

## AudCom FAQs

### **The Role of AudCom**

1. What is the role of the IEEE SA Standards Board Audit Committee (AudCom) in the standards development process?

AudCom provides oversight of the procedures used in the standards development activities of Standards Committees, which are defined by 5.2.2. of the [IEEE SA Standards Board Bylaws](#). See [IEEE SA Standards Board Bylaws](#) subclauses 4.2.4 Audit Committee (AudCom) and 5.2.2. Standards Committee. AudCom makes recommendations to the IEEE SA Standards Board (SASB).

For more information about AudCom's role, please see the [AudCom Conventions](#).

2. How does AudCom provide oversight of the procedures used for the standards development activities of Standards Committees?

AudCom conducts routine reviews (audits) of the Policies and Procedures (P&P) for standards-developing entities (Standards Committees and Working Groups) to make sure there are relevant P&P in place, and that they are adhering to the processes described in the [IEEE SA Standards Board Operations Manual](#) and the [IEEE SA Standards Board Bylaws](#). See [IEEE SA Standards Board Operations Manual](#) subclause 4.2.4 Audit Committee (AudCom).

3. How often does AudCom conduct reviews?

AudCom reviews each Standards Committee's P&P every five (5) years to ensure they are still consistent with the processes described in the [IEEE SA Standards Board Operations Manual](#) and the [IEEE SA Standards Board Bylaws](#) and also that they are using the current Standards Committee P&P baselines, which are found on the [AudCom web pages](#). For more information about the AudCom baseline documents, please see questions #4 and #5.

Following acceptance of a Standards Committee's P&P, AudCom will request a Working Group P&P for review from that Standards Committee. See [IEEE SA Standards Board Operations Manual](#) subclauses 4.2.4.1 AudCom review of Standards Committee P&P and 4.2.4.2 AudCom review of Working Group P&P, and the FAQ section about how AudCom conducts reviews for more information.

4. What does AudCom use to conduct its reviews?

AudCom develops model sets of Standards Committee and Working Group operating policies and procedures for standards development. These are referred to as "baselines," and they include the policies and procedures that (at a minimum) must be considered when developing IEEE standards. AudCom uses these baseline documents as a point of comparison when conducting audits of specific Standards Committee and Working Group P&P. See [IEEE SA Standards Board Operations Manual](#) subclauses 4.2.4.1 AudCom review of Standards Committee P&P and 4.2.4.2 AudCom review of Working Group P&P, and the FAQ section about how AudCom conducts reviews for more information.

### **AudCom Baselines and Their Use**

5. What are AudCom baselines?

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AudCom develops model sets of operating Policies and Procedures (P&P) for Standards Committees and Working Groups, and these are referred to as “baselines.” These include the policies and procedures that all IEEE Standards Committees and Working Groups must document and use for the standards development process. There are currently baselines to use as a model template for:

- Standards Committee
- Working Group – Individual Method
- Working Group – Individual Method Simplified Version
- Working Group – Entity Method

#### 6. Why are there different versions of the baselines?

While some of the policies and procedures for standards development are similar at the Standards Committee level and the Working Group level, there are some policies and procedures that are different for the Standards Committee and the Working Group. To learn more about what a Standards Committee is, please visit the IEEE SA web pages on Developing Standards at <https://standards.ieee.org/develop/initiating-project/projstart.html> and to learn more about what a Working Group is, please visit the IEEE SA web pages on Developing Standards at <https://standards.ieee.org/develop/mobilizing-working-group/wg.html>.

There are also differences in some of the rules for Working Groups using the Individual ballot method of standards development and those using the Entity ballot method of standards development. To learn more about the different types of Working Groups, please visit the IEEE SA web pages on Developing Standards at <https://standards.ieee.org/develop/mobilizing-working-group/wg.html>.

There is also a Simplified Individual Method Working Group baseline that can be used to get started quickly on standards development work. This baseline does not allow for modifications, so it can only be used if the procedures align with those of the Standards Committee.

#### 7. What is the Simplified Individual Working Group P&P?

The Simplified Individual Working Group P&P is a document that has pre-selected options to help new Working Groups get started on standards work quickly. Note that the Simplified Individual Working Group P&P shall not be altered other than to add the name of the Standards Committee, the name of the Working Group, the date it was approved by the Standards Committee, the Date submitted to IEEE SA (if applicable when provided for an AudCom review) on the cover page, and the name of the Standards Committee in the hierarchy of documents that take precedence over the Working Group P&P.

#### 8. Can the Simplified Working Group P&P be used by both established and new Working Groups?

Yes. As long as the procedures in the Simplified Working Group P&P meet the needs of the Working Group and are not inconsistent with the Standards Committee’s procedures, the document may be used.

#### 9. Is the Simplified Individual Working Group P&P only for temporary use?

If the Working Group’s procedural needs are met with the pre-selected choices in the Simplified P&P, the Working Group can continue to use the Simplified Individual Working Group P&P as its P&P. If the Working Group decides that the procedures need to change from what is in the Simplified Individual Working Group

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P&P, the Working Group should develop a new P&P based on the [Individual Working Group baseline](#). Please refer to the Working Group P&P section of the FAQ for information about developing the Working Group P&P.

10. For a Standards Committee with multiple Working Groups, does each Working Group have its own P&P?

Each Working Group needs P&P:

If a Working Group being formed has individual-based membership, the Standards Committee shall require that the individual standards Working Group adopt procedures consistent with the IEEE SA Baseline Policies and Procedures for IEEE Standards Working Groups—Individual Method.

