilities fall on the working group chair
NOTE—Chairs of the 45 dot standards are assigned as designees.

myProject—Assigning Officers

- Sponsor Chair is the only person who can assign WG officers
- Sign-up Process for WG Chairs
 - WG Chair is appointed
 - WG Chair joins at the project and WG levels in myProject
 - WG Chair asks Sponsor Chair to assign the role (must provide username)
 - Sponsor Chair assigns the role, generating myProject email notification to WG Chair
 - Chair must log in myProject and accept the role.

myProject—Assigning Officers

- Sign-up Process for WG officers and designees
 - Officer/Designee is appointed
 - Officer/Designee joins at the project and WG levels in myProject
 - Officer/Designee asks Sponsor Chair or WG Chair to assign the role (must provide username)
 - Sponsor Chair assigns the role, generating myProject email notification to Officer/Designee

myProject—Assigning Officers

Instructions for WG Chair to Assign Officer Role:

1. On the myProject Home Screen, select “**Manage Committees**”.
2. Under the “Sponsor Committees” section click “**manage**” under the “Actions” column.
3. Click “**Manage Officer Roster**”
4. Enter the myProject™ usernames of any individuals you would like to assign roles and click “**OK**”. You can also change or un-assign roles by changing or deleting the username that appears in the box.
5. The next screen will confirm the changes you are making. Click “**OK**” to save the changes.

myProject—Assigning Officers

Instructions for WG Officer to Assign Designee Role:

1. On the **myProject** Home Screen, select “**Manage Committees**”.
2. Under the “Projects” section click “**manage**” under the “Actions” column.
3. Click “**Manage Officer Roster**”.
4. Enter the myProject usernames of any individuals you would like to assign roles and click “**OK**”. You can also change or un-assign roles by changing or deleting the username that appears in the box.
5. The next screen will confirm the changes you are making. Click “**OK**” to save the changes.

myProject—Assigning WG member involvement levels

- WG Officers/Designees should encourage their members to review their activity profile!
- WG members should also sign up at the project and working group levels, so that they can be assigned involvement levels
 - Voting Member - votes on minutes and other Working Group ballots, active participation required
 - Non-Voting Member - does not vote, active participation required
 - Aspirant Member - request to become a member of this Working Group and actively participate in this Standard development
 - Observer - receives Working Group information, membership is not requested
 - Guest - does not receive Working Group information
- In addition to using the involvement roles to manage your roster in myProject, the involvement levels can be used to grant members access to the group's Mentor area

myProject—Assigning WG member involvement levels

Instructions for WG Officers to Select Involvement Levels for the WG:

1. On the myProject Home Screen, select “**manage committees**”.
2. Under the “Working Group Committees” section click “**manage**” under the “Actions” column.
3. Click “**Involvement Levels**”.
4. Click to check the boxes next to the levels for Voting Member, Non-Voting Member, Aspirant Member, and Observer

Instructions for WG Officers to Assign Involvement Levels for the WG Members:

1. On the myProject Home Screen, select “**manage committees**”.
2. Under the “Working Group Committees” section click “**manage**” under the “Actions” column.
3. Under the “Involvement Level” column, select the appropriate involvement level for each person from the drop-down box next to his/her name.
4. Click “**UPDATE**” to apply any changes.

IEEE-SA New Standards Committee (NesCom) and the PAR Process Overview

PARs—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

NesCom 2012 Roster

- **Peter Balma** (PE/TR)
- **Wael Diab** (C/LM)
- **Michael Janezic** (MTT)
- **Young Kyun Kim** (C/LM)
- **Thomas Lee** (C/LM, COM)
- **Oleg Logvinov**(COM)
- **Raj Madhavan** (RAS)
- **Ted Olsen** (PE/SWG)
- **Jon Rosdahl – Chair** (C/LM)
- **Curtis Siller** (COM)
- **Adrian Stephens** (C/LM)
- **Jerry Thrasher** (C/MSC)
- **Yatin Trivedi** (C/DA)
- **Don Wright** (C/MM)
- **Yu Yuan** (VTS/ITSS)

NesCom Schedule

- Four quarterly meetings per year typically held in:
 - March
 - June
 - September (August for 2012/2013)
 - December
- Continuous Processing – 2 to 3 times per year:
 - January
 - April/May
 - October
- Meeting Schedule available:
<http://standards.ieee.org/about/sasb/nescom/calendar.pdf>

PAR – Project Authorization Request

- An approved PAR is needed before official work is begun on a standard project
- NesCom can only accept PARs from Sponsors with approved P&Ps on file
- Each PAR is assigned a project number by which the published standard will eventually be known
- An approved PAR is valid for 4 years

Types of PARs

5 types of PAR Requests

New PAR

PAR for a Revision to an existing IEEE standard

PAR for a Corrigendum

PAR for an Amendment

PAR for the Adoption of a Non-IEEE Standard

3 types of PAR Actions

Modify an existing approved PAR

Extend an approved PAR

Withdraw an approved PAR

P56

Submitter Email: douglas.conley@siemens.com
Type of Project: New IEEE Standard
PAR Request Date: 27-Jun-2012
PAR Approval Date:
PAR Expiration Date:
Status: Unapproved PAR, PAR for a New IEEE Standard

1.1 Project Number: P56
1.2 Type of Document: Guide
1.3 Life Cycle: Full Use

2.1 Title: Guide for Insulation Maintenance of Electric Machines Rated 1 MVA and Higher

3.1 Working Group: Materials Subcommittee (PE/EM/MatI - SC)
Contact Information for Working Group Chair
None
Contact Information for Working Group Vice-Chair
None

3.2 Sponsoring Society and Committee: IEEE Power and Energy Society/Electric Machinery (PE/EM)
Contact Information for Sponsor Chair
Name: Nancy Frost
Email Address: nancyfrost@gmail.com
Phone: 518-399-6360
Contact Information for Standards Representative
Name: Innocent Kamwa
Email Address: kamwa@ireg.ca
Phone: 450-652-8122

4.1 Type of Ballot: Individual
4.2 Expected Date of submission of draft to the IEEE-SA for Initial Sponsor Ballot: 12/2012
4.3 Projected Completion Date for Submittal to RevCom: 08/2013

5.1 Approximate number of people expected to be actively involved in the development of this project: 30
5.2 Scope: This insulation maintenance guide is applicable to rotating electric machines rated from 35 KVA and higher. The procedures detailed herein may also be useful for insulation maintenance of other types of machines.

