

myProject™

RevCom Process

User Guide

Revised: Nov 23, 2011

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1 RevCom

1.1 Enter RevCom Dates

In order to create a RevCom meeting within myProject™, meeting dates and other deadlines must first be entered.

Notes:

- Users will not be able to submit projects if there are no open agendas.

Applicable Users:

- RevCom Administrator

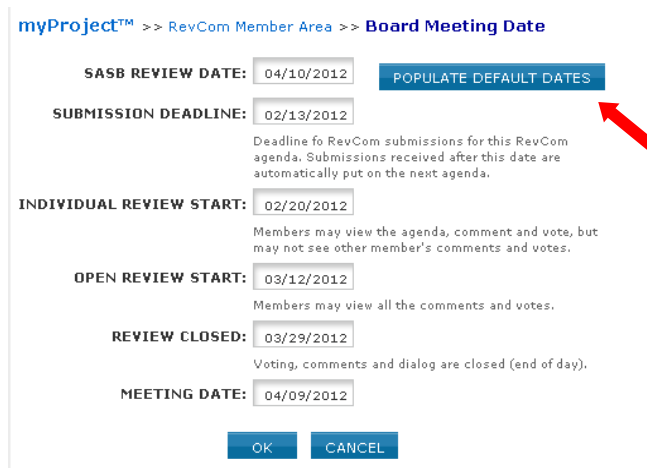
Instructions:

1. On the **myProject™** Home Screen click "**RevCom Area**".
2. Click "**Add New RevCom Date**".



RevCom Meeting Date	Status	Actions
14-Feb-2012	Individual Review Starts 27-Dec-2011	edit date, remove, agenda, agenda builder, submission summary, recommendations, download linked agenda
06-Dec-2011	Individual Review Starts 18-Oct-2011	edit date, remove, agenda, agenda builder, submission summary, recommendations, download linked agenda
28-Nov-2011	Individual Review Starts 10-Oct-2011	edit date, remove, agenda, agenda builder, submission summary, recommendations, download linked agenda
09-Sep-2011	Meeting Closed	edit date, remove, agenda, agenda builder, submission summary, recommendations, download linked agenda

3. Enter the "SASB Review Date" and click "**POPULATE DEFAULT DATES**" to automatically generate the other dates.



myProject™ >> RevCom Member Area >> Board Meeting Date

SASB REVIEW DATE: **POPULATE DEFAULT DATES**

SUBMISSION DEADLINE:
 Deadline fo RevCom submissions for this RevCom agenda. Submissions received after this date are automatically put on the next agenda.

INDIVIDUAL REVIEW START:
 Members may view the agenda, comment and vote, but may not see other member's comments and votes.

OPEN REVIEW START:
 Members may view all the comments and votes.

REVIEW CLOSED:
 Voting, comments and dialog are closed (end of day).

MEETING DATE:

4. Edit the dates as needed (this can be done at any time).
5. Click "**OK**" to save the dates.

1.2 Create and Modify an Agenda

An agenda must be created before submissions can be added to it. Once an agenda is created, RevCom submissions will automatically be added to the appropriate part of the agenda.

Notes:

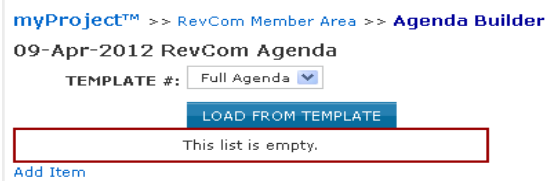
- Users will not be able to submit projects if there are no open agendas.

Applicable Users:

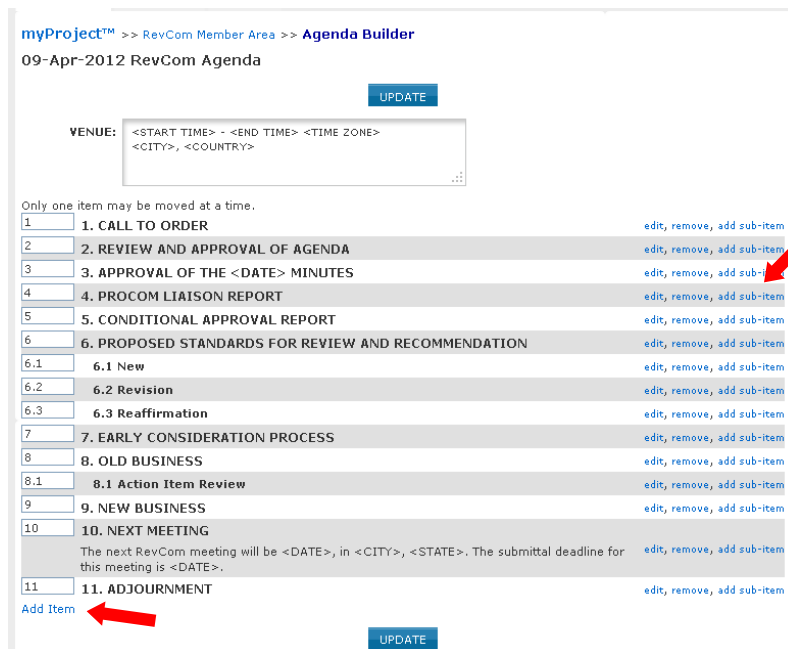
- RevCom Administrator

Instructions:

1. On the **myProject™** Home Screen click "**RevCom Area**"
2. Click "**Agenda Builder**" next to the meeting agenda you would like to create.
3. You can add individual agenda items or start with an agenda template. To load from a template, choose a meeting template and click "**LOAD FROM TEMPLATE**".



