

IEEE Standards Association Standards Board (SASB)  
New Standards Committee (NesCom) Member  
Position Description

### **Purpose**

NesCom is responsible for ensuring that proposed standards projects are within the scope and purpose of IEEE, assigned to the proper Society or other organizational body, and interested parties are appropriately represented in the development of IEEE standards.

The committee examines Project Authorization Requests (PARs), which serve as the initiating point of any standards project and makes recommendations to the IEEE SASB regarding approval.

### **Committee Composition**

NesCom is comprised of at least 8 but no more than 15 members.

### **Reporting**

NesCom reports to the IEEE SASB. It is the responsibility of the NesCom Chair to provide the report of the Committee's recommendations.

### **Staff Support**

NesCom is supported by the NesCom Administrator, who:

- Provides training prior to when the first NesCom functions need to be conducted; this will include training on the technology tool (myProject) used by the Committee for the review process.
- Works with the NesCom Chair to manage and maintain each NesCom meeting agenda
- Sends reminders and updates throughout each NesCom cycle during the year.
- Moderates initial comments submitted by NesCom members for each PAR, and in some cases requests clarification of the comments prior to posting them.
- Coordinates with PAR proposers and other staff to ensure any discussion and action items that come up during the review are being addressed.

### **Frequency of Meetings**

There will be one in-person meeting somewhere in the indicated geographical area within the SASB meeting series whenever possible and two teleconferences each year. There may be additional opportunities for participation.

### **Requirements**

NesCom committee membership requires the following:

NesCom reviews PARs according to the [NesCom Conventions](#), and it is expected that NesCom members understand these Conventions and refer to them as they conduct their reviews.

PARs will be submitted in English, and it is expected that NesCom members have strong English language skills. In addition to having the ability to help PAR proposers (when needed) to add clarity to key sections of their PARs, PAR consideration sometimes turns on the nuance of a word or phrase, and candidates need to

be able to understand these nuances and engage in dialog both with the proposer and their NesCom colleagues.

NesCom members are expected to conduct their reviews within the time period specified. When conducting the reviews, it is critical to give the proposers time to respond and provide changes to be made to the PARs. Time for the reviews will need to be balanced with other demands on the NesCom member's time, especially when there are a large number of PARs on the agenda.

Teleconference meetings will be conducted via Cisco Webex, and it is expected that NesCom members have access and ability to use this tool.

NesCom meetings must meet quorum requirements in order to conduct business, so it is essential that members who commit to attending meetings maintain those commitments. NesCom members will need to allow for time to travel to in-person meetings.

### **Scope of Work and Time Commitment**

At the beginning of the review cycle for each NesCom meeting agenda, NesCom members will use the IEEE myProject standards development platform to access the NesCom area where they will review each of the PARs on the current agenda, have the opportunity to comment on them, and indicate a preliminary vote for them. The review cycle will last for approximately 40 days leading up to the NesCom meeting date.

Each review cycle includes:

An Individual Review Period – This initial review is an independent review. NesCom members are expected to look at each PAR on the NesCom agenda and submit any comments for the proposers via myProject.

An Open Review Period – During the Open review, all NesCom members can see comments that have been made by other NesCom members, and whether or not there has been a completed response. During this review members can add comments to other member comments. The review period ends two days prior to the NesCom meeting.

The number of PARs on each agenda varies, and can be as few as 20 PARs or as many as 90 PARs. Frequently there will be other items for review on the agenda, including requests to change PAR numbers. There are also usually discussion items on the agenda for topics to be discussed during the meeting, which may or may not require advance preparation.

Depending on the number of PARs on the agenda, the time needed for a complete review ranges between 15-30 hours during each review cycle. Each agenda may include PARs for new standards, revised standards, amendments, and corrigenda. Agendas may also include requests to modify PARs, extend the timeframe on PARs, and/or withdraw PARs. The time indicated for the review will vary based on the number of each type of PAR on the agenda, but it includes the initial review of PARs, submitting any comments about PARs, and following up on the comments when there is a response to them, as well as looking at other discussions about the PARs. The time needed for commenting can also include helping proposers re-word some content for clarity. Time is also needed to go back into myProject to change preliminary votes during the review cycle, based on comment resolution.

During the NesCom meeting, the Chair will ask all NesCom members present to vote in an open session on the PARs on the agenda in order to provide the NesCom recommendations on the PARs to the IEEE SASB. This process is the same regardless of whether the meeting is in-person or by teleconference.