5.3 Is the completion of this standard dependent upon the completion of another standard: No
5.4 Purpose: The purpose of this guide is to present information necessary to permit an effective evaluation of the insulation systems of rotating electrical machines. Such an evaluation can serve as a guide to the degree of maintenance or replacement as might be deemed necessary, and also offer some indication of the future service reliability of the equipment under consideration.

5.5 Need for the Project: Merger of of 2 older standards 56 and 432 - Revision and modernization.

5.6 Stakeholders for the Standard: Power generation OEM and users.

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?: No
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):

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/nescom/calendar.pdf>
- The PAR must be completed via myProject (<https://development.standards.ieee.org/my-site>)
- An IEEE web account is required for myProject.

NesCom Review Schedule

- **Submission Deadline:** Posted on our web page.
- **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.)

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
- Staff Liaison
 - Primary contact person for questions about procedures, policies, and process flow.

myProject—Sponsor Ballot Process

1. **Initiate Ballot Invitation:** After the WG approves the draft to go to Sponsor Ballot, WG Chair or Sponsor Ballot Designee initiates the invitation. Invitation does not open until staff liaison reviews and sends

Instructions for WG Chair or Sponsor Ballot Designee to Initiate the Ballot Invitation:

1. On the myProject Home Screen, click the **“Balloting”** tab
2. Click **“Initiate Invitation Request”**
3. Complete the fields and click **“NEXT”**
 - Length of Your Invitation: Minimum of 30 days
4. Select the groups and individuals you would like to invite to the Balloting Group
 - Click the **“+”** sign beside the Society and Committee (Sponsor) names to see a list of working groups under that committee and put a check mark next to each Committee and/or Working Group you wish to invite
 - Additional people can be invited by entering e-mail addresses in the **“Additional Invitations”** section
 - Click **“NEXT”**
5. Confirm the voter classifications for the ballot and click **“NEXT”**

INSTRUCTIONS CONTINUED ON NEXT SLIDE

myProject—Sponsor Ballot Process

6. Verify the Invitation information

- Review the invitation (use the “**BACK**” button to make changes)
- Additional description can be added in the “**Sponsor Text**” area.
- Do not attach published standards or drafts, necessary documents will be made available in myProject once the ballot has opened
- Click “**OK**” to complete the invitation process.

- Before the invitation closes, the WG officers can View the Invitation Summary to monitor the balance.

[Click to go to Instructions for WG Officers to View the Invitation Summary](#)

- No voter classification group shall constitute 1/3 or more of the balloting group.
- Invitation may be extended or reopened to balance the ballot group.

myProject—Sponsor Ballot Process

2. **Submit the Draft for Mandatory Editorial Coordination (MEC):**

After the WG Chair or Sponsor Ballot Designee initiates the invitation, the draft is submitted for MEC, which is required before the start of the initial ballot. (Timing is important because they're both 30-day processes!)

[Click to go to Instructions for WG Chair or Sponsor Ballot Designee to Submit the Draft for MEC](#)

myProject—Sponsor Ballot Process

- 3. Initiate Sponsor Ballot:** WG Chair or Sponsor Ballot Designee initiates the ballot. (The draft cannot proceed to ballot until the invitation has closed and the balloting group is balanced AND all Section I items of the MEC have been resolved!) Sponsor Ballot does not open until staff liaison reviews and approves

Instructions for WG Chair or Sponsor Ballot Designee to Initiate the Sponsor Ballot:

1. On the myProject Home Screen click the "**Balloting**" tab.
2. Click "**Initiate Sponsor Ballot**".
3. Select your project from the PAR drop down list.
4. Enter the "Ballot Open Date".
5. Enter the "Ballot Close Date" (should be a minimum of 30 days).
6. Enter the "Draft #" (must match the draft number in the draft).
7. Select File for Uploading: Click the **Browse...** to find your draft file. The file must be in PDF format.

INSTRUCTIONS CONTINUED ON NEXT SLIDE

myProject—Sponsor Ballot Process

8. Review the system generated text. If you would like to add additional instruction or information, use the “Sponsor Text” Area.
9. Click “**Initiate Ballot**”.
 - After the Sponsor Ballot opens, the WG Chair or Sponsor Ballot Designee can view the Response and Approval rates.

[Click to go to Instructions for WG Chair or Sponsor Ballot Designee to View the Ballot Summary](#)

myProject—Sponsor Ballot Process

- 4. Comment Resolution:** All comments must be responded to. The response should show that the comment was seriously considered (myProject will accept a resolution status without any detail but RevCom will look for the details).

Click to go to Instructions for WG Chair or Sponsor Ballot Designee to:

[Download Comment Resolution File](#)

[Upload Comment Resolution File](#)

[Respond to Ballot Comments Individually](#)

myProject—Sponsor Ballot Process

- 5. Recirculation:** A ballot recirculation is required if changes have been introduced in the draft or if there are unresolved negative comments. The consensus requirement is met when: 1) at least 75% of the ballot group voted, and 75% approval 2) fewer than 30% of the ballot group voted Abstain

[Click to go to Instructions for WG Chair or Sponsor Ballot Designee to Initiate Recirculation](#)

myProject—RevCom submission

Submit a Project to RevCom: After a draft has been balloted and consensus reached, the project can be submitted for approval. The draft, along with information from the balloting process will be submitted for review by the RevCom (Review Committee). RevCom will then recommend approval of the standard to the Standards Board. Once the Standards Board approves the project, the draft becomes a standard and is ready to be prepared for publishing.