4. To add to the agenda, click "**Add Item**" or "**add sub-item**".



5. Choose "Text" as the item type unless you need submissions to be automatically added to the agenda item.
6. Enter a title and text for the new event and upload any relevant files.

myProject™ >> RevCom Member Area >> **Add Agenda Item**

ITEM TYPE:

TITLE:

BODY:

FILE 1:

FILE 2:

FILE 3:

7. Click **“edit”** or **“remove”** to edit or delete items.

6	6. PROPOSED STANDARDS FOR REVIEW AND RECOMMENDATION	edit , remove , add sub-item
6.1	6.1 New	edit , remove , add sub-item
6.2	6.2 Revision	edit , remove , add sub-item
6.3	6.3 Reaffirmation	edit , remove , add sub-item



1.3 Submit a Project to RevCom

A balloted draft may be submitted to RevCom at any time after balloting or during a recirculation. Additional information on requirements for RevCom submission can be found here: <http://standards.ieee.org/about/sasb/revcom/revguide.html>

Notes:

- Additional documents and/or source files may be uploaded at any time. These files will be saved even if you do not complete the submission.

Applicable Users:

- Sponsor Chair, Standard Representative, Working Group Chair, RevCom Designee

Instructions:

1. On the **myProject™** Home Screen click the **"Balloting"** tab.
2. Click **"RevCom Submission"**.
3. Click **"submit to RevCom"** next to the PAR/Standard you would like to submit.

myBallot Home (Management) >> Prepare RevCom Submission

Open the zip file and save it to your hard drive. You may need some of these files to prepare your RevCom submission. For more information about the Submittal Documentation and the RevCom Approval process, go to:

<http://standards.ieee.org/guides/revguide.html>

PAR/Standard	Actions
P577-r1	download zip file, submit to RevCom



4. You will be presented with a summary screen of your submission to RevCom including results of the last ballot recirculation and a list of files associated with the balloting.
5. Click the file name to download any of the files.
6. Additional files can be added by clicking the **"Add Document"** button.
 - **Do not place document source files in this section**
 - Click "Browse" to select a file for upload and click "OK" to return to the submission form.
 - Click the "✖" to remove any uploaded files.

RevCom Project Submission Form
P577 - Standard Requirements for Reliability Analysis in the Design and Operation of Safety Systems for Nuclear Power Generating Stations

PROJECT INFORMATION

Working Group: PE/NPE/WG_3.3/577	Supporting Document
Sponsor: IEEE Power and Energy Society/Nuclear Power Engineering (PE/NPE)	Current Attachments:
Type of Project: Revision to IEEE Standard	Draft DDS
Type of Document: Standard	Initial Announcement Email
Life Cycle: Full Use	TEST.pdf
Base Standard: 577-2004	Initial Ballot summary
	Initial Comments
	Add Document Manage Source Materials

MOST RECENT BALLOT INFORMATION

Ballot Status: **CLOSED**

Return Rate

Eligible Voters	53	100%
Ballots Returned	49	92%

Voting Summary

Affirmative	48	100%
Negative	0	NA
Negative w/ Comment	0	NA
Abstentions	1	2%

Interest Categories

Academic	1	2%
General Interest	26	49%
Government/Military	3	6%
Producer	4	8%
User	19	36%

- Click **"Manage Source Materials"** to upload source materials. Source files include the Word or Framemaker files for the draft and all figures created outside of the Framemaker or Word document.
 - Click "Browse" to select a file for upload.
 - Click the "X" to remove any uploaded files.

[myBallot Home \(Management\)](#) >> [RevCom Submission](#) >> [RevCom Project Submission Form](#) >> [RevCom Manage Source Materials](#)

PC37.48.1 - Guide for the Application, Operation, and Coordination of High-Voltage (>1000 V) Current-Limiting Fuses

TEST.pdf

SELECT FILE FOR UPLOADING:

- Answer all of the questions on the page by clicking the appropriate button.
- Check the box to confirm your adherence to policies and procedures and click **"OK"** to complete your submission.

RESOLUTION OF COMMENTS AND NEGATIVE VOTES

All balloting group members, observers and coordinating groups have been advised of substantive changes made with respect to the balloted draft standard (in response to comments, in resolving negative votes, or for other reasons) and have received copies of all unresolved negative votes with reasons from the negative voter and the rebuttal, and have been advised that they have an opportunity to change their votes.

Have unresolved comments accompanying negative votes been circulated?

Yes No No Unresolved Comments from Negative Voters

Have substantive document changes been circulated?

Yes No No Substantive Changes

REGISTRATION ISSUES


Did the PAR indicate possible registration activity related to this project, did the IEEE Registration Authority Committee (RAC) request coordination, or is the registration of objects and/or numbers included in the proposed standard?

Yes No

Is the intent to submit this standard for fast-track adoption, or was this standard jointly developed with another organization, a revision to a standard previously adopted by another organization or will this standard form the basis of, or be included in, another organization's standard?

Yes No

PROJECT SUBMISSION

Note:  Any Patents Letter of Assurance (LOAs) received by the Sponsor are to be forwarded to the PatCom Administrator.

I attest this draft standard has been developed in accordance with the policies and procedures of the Sponsor and I am authorized by those policies and procedures to make this submittal.

1.4 Move Agenda Items (Within a Meeting)

Applicable Users:

- RevCom Administrator

Instructions:

1. On the **myProject™** Home Screen click "**RevCom Area**"
2. Click "**Agenda Builder**" next to the meeting agenda you would like to edit.
3. Click "**modify**" next to the agenda sub-item you would like to move.

myProject™ >> RevCom Area >> Agenda Builder

05-Dec-2011 RevCom Agenda

UPDATE

VENUE: Agenda Version:
Time: 8:00
Location:

Only one item may be moved at a time.