If a Working Group being formed has entity-based membership, the Standards Committee shall require that the entity standards Working Group adopt procedures consistent with the IEEE SA Baseline Policies and Procedures for IEEE Standards Working Groups—Entity Method.

A Standards Committee may adopt one set of Working Group P&P and require that it is used by all its Working Groups. If there are both individual-based and entity-based Working Groups, there would need to be one set for each type of Working Group. This is referred to as a “Common Working Group P&P.”

11. What is a Common Working Group P&P?

When a Standards Committee has multiple Working Groups of the same type (e.g., Individual or Entity), the Standards Committee can choose to develop, approve, and make available one Working Group P&P for all of the Working Groups of a particular type to use. If there are both Entity type and Individual type Working Groups within the Standards Committee, there would need to be separate documents for each type because the baseline P&P documents are different.

12. When a Standards Committee provides a common Working Group P&P, does every Working Group of that type (Individual or Entity) need to use that P&P?

In some cases, the Standards Committee will require that all of its Working Groups of the same type use the common Working Group P&P, and in some cases the Standards Committee will review and approve other specific Working Group P&P if the needs of any Working Group(s) require additional modifications to the Standards Committee’s approved common Working Group P&P.

13. Can the Standards Committee use the Simplified Individual Working Group P&P as its common Working Group P&P for all of its Individual type Working Groups?

Yes, as long as there is no need for additional flexibility beyond what is in the document.

14. Where can the baselines be found?

The current baselines can be found on the AudCom web pages at:

<https://standards.ieee.org/about/sasb/audcom/bops.html>.

15. How often do the baselines get updated?

The baselines are typically updated every two years, but they can be updated annually. It is important to make sure to use the current baseline as the basis for your P&P. These can be found on the AudCom web pages at: <https://standards.ieee.org/about/sasb/audcom/bops.html>.

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16. Is there a way to provide feedback about the baselines, for example, if there are any errors, or ideas for updates to the content?

Yes, it is important that AudCom hears from the users of the baselines to make sure the documents are meeting their needs. If you have any feedback, please send an email to the AudCom Administrator at: [audcom-admin@ieee.org](mailto:audcom-admin@ieee.org).

### **Standards Committees**

17. What is a Standards Committee?

A Standards Committee is the organization that assumes responsibility for a particular standards idea within IEEE. Standards Committees for IEEE standards are typically created within IEEE Societies and Councils. A list of all of the IEEE SA Standards Committees can be found here:

<https://development.standards.ieee.org/myproject-web/public/view.html#/viewpandp>

Please see [IEEE SA Standards Board Operations Manual](#) subclause 5.1 and [IEEE SA Standards Board Bylaws](#) subclause 5.2.2, and the IEEE SA webpages on Developing Standards at:

<https://standards.ieee.org/develop/initiating-project/projstart.html> for more information about Standards Committees and how they are created.

### **Updating Existing Standards Committee P&P**

18. How will a Standards Committee know when AudCom will review its Standards Committee P&P?

SASB acceptance of a Standards Committee P&P is valid for five (5) years. If your Standards Committee has an existing accepted P&P, the AudCom Administrator will send email reminders during the year in which the P&P is due to expire, indicating that it is time to submit an updated P&P to AudCom for review.

19. How does a Standards Committee update its P&P to submit to AudCom?

The Standards Committee will need to download the current baseline document from:

<https://standards.ieee.org/about/sasb/audcom/bops.html>. Each section of the document needs to be reviewed and edited to incorporate your Standards Committee's procedures.

20. If an established Standards Committee needs to update its P&P to the current baseline, where can it find answers to questions about how to update the P&P?

Each baseline has a companion instructions document, which can be found on the AudCom baselines web page at: <https://standards.ieee.org/about/sasb/audcom/bops.html>, and that is a first place to start. If there are additional questions beyond what is covered in the instructions, please consult with either the AudCom Administrator at: [audcom-admin@ieee.org](mailto:audcom-admin@ieee.org) or the IEEE SA Operational Program Management (OPM) team at: <https://standards.ieee.org/about/contact/index.html>.

21. Who develops the draft P&P document?

Depending upon your Standards Committee's procedures, the document may be developed by one person or by a subgroup of the Standards Committee.

22. Are there requirements for how to edit the document to prepare it for the AudCom review?

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To start, please refer to the specific instructions document for the P&P you are developing for more information about how to prepare the document. Documents not submitted in the correct format will be returned. This instructions for each baseline type can be found at:

<https://standards.ieee.org/about/sasb/audcom/bops.html>.

It is also very important to read the **red** instructional text under each section within the baselines. This **red** text lets you know what can and cannot be modified within the specific section.

Here are some tips to help you avoid some of the most common mistakes in preparing the P&P document:

- Before making any edits to the baseline document to develop your updated Standards Committee P&P, turn on track changes. As you review the document within your Standards Committee, do not accept any of the changes that are agreed to by the Standards Committee. AudCom will need to see every change that is tracked from the baseline document.
- Anywhere there are square brackets “[...]” a decision is required. The information in the **red** text explains what is possible within each section. You can either remove the brackets and keep the text if it applies, or you can remove the brackets and the text if it does not apply.
- In the case where there are numbers in brackets, if your policies require different numbers, you can edit the numbers. It is important to read the **red** instructional text because there are some sections, such as the meeting quorum section, where the number in the brackets can only be increased.
- Once you have completed the editing of the P&P document, it is a good idea to do a search within the document for any remaining square brackets that have not been addressed. Using the search bar, you can put in “[” to find all the locations where the choices need to be made.