[Click to go to Instructions for WG Chair or RevCom Designee to Submit a Project to RevCom](#)

Mentor website

■ **URL for Login**

- <https://development.standards.ieee.org/my-site>
- Select "**Mentor**" from the "SIGN IN TO" dropdown menu.
- Enter your IEEE account username and password and click "**LOGIN**".

OR

- If you are logged in myProject, you can switch from myProject to Mentor by clicking the **eTools** tab in the upper-right corner of the screen and selecting "**Mentor**" from the "SIGN IN TO" dropdown menu.

What is Mentor?

- Mentor is a tool that is integrated with the rosters in myProject and includes several features to help WGs collaborate and share information. Features include:
 - Documents – A repository for public and private document files
 - Wiki – An easy way to create web pages and link to content both within and outside of Mentor
 - ePolls – A tool that gives groups the ability to conduct ballots and gather comments
 - Calendar – A shared calendar with iCal download capabilities
 - Mail – A simple way to send email to your entire group
- Involvement levels in Mentor come from the roster in myProject
 - Refer WG members to Quick Guide for Users of myProject and Mentor
 - Explains the relevance and instructions for managing your activity profile for interested users, balloters, WG members, and WG officers
 - Conveniently enough, located on the PCIC mentor site at <https://mentor.ieee.org/pcic/documents> (a public document)
- Once the WG has assigned involvement levels for WG members, the WG can start using the Mentor area.

Request a Mentor Area for Your WG

- If a WG would like to use the Mentor tool, please contact Lisa Perry (l.perry@ieee.org) to request setup of the WG area.
- Mentor menu options will not look alike for all users. Options will depend on what the group has available and on your personal involvement level.

Involvement Level	View public documents?	View private documents?	Post new documents & revisions?	Delete & correct documents?
Interested	Yes	No	No	No
Observer	Yes	Yes	No*	No
Aspirant Member	Yes	Yes	No*	No
Non-Voting Member	Yes	Yes	No*	No
Voting Member	Yes	Yes	Yes	No
Working Group Officer	Yes	Yes	Yes	Yes
Staff Liaison	Yes	Yes	Yes	Yes

Mentor—Creating and Managing Document Groups

- In order to use the documents area in Mentor, WG Officers must first set up document groups. These groups are used as categories for your documents and users can filter documents according to categories.
 1. From your group's Mentor area, click "**Document Groups**" in the top left corner. If you don't see "**Document Groups**", click the "**more**" dropdown menu and select "**Document Groups**".
 2. In the box under "File Code", enter a four character abbreviation for the group name.
 3. In the box under "Display Name", enter the name for the name for the group.
 4. Click "**Update**" to save your changes.
 5. Click "**More Rows**" if you need more rows for additional document groups.
 6. You may change the "Display Name" at any time, but you may not change the "File Code" or delete a group.
 7. Check the box under "Active" to deactivate the group. This will prevent new documents from being uploaded to the group, but users will still be able to view documents and post revisions.

Mentor—Upload a Document

■ **Uploading a New Document**

1. From your group's Mentor area, click "**Documents**" in the top left corner. If you don't see "**Documents**", click the "**more**" dropdown menu and select "**Documents**".
2. Click "**New Document**".
3. Choose a document group for the document from the "**Group**" dropdown menu.
4. Enter a title for the document
5. Enter an author and/or affiliation. This will display next to the document title in the list.
6. Click "**New Document**" to create the document entry.
7. Click "**Browse...**" and select the document file you would like to upload. There are no restrictions on the type of documents you can upload.
8. If your group allows public access to files, check "**Allow public access to this file**" to allow public access to this document.
9. Click "**Upload Document**" to upload the file.

Upload Documents with DCN

- What is a DCN? DCN is the Document Control Number. The full DCN includes some additional information about the document file and will be visible before uploading a document.
- In this example below, the DCN is **5-11-0033-00-agen**. This comes from:
 - 5 = The Mentor group link name (shortened form of 1900.5)
 - 11 = The year (2011)
 - 0033 = The document number (33)
 - 00 = The revision number (this is the original, so revision is 0)
 - Agen = The file code for the document group (Agenda)

You are uploading DCN **5-11-0033-00-agen**. The DCN must appear in your document. Please use your Browse button to select the file you wish to upload for this revision, then click Upload Document. You may upload this revision later by just go to [Documents](#) and select My Pending.

Document:

Allow public access to this file

Mentor—Revising a Document

- Mentor allows users with the appropriate access to post revisions to documents. Revisions do not overwrite the original document, but have the same name and document number. They appear along with the original in the document list with a separate revision number. Revisions have a unique URL and will not show up in place of the original if a revision is linked to directly.
1. From your group's Mentor area, click "**Documents**" in the top left corner. If you don't see "**Documents**", click the "**more**" dropdown menu and select "**Documents**".
 2. Click "Revise" next to the document you would like to post a revision to.
 3. Enter a new Author and affiliation, if it is different, and click "**Revise Document**".
- Click "**Browse...**" and select the document file you would like to upload.
5. If your group allows public access to files, check "**Allow public access to this file**" to allow public access to this document.
 6. Click "**Upload Document**" to upload the file.

