



**IEEE 802<sup>â</sup>**

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# IEEE Standards Process Overview

- Roles and Responsibilities of the Program Manager
- Ballot Invitations
- Sponsor Ballot
- Approving the Standard



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## **Roles and Responsibilities of the Program Manager**



# Roles and Responsibilities

## Program Manager/Staff Liaison

- Answers questions about standards development procedures
  - Along with chair, ensures that procedures are followed
- Keeps you informed
  - New products
  - New services
  - Policy changes
- Brings your ideas and concerns to the IEEE-SA Standards Board and its committees



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**The IEEE Standards Ballot Invitation Process**  
***Forming a Balloting Group***



# The Balloting Pool

- A database of persons grouped by an expressed, common interest in a specific area of standards activity as maintained by the IEEE balloting center
- Working group members are not automatically members of the balloting pool or group
- Anyone may request to join a Balloting Pool simply by signing up
  - Available on the IEEE Standards website
    - <http://standards.ieee.org/db/balloting/ballotform.html>

# Signing Up for Balloting Pools

## Request Form To Join an IEEE Balloting Pool

Sponsor Level Balloting Groups are generally formed from individuals in a Balloting Pool. You should use this form to request to become a member of these balloting pools.

As standards projects from within specific disciplines are nearing the Sponsor Ballot stage, individuals who belong to the relevant balloting pool will receive an "Invitation to Ballot". Those who respond positively to these Invitations (and who are IEEE Standards Association members or pay a per-ballot fee) will then form the Balloting Group for that project.

All applicable information on this form must be filled in. You may use the tab key to move between fields. Please click the submit button at the bottom of the page when you are finished.

Balloting Pools are people who might be interested in balloting any number of standards from a particular IEEE Standards Sponsor

<i>First Name:</i>	<input type="text"/>	<i>Middle Init.:</i>	<input type="text"/>
<i>Last Name:</i>	<input type="text"/>		
<i>Company:</i>	<input type="text"/>		
<i>Street Address:</i>	<input type="text"/>		
<i>PO Box/Mail Stop:</i>	<input type="text"/>		

Fill in each field with the appropriate information

Fill in your IEEE/IEEE-SA member number here

# Signing Up for Balloting Pools

Signing up for SA membership should be done **early**, to avoid complications at the actual ballot time.

IEEE Number:

**I understand that before I can actually participate in any IEEE Sponsor Ballot, I must be an active member of the IEEE Standards Association (IEEE-SA) or pay a per-ballot fee. Note: Membership in the IEEE-SA is in addition to your IEEE membership. Details on joining the IEEE-SA are available [here](#).**

For further information on how signing up for balloting pools will assist you with IEEE Standards electronic balloting, go [here](#).

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## Balloting Pool Selection

Please sign me up for the following Balloting Pool(s):

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### ANTENNAS AND PROPAGATION (choose all that apply)

Antennas

Propagation

You can sign up for as many balloting pools as you would like



# Signing Up for Balloting Pools

You can add any comments you would like concerning the balloting pool signup

*Optional Comments:*

Please click on the ***Submit*** button to enroll yourself in the selected balloting pool(s), or click on ***Clear Form*** to clear the information and start over.

Submit

Clear Form

When complete, submit the form or clear it if necessary

# Ballot Invitation

- A process used to form a Ballot Group
  - For a new standard under development
  - For the reaffirmation, revision, or withdrawal of an existing standard
- A single-page form or an email sent to members of an existing *Balloting Pool* asking if they would like to join an upcoming *Ballot Group*
  - Requests information about each person's relationship to the standard (classification)
    - e.g., are they a user, producer, government, general interest

# The Ballot Invitation Process

- The IEEE Standards Sponsor issues a call to begin formation of the *Ballot Group* when a specific IEEE standards project nears the Sponsor Ballot stage
- The Ballot Invitation form is sent out to all appropriate persons comprising the Balloting Pool for that discipline
- If a party is interested in participating in the Sponsor Ballot, the person simply fills out and returns the Ballot Invitation form
  - Those responding comprise the Ballot Group
    - Must be members of the IEEE-SA or pay a per-ballot fee
    - Receive a confirmation email (if an electronic ballot)

# The Ballot Group

- The set of persons who ultimately vote on the proposed standard
  - Formed from those persons who have returned a Ballot Invitation
- By returning the Ballot Invitation, a person incurs and accepts certain obligations

# Ballot Group Obligations

- First, they agree to pay the appropriate fees associated with balloting privileges
- Secondly, they agree to review the document in question and to return their ballots and comments on the document by the specified deadline
- Third, they agree to remain members of the Ballot Group for the life of the project

# Advantages of the Ballot Invitation Process

- Helps ensure an open process
- Ensures that only those who have actively expressed an interest in participating in the IEEE Standards Sponsor Ballot are actually involved
- Reduces probability of recirculations or failed ballots resulting from unreturned ballots by “disinterested” parties
- Ensures a balanced Ballot Group by collecting the proper classifications (producer, user, etc.)
- Provides the IEEE Standards Balloting Center with current contact information