23. If a Standards Committee uses text from its previously accepted version of the P&P, will the previously accepted text be acceptable in the updated P&P?

Possibly. Please keep in mind that the baselines are updated frequently, so text that was in the previously accepted P&P for your Standards Committee may not be relevant or consistent with the current baseline text. AudCom will review this in the context of the current baseline document, as well as the higher level P&P shown in the hierarchy within the baselines, and the fundamental principles of standards development.

24. Can the Standards Committee include text that is not covered in the baseline document?

Yes, please refer to the AudCom Conventions for the Review of Standards Committee and SCC Policies and Procedures (<https://standards.ieee.org/content/dam/ieee-standards/standards/web/governance/audcom/conv.pdf>) for the process to include additional information for topics that are not covered in the baseline documents.

If you incorporate additional text or unique processes, AudCom will review this in the context of the current baseline document, as well as the higher level P&P shown in the hierarchy within the baselines, and the fundamental principles of standards development.

25. What is Open Source, and can a Standards Committee leave this content out of its P&P?

Open Source is digital work for which the human-readable source code or hardware design is available – in the preferred form for making modifications – for use, study, re-use, modification, enhancement, and re-distribution by the users. Open Source applies to software and hardware, which may include computer code,

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hardware designs, data, documentation, documents, and other digital objects (see IEEE SA BOG Open Source Committee (OSCom) Operations Manual clause on “IEEE Open Source Concepts”).

As mentioned in the instructions for the Standards Committee baseline, it is important to leave this content in the Standards Committee’s P&P. Open Source may not be used by the Standards Committee currently, but if there is a chance it may be used in the future, the content would need to be in the P&P document, and if it isn’t there, the P&P would need to be updated and reviewed by AudCom again prior to its five-year expiration date.

If there is no possibility that Open Source will be used for any of the Standards Committee’s projects, the sections can be marked as ‘Not applicable’. You will need to keep the section headings in place in the document and use ‘Not applicable’ under the heading. Please keep in mind that if this does change before the Standards Committee’s five-year expiration date for its P&P, the document would need to be updated and reviewed again by AudCom.

26. If a Standards Committee does not manage any funds, can the role of Treasurer be removed from the P&P?

There are options within the baseline, and you will need to determine which is relevant. Please keep in mind that if you leave the option in your P&P to charge meeting fees in the Meetings section of the document, the Treasurer responsibilities must be defined, and there must be an acknowledgement about who will manage these responsibilities if there is no Treasurer. If there is no funding at all, you will need to keep the section heading in place in the document and use ‘Not applicable’ under the heading.

27. When the P&P draft is finished, what is the next step?

The P&P will need to be approved by the Standards Committee before it gets submitted to AudCom. The approval would follow the procedures described in the Standards Committee’s current P&P.

28. When a Standards Committee’s P&P is under review, does standards work need to stop until the updated P&P document is accepted by the SASB?

No, the current accepted P&P will remain in place until the updated P&P is formally accepted by the SASB.

### **New Standards Committee P&P**

29. How does a new Standards Committee know when to submit its P&P?

Any new Standards Committee will need to submit its P&P after the Standards Committee is approved by the entity that created it (please see [IEEE SA Standards Board Bylaws](#) subclause 5.2.2).

30. If a Standards Committee is new to the IEEE SA process and just starting to develop its P&P, where can it find answers to questions about how to develop P&P using the baselines?

If the Standards Committee is from an IEEE Society or Council, it is important to work with their processes, as they are the entity that is creating the Standards Committee, and also to reach out to the IEEE SA Operational Program Management (OPM) team at: <https://standards.ieee.org/about/contact/index.html>. There are governance processes required by IEEE SA to get a new Standards Committee set up, and the OPM team can help with those processes, as well as help make sure the content of the P&P is following the baselines.

31. How does the P&P for a new Standards Committee get approved for submission to AudCom?

Please see the information in question #30. The entity that is creating the new Standards Committee will need to follow its processes for approving the creation of the new Standards Committee, approving its Chair, and approving its Standards Committee P&P.

32. Are there requirements for how to edit the document to prepare it for the AudCom review?

To start, please refer to the specific instructions document for the P&P you are developing for more information about how to prepare the document. This can be found on the AudCom baselines web page at: <https://standards.ieee.org/about/sasb/audcom/bops.html>. Documents not submitted in the correct format will be returned. The instructions for each baseline P&P type can be found at:

<https://standards.ieee.org/about/sasb/audcom/bops.html>.

It is also very important to read the red instructional text under each section within the baselines. This red text lets you know what can and cannot be modified within each specific section.

Here are some tips to help you avoid some of the most common mistakes in preparing the P&P document:

- Before making any edits to the baseline document to develop your Standards Committee P&P, turn on track changes. As the document is being reviewed, do not accept any of the changes that are agreed to by the entity. AudCom will need to see every change that is tracked from the baseline document.
- Anywhere there are square brackets “[...],” a decision is required. The information in the red text explains what is possible within each section. You can either remove the brackets and keep the text if it applies, or you can remove the brackets and the text if it does not apply.
- In the case where there are numbers in brackets, if your policies require different numbers, you can edit the numbers. It is important to read the red instructional text because there are some sections, such as the meeting quorum section, where the number in the brackets can only be increased.
- Once you have completed the editing of the P&P document, it is a good idea to do a search within the document for any remaining square brackets that have not been addressed. Using the search bar, you can put in “[” to find all the locations where the choices need to be made.