Mentor—Mail Feature

- Mentor can be used to send email to your group. The email list is controlled by your group roster, meaning you do not have to maintain a separate email list. Users will only receive group emails if they have been given the subscriber privilege.
- Access to mail features through the web interface is based on involvement level and the access options that have been selected by the WG.
- Access options are:
 - Who can send mail (via web and email interface): Administrators Only, Members Only (default), Guests and Members Only, Any Registered User (includes interested), Anybody (even non-users), Nobody (not even admins)

for working groups, only "voting members" are considered members, other involvement levels are treated as "guests"

- Who can see mail (via web interface): Only Group Members (default), Anybody (this makes all emails publically available), Administrators Can Set Visibility (messages default to private)

Mentor—Mail (Default Access)

Involvement Level	Can view mail messages?	Can send mail messages?	Can delete messages?
Interested	No	No	No
Observer	Yes	No	No
Aspirant Member	Yes	No	No
Non-Voting Member	Yes	No	No
Voting Member	Yes	Yes	No
Working Group Officer	Yes	Yes	Yes
IEEE Staff	Yes	Yes	Yes

ePolls in Mentor

- ePolls allows WG officers to set up online ballots strictly for the use of their groups.
- **Can be used for voting on minutes and WG votes**
- All users listed as Working Group officers in myProject will have administrative access to ePolls and will be able to create and edit polls. F
- Polls created by one user may be edited, closed or deleted by any other officer/admin.
- Project-level designations (e.g. Sponsor Ballot Designee, Nescom Designee) in myProject will not affect access levels in Mentor.

ePolls in Mentor (continued)

- All currently open polls show up on the ePolls screen. The features of this screen are as follows (some options are only available to group officers):
 - **Start** – This is the date and time the poll was opened. All times are US Eastern Time.
 - **ePoll Name** – This is the name of the poll.
 - **Question** – This is the question you are responding to with your vote
 - **Document** – This is a file related to the poll. This is useful for taking preliminary ballots on a draft document, but polls can also be created without a file.
 - **End** – This is the date and time the poll will close. All times are US Eastern Time.
 - **Votes [A/D/-]** – This is a tally of the votes cast [**A** Approve, **D** Disapprove, - Abstain].

ePolls in Mentor (continued)

- **Vote** – This is your current vote on the poll.
- **Actions** – These are all of the actions you have available to you for a particular poll. The available actions will change depending on the status of the poll and your particular access level.
 - **Edit** – Edit the poll
 - **Close** – Close the poll
 - **Vote** – Vote or make comments on the poll
- **Status** – View voting results and comments
 - **New ePoll** – Use this to create a new poll (will only be available to officers).
- **Closed ePolls** – This shows all polls that have ended.
- **ePoll Summary** – This allows you to view all of the votes cast for all polls in a specified date range.

Create an ePoll

1. From your group's Mentor area, click "**ePolls**" in the top left corner. If you don't see "**ePolls**", click the "**more**" dropdown menu and select "**ePolls**".
2. From the main ePolls screen, select "**New ePoll**".
3. Fill out the fields to create your poll.
 - a. **ePoll Name** – Enter a unique name for your poll, this cannot be the same as another poll either open or closed.
 - b. **Question** – The question that will be answered by the approve/disapprove vote. Place all instructions for the specific poll in this box.
 - c. **Document** – Upload a file if the poll is related to a specific document. You can only upload one file. If multiple files are required, create a .zip file first.
 - d. **End Date** – Specify the date you would like the poll to close (use mm/dd/yyyy format e.g. 01/01/2012) or leave this box empty for an open-ended poll. All polls start when they are created, you cannot delay the start of a poll.
 - e. **Participants (Working Groups only)** – *All IC group involvement levels will have voting access to ePolls.* Place a check in the box next to the involvement level of participants you would like to have access to the poll (you must select at least one). For Working Groups, these involvement levels can be managed through myProject™. Users who have not been given an involvement level are classified as "interested" and will not have access to ePolls.

Contact Information Page

Lisa Perry
Staff Liaison

Lisa Yacone
NesCom Administrator

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445 Hoes Lane
Piscataway, NJ 08854
T: 732-562-3942

IEEE
445 Hoes Lane
Piscataway, NJ 08854
T: 732-562-6003

l.perry@ieee.org

nescom-admin@ieee.org

Quick Guide for Users of myProject and Mentor
<https://mentor.ieee.org/pcic/documents>

IEEE Standards Website address: <http://standards.ieee.org>

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

Complete myProject User Guide
https://mentor.ieee.org/etools_documentation/dcn/11/etools_documentation-11-0014-MYPR-myproject-user-guide.pdf

Instructions for WG Officers to View the Invitation Summary

1. On the myProject Home Screen, click the “**Balloting**” tab.
2. Click the **View Invitation Summary** link
3. For the project, click on the number under the Response Count column
4. The percentages for each voter classification will be shown.

Instructions for WG Chair or Sponsor Ballot Designee to Submit the Draft for MEC

1. On the myProject Home Screen click the "**Balloting**" tab.
2. Click "**Mandatory Editorial Coordination**".
3. Complete the form displayed, making sure to fill out all relevant fields. (Select Lisa Perry as the staff liaison.)
4. Click the "**Browse...**" button to select your file for upload. If you are including copyright permissions letters or other additional files, you will need to create a .zip file and upload a single file.
5. Click "**Upload selected file now**" to submit the form, upload your file and notify your Staff liaison.

Instructions for WG Chair or Sponsor Ballot Designee to View the Ballot Summary

1. On the myProject Home Screen click the "**Balloting**" tab.
2. Click "**Manage Sponsor Ballot Activity**".
3. You will see all currently active ballots. To view all ballots, check "Include Inactive Ballots".
4. Click on the number under the "# of Balloters" column for the ballot you would like to view a summary of.
5. Click on "**Initial Ballot**" or the recirculation to view the results from that round of balloting.
6. To download the selected results, click "Download Ballot Group CSV File" (includes entire ballot group) or "Download Ballot Voter CSV File" (includes only those who have voted).

Instructions for WG Chair or Sponsor Ballot Designee to Download Comment Resolution File

1. On the myProject Home Screen click the "**Balloting**" tab.
2. Click "**Download/Upload Comment Response**".
3. Select the PAR # from the drop-down box and click "**OK**".
4. Click "**Download Comments Resolution Zip File**". This will download a .zip file containing a CSV file of the comments and any files that may be attached to the comments.