<input type="checkbox"/>	1. CALL TO ORDER	edit, remove, add sub-item
<input type="checkbox"/>	2. REVIEW AND APPROVAL OF AGENDA	edit, remove, add sub-item
<input type="checkbox"/>	3. APPROVAL OF THE 9 SEPTEMBER 2011 MINUTES	edit, remove, add sub-item
<input type="checkbox"/>	4. PROPOSED STANDARDS FOR REVIEW AND RECOMMENDATION	edit, remove, add sub-item
<input checked="" type="checkbox"/>	4.1 New Prj	
	P1718/P1718 (PE/IC) Guide for Temperature Monitoring of Cable Systems modify	edit, remove, add sub-item
	P15026/CD1 (C/S2ESC) Standard for Systems and Software Engineering - Systems and Software Assurance modify	edit, remove, add sub-item
<input type="checkbox"/>	4.2 Revision	
	C37.082/CDV REV1 (PE/SWG) Standard Practice for the Measurement of Sound Pressure Levels of Outdoor Circuit-Breakers modify	edit, remove, add sub-item

4. Select the Agenda item you would like to move the sub-item onto.

myProject™ >> RevCom Area >> Agenda Builder >> Modify Agenda Item

C/S2ESC/15026_WG/15026
P15026/P15026/CD1 Standard for Systems and Software Engineering - Systems and Software Assurance

MOVE TO AGENDA ITEM: 4.1 New Prj

OK CANCEL

5. Click "**OK**" to move the sub-item.

1.5 Move Submissions (Between Meetings)

Applicable Users:

- RevCom Administrator

Instructions:

1. On the **myProject™** Home Screen click "**RevCom Area**"
2. Click "**Submission Summary**" next to the meeting agenda you would like to edit.
3. Click "**move**" next to the submission you would like to move.

myProject™ >> RevCom Area >> Agenda Builder >> Modify Agenda Item >> RevCom Summary Download as PDF

View Complete Comment Detail | Import Comments | Download Blank Comment File | Download Linked Agenda

Agenda Item ▲	Project/Draft Number	Sponsor	Title	Actions
4.1.1	15026/P15026/CD1	C/S2ESC	Standard for Systems and Software Engineering - Systems and Software Assurance	submission detail, source materials, move, reject
4.1.2	P1718/P1718	PE/IC	Guide for Temperature Monitoring of Cable Systems	submission detail, source materials, move, reject
4.2.1	C37.082/CDV REV1	PE/SWG	Standard Practice for the Measurement of Sound Pressure Levels of Outdoor Circuit-Breakers	submission detail, source materials, move, reject
4.3.1	C37.63-2005	PE/SWG	IEEE Standard Requirements for Overhead, Pad-Mounted, Dry-Vault, and Submersible Automatic Line Sectionalizers for AC Systems	submission detail, source materials, move, reject

4. Select the agenda from the drop-down menu that you would like to move the submission to.

myProject™ >> RevCom Area >> Agenda Builder >> Modify Agenda Item >> RevCom Summary >> Move Between Agendas

C/S2ESC/15026_WG/15026
15026/P15026/CD1 Standard for Systems and Software Engineering - Systems and Software Assurance

AGENDA: 02/28/2012

OK CANCEL

5. Click "OK" to move the submission. The submission should automatically show up in the appropriate section of the new agenda.

1.6 View or Download an Agenda

Agendas for meetings that have closed or are in "Individual Review" or "Open Review" will be visible to RevCom members.

Applicable Users:

- RevCom Members

Instructions:

1. On the myProject™ Home Screen click the "RevCom Area".
2. Click "agenda" next to the meeting you would like to view.

myProject™ >> RevCom Member Area

RevCom Meeting Date ▼	Status	Actions
28-Nov-2011	Individual Review	agenda, submission summary, download linked agenda
09-Sep-2011	Meeting Closed	agenda, submission summary, recommendations, download linked agenda

3. To access submission details and files, click "Submission Detail".

myProject™ >> RevCom Area >> Agenda

[Download as PDF](#) | [Download Linked Agenda](#)

18-Nov-2011 RevCom Agenda

Agenda Version:
Time: 8:00
Location:

[RevCom Summary](#) - Go here to view or enter RevCom comments.

1. CALL TO ORDER
2. REVIEW AND APPROVAL OF AGENDA
3. APPROVAL OF THE 9 SEPTEMBER 2011 MINUTES
4. PROPOSED STANDARDS FOR REVIEW AND RECOMMENDATION

4.1 New

- [P45.7/0.3](#) (IAS/PCI) Recommended Practice for Electrical Installations on Shipboard - [Switchboards](#) [Submission Detail](#)
- [P1718/P1718](#) (PE/IC) Guide for Temperature Monitoring of Cable Systems [Submission Detail](#)
- [P26511/2](#) (C/S2ESC) Standard for Software and systems engineering -- Requirements for managers of user documentation [Submission Detail](#)
- [PC37.17/11](#) (PE/SWG) IEEE Draft Standard for Trip Systems for Low-Voltage (1000 V and below) AC and General Purpose (1500 V and below) DC Power Circuit Breakers [Submission Detail](#)

4.2 Revisions

4.3 Reaffirmations

5. OLD BUSINESS
6. NEW BUSINESS
7. NEXT MEETING
8. ADJOURNMENT

4. To download the agenda along with all associated files, click "download linked agenda".

myProject™ >> RevCom Member Area

RevCom Meeting Date ▼	Status	Actions
28-Nov-2011	Individual Review	agenda , submission summary , download linked agenda
09-Sep-2011	Meeting Closed	agenda , submission summary , recommendations , download linked agenda

myProject™ >> RevCom Area >> Agenda

[Download as PDF](#) | [Download Linked Agenda](#)

18-Nov-2011 RevCom Agenda

Agenda Version:
Time: 8:00
Location:

[RevCom Summary](#) - Go here to view or enter RevCom comments.