33. Can the Standards Committee include text that is not covered in the baseline document?

Yes, please refer to the AudCom Conventions for the Review of Standards Committee and SCC Policies and Procedures (<https://standards.ieee.org/content/dam/ieee-standards/standards/web/governance/audcom/conv.pdf>) for the process to include additional information for topics that are not covered in the baseline documents.

If you incorporate additional text or unique processes, AudCom will review this in the context of the current baseline document, as well as the higher level P&P shown in the hierarchy within the baselines, and the fundamental principles of standards development.

34. What is Open Source, and can a Standards Committee leave this content out of its P&P?

Open Source is digital work for which the human-readable source code or hardware design is available – in the preferred form for making modifications – for use, study, re-use, modification, enhancement, and re-distribution by the users. Open Source applies to software and hardware, which may include computer code,

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hardware designs, data, documentation, documents, and other digital objects (see IEEE SA BOG Open Source Committee (OSCom) Operations Manual clause on “IEEE Open Source Concepts”).

As mentioned in the instructions for the Standards Committee baseline, it is important to leave this content in the Standards Committee’s P&P. Open Source may not be used by the Standards Committee currently, but if there is a chance it may be used in the future, the content would need to be in the P&P document, and if it isn’t there, the P&P would need to be updated and reviewed by AudCom again prior to its five-year expiration date.

If there is no possibility that Open Source will be used for any of the Standards Committee’s projects, the sections can be marked as ‘Not applicable’. You will need to keep the section headings in place in the document and use ‘Not applicable’ under the heading. Please keep in mind that if this does change before the Standards Committee’s five-year expiration date for its P&P, the document would need to be updated and reviewed again by AudCom.

35. If a Standards Committee does not manage any funds, can the role of Treasurer be removed from the P&P?

There are options within the baseline, and you will need to determine which is relevant. Please keep in mind that if you leave the option in your P&P to charge meeting fees in the Meetings section of the document, the Treasurer responsibilities must be defined, and there must be an acknowledgement about who will manage these responsibilities if there is no Treasurer. If there is no funding at all, you will need to keep the section heading in place in the document and use ‘Not applicable’ under the heading.

36. Are there additional processes for a new Standards Committee just getting started?

Yes. When AudCom is ready to recommend that the P&P be accepted by the SASB, AudCom will also need to recommend the formal recognition by the SASB of the new Standards Committee.

### **General Standards Committee P&P Review Questions**

37. Are there deadlines for the P&P to be submitted to AudCom?

No, AudCom does not have submittal deadlines. When the P&P is approved by the Standards Committee (or the entity that created the Standards Committee for new Standards Committees) and ready for review by AudCom, it should be submitted in myProject. Please see the [myProject User Guide](#) for instructions on how to upload the P&P.

For Standards Committees with P&P expiring, it is best to start the updating process early in the year of the P&P’s expiration. AudCom typically meets at least four times per year. The dates for the meetings are posted on the AudCom web pages at: <https://standards.ieee.org/about/sasb/audcom/meetings.html>.

38. When a Standards Committee submits its Standards Committee (or entity that created the SC)-approved P&P, will it be on the agenda for the next upcoming AudCom meeting?

When a P&P is received in myProject, it will be added to the next upcoming AudCom agenda and AudCom reviewers will be assigned to review the P&P. As mentioned in question #37, there are no submittal deadlines for AudCom, but there are timeline targets for the review cycle, and if a P&P is not received with



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enough lead time in advance of the next AudCom meeting, the review might not get underway prior to that meeting. Information about the review cycle timelines can be found in the AudCom Conventions for the Review of Standards Committee and SCC Policies and Procedures, which can be found here:

<https://standards.ieee.org/content/dam/ieee-standards/standards/web/governance/audcom/conv.pdf>.

39. What is the process for the AudCom review?

The submitted P&P will be reviewed by two AudCom reviewers using a checklist to compare each section of the document to the baseline document. The checklist is sent to the Standards Committee Chair to address any comments, either by updating the P&P and submitting it again, or by providing the rationale for any text that is commented about by the reviewers, but is needed in the document (see questions #23 for existing Standards Committees and #24/#33). Each time the P&P is updated, the tracked changes must still show the changes from the baseline (the changes should not be accepted within any of the updates during the review). This process can be repeated multiple times, depending on the extent of the changes in the P&P from the baseline.

The full process including target timelines is described in the AudCom Conventions for the Review of Standards Committee and SCC Policies and Procedures, which can be found here:

<https://standards.ieee.org/content/dam/ieee-standards/standards/web/governance/audcom/conv.pdf>.

40. Are there other options for communicating with the reviewers during the review of the P&P?

Yes. The Standards Committee Chair can work with the IEEE SA Program Manager for the Standards Committee to add comments in the AudCom area in myProject. These comments can include attachments, such as a reply checklist or other explanations to help with the review. The reviewers are also available for teleconferences, coordinated by staff.

41. If the P&P has already been approved by the Standards Committee before submitting it to AudCom, how are P&P approved when changes are requested during the AudCom review?