Instructions for WG Chair or Sponsor Ballot Designee to Upload Comment Resolution File

1. On the myProject Home Screen click the "**Balloting**" tab.
2. Click "**Download/Upload Comment Response**".
3. Select the PAR # from the drop down-box and click "OK".
4. Click the "**Browse**" button to upload your edited comment resolution file.
5. Click "**OK**".
6. View the comments in myProject and make sure your comments were uploaded correctly

Instructions for WG Chair or Sponsor Ballot Designee to Respond to Ballot Comments Individually

1. On the myProject Home Screen click the "**Balloting**" tab.
2. Click "**Manage Sponsor Ballot Activity**".
3. Find the project you want to manage and click the number under the "Comments" column to view the comments.
4. Click the "**edit**" link under "Resolution Status" for the comment you would like to respond to.
5. Select the applicable resolution status from the drop-down menu and enter a description of the resolution.
6. Click "**OK**".

Instructions for WG Chair or Sponsor Ballot Designee to Initiate Recirculation

1. On the myProject Home Screen click the "**Balloting**" tab.
2. Click "**Initiate Recirculation**".
3. Select the PAR from the drop-down box and click "**OK**".
4. Complete the fields, click "**Browse...**" to select files, making sure to include:
 - Cover letter stating the reason for recirculation. Click the "view a sample cover letter" link to view/download a sample cover letter that you can use as a template.
 - Draft number must match the draft number on the file being uploaded.
 - New draft in PDF format, if changes have been made. If a draft is not provided, the system will assume you did not make any changes to the draft since it was last balloted. If this is the case, the last balloted draft will be available to the ballot group during the recirculation ballot.
 - Additional files you wish the ballot group to review (optional). You can only upload one file; if you want to include multiple files, create a .zip file first and upload that.
 - Number of days you want the recirculation ballot to remain open (minimum 10).

INSTRUCTIONS CONTINUED ON NEXT SLIDE

Instructions for WG Chair or Sponsor Ballot Designee to Initiate Recirculation (continued)

5. Click "**CONTINUE**".
6. Review the Recirculation Ballot Announcement, add any additional messages into the "Sponsor Text" box and click "**CONTINUE**".
7. Review the confirmation screen and make changes if needed. When you are done, click "**Submit to Staff Liaison**". Your request for a recirculation ballot will now be sent to your staff liaison.

Instructions for WG Chair or RevCom Designee to Submit a Project to RevCom

1. On the myProject Home Screen click "**RevCom Submission**".
2. Click "**submit to RevCom**" next to the PAR/Standard you would like to submit.
3. You will be presented with a summary screen of your submission to RevCom including results of the last ballot recirculation and a list of files associated with the balloting.
4. Click the file name to download any of the files.
5. Additional files can be added by clicking the "Add Document" button.
 - a. Do not place document source files in this section
 - b. Click "Browse" to select a file and click "OK" to return to the submission form.
 - c. Click the "X" to remove any uploaded files.
6. Click "Manage Source Materials" to upload source materials.
 - a. Click "Browse" to select a file for upload.
 - b. Click the "X" to remove any uploaded files.
7. Answer all of the questions on the page by clicking the appropriate button.
8. Check the box to confirm your adherence to policies and procedures and click "OK" to complete your submission.

Annex—PARs

This Annex contains screen shots of the PAR submittal process in myProject

Annex—PARs

<https://development.standards.ieee.org/my-site>

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!

USERNAME/EMAIL:

PASSWORD:

SIGN IN TO: myProject

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

What is eTools?

eTools is the Standard Association's collection of online tools and resources for standards developers.

MYPROJECT

myProject is the Standard Association's tool to allow you to better manage and keep up to date on projects and topics that you are interested in.

IMAT

IMAT allows Working Groups to setup meetings and record attendance.

MENTOR

mentor provides a secure area where Working Groups can manage documents outside of public view.

Annex—PARs myProject Welcome Page

myProject™

Tom Prevost Logout

myTools Help Messages (85 unread) Report a Bug Announcements Account

Projects Balloting Entity

myProject™

Welcome: Tom Prevost

Active Email Address: ****EMAIL DISABLED**** ([update](#))

[Submit a PAR](#) [Send Sponsor Message](#)

[Manage My PARs](#) [View IEEE Society-Staff Liaisons](#)

[Manage Activity Profile](#) [View Active PARs](#)

[Manage Committees](#) [Send Notification to Group](#)

[Sponsor P&Ps](#)

COMPANION DOCUMENTS, TOOLS & RESOURCES FOR STANDARDS DEVELOPERS

NEW RESOURCE AREA!

myTools offers a handy list of companion documents, templates, presentations, tools and resources for standards development, organized for ease of access.

1. [Initiating a Project](#)
2. [Mobilizing a Working Group](#)
3. [Drafting a Standard](#)
4. [Balloting a Standard](#)
5. [Approving a Standard](#)
6. [Maintaining a Standard](#)

Annex—PARs

myProject User Guide

 Help  Messages  Report a Bug  Announcements  Account

HELP

Close

The following features are available to all users. Additional features may be available to you based on your specific role and will appear in the lower section.

For more information, [click here to view the myProject User Guide](#)

myTools - This section will give you access to resources related to the standards process.

Help - Use this link to get the latest information and help related to the screen you are on.

Messages - This screen allows you to view all system notifications. You can also manage your email notifications here.

Report a Bug - This page lets you report a myProject(TM) bug to the system administrator.

Announcements - Breaking news about myProject(TM) may be found here.

Account - This area allows you to edit your IEE-SA contact information as well as manage your affiliations.

Submit a PAR - This is for use by any SA Member who wishes to submit a PAR (Project Authorization Request) for consideration by NesCom. This screen is used for all PAR requests and all PAR actions (modify, extend, withdraw).

Manage Activity Profile - Use this screen to join sponsor committees, working groups and projects of interest to you.

Annex—PARs myProject Welcome Page

myProject™

Tom Prevost Logout

myTools Help Messages (85 unread) Report a Bug Announcements Account

Projects Balloting Entity

myProject™

Welcome: Tom Prevost

Active Email Address: ****EMAIL DISABLED**** (update)

Submit a PAR Send Sponsor Message

Manage My PARs View IEEE Society-Staff Liaisons

Manage Activity Profile View Active PARs

Manage Committees Send Notification to Group

Sponsor P&Ps

COMPANION DOCUMENTS, TOOLS & RESOURCES FOR STANDARDS DEVELOPERS

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4. Balloting a Standard
5. Approving a Standard
6. Maintaining a Standard

Click link to Submit a PAR

Annex—PARs

Submit 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.