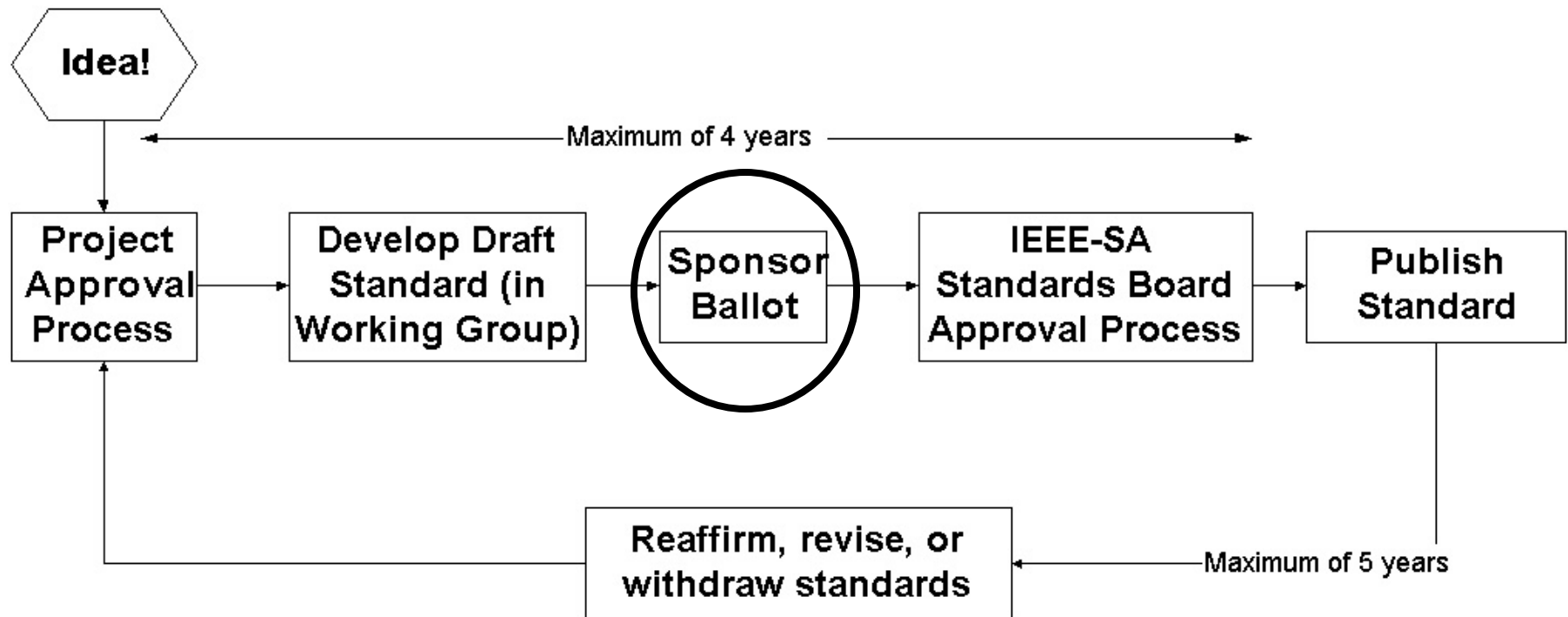


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# Sponsor Balloting



# Overview of Process





# Balloting

- The process through which consensus on a proposed standard is achieved

# The Balloting Group

- The Balloting Group consists of those persons who review and vote on the document (along with coordination entities)
- The Balloting Group must be “balanced,” i.e., not dominated by any single interest group
- Once formed, a Balloting Group cannot change until the close of the ballot (including any recirculations)

# Issuing Ballots

- Ballots can be either electronic or paper
  - Electronic is preferred
- For an electronic ballot:
  - An email is sent from the IEEE Standards Balloting Center to the Balloting Group
    - Contains instructions on how to ballot
    - Includes URLs for voting, registering comments, and downloading the document and any comment resolution forms

# Review and Voting Period

- A ballot will typically remain open for a 30-day period
- The ballot announcement will indicate a closing date, by which time the ballot must be returned to the IEEE offices for the vote to be recorded
- Because of the **75%** return requirement, it is very important that ballots be returned
- Ballots with negative votes should contain comments explaining the negative vote, and a proposed resolution

# Closing

- The ballot is closed at midnight Eastern time on the closing date indicated on the ballot form
  - If a 75% return has not been achieved, the ballot can be extended for up to 60 days
- Ballots received after the closing date will not have their votes recorded

# The Ballot Summary

- The Ballot Summary contains
  - A tally of the voting, along with a calculation of return rate and abstention rate percentages
  - A roster of all votes, and whether any comments were submitted
  - Copies of all comments that were received
  - Copies of coordination comments

# Recirculation Ballots

- The results of the initial ballot may require a recirculation ballot if
  - Comments from the Balloting Group were received that result in the Working Group making technical changes to the draft
  - Unresolved or rejected negative votes or comments remain

# Recirculation Ballots *(continued)*

- Recirculation Ballots are conducted like the initial ballot, except
  - Voters may only comment/vote on changed areas of the draft
  - The review period is typically reduced to 10 days (plus any necessary distribution time)
  - There is no obligation to return the ballot unless voters wish to change their original vote
- The results of a Recirculation Ballot may produce additional recirculations for the same reasons as an initial ballot



# Pitfalls

- Inappropriate and/or inadequate negative comment resolution during Sponsor ballot
- Inadequate tracking of comment resolution (seek advice from 802<sup>â</sup> veterans)
- Not addressing all negative comments during Sponsor ballot

## **Pitfalls (*continued*)**

- Submitting a draft for approval by RevCom that does not match the Scope and Purpose of the PAR
- Submitting a draft for approval by RevCom without proper title, draft number, draft dates
- Submitting a draft for approval by RevCom without addressing IEEE Staff comments recommended in Editorial Review
- Changing the approved draft after it is approved by RevCom-----DON'T DO IT!

# Maintenance and revisions

- Amendments include both editorial and technical changes to a standard
- Corrigendum contain technical changes only
- Both amendments and corrigendum require new PARs
- Development and approval process are the same as for a new standard



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**Questions?**



# Contact

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Thank you for your participation in the  
IEEE Standards Development Process.