The Chair will need to follow the Standards Committee's (or entity that created the Standards Committee's) procedures to make sure there is approval before agreeing to the changes requested during the AudCom review.

42. If the Standards Committee needs to make edits to the already-approved P&P, and needs to wait until its next Standards Committee (or entity that created the Standards Committee) meeting to gain approval of the edited document, how will that affect the AudCom review?

It is understood that the timing might not work to have the document updated and then approved again to get back to AudCom for another review prior to the AudCom meeting where the review is listed on the agenda. If this is the case, the P&P will continue under review until the subsequent AudCom meeting.

43. When can a Standards Committee start using its P&P?

After all of the comments from the AudCom review have been addressed, AudCom will make a recommendation to the SASB to accept (approve) the Standards Committee P&P. Following the SASB approval of AudCom's recommendation, the AudCom Administrator will upload the final accepted version to the AudCom web pages as the official version, and the Standards Committee will receive a notification with a link to the document.

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For new Standards Committees there is an additional step - please see question #36.

Please refer to the questions about **Submitting PARs** for additional information.

44. How long is an SASB accepted Standards Committee P&P valid?

Upon acceptance by the SASB, the Standards Committee P&P is valid for five (5) years. This is the only official version of the Standards Committee P&P, and the link to access the document can be found at:

<https://development.standards.ieee.org/myproject-web/app#pandp/accepted>.

45. If there is a recommendation by AudCom that the P&P is “conditionally accepted,” what does that mean?

There may be reasons for the P&P to be recommended for acceptance after it meets a certain condition(s). The most common reason is that there are minor edits that need to be addressed by IEEE SA staff. There can also be unique situations that would be addressed on a case-by-case basis. Once the condition(s) have been met, the acceptance is finalized in myProject, and an email notification will be sent to the Standards Committee Chair with a link to the official version of the P&P on the AudCom web pages.

Please refer to the *AudCom Conventions for the review of Standards Committee and SCC P&P*.

46. Where can I find the list of Standards Committees and their scopes?

All of the Standards committees with accepted P&P can be found at:

<https://development.standards.ieee.org/myproject-web/public/view.html#/viewpandp>.

47. If a Standards Committee has a different structure than what is provided in the baseline document, how can it use the baseline?

It is understood by AudCom that Standards Committees do not all operate the same way, and the baselines are model templates to help ensure that specific procedures for standards development are addressed. Clarification can be provided to AudCom about the structure of the Standards Committee, and AudCom will work with the Standards Committee to come up with a way to incorporate the structure while still using the baseline as a guide.

48. If a Standards Committee is a Subcommittee, can the word Subcommittee be used in the P&P document?

Yes, as noted in question #47, it is understood that Standards Committees do not all operate the same way, but there might be a request for additional explanation of the structure of the Subcommittee.

49. Can changes be made to the Standards Committee’s P&P after the document is accepted by the SASB?

A Standards Committee can submit a proposed updated or modified P&P to AudCom and the SASB at any time. An updated or modified P&P does not go into effect until it is reviewed by AudCom and accepted by the SASB, as AudCom and the SASB maintain the official governing Standards Committee’s P&P on the AudCom pages of the IEEE SA website (Accepted IEEE Standards Committee Procedures). The link to access these documents can be found at: <https://development.standards.ieee.org/myproject-web/public/view.html#/viewpandp>.

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50. When a Standards Committee's P&P is under review, does standards work need to stop until the updated P&P document is accepted?

No, for existing Standards Committees, the current accepted P&P will remain in place until the new P&P is accepted.

For new and existing Standards Committees, please refer to the questions about **Submitting Project Authorization Requests (PARs)**.

### **Working Groups**

51. What is a Working Group?

When a standards project gets underway through the approval of a Project Authorization Request (PAR) by the SASB, a Working Group is officially formed. To learn more, please see question #6 and the IEEE SA web pages on Developing Standards at <https://standards.ieee.org/develop/mobilizing-working-group/wg.html>.

52. Why are there different Working Group P&P in addition to the Standards Committee P&P?

While some of the policies and procedures for standards development are similar at the Standards Committee level and the Working Group level, there are some policies and procedures that are different for the Standards Committee and the Working Group. None of these should be in conflict with each other.

### **Working Group P&P**

53. Why are there different versions of the Working Group P&P baseline?

There are differences in some of the rules for Working Groups using the Individual ballot method of standards development and those using the Entity ballot method of standards development. To learn more about the different types of Working Groups, please visit the IEEE SA web pages on Developing Standards at <https://standards.ieee.org/develop/mobilizing-working-group/wg.html>.

49. If the Working Group P&P has not been approved by the Standards Committee, but the Working Group is ready to start standards work, which P&P should the Working Group follow?

Please refer to the Standards Committee baseline, which can be found at:

[https://standards.ieee.org/content/dam/ieee-standards/standards/web/governance/audcom/baseline\\_pp-standard\\_committee.doc](https://standards.ieee.org/content/dam/ieee-standards/standards/web/governance/audcom/baseline_pp-standard_committee.doc) (and your Standards Committee's P&P) to learn more about Working Groups as subgroups of the Standards Committee and the use of P&P.

For Individual type Working Groups, if there is no Standards Committee approved Working Group P&P for use by the Working Group, the Working Group will operate under the baseline Simplified Individual Working Group P&P until the Standards Committee approves a different P&P for that Working Group or a version of the Individual Working Group P&P for all of its Individual type Working Groups.

