

IEEE-SA STANDARDS BOARD

PROJECT AUTHORIZATION REQUEST (PAR) FORM - 2005

The submittal deadlines are available at <http://standards.ieee.org/board/nes/index.html>.
(See NesCom Convention - Item #14)

Prior to submitting your PAR, please review the [NesCom Conventions](#).

1. **ASSIGNED PROJECT NUMBER P** (Please leave blank if not available.)
(See NesCom Convention - Item #19)

2. **SPONSOR DATE OF REQUEST** Day: Month: Year: 2005

3. **TYPE OF DOCUMENT** (Please check one.)

Standard for { document stressing the verb "shall" }

Recommended Practice for { document stressing the verb "should" }

Guide for { document in which good practices are suggested, stressing the verb "may" }

4. **TITLE OF DOCUMENT**

(See NesCom Conventions - [Item #5](#), [Item #7](#))

Draft

5. **LIFE CYCLE**

Full-Use

Trial-Use

6. **TYPE OF PROJECT**

New document

Revision of an existing document (indicate number and year existing document was approved in box to the right):

Amendment to an existing document (indicate number and year existing document was approved in box to the right):

(####-YYYY)

Sponsor Committee Chair: First Name: _____ Last
Name:
Telephone: _____ FAX: _____ E-mail: _____

Standards Coordinator (Power Engineering Society Only):

Standards Coordinator: First Name: _____ Last
Name:
Telephone: _____ FAX: _____ E-mail: _____

IF THIS PROJECT IS BEING SPONSORED BY TWO SPONSORS, PLEASE COMPLETE THE INFORMATION BELOW

Sponsoring Society and Committee: _____ (Please choose the correct acronym for your Sponsor Society/Technical Committee or SCC. [For an acronym list, please click here.](#))

Sponsor Committee Chair: First Name: _____ Last
Name:
Telephone: _____ FAX: _____ E-mail: _____

Standards Coordinator (Power Engineering Society Only):

Standards Coordinator: First Name: _____ Last
Name:
Telephone: _____ FAX: _____ E-mail: _____

11. SPONSOR BALLOTING INFORMATION (Please choose one of the following):

- Individual Balloting
- Entity Balloting
- Mixed Balloting (combination of Individual and Entity Balloting)

Expected Date of Submission for Initial Sponsor Ballot: Month: _____ Year: _____

Please review the PAR form three months prior to submitting your draft for ballot to ensure that

the title, scope, and purpose on the PAR form match the title, scope, and purpose of the draft. If they do not match, you will probably need to submit a modified PAR.

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.

(See NesCom Conventions - [Item #20](#))

12. PROJECTED COMPLETION DATE FOR SUBMITTAL TO REVCOM: Month: Year:

If this is a MODIFIED PAR and the completion date is being extended past the original four-year life of the PAR, please answer the following questions. If this is not a modified PAR, please go to Question #13.

(See NesCom Conventions - [Item #18](#))

a. Statement of why the extension is required:	
b. How many working group members are working on the project?	
c. How many times a year does the working group meet:	
1. In person?	
2. Via teleconference?	
d. How many times a year is a draft version circulated to the working group via electronic means?	
e. What percentage of the Draft is stable?	%
f. How many significant working revisions has the Draft been through?	

g. Balloting History - If the draft has gone to ballot, please provide a history of all IEEE Sponsor ballots under this project in the box to the right. Please include the:

- Ballot Close Date (or scheduled Close Date)
- Ballot Draft Number
- Ballot Results (% affirmative, % negative, % abstain)

h. Is this the first request for an extension?

Yes No

If no, when was the previous extension approved?

(DD-MMM-YYYY)

13. SCOPE OF PROPOSED PROJECT

(See NesCom Conventions - [Item #6](#), [Item #16](#), [Item #17](#))

Briefly detail the projected output including technical boundaries.

FOR MODIFIED PROJECTS/REVISION DOCUMENTS - Only detail the projected output including the scope of the project or last published document to be modified and any amendments and/or additions.

Is the completion of this document contingent upon the completion of another document?

Yes (with detailed explanation below) No

14. PURPOSE OF PROPOSED PROJECT

Briefly, clearly and concisely explain "why" the document is being created.

(See NesCom Conventions - [Item #16](#))

FOR MODIFIED PROJECTS/REVISION DOCUMENTS - Only include the purpose of the project or last published document and any amendments and/or additions.

15. REASON FOR THE PROPOSED PROJECT:

Give the specific reason for the standardization project. Focus on explaining the problem being addressed, the benefit to be provided and the stakeholders for the project.

16. INTELLECTUAL PROPERTY (Please answer each of the questions below)

a. Has the IEEE-SA policy on intellectual property been presented to those responsible for preparing/submitting this PAR prior to the PAR submittal to the IEEE-SA Standards Board? Yes No

If yes, state date: Day: Month: Year:

If no, please explain:

**b. Is the Sponsor aware of copyright permissions needed for this project? Yes
No**

If yes, please explain:

c. Is the Sponsor aware of trademarks that apply to this project? Yes No

If yes, please explain:

d. Is the Sponsor aware of possible registration activity related to this project? Yes

No

If yes, please explain:

17. ARE THERE OTHER DOCUMENTS OR PROJECTS WITH A SIMILAR SCOPE?

Yes (with detailed explanation below) No

If Yes, please answer the following:

Sponsor Organization:

Project/Document Number:

Project/Document Date: (DD-MMM-YYYY)

Project/Document Title:

18. FUTURE ADOPTIONS

Is there potential for this document (in part or in whole) to be adopted by another national, regional or international organization?

If Yes, the following questions must be answered:

Technical Committee Name and Number: TC SC WG

Other Organization Contact Information:

Contact Name - First Name: Contact Name - Last Name:

Contact Telephone Number:

Contact FAX Number:

Contact Email address:

19. WILL THIS PROJECT RESULT IN ANY HEALTH, SAFETY, OR ENVIRONMENTAL GUIDANCE THAT AFFECTS OR APPLIES TO HUMAN HEALTH OR SAFETY? Yes
No

If yes, please explain:

20. SPONSOR INFORMATION

a. Is the scope of this project within the approved scope/definition of the Sponsor's Charter? Yes
No

If no, please explain:

b. Have the Sponsor's procedures been accepted by the IEEE-SA Standards Board Audit Committee? Yes No
(See NesCom Convention Item #2)

21. ADDITIONAL EXPLANATORY NOTES (Item Number and Explanation)

I acknowledge having read and understood the IEEE Code of Ethics. I agree to conduct myself in a manner which adheres to the IEEE Code of Ethics when engaged in official IEEE business.

The **PAR Copyright Release and Signature Page** must be submitted by FAX to +1 732-875-0695 to the NesCom Administrator before this PAR will be forwarded to NesCom and the Standards Board for approval.

(See NesCom Conventions - Item #8, Item #9, Item #10)