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 one type of 'Request' or 'Action' for the project

Annex—PARs

Blank PAR with expanded instructions

Sign Out

myTools

Help

Messages (4899 unread)

Report a Bug

Announcements

HELP

Close

Projects

Balloting

Entity

myProject™ >> Submit a PAR

IEEE-SA Standards Board Project Authorization Request

The submittal deadlines are available at
<http://standards.ieee.org/board/nes/projects/meetinginfo.html>

In order for a PAR to be considered and/or approved, it must be received by the Standards Department at least 40 calendar days before IEEE-SA Standards Board meetings. PARs may also be approved via the continuous processing program. For more information about this program, please consult <http://standards.ieee.org/faqs/>

PowerPoint presentations to assist you with the PAR submittal process are available at http://standards.ieee.org/resources/development/initiate/par_training/

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

- Select the type of PAR you want to submit.
- Remember that only a Chair or Sponsor can submit an extension request or withdrawal request.
- You must reach the main PAR form page [Section 1] in order to save a draft PAR.
- Once on the main PAR page, you may save the PAR and return to it at any time by clicking the "SAVE" button. The form will be periodically saved, automatically, in case you are disconnected before finishing.
- Additional instructions for completing the PAR form can be accessed by moving your cursor over the "i" buttons.
- Once you have completed the form, click "PREVIEW AND SUBMIT" to see a summary of the information you have put into the form before submitting to the Sponsor for approval.
- Click "DISCARD" to discard any changes you have made to the form.
- You may use the "download as PDF" link to generate a PDF of your form entry at any time. Note: only information entered before "SAVE" has been clicked will appear in the PDF.

Blank PAR forms including all instructional text:

[New PAR](#)

It may be helpful to review the NesCom Conventions for PAR Review prior to filling out this form.

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

For more information please contact: NesCom Administrator
Phone: +1-732-562-6003 [NesCom Administrator](#)

Annex—PARs

Selecting Society/Sponsor

[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.

IEEE Power and Energy Society		PE		
+ Energy Development & Power Generation	PE/ED&PG	J Agee	request new working group	
+ Electric Machinery	PE/EM	Innocent Kamwa	request new working group	
+ Insulated Conductors	PE/IC	John Merando	request new working group	
+ Nuclear Power Engineering	PE/NPE	Paul Yanosy	request new working group	
+ Power System Analysis, Computing, and Economics Committee	PE/PSACE	Andrew Ford	request new working group	
+ Power System Communications	PE/PSC	Percy Pool	request new working group	
+ Power System Instrumentation and Measurements	PE/PSIM	Eddy So	request new working group	
+ Power System Relaying	PE/PSR	Philip Winston	request new working group	
+ Stationary Batteries Committee	PE/SB	James Mcdowall	request new working group	
+ Surge Protective Devices/High Voltage	PE/SPDHV	James Wilson	request new working group	
+ Surge Protective Devices/Low Voltage	PE/SPDLV	Raymond Hill	request new working group	
+ Substations	PE/SUB	Anne-Ma Sahazizian	request new working group	
+ Switchgear	PE/SWG	Michael Wactor	request new working group	
+ Transmission and Distribution	PE/T&D	Karl Mortensen	request new working group	
+ Transformers	PE/TR	William Bartley	request new working group	

Annex—PARs

Selecting Working Group

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.

Transformers		PE/TR	William Bartley	request new
Bushing - Gen. Req. of Bushings Working Group		PE/TR/Bushing-WGC57.19.00	Keith Ellis	select
Bushing - Performance Characteristics Working Group		PE/TR/Bushing-WGC57.19.01	J. Arturo DelRio	select
Bushing - Req. & Testing of DC Bushings Working Group		PE/TR/Bushing-WGC57.19.03	Leslie Recksiedler	select
Bushing - Standardization of GSU Bushings		PE/TR/Bushing-WGC57.19.04	Catherine Hurley	select
Bushing - Bushing App. Guide Working Group		PE/TR/Bushing-WGC57.19.100	Thomas Spitzer	select
Dielectric Tests - TF on PD Measurement Working Group		PE/TR/Dielectric-WGC57.113	Bertrand Poulin	select
Dielectric Tests - Detection on PD - Acoustic Emission WG		PE/TR/Dielectric-WGC57.127	John Harley	select
Dielectric Tests - Rev. routine impulse test for distribution transformers		PE/TR/Dielectric-WG-C57.138	John Crotty	select

Annex—PARs

Confirm Contact Information

[myProject™](#) >> [Submit a PAR](#) >> [Select Working Group](#) >> **Confirm Contact Information**

PAR for a New IEEE Standard

Sponsoring Society and Committee: IEEE Power and Energy Society/Transformers (PE/TR)

Contact Information for Sponsor Chair

Name: Bill Chiu

Email Address: invalid:bill.chiu@ieee.org

Phone: 909-274-1764

Working Group: Performance Characteristics - Stabilizing Tertiary Working Group (PE/TR/PerfCharac-WGC57.158)

Contact Information for Working Group Chair

None

Contact Information for Working Group Vice-Chair

None

The information that appears above will pre-populate "3.1 Contact Information for Working Group Chair" on the PAR form. If the Working Group Chair information is not listed or is incorrect, please refer to the help text for additional instructions.

[NEXT >>](#)

[CANCEL](#)

Annex—PARs

Filling out the PAR form

myProject™ >> Submit a PAR

[Download as PDF](#)

PAR for a New IEEE Standard

Section 1

1.1 ASSIGNED PROJECT NUMBER: ⓘ

If a specific project number is not required, this field can be left blank.