5. Enter the date of your last download to get updates to the linked agenda or leave the box blank to download a complete linked agenda.
6. Click "DOWNLOAD".

myProject™ >> RevCom Area >> Download Linked Agenda

RevCom meeting date: 18 Nov 2011

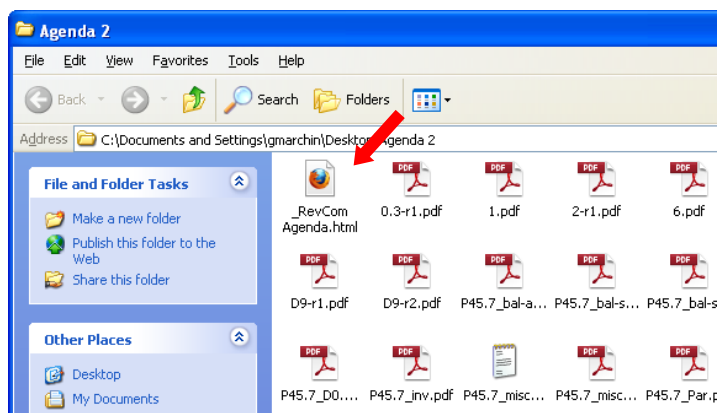
DATE:

To create an update for a previous linked agenda, enter the date when the linked agenda was originally downloaded.

For a complete linked agenda, leave this field blank.

[DOWNLOAD](#) [CANCEL](#)

7. Save the .ZIP file to your computer.
8. Unzip the file to a new folder on your computer using Winzip or other utility.
9. Open the "RevCom Agenda.html" file with your web browser.



10. Click on any of the related files in the agenda to open them.

1.7 Edit Coordination Information

Editorial Staff, RAC staff and SCC14 coordination users should mark their approval or disapproval once they have completed their coordination duties on a project.

Applicable Users:

- Editorial Staff, RAC Staff, SCC14 Users

Instructions:

1. On the **myProject™** Home Screen click the **"RevCom Area"**.
2. Click **"submission summary"** next to the meeting agenda that the project requiring coordination is on.
3. Click **"submission detail"** next to the project requiring coordination.

myProject™ >> RevCom Area >> RevCom Summary Download as PDF

[View Complete](#) [Comment Detail](#) | [Import Comments](#) | [Download Blank Comment File](#) | [Download Linked Agenda](#)

Agenda Item ▲	Project/Draft Number	Sponsor	Title	Actions
4.1.1	15026/P15026/CD1	C/S2ESC	Standard for Systems and Software Engineering - Systems and Software Assurance	submission detail
4.1.2	P1718/P1718	PE/IC	Guide for Temperature Monitoring of Cable Systems	submission detail
4.2.1	C37.082/CDV REV1	PE/SWG	Standard Practice for the Measurement of Sound Pressure Levels of Outdoor Circuit-Breakers	submission detail
4.3.1	C37.63-2005	PE/SWG	IEEE Standard Requirements for Overhead, Pad-Mounted, Dry-Vault, and Submersible Automatic Line Sectionalizers for AC Systems	submission detail

4. Select the appropriate status from the dropdown menu/s. You will only have access to change the status of your type of coordination (editorial pictured below). If you are marking that you are not satisfied, please provide details by leaving a comment. **See 1.8 Vote and Comment on a Submission.**

myProject™ >> RevCom Summary >> RevCom Project Submission

P1718/P1718 - Guide for Temperature Monitoring of Cable Systems

PROJECT INFORMATION

Working Group: PE/IC/C24W/1718
 Sponsor: IEEE Power and Energy Society/Insulated Conductors (PE/IC)
 Type of Project: New IEEE Standard
 Type of Document: Guide
 Life Cycle: Full Use
 Base Standard:

STATUS: Added to Agenda

SLATED AGENDA: 12/05/2011

Coordination

Editorial

Meets all Editorial Requirements: No

Copyright permissions received: Yes

SCC

Status: Notified

RAC

Review required: Yes

Status: Notified

Most Recent Ballot

[Resolution of Comments and Negative Votes](#)

[Related Documents](#)

Ballot Status: Closed

Return Rate

Eligible Voters	68	100%
Ballots Returned	51	75%

Interest Categories

Academic	2	3%
General Interest	27	40%
Government/Military	2	3%
Producer	6	9%
User	31	46%

5. The changes will be recorded when a selection is made. You will see a confirmation at the top of the screen.

Thank you, the Editorial information has been updated for this submission.

1.8 Vote and Comment on a Submission

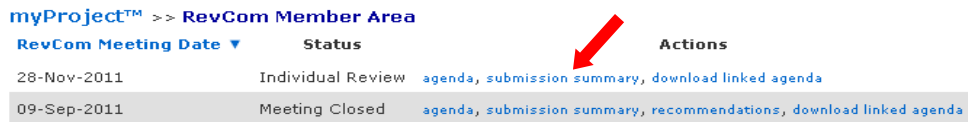
RevCom members may submit comments, dialog with submitters and cast preliminary votes on submissions.

Applicable Users:

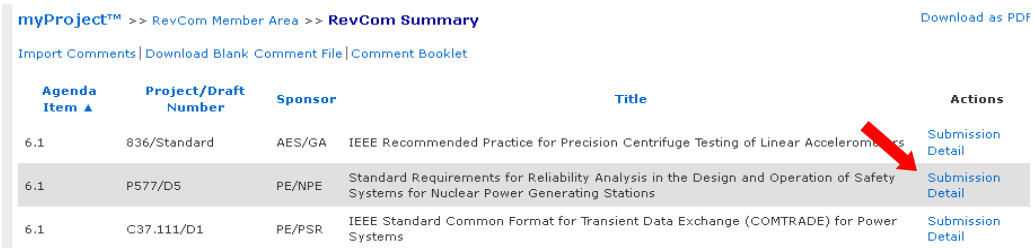
- RevCom Members, IEEE-SA Staff

Instructions:

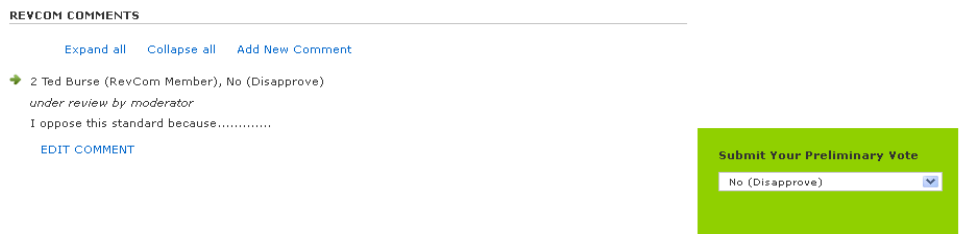
1. On the **myProject™** Home Screen click the **"RevCom Area"**.
2. Click **"submission summary"** next to the meeting that is currently in a review period.



3. Click **"Submission Detail"** to view the details of the submission.



4. From this screen, you can select your vote, make a comment, or reply to an existing comment.



5. To submit a vote, choose your vote from the dropdown menu. Your vote will be recorded without any additional action.



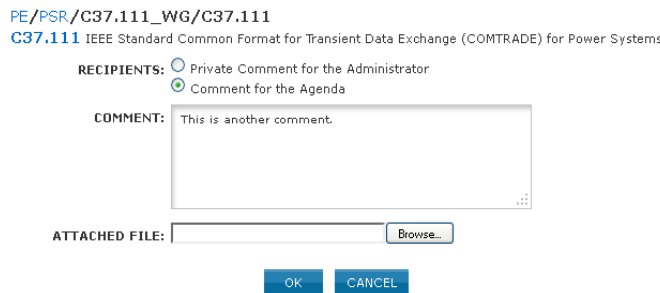
6. Only initial comments will be shown at first. To show entire comment threads, click **"Expand all"**. Click **"Collapse All"** to return to the previous view.



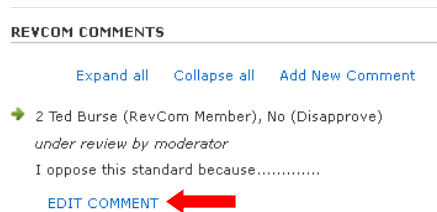
7. To add a new comment, click **"Add New Comment"**.



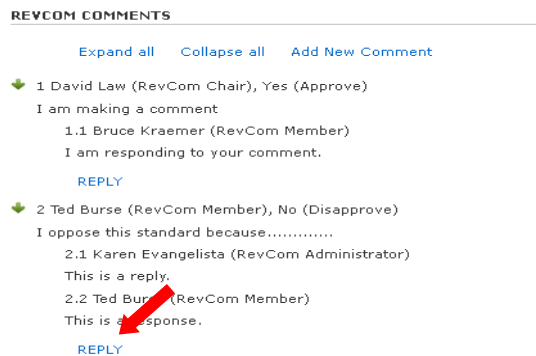
8. Select whether the comment will be private (visible only to the administrator) or be recorded for the agenda, type your comment, attach any relevant files and click **"OK"** to save your comment. Your comments will not be made available until reviewed by the RevCom Administrator.



9. Click **"EDIT COMMENT"** to edit your comment text and/or file after it has been submitted. *This option will only be available until the administrator approves the comment.*



10. Click **"Reply"** to add to a comment thread.



1.8.1 Import Comments

It is also possible to record comments offline in a spreadsheet and upload them when connected to myProject™.

Applicable Users:

- RevCom Members, IEEE-SA Staff

Instructions:

1. On the **myProject™** Home Screen click the **"RevCom Area"**.
2. Click **"submission summary"** next to the meeting that is currently in a review period.

myProject™ >> RevCom Member Area

RevCom Meeting Date ▼	Status	Actions
28-Nov-2011	Individual Review	agenda , submission summary , download linked agenda
09-Sep-2011	Meeting Closed	agenda , submission summary , recommendations , download linked agenda

3. Click **"Import Comments"**.

myProject™ >> RevCom Member Area >> RevCom Summary Download as PDF

[Import Comments](#) | [Download Blank Comment File](#) | [Comment Booklet](#)

Agenda Item ▲	Project/Draft Number	Sponsor	Title	Actions
6.1	836/Standard	AES/GA	IEEE Recommended Practice for Precision Centrifuge Testing of Linear Accelerometers	Submission Detail
6.1	P577/D5	PE/NPE	Standard Requirements for Reliability Analysis in the Design and Operation of Safety Systems for Nuclear Power Generating Stations	Submission Detail
6.1	C37.111/D1	PE/PSR	IEEE Standard Common Format for Transient Data Exchange (COMTRADE) for Power Systems	Submission Detail

4. Click **"Download Blank Comment File"** and save the file to your computer.

RevCom Area >> RevCom Summary >> Import Comments

RevCom Comment Upload for the 18-Nov-2011 Agenda

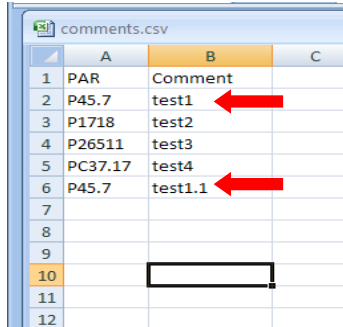
Use this page to upload PAR comments which were prepared offline. The CSV file should be in the format:

```
"PAR","Comment"
"P1234","example comment"
"P2345","another comment"
...
```

[Download Blank Comment File](#)

CSV FILE:

5. Enter your comments next to the relevant PAR.
6. If you would like to make more than one comment per PAR, just copy the PAR number to a new line and enter your comment.



