

IEEE Computer Society Standards Activities Board Standards Committee Conventions

1. Introduction

The IEEE Computers Society Standards Activities Board (SAB) Standards Committee (SC) is both

- A standing committee of the IEEE Computer Society Standards Activities Board (SAB) and
- An IEEE Computer Society standards committee authorized by the IEEE Standards Association Standards Board (SASB) to produce standards.

It is referred to throughout this document as the SAB SC. It operates under [Policies and Procedures \(P&P\) approved by the SASB](#) and is subject to review and oversight by both the SASB and the SAB. Its mission and purpose are described in the [Computer Society Policies & Procedures Manual, Section 10](#).

This document describes conventions followed by the SAB SC to help ensure its orderly operation and to enable it to fulfill its mission.

2. PAR Review

As required by the SASB operations manual, any standards activity whose aim is to produce a standard, recommended practice, or guide shall submit a new or revised project authorization request (PAR) to the SASB [within six months](#) of beginning work.

To enable the SAB SC to review and approve PARs for submission, a complete proposed PAR shall be submitted to the SAB SC via the SAB SC Program Manager for review no less than three weeks prior to the submittal [deadline](#) for the next SASB New Standards Committee (NesCom) meeting.

Upon submission of a proposed PAR, members of the SAB SC will review the PAR and provide feedback to the submitter via the SAB SC Program Manager. Members may suggest or request changes to be made to improve or clarify the PAR or to bring the PAR in conformance with [NesCom conventions and expectations](#). The submitter of the PAR shall consider and promptly respond to the feedback and will be given the opportunity to discuss the PAR at an SAB SC meeting.

3. PAR Study Groups

Any party, including an existing working group (WG), individual, or entity, interested in initiating a new project, should consider the formation of a PAR Study Group to develop a PAR. A PAR Study Group shall be chartered to develop one or more PARs in a specified technical area. A PAR Study Group may be formed as a subgroup of an existing WG or, upon request to the SAB SC Program Manager or SAB SC Chair and approval of the SAB SC, as a subgroup of the SAB SC. Issues that a PAR Study Group should consider include:

- The method used to develop the standard (individual or entity).
- The scope of the proposed standard, and in particular its market relevance, its feasibility, and potential joint development with standards committees from other societies or councils.

- The individual who is willing to lead the project as the Chair.

A PAR Study Group shall conform to [Section 5.2 of the IEEE SA Standards Board Operations Manual](#). A PAR Study Group is encouraged to invite a member of the SAB SC to participate in an advisory role.

4. Training Requirements

SAB SC officers, WG chairs, WG vice chairs, PAR Study Group chairs, and PAR Study Group vice chairs shall complete and pass any and all training courses required by SASB, if they have not done so within the last twelve months.

The SAB SC considers these training courses a requirement for being an effective WG chair and will therefore not approve for submission to NesCom any PAR for which the designated WG chair has not either:

- a. Provided evidence of having passed the course within sixty days of the appointment; or
- b. Agreed to pass the course at least two days prior to the NesCom meeting at which the PAR will be considered. In this case, the SAB SC Chair may request that NesCom postpone consideration if the course is not passed in time.

PAR Study Group Chairs and Vice Chairs and new WG Chairs and Vice Chairs are encouraged to work with a mentor from the SAB SC.

5. Recommendations for New Standards Committees

The SAB SC is responsible for recommending the formation of new standards committees to the SAB in accordance with the SAB P&P and the Computer Society Policies & Procedures Manual. The SAB SC will consider doing this whenever there are three or more PARs in a single area. Factors to be considered shall include:

- Market relevance and urgency.
- The success of the existing projects and working groups.
- The existence of a potential standards committee chair with requisite knowledge, training, and experience.
- Potential collaboration with other standards committees within IEEE.

A request to the SAB to form a new standards committee shall include

- Draft SC P&Ps derived from the [IEEE SASB AudCom SC baselines](#) with a scope statement developed and approved by the SAB SC in collaboration with the proposer(s)
- A report out on any discussion of the above factors.

6. Working Group/PAR Study Group Communications

The IEEE SA Program Manager shall be included on any/all communication platforms of a Working Group/PAR Study Group. The communication platforms used for the Working Group/PAR Study Group activities and discussions including meeting announcements, or announcements that are of

importance for all Working Group/PAR Study Group members and IEEE SA staff. Also see [IEEE SA Standards Board Operations Manual 5.1.2.1 p\)](#).

7. Working Group/PAR Study Group website

The website of a Working Group/PAR Study Group should always contain the latest information of the Working Group/PAR Study Group, including PAR(s) under development, Active PAR(s) approved by the IEEE SASB, contact information of the Working Group/PAR Study Group officers, date and time of the past and scheduled meetings, and meeting agendas and minutes.