1.2 TYPE OF DOCUMENT: Standard ⓘ
 Recommended Practice
 Guide

1.3 LIFE CYCLE: Full Use ⓘ
 Trial Use

Section 2

2.1 PROJECT TITLE: ⓘ

Section 3

3.1 WORKING GROUP: Wireless LAN Working Group (C/LM/WG802.11)

3.2 SPONSORING SOCIETY AND COMMITTEE: IEEE Computer Society/LAN/MAN Standards Committee (C/LM)

3.3 JOINT SPONSOR: ⓘ

[Section 1](#) [Section 2](#) [Section 3](#) [Section 4](#) [Section 5](#) [Section 6](#) [Section 7](#) [Section 8](#)

[PREVIEW AND SUBMIT](#)

[DISCARD](#)

[SAVE](#)

Annex—PARs

Filling out the PAR form (cont.)

Section 4

4.1 SPONSOR BALLOTING INFORMATION: Individual Entity 

4.2 EXPECTED DATE OF SUBMISSION OF DRAFT TO THE IEEE-SA FOR INITIAL SPONSOR BALLOT: / 

4.3 PROJECTED COMPLETION DATE FOR SUBMITTAL TO REVCOM: / 

Section 5

5.1 APPROXIMATE NUMBER OF PEOPLE EXPECTED TO BE ACTIVELY INVOLVED IN THE DEVELOPMENT OF THIS PROJECT: 

5.2 SCOPE OF PROPOSED STANDARD: 

5.3 IS THE COMPLETION OF THIS STANDARD CONTINGENT UPON THE COMPLETION OF ANOTHER STANDARD?: Yes No
If yes, please explain below:

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.

[Section 1](#) [Section 2](#) [Section 3](#) [Section 4](#) [Section 5](#) [Section 6](#) [Section 7](#) [Section 8](#)

PREVIEW AND SUBMIT

DISCARD

SAVE

Annex—PARs

Filling out the PAR form (cont.)

5.4 WILL THIS DOCUMENT CONTAIN
A PURPOSE CLAUSE?: Yes No 

IF YES, ENTER THE PURPOSE OF
PROPOSED STANDARD:

5.5 NEED FOR THE PROJECT:



5.6 STAKEHOLDERS FOR THE
STANDARD:



Section 1

Section 2

Section 3

Section 4

Section 5

Section 6

Section 7

Section 8

PREVIEW AND SUBMIT

DISCARD

SAVE

Section 6

6.1 Intellectual Property:

A. IS THE SPONSOR AWARE OF ANY COPYRIGHT PERMISSIONS NEEDED FOR THIS PROJECT?:

Yes No



[Download as PDF](#)

If yes, please explain below:

B. IS THE SPONSOR AWARE OF POSSIBLE REGISTRATION ACTIVITY RELATED TO THIS PROJECT?:

Yes No



If yes, please explain below:

Section 7

7.1 ARE THERE OTHER STANDARDS OR PROJECTS WITH A SIMILAR SCOPE?:

Yes No



If yes, please explain below:

SPONSOR ORGANIZATION:

PROJECT/STANDARD NUMBER:

PROJECT/STANDARD DATE:

(MM/DD/YYYY)

PROJECT/STANDARD TITLE:

[Section 1](#)

[Section 2](#)

[Section 3](#)

[Section 4](#)

[Section 5](#)

[Section 6](#)

[Section 7](#)

[Section 8](#)

[PREVIEW AND SUBMIT](#)

[DISCARD](#)

[SAVE](#)

Download as PDF

PC57.158

Submitter Email: invalid:prevost78@gmail.com
Type of Project: New IEEE Standard
PAR Request Date: 05-Jul-2012
PAR Approval Date:
PAR Expiration Date:
Status: Unapproved PAR, PAR for a New IEEE Standard

1.1 Project Number: PC57.158
1.2 Type of Document: Standard
1.3 Life Cycle: Full Use

2.1 Title: Guide for the Application of Tertiary and Stabilizing Windings in Power Transformers

3.1 Working Group: Performance Characteristics - Stabilizing Tertiary Working Group (PE/TR/PerfCharac-WGCS7.158)
Contact Information for Working Group Chair:
None
Contact Information for Working Group Vice-Chair:
None

3.2 Sponsoring Society and Committee: IEEE Power and Energy Society/Transformers (PE/TR)
Contact Information for Sponsor Chair:
Name: Bill Chiu
Email Address: invalid:bill.chiu@ieee.org
Phone: 909-274-1764
Contact Information for Standards Representative:
Name: William Bartley
Email Address: invalid:william_bartley@hsb.com
Phone: 860 722 5483

4.1 Type of Ballot: Individual
4.2 Expected Date of submission of draft to the IEEE-SA for Initial Sponsor Ballot:
4.3 Projected Completion Date for Submittal to Rev Com:

5.1 Approximate number of people expected to be actively involved in the development of this project:
5.2 Scope: This document will not include a scope clause.
5.3 Is the completion of this standard dependent upon the completion of another standard:
5.4 Purpose: This document will not include a purpose clause.
5.5 Need for the Project:
5.6 Stakeholders for the Standard:

Intellectual Property
6.1.a. Is the Sponsor aware of any copyright permissions needed for this project?:
6.1.b. Is the Sponsor aware of possible registration activity related to this project?:

7.1 Are there other standards or projects with a similar scope?: No
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):

Information from 7.2 - 7.4 is captured for potential follow up and coordination but will not appear on the final PAR view.

