

# How to Fill out a PAR for a New Standard

Revised 8 July 2010

# New PAR Process

A new PAR is used:

- To initiate a project for the first time
- To work on a previously approved PAR or IEEE standard that has been withdrawn or expired.

# New PAR Process

- The PAR must be completed via myProject (<https://development.standards.ieee.org/my-site>)
- An IEEE web account is required. If you do not have a web account, click on the link at the bottom of the myProject home page: [Need an IEEE Web Account or forget your username or password?](#)

# Welcome Page – Link to “Submit a PAR”

## IEEE STANDARDS DEVELOPMENT ONLINE

The Freedom to Initiate, Produce and Manage Standards Online from Anywhere



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myProject™ Home

**myProject™ - Welcome:**

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

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Click link to  
Submit a PAR

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# Submitting a New PAR

**myProject™ >> Submit a PAR**

## IEEE-SA Standards Board Project Authorization Request (PAR) Process

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 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. For more information about this program, please consult <http://standards.ieee.org/faqs/contproc.html>.

PowerPoint presentations to assist you with the PAR submittal process can be found at  
[http://standards.ieee.org/resources/development/initiate/par\\_training.html](http://standards.ieee.org/resources/development/initiate/par_training.html)

### 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**

# New PAR Sample

**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.

Name	Designator ▲	Contact	Actions
+ IEEE Aerospace and Electronic Systems Society	AES		
+ IEEE Antennas and Propagation Society	APS		
+ IEEE-SA Board of Governors	BOG		
+ IEEE Broadcast Technology Society	BTS		
+ IEEE Computer Society	C		
+ IEEE Consumer Electronics Society	CES		
+ IEEE Communications Society	COM		
+ IEEE Dielectrics and Electrical Insulation Society	DEI		
+ IEEE Engineering in Medicine and Biology Society	EMB		

Choose Sponsor, Committee & Working Group by following the instructions at the top of the page

# New PAR Sample

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

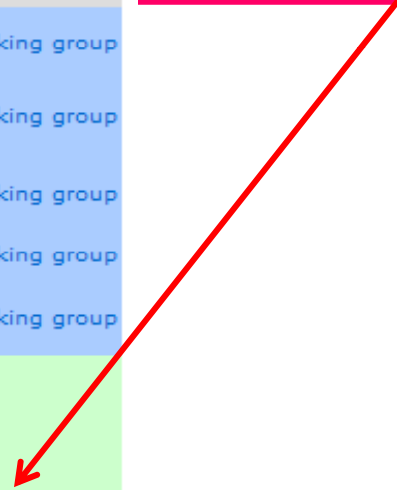
Name	Designator	Contact	Actions
+ IEEE Aerospace and Electronic Systems Society	AES		
+ IEEE Antennas and Propagation Society	APS		
+ IEEE-SA Board of Governors	BOG		
+ IEEE Broadcast Technology Society	BTS		
- IEEE Computer Society	C		
+ Design Automation	C/DA	Stanley Krolikoski	<a href="#">request new working group</a>
+ Environmental Assessment Standards Committee	C/EASC	Holly Elwood	<a href="#">request new working group</a>
Foundation for Intelligent Physical Agents	C/FIPA	James Odell	<a href="#">request new working group</a>
+ Information Assurance	C/IA	James Hughes	<a href="#">request new working group</a>
+ Local and Metropolitan Area Networks	C/LM	Paul Nikolich	<a href="#">request new working group</a>

Select a Sponsor Committee in the blue level

# New PAR Sample

Name	Designator	Contact	Actions
+ IEEE Aerospace and Electronic Systems Society	AES		
+ IEEE Antennas and Propagation Society	APS		
+ IEEE-SA Board of Governors	BOG		
+ IEEE Broadcast Technology Society	BTS		
- IEEE Computer Society	C		
+ Design Automation	C/DA	Stanley Krolikoski	request new working group
+ Environmental Assessment Standards Committee	C/EASC	Holly Elwood	request new working group
Foundation for Intelligent Physical Agents	C/FIPA	James Odell	request new working group
+ Information Assurance	C/IA	James Hughes	request new working group
- Local and Metropolitan Area Networks	C/LM	Paul Nikolich	request new working group
Emergency Services Executive Cmte Study Group	C/LM/ES EC SG	Geoffrey Thompson	select
Higher Layer LAN Protocols Working Group	C/LM/WG802.1	Anthony Jeffree	select
Logical Link Working Group	C/LM/WG802.2	Paul Nikolich	select
Ethernet Working Group	C/LM/WG802.3	David Law	select
Token Ring Working Group	C/LM/WG802.5	Paul Nikolich	select
Wireless LAN Working Group	C/LM/WG802.11	Bruce Kraemer	select
Wireless Personal Area Network (WPAN) Working Group	C/LM/WG802.15	Robert F Heile	select

Select a working group in the green level. If a new WG is required, Select 'request new working group' in the blue level.





