

PAR SUBMITTER OVERVIEW AND PROCESS

This document is designed to help you as a submitter through the initial phases of drafting and submitting a Project Authorization Request (PAR). The goal is to provide you with the resources you need to successfully submit a formal request to IEEE SA to begin the project.

Overview:

The first step in beginning a standards development project in IEEE SA (whether an individual- or entity-based project) is the submission of a Project Authorization Request (PAR) within the [myProject system](#). A PAR is a structured document that provides the scope, the purpose (what it intends to do), and the need (reason for the project). Every PAR that is submitted must have a Standards Committee to oversee the project. A standards project cannot start until the PAR is approved by the IEEE SA Standards Board (SASB). The New Standards Committee (NesCom) is a standing committee of the SASB and this is where the process starts.

NesCom reviews all PAR submissions at their scheduled meetings throughout the year and provides recommendations to the SASB. NesCom's role is to make sure that the:

- proposed Project Authorization Requests (PARs) are within the scope and purpose of IEEE,
- standards projects are assigned to the proper Society or other organizational body,
- interested parties are appropriately represented in the development of the project.

NesCom meetings are held at least six times a year (typically March, May, June, September, October, and December). Each meeting has a set deadline and review period. At the conclusion of the meetings, NesCom recommendations are presented to the SASB for their review and final decision. If approved by the SASB, then the Standards Committee and submitter will be notified of the acceptance. A PAR is active for 4 years. During this time, the work should be done to draft the standard.

PROCESS FOR A NEW PAR

- Complete the Project Authorization Request (PAR) within myProject. (*link to Sample form*)
 - Work with the Standards Committee and Project Manager when drafting.
 - Review the [NesCom Conventions](#) prior to drafting the PAR.
- All PARs shall be written in English.
- Decide what type of project it will be. The term should appear in the title:
 - **Standards:** documents with mandatory requirements.
 - **Recommended practices:** documents in which procedures and positions preferred by the IEEE are presented.
 - **Guides:** documents in which alternative approaches to good practice are suggested but no clear-cut recommendations are made.
 - **Trial-Use documents:** documents in effect for no more than three years. The document can be a Standard, Recommended Practice, or Guide.

- Submit by the deadline date for each meeting; otherwise, it will be placed on the next NesCom meeting agenda. Please consult the [SASB meeting calendar](#).
- Once submitted, the only way to make changes to the PAR submittal is through the [NesCom Administrator](#).
- Approximately one month prior to the NesCom meeting, NesCom Members start their review of the PARs and submit comments within [myProject](#). The PAR Submitter, Working Group Chair, and Standards Committee Chair receive automatic notification of the comments. Be on the lookout for comments.
- The submitter or chair should respond to the comments within myProject in a timely manner.
- To respond to a comment, log into [myProject](#) and select the appropriate PAR in order to answer the comment.
 - If a change to the document is suggested, then you should indicate acceptance of the change and ask the NesCom Administrator to make the change within the commenting area in myProject.
 - Sometimes the comments are seeking clarification of wording. If so, then respond with further details to clarify.
- The comment review period closes approximately forty-eight hours prior to the NesCom Meeting.
- Once a PAR is approved, the work has four years to be completed.
 - If the Working Group is unable to complete the project within the time frame, an **Extension Request** outlining the reasons for the delay and how much extra time is needed should be submitted within [myProject](#) to NesCom. Typically, extension requests are for 1 or 2 years, but can be more. The request will be added to the next open NesCom meeting for review. The process of reviewing and answering comments starts again.
 - If the Working Group determines that the scope, purpose, or other elements of the draft standard should be changed in any way, then a **Modified PAR** request should be submitted within [myProject](#) to NesCom. The request will be added to the next open NesCom meeting. The process of reviewing and answering comments starts again.
 - If the Working Group determines that the PAR should not be continued and should be withdrawn, then a **PAR Withdrawal** request should be submitted within [myProject](#) to NesCom. The request will be added to the next open NesCom meeting. The process of reviewing and answering comments starts again.
- For further details on the process please review - <https://standards.ieee.org/develop/>