7.2 JOINT DEVELOPMENT - IS IT THE INTENT TO DEVELOP THIS DOCUMENT JOINTLY WITH ANOTHER ORGANIZATION?: Yes No [i](#)

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:

7.3 International Standards Activities

A. ADOPTIONS - IS THERE POTENTIAL FOR THIS STANDARD TO BE ADOPTED BY ANOTHER ORGANIZATION?: Yes No [i](#)

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:

B. HARMONIZATION - ARE YOU AWARE OF ANOTHER ORGANIZATION THAT MAY BE INTERESTED IN PORTIONS OF THIS DOCUMENT IN THEIR STANDARDIZATION DEVELOPMENT EFFORTS?: Yes No [i](#)

[Section 1](#) [Section 2](#) [Section 3](#) [Section 4](#) [Section 5](#) [Section 6](#) [Section 7](#) [Section 8](#)

[PREVIEW AND SUBMIT](#)

[DISCARD](#)

[SAVE](#)

7.4 DOES THE SPONSOR FORESEE A LONGER TERM NEED FOR TESTING AND/OR CERTIFICATION SERVICES TO ASSURE CONFORMITY TO THE STANDARD?: Yes 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 No

Section 8

8.1 ADDITIONAL EXPLANATORY NOTES:

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

8.2 IEEE Code of Ethics

- 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.

[Section 1](#) [Section 2](#) [Section 3](#) [Section 4](#) [Section 5](#) [Section 6](#) [Section 7](#) [Section 8](#)

PREVIEW AND SUBMIT

DISCARD

SAVE

Annex—PARs

Submit a New PAR – Save as a draft

The Draft PAR PC57.158 has been saved. You can resume editing the PAR at any time by selecting the edit link below.

Projects

Balloting

Entity

myProject™ >> Manage My PARs

Draft PARs

PAR Number	Request Type	Status	Title	Actions
PC57.158	PAR Request	Draft	Guide for the Application of Tertiary and Stabilizing Windings in Power Transformers	edit , delete , share with another user

Annex—PARs

Review PAR before submitting

myProject™ >> Review PAR

[Download as PDF](#)

Submitter Email: invalid.tom.prevost@wicor.com
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:jjdietz@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

Annex—PARs

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

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 Tom Prevost 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

Annex—PARs

Comment Dialog

During the Review Period, you may receive email notification from “IEEE-SA” alerting you to myProject notifications. It is necessary to log into myProject to read these. 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.

**ADVICE: If you want your PAR approved
... do NOT ignore these comments...**



Annex—PARs

myProject System Message

myProject™ >> Messages >> **System Message**

NesCom Comment for PC57.12.24

From: "T Olsen" <invalid:t.olsen@ieee.org>

To: undisclosed-recipients;

Cc: "David Ringle" <invalid:d.ringle@ieee.org>, "Lisa Yacone" <invalid:l.yacone@ieee.org>

Subject: NesCom Comment for PC57.12.24

T Olsen on 10 Jul 2012 at 17:54 wrote:

> Please note what is being revised in 8.1 Additional Explanatory notes.

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

Annex—PARs

Responding to NesCom Comments

Projects Balloting Entity

myProject™

Welcome: William Bartley (SA PIN: 6049)

Active Email Address: ****EMAIL DISABLED**** ([update](#))

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
RevCom Area	
RevCom Submission	
PAR/Standard Report	
Sponsor P&Ps	

Annex—PARs

Comment Notification - Preferences

- MyProject™ users are notified of important events through the myProject™ “Messages” section as well as through email.
- From the myProject™ home screen, click “**Messages**”.
- To manage notification preferences, click “**preferences**”.

[myProject™](#) >> [Messages](#) >> **Preferences**

- Show only Subject lines in the daily email digest of notifications
- Use Account Email Address (l.yacone@ieee.org)
- Receive emails immediately

NUMBER OF NOTIFICATIONS PER PAGE:

OK

CANCEL

Annex—PARs

Responding to NesCom Comments

Projects

Balloting

Entity

myProject™ >> Manage My PARs

Draft PARs

PAR Number Request Type Status

Title

Actions

Submitted PARs

<unassigned> PAR Request Draft

edit, delete, share with another user

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 William Bartley 10-Jul-2012	PE/TR/UG-WGC57.12.24/C57.12.24	PC57.12.24	PAR Request	Standard for Submersible, Three-Phase Transformers, 3750 kVA and Smaller: High Voltage, 34 500 GrdV/19 920 Volts and Below; Low Voltage, 600 Volts and Below	1

Annex—PARs

Comment Submission Details

Projects | **Balloting** | **Entity**

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

[PE/TR/UG-WGC57.12.24/C57.12.24](#)

PC57.12.24 Standard for Submersible, Three-Phase Transformers, 3750 kVA and Smaller: High Voltage, 34 500 GrdY/19 920 Volts and Below; Low Voltage, 600 Volts and Below

[View Comment Detail](#)

Index	Name	Date	Comment	Attachment	Moderation Required	Dialog
1	T Olsen #1	10-Jul-2012 17:54	Please note what is being revised in 8.1 Addi...			0

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

Annex—PARs Comment Dialog

Projects

Balloting

Entity

myProject™ >> Manage My PARs >> Submission Details >> **Comment Dialog**

PE/TR/UG-WGC57.12.24/C57.12.24

PC57.12.24 Standard for Submersible, Three-Phase Transformers, 3750 kVA and Smaller: High Voltage, 34 500 GrdY/19 920 Volts and Below; Low Voltage, 600 Volts and Below

Original Comment from T Olsen

Please note what is being revised in 8.1 Additional Explanatory notes.

There is no dialog for this comment.

ADD TO DIALOG

CANCEL

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

Annex—PARs Comment Response

Projects

Balloting

Entity

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

[PE/TR/UG-WGC57.12.24/C57.12.24](#)

PC57.12.24 Standard for Submersible, Three-Phase Transformers, 3750 kVA and Smaller: High Voltage, 34 500 GrdY/19 920 Volts and Below; Low Voltage, 600 Volts and Below

Original Comment from T Olsen

Please note what is being revised in 8.1 Additional Explanatory notes.

- 1 William Bartley: Administrator please add the following text to 8.1:
As noted in the need, the standard is being revised to add additional mechanical and electrical requirements for the manufacturing of three-phase, submersible distribution transformers. These requirements to do affect the scope of the document. Therefore the title, scope and purpose of the document will the same.
- 2 T Olsen: Once this information is added to the PAR form, my comment will be satisfied.
- 3 Lisa Yacone: I have added the text provided to 8.1 as requested.

ADD TO DIALOG

CANCEL