For Entity type Working Groups, if there is no Working Group P&P approved by the Standards Committee for use by the Working Group, the Working Group will operate under the Standards Committee Policies and Procedures until the Standards Committee approves P&P for that Working Group.

50. What is the Simplified Individual Working Group P&P?

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The Simplified Individual Working Group P&P is a document that has pre-selected options to help new Working Groups get started on standards work quickly. Note that the Simplified Individual Working Group P&P shall not be altered other than to add the name of the Standards Committee, the name of the Working Group, the date approved by the Standards Committee, the Date submitted to IEEE SA (if applicable) on the cover page, and the name of the Standards Committee in the hierarchy of documents that take precedence over the Working Group P&P.

51. Is the Simplified Individual Working Group P&P only for temporary use?

If the Working Group's procedural needs are met with the pre-selected choices in the Simplified P&P, the Working Group can continue to use the Simplified Individual Working Group P&P as its P&P. If the Working Group decides that the procedures need to change from what is in the Simplified Individual Working Group P&P, the Working Group should develop a new P&P based on the [Individual Working Group baseline](#). The new P&P should be developed by modifying the Individual Working Group baseline as necessary and in accordance with the instructions within the baseline document and the baseline WG Individual Working Group Instructions [document](#). The Working Group P&P will need to be approved by the Standards Committee.

52. What is a Common Working Group P&P?

When a Standards Committee has multiple Working Groups of the same type (e.g., Individual or Entity), the Standards Committee can choose to develop, approve, and make available one Working Group P&P for all of the Working Groups of a particular type to use. If there are both Entity type and Individual type Working Groups within the Standards Committee, there would need to be separate documents for each type because the baseline P&P documents are different.

53. When a Standards Committee provides a common Working Group P&P, does every Working Group of that type (Individual or Entity) need to use that P&P?

In some cases, the Standards Committee will require that all of its Working Groups of the same type use the common Working Group P&P, and in some cases the Standards Committee will review and approve other specific Working Group P&P if the needs of any Working Group(s) require additional modifications to the Standards Committee's approved common Working Group P&P.

54. Can the Standards Committee use the Simplified Individual Working Group P&P as its common Working Group P&P for all of its Individual type Working Groups?

Yes, as long as there is no need for additional flexibility beyond what is in the document.

55. How is the Working Group P&P created?

To start, please refer to the specific instructions document for the P&P you are developing for more information about how to prepare the document. This can be found at:

<https://standards.ieee.org/about/sasb/audcom/bops.html>.

It is also very important to read the **red** instructional text under each section within the baselines. This **red** text lets you know what can and cannot be modified within the specific section.

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56. If a Working Group P&P is already in use, how will it submit the document with tracked changes shown from the baseline document?

This can be done by saving the last change-tracked version before the Standards Committee approved the Working Group P&P, or by recreating a change-tracked version by making a comparison document to the baseline.

Here are some tips to help you avoid some of the most common mistakes in preparing the P&P document:

- Before making any edits to the baseline document to develop your Working Group P&P, turn on track changes. As you review the document within your Standards Committee and/or Working Group, do not accept any of the changes that are agreed to by the Standards Committee and/or Working Group. AudCom will need to see every change that is tracked from the baseline document.
- Anywhere there are square brackets “[...],” a decision is required. The information in the red text explains what is possible within each section. You can either remove the brackets and keep the text if it applies, or you can remove the brackets and the text if it does not apply.
- In the case where there are numbers in brackets, if your policies require different numbers, you can edit the numbers. It is important to read the red instructional text because there are some sections, such as the meeting quorum section, where the number in the brackets can only be increased.
- Once you have completed the editing of the P&P document, it is a good idea to do a search within the document for any remaining square brackets that have not been addressed. Using the search bar, you can put in “[” to find all the locations where the choices need to be made.

57. What is Open Source, and can this content be left out of the Working Group P&P?

Open Source is digital work for which the human-readable source code or hardware design is available – in the preferred form for making modifications – for use, study, re-use, modification, enhancement, and re-distribution by the users. Open Source applies to software and hardware, which may include computer code, hardware designs, data, documentation, documents, and other digital objects (see IEEE SA BOG Open Source Committee (OSCom) Operations Manual clause on “IEEE Open Source Concepts”).

As mentioned in the instructions for the Working Group baseline documents, it is important to leave this content in the Working Group P&P if there is any potential for Open Source to be used. Additionally, if the Working Group P&P is a Common Working Group P&P, it is better to leave the Open Source content in the document in case any Working Groups will use Open Source.

If there is no possibility that Open Source will be used for any of the Working Group’s projects, the sections can be marked as ‘Not applicable’. You will need to keep the section headings in place in the document and use ‘Not applicable’ under the heading. Please keep in mind that if this changes, the Working Group P&P will need to be updated on the current baseline to incorporate Open Source content, and then approved by the Standards Committee.

58. If a Working Group does not manage any funds, can the role of Treasurer be removed from the P&P?

There are options within the baseline, and you will need to determine which is relevant. Please keep in mind that if you leave the option in your P&P to charge meeting fees in the Meetings section of the document, the Treasurer responsibilities must be defined, and there must be an acknowledgement about who will manage

these responsibilities if there is no Treasurer. If there is no funding at all, you will need to keep the section heading in place in the document and use 'Not applicable' under the heading.