# New PAR Sample

## Confirm Contact Information

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

### PAR for a New IEEE Standard

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**Sponsoring Society and Committee:** IEEE Power & Energy Society/Energy Development & Power Generation (PE/ED&PG)  
**Contact Information for Sponsor Chair**

**Name:** Louis Wozniak

**Email Address:** invalid:lwozniak@illinois.edu

**Phone:** 217-333-3413

---

**Working Group:** Implementing Technology to Limit Climate Change (PE/ED&PG/CCWG)

**Contact Information for Working Group Chair**

**Name:** James Mcconnach

**Email Address:** invalid:jismcconnach@ieee.org

**Phone:** 705 645 5524

**Contact Information for Working Group Vice-Chair**

None

**PAR Submitter:** Tom Prevost, invalid:tom.prevost@wicor.com

Next >>

Cancel

# Request a New Working Group

**myProject™** >> Submit a PAR >> Reassign the Working Group

Select an existing working group:

Working Group:

Or request a new working group for the sponsor PE/ED&PG:

Short Name:

Full Name:

Next >>

Cancel

**The Sponsor Chair will be notified of your request and will need to approve the new working group.**

**Short name ex. CCWG  
(will appear on PAR as PE/ED&PG/CCWG)**

**Full name ex. Implementing Technology  
To Limit Climate Change**

# PAR for a New IEEE Standard

## Page 1

**myProject™ >> Submit a PAR Page 1**

### PAR for a New IEEE Standard

**1.1 Assigned Project Number:**

If a specific project number is not required, this field can be left blank and a project number will be assigned by the NesCom Administrator when your PAR is received. Please contact the [NesCom Administrator](#) for any questions about a specific project number.

**1.2 Type of Document:**  Standard  Recommended Practice  Guide

Standards, Guides, and Recommended Practices are generically referred to as IEEE Standards.

**Standards** are documents with mandatory requirements. Standards are generally characterized by the use of the verb "shall."

**Recommended practices** are documents in which procedures and positions preferred by the IEEE are presented. Recommended practices are generally characterized by the use of the verb "should."

**Guides** are documents in which alternative approaches to good practice are suggested, but no clear-cut recommendations are made. Guides are generally categorized by the use of the verb "may."

# PAR for a New IEEE Standard

## Page 1 (cont.)

### 1.3 Life Cycle: Full Use Trial Use

A standard can be designated trial-use or full-use. A standard can be designated as trial-use when a draft satisfies the criteria of the standards-developing group (i.e., subcommittee or working group), but needs input from a very broad constituency. This is a preferred alternative to the widespread distribution of unapproved drafts. Such a draft requires a letter ballot of the sponsor and approval by the IEEE-SA Standards Board as a trial-use standard. Trial-use standards are effective for no more than two years from the date of publication. If no comments are received during the trial period, the standard is subject to adoption as a full-use standard upon receipt of written recommendation from the sponsor and approval by the IEEE-SA Standards Board.

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# PAR for a New IEEE Standard

## Page 2

**myProject™ >> Submit a PAR Page 2**

### PAR for a New IEEE Standard

**2.1 Project Title:**

The title shall not contain the acronym "IEEE". This is added to the title when the standard publishes. All other acronyms shall be spelled out in the title.

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# PAR for a New IEEE Standard

## Page 3

**myProject™ >> Submit a PAR Page 3**

### PAR for a New IEEE Standard

#### 3.1 Working Group:

Computational Electromagnetics Working Group (EMC/SDCom/CEM\_1597)

#### 3.2 Sponsoring Society and Committee:

IEEE Electromagnetic Compatibility Society/Standards Development Committee (EMC/SDCom)

#### 3.3 Joint Sponsor:

When the Working Group is chosen from the committee tree, the name and contact information of the Working Group Chair is automatically filled in for 3.1. The Chair must be assigned in the committee tree in order for the name and contact information to show up on the PAR form. The Sponsor chair assigns the working group chair using the Manage Committees link on their myProject welcome page. NOTE: In order to assign a person as a working group chair, that person must be registered as an Interested User in the Working Group. For complete instructions, please see the Help link in the Manage Committee area.

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# PAR for a New IEEE Standard

## Page 4

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### PAR for a New IEEE Standard

**4.1 Sponsor Balloting Information:**  Individual  Entity

Is the balloting group for this standard expected to be composed of individuals or of entities (persons representing corporations/government bodies/academic institutions, or SDO's)? See [Section 5.4.1 in the IEEE-SA Standards Board Operations Manual](#) for further explanation.