	A	B	C
1	PAR	Comment	
2	P45.7	test1	
3	P1718	test2	
4	P26511	test3	
5	PC37.17	test4	
6	P45.7	test1.1	
7			
8			
9			
10			
11			
12			

7. Save the file as a .CSV file to your computer.
8. Return to the "Import Comments" page and click "**Browse...**"

[RevCom Area](#) >> [RevCom Summary](#) >> [Import Comments](#)

RevCom Comment Upload for the 18-Nov-2011 Agenda
Use this page to upload PAR comments which were prepared offline. The CSV file should be in the format:

```
"PAR","Comment"  
"P1234","example comment"  
"P2345","another comment"  
...
```

[Download Blank Comment File](#)

CSV FILE:

9. Locate the .CSV file and click "**OK**" to upload.

1.8.2 View All Comments

The "Complete Comment Detail" screen allows RevCom members and staff to view all comments for an agenda

Applicable Users:

- RevCom Members, IEEE-SA Staff

Instructions:

1. On the **myProject™** Home Screen click the **"RevCom Area"**.
2. Click **"submission summary"** next to the meeting that is currently in a review period.

myProject™ >> RevCom Member Area

RevCom Meeting Date ▼	Status	Actions
28-Nov-2011	Individual Review	agenda , submission summary , download linked agenda
09-Sep-2011	Meeting Closed	agenda , submission summary , recommendations , download linked agenda

3. Click **"View Complete Comment Detail"**.

myProject™ >> RevCom Area >> RevCom Summary [Download as PDF](#)

[View Complete Comment Detail](#) | [Import Comments](#) | [Download Blank Comment File](#) | [Download Linked Agenda](#)

Agenda Item ▲	Project/Draft Number	Sponsor	Title	Actions
4.1.1	P26511/2	C/S2ESC	Standard for Software and systems engineering -- Requirements for managers of user documentation	Submission Detail
4.1.2	P45.7/0.3	IAS/PCI	Recommended Practice for Electrical Installations on Shipboard - AC Switchboards	Submission Detail
4.1.3	P1718/P1718	PE/IC	Guide for Temperature Monitoring of Cable Systems	Submission Detail
4.1.4	PC37.17/11	PE/SWG	IEEE Draft Standard for Trip Systems for Low-Voltage (1000 V and below) AC and General Purpose (1500 V and below) DC Power Circuit Breakers	Submission Detail

4. All Comments for the meeting agenda will be displayed. Click **"Download as PDF"** to download.

myProject™ >> RevCom Area >> RevCom Summary >> Complete Comment Detail [Download as PDF](#)

Complete Comment Detail for the 18-Nov-2011 Agenda

New

1 **P45.7/0.3** (IAS/PCI/45_WG/45.7) Recommended Practice for Electrical Installations on Shipboard - AC Switchboards

1. Karen Evangelista (RevCom Administrator) #1 -- -- 03-Nov-2011 13:26
Sample comment from RevCom Admin.

1.1 Dwight Alexander 03-Nov-2011 13:35: this is a response from the WG chair

2. David Law (RevCom Chair) #1 -- -- 10-Nov-2011 11:51
here is my comment

3. David Law (RevCom Chair) #2 -- -- 16-Nov-2011 16:19
test1

4. David Law (RevCom Chair) #3 -- -- 16-Nov-2011 16:19
test1.1

2 **P1718/P1718** (PE/IC/C24W/1718) Guide for Temperature Monitoring of Cable Systems

1. David Law (RevCom Chair) #1 -- Yes (Approve) -- 16-Nov-2011 16:19
test2

Revisions

1 **PC37.17/11** (PE/SWG/LVSD-WG_C37.17/C37.17) IEEE Draft Standard for Trip Systems for Low-Voltage (1000 V and below) AC and General Purpose (1500 V and below) DC Power Circuit Breakers

1. David Law (RevCom Chair) #1 -- -- 16-Nov-2011 16:19
test4

1.9 Approve Comments

New agenda comments made by RevCom members must be approved by the RevCom administrator before they become visible to submitters and other RevCom members.

Notes:

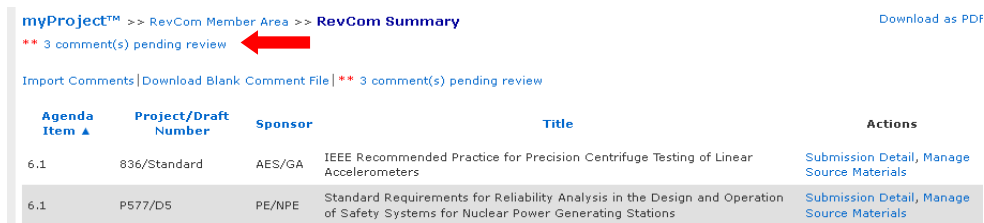
- Approval is only required for new comments. Responses to existing comments will be added to the comment thread without approval.
- Private comments will be sent directly to the RevCom administrator, they are not recorded in the agenda or open to reply and therefore do not require approval.

Applicable Users:

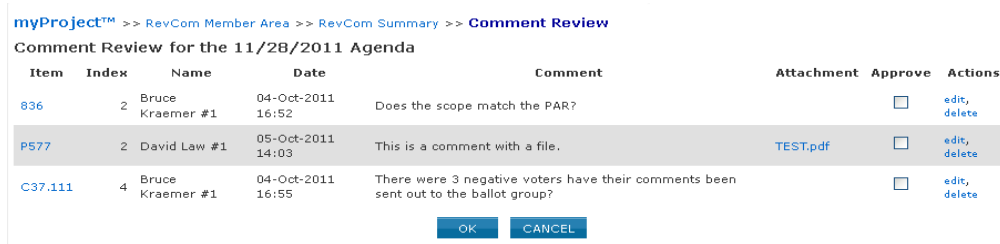
- RevCom Administrator

Instructions:

1. On the **myProject™** Home Screen click the **“RevCom Area”**.
2. Click **“submission summary”** next to the meeting that is currently in a review period.
3. If there are pending comments, you will see **“comment(s) pending review”** towards the top of the screen. Click on this link to view and approve the comments.