### **General Working Group P&P Review Questions**

59. Do AudCom and the SASB approve Working Group P&P the same way the Standards Committee P&P get approved?

No. Working Group P&P are approved and maintained by the Standards Committee.

Depending on the Standards Committee's requirements, this could be a Working Group P&P that is approved for all of a Standards Committee's P&P of a specific type (Individual or Entity), or it could be a specific Working Group P&P developed for a Working Group.

AudCom will review one of the Standards Committee's Working Group P&P to see if it was developed using the current baseline and that it is closely aligned to the baseline.

After all of the comments from the AudCom review have been satisfactorily addressed, AudCom will report to the SASB that it finds the Working Group P&P without issue. An email will be sent to the Standards Committee Chair with the final edited version of the document for the Standards Committee to make available for its Working Groups.

60. How will the Standards Committee know when AudCom will review its Working Group P&P?

Following acceptance of a Standards Committee's P&P, the AudCom Administrator will contact the Standards Committee Chair (or Designated Representative) to request that the Standards Committee submit a Standards Committee-approved Working Group P&P for review. Please see the AudCom Conventions for the Review of Working Group Policies and Procedures to learn more:

<https://standards.ieee.org/content/dam/ieee-standards/standards/web/governance/audcom/wgconv.pdf>.

61. If an existing Standards Committee receives a request from AudCom for a Working Group P&P for review, but it does not have any active Working Groups, what is the process?

If the Standards Committee does not have a common Working Group P&P on the current baseline, it shall submit an approved Working Group P&P to AudCom when a new Working Group is formed, and the Working Group P&P document is developed. The Working Group P&P will need to be approved by the Standards Committee before the document is submitted to AudCom for review. When the request for a Working Group P&P is received, the Standards Committee Chair can reply to the request with this information.

Please see the AudCom Conventions for the Review of Working Group Policies and Procedures to learn more: <https://standards.ieee.org/content/dam/ieee-standards/standards/web/governance/audcom/wgconv.pdf>.

62. If a new Standards Committee receives a request from AudCom for a Working Group P&P for review, but it does not have any active Working Groups yet, what is the process?

If the new Standards Committee does not have a common Working Group P&P on the current baseline, it shall submit an approved Working Group P&P to AudCom when a new Working Group is formed, and the Working Group P&P document is developed. The Working Group P&P will need to be approved by the Standards Committee before the document is submitted to AudCom for review. When the request for a

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Working Group P&P is received, the Standards Committee Chair can reply to the request with this information.

63. If AudCom has requested a review of a Standards Committee's P&P that are due to expire, can the Standards Committee submit updated Working Group P&P at the same time?

No, the Standards Committee should wait until the review of the Standards Committee P&P is complete. There will sometimes be edits made in the Standards Committee P&P that might be relevant for the Working Group P&P. Following SASB acceptance of the Standards Committee P&P, AudCom will request a Standards Committee-approved Working Group P&P for review.

64. How will AudCom select a Working Group P&P for review?

The Standards Committee can typically decide which Working Group P&P to submit to AudCom. If a Standards Committee has one common Working Group P&P that it has approved for use by all of its Working Groups (using either Individual or Entity method), that would be the document submitted to AudCom. If each Working Group has its own P&P that the Standards Committee has approved, the Standards Committee can select which Working Group P&P to submit for AudCom to review.

Keep in mind, the Working Group P&P submitted to AudCom for review must be on the current baseline document found at: <https://standards.ieee.org/about/sasb/audcom/bops.html>.

65. Are there deadlines for the P&P to be submitted to AudCom?

No, AudCom does not have submittal deadlines. It is asked that the Standards Committee submits the Working Group P&P for review within two (2) months of the request or indicates to AudCom when it will be submitted.

When the Working Group P&P is ready for review by AudCom, it should be submitted in myProject. Please see the [myProject User Guide](#) for instructions on how to upload the P&P.

It is understood that if there are no active Working Groups (either for a new or existing Standards Committee), there might not be a Working Group P&P to submit unless there is a common Working Group P&P already approved by the Standards Committee.

AudCom typically meets at least four times per year. The dates for the meetings are posted on the AudCom web pages at: <https://standards.ieee.org/about/sasb/audcom/meetings.html>.

66. When a Standards Committee submits its Standards Committee-approved Working Group P&P, will it be on the agenda for the next upcoming AudCom meeting?

When a P&P is received in myProject, it will be added to the next upcoming AudCom agenda and AudCom reviewers will be assigned to review the P&P. As mentioned in question #65, there are no submittal deadlines for AudCom, but there are timeline targets for the review cycle, and if a P&P is not received with enough lead time in advance of the next AudCom meeting, the review might not get underway prior to that meeting. Information about the review cycle timelines can be found in the AudCom Conventions for the Review of Working Group Policies and Procedures to learn more:

<https://standards.ieee.org/content/dam/ieee-standards/standards/web/governance/audcom/wgconv.pdf>.

67. What is the process for the AudCom review?

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The review process for Working Group P&P is similar to the review process for Standards Committee P&P. The submitted P&P will be reviewed by two AudCom reviewers using a checklist to compare each section of the document to the baseline document. The checklist is sent to the Standards Committee Chair to address any comments, either by updating the P&P and submitting it again, or by providing the rationale for any text that is commented about by the reviewers, but is needed in the document. Each time the P&P is updated, the tracked changes must still show the changes from the baseline (the changes should not be accepted with any of the updates during the review). This process can be repeated multiple times, depending on the extent of the changes in the P&P from the baseline.