**4.2 Expected Date of submission of draft to the IEEE-SA for Initial Sponsor Ballot:**

Jul / 2010

Additional communication and input from other organizations or other IEEE Standards Sponsors should be encouraged through participation in the working group or the invitation pool prior to Sponsor Ballot.

**4.3 Projected Completion Date for Submittal to RevCom:**

Jan / 2011

Enter the date the draft standard is planned to be submitted to RevCom for processing (not to exceed four years from the date of PAR submission). Cutoff dates for submitting draft standards to RevCom are generally in February, May, August, and October. Check the appropriate calendars for the specific dates as the draft matures. Use a best estimate for the PAR.

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# PAR for a New IEEE Standard

## Page 5

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### PAR for a New IEEE Standard

**5.1 Approximate number of people expected to be actively involved in the development of this project:**

This includes Working Group members, additional non-voting participants, etc.

**5.2 Scope of Proposed Standard:**

NOTE: The Scope in the draft standard as submitted to RevCom must match the Scope of the PAR. The submittal should clearly and concisely define the scope of the standard, employing proper grammar. The scope generally describes "what" will be done (i.e., the technical boundaries of the standard). For an example, [view the help for this page](#).

Any documents listed in the Scope should include the title and (if appropriate) date of the document.



# PAR for a New IEEE Standard

## Page 5 (cont.)

**5.3 Is the completion of this standard contingent upon the completion of another standard?:**

Yes  No

**If yes, please explain below:**

Your explanation should include how the standard is dependent upon the completion of another standard. Also, if applicable, why a PAR request is being submitted if the standard currently under development is not yet complete. The title and number of the standard which this project is contingent upon shall be included in the explanation.

**5.4 Purpose of Proposed Standard:**

NOTE: The Purpose in the draft standard as submitted to RevCom must match the Purpose set forth in the PAR.

A purpose statement is encouraged but not mandatory. If the document will not include a purpose, please type "document will not contain a purpose statement" in the field below.

The submittal should clearly and concisely define the purpose of the standard, employing proper grammar. The purpose generally describes "why" a standard will be done. For an example, [view the help for this page](#). The purpose of the proposed standard should be consistent with the type of document, the title, and the scope. For example, if the type of document is "Guide for...", it is inconsistent if the purpose states "This document describes standard criteria..."

# PAR for a New IEEE Standard

## Page 5 (cont.)

### 5.5 Need for the Project:

The need for the project details the specific problem that the standard will resolve and the benefit that users will gain by the publication of the standard.

### 5.6 Stakeholders for the Standard:

The stakeholders (e.g., telecom, medical, environmental) for the standard consist of any parties that have an interest in or may be impacted by the development of the standard.

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# PAR for a New IEEE Standard

## Page 6

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### PAR for a New IEEE Standard

#### 6.1 Intellectual Property:

**a. Is the Sponsor aware of any copyright permissions needed for this project?:**

Yes  No

**If yes, please explain below:**

If the proposed standard uses copyrighted material, copyright releases must be obtained by the working group and shall be included in the final package submitted to the IEEE-SA Standards Board. Additionally, remember that during development of your approved project, the proper IEEE copyright notices must be maintained on all drafts.

# PAR for a New IEEE Standard

## Page 6 (cont.)

**b. Is the Sponsor aware of possible registration activity related to this project?:**

Yes  No

**If yes, please explain below:**

If the proposed standard requires the unique identification of objects or numbers currently administered by the IEEE (or intended to be administered by IEEE) for use in industry, this shall be indicated on the PAR form along with an explanation. An example of this type of registration is the Organizationally Unique Identifier (OUI). Please visit the IEEE Registration Authority website (<http://standards.ieee.org/regauth/index.html>) for additional information regarding existing registries.

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# PAR for a New IEEE Standard

## Page 7

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### PAR for a New IEEE Standard

**7.1 Are there other standards or projects with a similar scope?:**  Yes  No  Do Not Know  
**If yes, please explain below:**

Identify any standard(s) or project(s) of similar scope(s), both within or outside of the IEEE, and explain the need for an additional standard in this area.

**Sponsor Organization:**

**Project/Standard Number:**

**Project/Standard Date:**  (MM/DD/YYYY)

**Project/Standard Title:**

# PAR for a New IEEE Standard

## Page 7 (cont.)

**7.2 Joint Development - Is it the intent to develop this document jointly with another organization?:**

Yes  No

If this document will be developed jointly with another organization, your IEEE-SA Staff Liaison must be made aware of this prior to final approval of the document by the IEEE-SA Standards Board [RevCom].

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:**

# PAR for a New IEEE Standard

## Page 7 (cont.)

### 7.3 International Standards Activities

**a. Adoptions - Is there potential for this standard to be adopted by another organization?:**

Yes  No

If this document is to be adopted by another organization, the document must be adopted intact (whole and unmodified) and the requested contact persons entered on the submittal form. For information about adoptions, contact your IEEE-SA Staff Liaison.

