

**Instructions for PAR Comments to NESCOM**

Oct 27, 2011

The following procedure begins with the premise that you are the “Chair” of the Standard, as listed in **MyProject**.  
If you are not the Chair, consult the Instructions on How to Join a WG in MyProject, or contact Standards Coordinator

**The PAR Process**

“PAR” stands for “Project Authorization Request”. A PAR is a legal document at IEEE and the means by which a working group assigns copyright to and indemnification from IEEE. A PAR must be submitted for each new standard, for each Revision of a Standard, for an Amendment to a Standard, and for Corrigenda. Once the PAR is approved by Standards Board, it has a life of four years. During the life of the PAR, it may become necessary to a) Modify the PAR; b) Request an Extension; or c) Withdraw the PAR.

NOTE: If the PAR is for a “new” Standard or Guide, the Transformers Committee first requires the approval of the cognizant SubCommittee Chair, then the Standards Coordinator, and then the Transformers Committee Administrative SubCommittee (Admin SC). For more information on this process, see the Transformers Committee O&P Manual, Annex E. These approvals are not needed for Revisions, Amendments, Corrigenda, PAR Modifications, PAR Withdrawals, or PAR Extensions.

Whether you (the PAR Submitter) are submitting a PAR for a new Standard; or a PAR for an Extension, or other variation, it follows the same approval process at NESCOM. A PAR is completed by the the Task Force Chair or WG Chair, and submitted to IEEE Standards Board /New Standards Committee (NesCom), via MyProject. The MyProject system then notifies the Transformers Committee Chair (the Sponsor) and the Transformer Standards Coordinator. One of them must “accept” the PAR.

Upon acceptance by the Sponsor, each PAR application is placed on the Agenda of an upcoming NESCOM meeting, for their consideration. Approximately one month prior to the NesCom meeting, NesCom members will begin their review of the PARs and submit any comments or concerns they may have into MyProject. The PAR submitter/ Working Group chair will receive notification of such comments and directions via email, from the NesCom Administrator, Lisa Yacone. This notification is also in the MyProject Message Inbox of the PAR Submitter.

**DO NOT ignore these emails!** The WG Chair must go to MyProject, to reply. See the step by step instructions, below. A failure to respond to a NESCOM member, will result in deferral of your PAR ... another 3 months! The NESCOM member may suggest a change in the wording. (It may not be wise, but, you can respectfully disagree – just politely explain why.) Please understand that the NesCom members are also volunteers, and most are not “power-people”. They may work in computer industry, semiconductors, or telecommunications. If you agree with the suggested change.... at this point, only the NesCom administrator can make the change. So, in the dialog box, you should Agree, and then ask the Administrator to please make the change – and be specific.

**PAR Comment Dialog in MyProject**

1. Go to <https://development.standards.ieee.org/my-site>, and log on.
2. From the welcome page, click Projects Tab, if not already open, then click on "[Manage my PARs](#)"
3. On the next page will be one or more PARs assigned to you. Find the PAR you want to comment on, and click on the number in the “Comments” column. (If there are no NesCom Comments, the number will be “0”. If there are comments from 3 NesCom members, the number will be “3”.)
4. On the next, page will be one or comments. Click on the number underneath Dialog for the comment to which you would like to respond.
5. Enter your response in the text box, and click on 'Add to Dialog' - the screen will refresh and your response will be added to the dialog. You can then Log Out. But be sure to check back in a few days, for more comments.