After all of the comments from the AudCom review have been satisfactorily addressed, AudCom will report to the SASB that it finds the Working Group P&P without issue. An email will be sent to the Standards Committee Chair with the final edited version of the document for the Standards Committee to make available for its Working Groups.

The full process including target timelines is described in the AudCom Conventions for the Review of Working Group Policies and Procedures to learn more: <https://standards.ieee.org/content/dam/ieee-standards/standards/web/governance/audcom/wgconv.pdf>.

68. Are there other options for communicating with the reviewers during the review of the P&P?

Yes. The Standards Committee Chair can work with the IEEE SA Program Manager for the Standards Committee to add comments in the AudCom area in myProject. These comments can include attachments, such as a reply checklist or other explanations to help with the review. The reviewers are also available for teleconferences, coordinated by staff.

69. If the Working Group P&P has already been approved by the Standards Committee before submitting it to AudCom, how are P&P approved when changes are requested during the AudCom review?

If the Working Group needs to modify its P&P, it will need to get approval of the updated version from the Standards Committee. The Standards Committee Chair will need to follow the Standards Committee's procedures to make sure there is approval before agreeing to the changes requested during the AudCom review.

70. If edits need to be made to the already-approved Working Group P&P, and the edits need to wait until approval can be gained for the edited document at the next Standards Committee meeting, how will that affect the AudCom review?

It is understood that the timing might not work to have the document updated and then approved again to get back to AudCom for another review prior to the AudCom meeting where the review is listed on the agenda. If this is the case, the P&P will continue under review until the subsequent AudCom meeting.

71. When can a Working Group start using its P&P?

All Working Group P&P must be approved by the Standards Committee, so when there is a Standards Committee-approved version, it can be put into use.

72. If there is a recommendation by AudCom that the P&P is "conditionally found without issue," what does that mean?



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There may be reasons for the P&P to be found without issue after it meets a certain condition(s). The most common reason is that there are minor edits that need to be addressed by IEEE SA staff. There can also be unique situations that would be addressed on a case-by-case basis. Once the condition(s) have been met, an email notification will be sent to the Standards Committee Chair with the final edited version of the document.

73. During the AudCom review, will standards work need to stop until the updated Working Group P&P document is found without issue?

No, the document that is being reviewed by AudCom has already been approved by the Standards Committee. If changes are requested during the review, the document will need to be approved by the Standards Committee again, but this does not require the standards work to stop.

74. Do Working Group P&P expire after five (5) years?

No, there is no expiration date for the Working Group P&P. However, if the Standards Committee provides a common Working Group P&P for all of its (Individual or Entity) Working Groups, the common Working Group P&P should be updated every five (5) years, following the acceptance of the Standards Committee's updated P&P.

If the Working Group P&P is specific to a project, there is no need to update the Working Group P&P, unless there is an expiration date set by the Standards Committee.

The current baseline templates can be found on the AudCom web pages at:

<https://standards.ieee.org/about/sasb/audcom/bops.html>.

75. Are the Working Group P&Ps reviewed by AudCom found on the AudCom web pages?

No, each Standards Committee is responsible for making its Working Group P&P available, and these are typically located on the Standards Committee's web pages.

#### **Submitting Project Authorization Requests (PARs):**

76. Where can I find the list of Standards Committees and their scopes to determine which would be a suitable technical home for my PAR request?

All of the Standards Committees with accepted P&P can be found at

<https://development.standards.ieee.org/myproject-web/public/view.html#/viewpandp>

77. Can a PAR be submitted under an existing Standards Committee while its Standards Committee P&P are under review by AudCom?

Yes, the Standards Committee will continue to operate under its existing accepted P&P until the updated version of the P&P is accepted. When the IEEE SA Standards Board New Standards Committee (NesCom) is ready to make a recommendation on the PAR(s), the Standards Committee P&P under review will need to obtain at least a recommendation of Visibly Under Development.

78. When a potential new Standards Committee has a P&P under review with AudCom, can a Working Group still be created under that Standards Committee?

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Yes, this can be done, working with your IEEE SA Program Manager. A Working Group will need to be created and the Working Group Chair assigned in myProject in order for a PAR to be recommended for approval by NesCom. Please see the section on “Creating Sub-Groups” in the [myProject User Guide](#) for further assistance on creating a Working Group.

79. Can a PAR be submitted under a potential new Standards Committee if the Standards Committee’s P&P are under review and not yet accepted by the SASB?

Yes, this can be done simultaneously, but a new Standards Committee will need to be formally recognized by the SASB prior to any standards work taking place. AudCom will recommend recognition of a new Standards Committee when its P&P are recommended for acceptance (see question #36). Depending upon the timing of the AudCom and NesCom meetings, a conditional recommendation may need to be used for the PAR.

If, at the time NesCom is making its recommendations, the Standards Committee P&P is not ready for a recommendation of acceptance by AudCom, the PAR may be deferred to the next NesCom meeting or returned to the Standards Committee for potential subsequent NesCom submission following SASB acceptance of the Standards Committee’s P&P.

**Additional Information about submitting PARs can be found in the *New Standards Committee (NesCom)***

**Conventions:** <https://standards.ieee.org/about/sasb/nescom/conv.html> and the FAQs about PARs: <https://standards.ieee.org/faqs/pars.html>.