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:**

# PAR for a New IEEE Standard

## Page 7 (cont.)

### 7.3 International Standards Activities

**b. Harmonization - Are you aware of another organization that may be interested in portions of this document in their standardization development efforts?:**

Yes  No

If the document is to form the basis of or be included in an international standard, state the name of the organization, the number of the technical committee/subcommittee (if applicable) and the information for the contact person from the other organization, along with any other pertinent information.

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:**

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# PAR for a New IEEE Standard

## Page 8

**myProject™** >> **Submit a PAR Page 8**

### PAR for a New IEEE Standard

#### 8.1 Additional Explanatory Notes:

Item Number and Explanation

#### 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.

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# myProject™ >> Review PAR

**Submitter Email:** invalid:david\_law@ieee.org  
**Type of Project:** New IEEE Standard

**1.1 Project Number:** P802.3bs  
**1.2 Type of Document:** Standard  
**1.3 Life Cycle:** Full Use

**2.1 Title:** Standard for 802 Example Project

**3.1 Working Group:** Ethernet Working Group (C/LM/WG802.3)

**Contact Information for Working Group Chair**

**Name:** David Law  
**Email Address:** invalid:david\_law@ieee.org  
**Phone:** +44 131 665 7264

**Contact Information for Working Group Vice-Chair**

**Name:** Wael Diab  
**Email Address:** invalid:wael.diab@gmail.com  
**Phone:** 4154468066

**3.2 Sponsoring Society and Committee:** IEEE Computer Society/Local and Metropolitan Area Networks (C/LM)

**Contact Information for Sponsor Chair**

**Name:** Paul Nikolich  
**Email Address:** invalid:p.nikolich@ieee.org  
**Phone:** 857.205.0050

**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:** 03/2011  
**4.3 Projected Completion Date for Submittal to RevCom:** 12/2012

**5.1 Approximate number of people expected to be actively involved in the development of this project:**

55  
**5.2 Scope:** Scope

**5.3 Is the completion of this standard dependent upon the completion of another standard:** No

**5.4 Purpose:** Purpose

**5.5 Need for the Project:** Need

**5.6 Stakeholders for the Standard:** Stakeholders

**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):**

# PAR for a New IEEE Standard

## Draft PAR

The PAR can be saved as a draft and shared with other myProject users prior to clicking 'Submit to NesCom'.

myProject™ >> **Manage My PARs**

The Draft PAR P802.3bs has been saved. You can resume editing the PAR at any time by selecting the edit link below.

### Draft PARs

PAR Number	Request Type	Status	Title	Actions
P802.3bs	PAR Request	Draft	Standard for 802 Example Project	<a href="#">edit</a> , <a href="#">delete</a> , <a href="#">share with another user</a>

# Draft PAR

Drafts will remain accessible, until submitted or deleted, through the “Manage My PARs link on your myProject Welcome Page.

**myProject™**

**Welcome:**

Active Email Address:

[Submit a PAR](#)

[Manage My PARs](#)

[NesCom Member Area](#)

[SASB Member Area](#)

[Manage Activity Profile](#)

[Manage Committees](#)

[Sponsor P&Ps](#)

[Send Sponsor Email](#)

[View IEEE Society-Staff Liaisons](#)

[View Active PARs](#)

[Send Notification to Group](#)

[myBallot](#)

# Sharing a Draft PAR

**myProject™** >> Manage My PARs >> **Share PAR with Another User**

Enter the web account name or email address of the person with whom you would like to share the PAR. The person will be able to make changes to the PAR and will have the authority to submit the PAR to the NesCom Administrator if they are an SA member.

The selected person will be notified that they may review and update the PAR information.

**Username or Email:**

OK

Cancel

# Submittal Confirmation

Thank you. Your PAR request has been submitted to the NesCom administrator and sponsor chair for review.

## myProject™ >> Manage My PARs

### 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 David Law 08-Jul-2010	C/LM/WG802.3/802.3bs	P802.3bs	PAR Request	Standard for 802 Example Project	0

# Submitting a PAR

- ❑ A submitted PAR is tentatively placed on an upcoming agenda. It will not be officially part of the agenda until it is authorized by the Sponsor.
- ❑ After the PAR is submitted, only the NesCom administrator can revise the PAR.
- ❑ Requests for edits to submitted, unapproved PARs can be made to [nescom-admin@ieee.org](mailto:nescom-admin@ieee.org).
- ❑ The submitted PAR can be viewed, along with any comments received during the review period by clicking on the Manage My PARs link on the Welcome Page.

# PAR for a New IEEE Standard

- ▣ Additional questions:

Contact the NesCom Administrator  
[nescom-admin@ieee.org](mailto:nescom-admin@ieee.org)

Or

Your Staff Liaison