4. Place a check in the **“Approve”** column next to all comments you would like to approve.



5. If you do not want to approve the comment as-is, click **“edit”** or **“delete”** to edit or delete the comments.

myProject™ >> RevCom Member Area >> RevCom Summary >> **Comment Review**

Comment Review for the 11/28/2011 Agenda

Item	Index	Name	Date	Comment	Attachment	Approve	Actions
836	2	Bruce Kraemer #1	04-Oct-2011 16:52	Does the scope match the PAR?		<input type="checkbox"/>	edit , delete
P577	2	David Law #1	05-Oct-2011 14:03	This is a comment with a file.	TEST.pdf	<input type="checkbox"/>	edit , delete
C37.111	4	Bruce Kraemer #1	04-Oct-2011 16:55	There were 3 negative voters have their comments been sent out to the ballot group?		<input type="checkbox"/>	edit , delete

1.10 View RevCom Submission and Respond to Comments

When a Revcom member or RevCom Administrator makes a comment on your submission, you can view the comment and add a response that will be recorded for the agenda.

Applicable Users:

- Sponsor Chair, Standard Representative, Working Group Chair, RevCom Designee

Instructions:

1. On the **myProject™** Home Screen click the **“Balloting”** tab.
2. Click **“RevCom Submission”**.
3. Click **“RevCom submission”** next to the submission you would like to view.

[myBallot Home \(Management\)](#) >> [Prepare RevCom Submission](#)
 Open the zip file and save it to your hard drive. You may need some of these files to prepare your RevCom submission. For more information about the Submittal Documentation and the RevCom Approval process, go to:
<http://standards.ieee.org/guides/revguide.html>

PAR/Standard	Actions
P577-r1	download zip file, RevCom submission

4. You may view all of the details from the submission form, current coordination statuses, preliminary RevCom member votes and comments.
5. You may also upload additional documents and/or source files by clicking on the **“Related Documents”** tab.

PC37.17 - Standard for Trip Systems for Low-Voltage (1000 V and below) AC and General Purpose (1500 V and below) DC Power Circuit Breakers

PROJECT INFORMATION

Working Group: PE/SWG/LVSD-WG_C37.17/C37.17	STATUS: Added to Agenda
Sponsor: IEEE Power and Energy Society/Switchgear (PE/SWG)	
Type of Project: Modify Existing Approved PAR	SLATED AGENDA: 11/18/2011
Type of Document: Standard	
Life Cycle: Full Use	
Base Standard:	

Coordination

Editorial

Meets all Editorial Requirements:	Under Review
Copyright permissions received:	Under Review

SCC

Status:	Notified
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RAC

Review required:	Yes
Status:	Notified

Ballot Status: CLOSED

Return Rate		Interest Categories	
Eligible Voters	60	General Interest	22 37%
Ballots Returned	55	Government/Military	2 3%
		Producer	15 25%
		User	21 35%

Voting Summary

Affirmative	53	98%
Negative	1	NA
Negative w/ Comment	1	NA
Abstentions	1	1%

REVCOM COMMENTS

6. Comments will be displayed at the bottom of the screen. Click **“Expand all”** to view the entire comment threads.

REVCOM COMMENTS

- [Expand all](#) [Collapse all](#)
- 1 Karen Evangelista (RevCom Administrator)
hello this is my comment
 - 2 David Law (RevCom Chair), Defer
This is a comment with a file.
[ATTACHMENT \(TEST.pdf\)](#)

7. Click **"REPLY"** to reply to add to a comment thread.

REVCOM COMMENTS

- [Expand all](#) [Collapse all](#)
- 1 Karen Evangelista (RevCom Administrator)
hello this is my comment
1.1 Ted Burse (RevCom Member)
This satisfies my concerns. Thanks
[REPLY](#)
 - 2 David Law (RevCom Chair), Defer
This is a comment with a file.
[REPLY](#) | [ATTACHMENT \(TEST.pdf\)](#)

8. Add your comment and click **"ADD TO DIALOG"** to save your comment.

myProject™ >> Manage My PARs >> Submission Details >> **Comment Dialog**

PE/NPE/WG_3.3/577
P577 Standard Requirements for Reliability Analysis in the Design and Operation of Safety Systems for Nuclear Power Generating Stations

Original Comment from Karen Evangelista
hello this is my comment

1 Ted Burse: This satisfies my concerns. Thanks



[ADD TO DIALOG](#) [CANCEL](#)

1.11 Return a Submission

This feature can be used if it becomes necessary to remove a submission from all agendas and return it to the Working Group for submission at a later date.

Applicable Users:

- RevCom Administrator

Instructions:

1. On the **myProject™** Home Screen click "**RevCom Area**".
2. Click "**Submission Summary**" next to the meeting containing the submission you would like to return.
3. Click "**Return to Submitter**" next to the submission you would like to return.

myProject™ >> RevCom Area >> **RevCom Summary** Download as PDF

[Import Comments](#) | [Download Blank Comment File](#) | [Download Linked Agenda](#)

Agenda Item ▲	Project/Draft Number	Sponsor	Title	Actions
4.1	P26511/2	C/S2ESC	Standard for Software and systems engineering -- Requirements for managers of user documentation	Submission Detail , Manage Source Materials , Return to Submitter
4.1	P45.7/0.3	IAS/PCI	Recommended Practice for Electrical Installations on Shipboard - AC Switchboards	Submission Detail , Manage Source Materials , Return to Submitter
4.1	P1718/P1718	PE/IC	Guide for Temperature Monitoring of Cable Systems	Submission Detail , Manage Source Materials , Return to Submitter

4. Click "**OK**" to confirm returning to the submitter. The project will return to the "**comment resolution**" stage and may be submitted to RevCom again at a later date.

1.12 Edit Recommendations

Once the meeting has completed, you may add the recommendations from the meeting to the submissions on the agenda. These recommendations will be available in the agendas of closed meetings and be transferred into the minutes.

Applicable Users:


- RevCom Administrator

Instructions:

1. On the **myProject™** Home Screen click "**RevCom Area**".
2. Click "**recommendations**" next to the meeting you would like to edit recommendations for.
3. You will see a list of all proposed standards from the meeting agenda along with any recommendations that have already been recorded. To add or edit recommendations, click "**Edit Recommendations**".

myProject™ >> RevCom Member Area >> Recommendations Download as PDF

RevCom Recommendations for the 09-Sep-2011 Agenda

New [Edit Recommendations](#) 

IEEE Aerospace and Electronic Systems Society/Gyro Accelerometer Panel

836/Standard
Recommended Practice for Precision Centrifuge Testing of Linear Accelerometers
Recommendation: APPROVE

IEEE Computer Society/LAN/MAN Standards Committee

P802.1Qaz/2.3
Standard for Local and Metropolitan Area Networks---Virtual Bridged Local Area NetworksAmendment: Enhanced Transmission Selection for Bandwidth Sharing Between Traffic Classes
Recommendation: Conditionally approve
There was a motion to conditionally approve P802.1Qaz conditional upon the SASB approval of P802.1Qbb.

P802.3bg/1
IEEE Standard for Information technology--Telecommunications and information exchange between systems--Local and metropolitan area networks--Specific requirements Part 3: Carrier Sense Multiple Access with Collision Detection (CSMA/CD) Access Method and Physical Layer Specifications Amendment: Physical Layer and Management Parameters for Serial 40 Gb/s Ethernet Operation Over Single Mode Fiber
Recommendation: APPROVE

4. Type the recommendations in the boxes and click "**OK**" to save.

Recommendation:

Conditionally approve
There was a motion to conditionally approve P802.1Qaz conditional upon the SASB approval of P802.1Qbb.

P802.3bg [Comments 0/0/0/0](#)
IEEE Standard for Information technology--Telecommunications and information exchange between systems--Local and metropolitan area networks--Specific requirements Part 3: Carrier Sense Multiple Access with Collision Detection (CSMA/CD) Access Method and Physical Layer Specifications Amendment: Physical Layer and Management Parameters for Serial 40 Gb/s Ethernet Operation Over Single Mode Fiber

Recommendation:

APPROVE

1.13 Edit Meeting Minutes

The meeting agenda will be transferred into the meeting minutes. Submissions along with recommendations will be placed in the minutes automatically. Each agenda item will also have an editable text field. Minutes can be downloaded as a PDF.

Applicable Users:

- RevCom Administrator

Instructions:

1. On the **myProject™** Home Screen click "**RevCom Area**".
2. Click "**minutes**" next to the meeting you would like to edit minutes for.
3. The meeting agenda, along with recommendations that have been entered, will be added to the minutes automatically. To edit the accompanying text, click "**edit**" next to an agenda item.

myProject™ >> RevCom Area >> Minutes Download as PDF

IEEE-SA Standards Board Standards Review Committee (RevCom) Approved Meeting Minutes

18-Nov-2011
Agenda Version:
Time: 8:00
Location:
[edit](#)

1 Call to Order
[edit](#)

2 Review and Approval of Agenda
[edit](#)

3 Approval of the 9 September 2011 Minutes
[edit](#)

4 Proposed Standards for Review and Recommendation
[edit](#)

4.1 New
[edit](#)

4. Edit the text using the graphical editor.
5. Click "**UPDATE**" to save the text changes.

1 Call to Order

2 Review and Approval of Agenda

Agenda was approved

[UPDATE](#) [CANCEL](#)

body p

6. Click "**Download as PDF**" to generate a PDF copy of the minutes.

myProject™ >> RevCom Area >> Minutes

 [Download as PDF](#)

IEEE-SA Standards Board Standards Review Committee (RevCom) Approved Meeting Minutes

18-Nov-2011
 Agenda Version:
 Time: 8:00
 Location:
[edit](#)

1.14 View Meeting Minutes

The meeting agenda will be transferred into the meeting minutes. Submissions along with recommendations will be placed in the minutes automatically. Minutes can also be downloaded as a PDF.

Applicable Users:

- RevCom Members, Staff

Instructions:

1. On the **myProject™** Home Screen click "**RevCom Area**".
2. Click "**minutes**" next to the meeting you would like to view minutes for.

RevCom Area

RevCom Meeting Date ▼	Status	Actions
18-Nov-2011	Open Review	agenda , submission summary , minutes , download linked agenda

3. Click "**Download as PDF**" to generate a PDF copy of the minutes.

RevCom Area >> Minutes

[Download as PDF](#)

IEEE-SA Standards Board Standards Review Committee (RevCom) Approved Meeting Minutes

18-Nov-2011
 Agenda Version:
 Time: 8:00
 Location:

1 Call to Order

2 Review and Approval of Agenda
 The agenda was **approved**.

3 Approval of the 9 September 2011 Minutes

4 Proposed Standards for Review and Recommendation

4.1 New

P45.7/0.3 (IAS/PCI) Recommended Practice for Electrical Installations on Shipboard - AC Switchboards
 P1718/P1718 (PE/IC) Guide for Temperature Monitoring of Cable Systems

4.2 Revisions

PC37.17/11 (PE/SWG) IEEE Draft Standard for Trip Systems for Low-Voltage (1000 V and below) AC and General Purpose (1500 V and below) DC Power Circuit Breakers

4.3 Reaffirmations

P26511/2 (C/S2ESC) Standard for Software and systems engineering -- Requirements for managers of user documentation
 Recommendation: Approved