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# **OPERATING PROCEDURES**

**IEEE Computer Society**

**Portable Applications Standards Committee**

**(PASC)**

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## **FOREWORD (Informative)**

The IEEE Standards process includes two volunteer groups in producing each standard: a Working Group and a Balloting Group. A Working Group holds meetings (typically 4 per year) and produces a document for balloting. The Balloting Group participates in the formal review of a proposed standard. A standard is not forwarded to the IEEE Standards Board for acceptance until it has met the approval requirements of the Balloting Group.

The Portable Applications Standards Committee (PASC) encourages input from persons who cannot attend meetings through the distribution of printed materials, through scheduled mailings and solicitation of input and comments. Membership in a Working Group and correspondent participation is open to all interested parties. Membership in a Balloting Group is open to all interested members of the IEEE and affiliate members of the IEEE/CS. There are fees involved (which may be waived) to cover the costs associated with participation.

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**PASC OPERATING PROCEDURES**

**Version 1.1  
10/15/95**

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## **1 SCOPE OF PASC PROCEDURES**

All operations of the Portable Applications Standards Committee (PASC) and groups operating under the sponsorship of PASC shall be in accordance with the current policies and procedures of the IEEE Standards Board and the IEEE Computer Society (IEEE/CS). Procedure and guideline documents of groups which are organizationally superior to PASC are included in Annex A in hierarchical order. Duplicate information is provided in this document only to clarify the context.

Working Groups and Steering Committees under PASC sponsorship are authorized to establish additional operating guidelines subordinate to these procedures.

## 2 ORGANIZATION AUTHORITY AND STRUCTURE

### 2.1 Delegation of Authority

The Portable Applications Standards Committee (PASC) was formed in 1985 as the Technical Committee on Operating Systems and Applications Environments Standards Subcommittee (TCOS/SS) under the auspices of the IEEE/CS. TCOS/SS was changed to the Portable Applications Standards Committee (PASC) in 1992. PASC has been delegated the balloting authority for IEEE Standards Projects sponsored by PASC in accordance with the IEEE Standards Operations Manual. Sponsor Executive responsibility has been delegated to the PASC Sponsor Executive Committee (PASC/SEC) (See CSP&P section on Sponsor Executive Committees).

### 2.2 Submission of Project Authorization Requests

PASC/SEC is responsible for sponsorship of new Project Authorization Requests (PARs) to the IEEE Standards Board in accordance with the IEEE/CS Policies and Procedures. New PAR proposals are submitted for comment to the PASC/PMC (Project Management Subcommittee), the appropriate PASC/SEC Steering Committee (if one exists), PASC/SEC Chair, IEEE/CS Standards Activities Board (SAB) Chair, and the IEEE/CS Vice President for Standards. PASC/SEC approval for PAR sponsorship requires a majority vote of PASC/SEC voting members. After SEC approval, PARs are submitted to the IEEE Standards Board for final approval.

### 2.3 Formation of Working Groups

One or more approved PARs are assigned to a Working Group (WG).

Each WG shall have a chair, appointed by the PASC/SEC Chair for a term of three years, subject to review and confirmation within three meetings by a majority vote of the WG. A WG chair may be removed by agreement of the PASC Chair and the IEEE/CS Vice President for Standards. WG vice-chair(s) appointments are the responsibility of the Chair of the WG, subject to confirmation by majority vote of the WG.

The WG chair and vice-chair(s) shall be members of the IEEE and/or the IEEE Computer Society, and of PASC. This will enable them to fully participate in the balloting procedure and to participate as peers in any of the associated IEEE meetings. The WG chair shall provide a corporate letter of support for serving as WG chair prior to initiation of the confirmation vote. This letter shall be submitted to the PASC/SEC Chair.

Within the first three (3) meetings, and at least once every three (3) years thereafter, the WG chair and vice-chair(s) assignments shall be put forward for confirmation by majority vote of the applicable WG. Reconfirmation of a WG chair may be initiated by the PASC/SEC Chair at any time based on the written request of three (3) or more members of the WG.

All WG chair and vice-chair confirmation votes shall be conducted by secret ballot.

### 2.4 PASC Officers

The PASC Chair shall be appointed by the IEEE Standards Activities Board Chair in accordance with IEEE/CS procedures. A PASC Vice-chair may be appointed by the IEEE Standards Activities Board Chair as appropriate.

### 2.5 PASC Membership

PASC membership is open to any interested individual who notifies the IEEE Standards Department of their interest and provides and maintains contact information. All PASC members are invited to participate in IEEE balloting groups for PASC projects and are obliged to return PASC specific ballots (such as the ballot for these operating procedures).

1 **3 PASC SPONSOR EXECUTIVE COMMITTEE (PASC/SEC)**

2 The PASC Sponsor Executive Committee (PASC/SEC) is a forum for deciding Standards Committee and common WG  
3 issues, policies and procedures, and guidelines.  
4

5 **3.1 Membership**

6 Voting members of the PASC SEC shall be IEEE and/or IEEE/CS members.  
7

8 Each member of the PASC/SEC shall have no more than one vote.  
9

10 The PASC/SEC includes voting and nonvoting members:  
11

12 Voting Members:

- 13 - PASC/SEC Chair, Vice-Chair, and Functional Chairs except as indicated in Section 4.3,
- 14 - PASC sponsored WG Chairs (or designee),
- 15 - Chair (or designee) of each PASC/SEC Steering Committee,
- 16 - The chair (or designee) of each U.S. TAG to an ISO/IEC JTC1 Subcommittee or Working Group assigned  
17 by the IEEE to PASC, and
- 18 - Designated Institutional Members (see section 14.3)  
19

20 Non-Voting Members:

- 21 - Other Institutional Members
- 22 - PASC/SEC appointed liaisons to other groups
- 23 - Any liaisons to PASC from groups outside PASC  
24

25 **3.2 Duties and Responsibilities**

26 The PASC/SEC shall have the following duties and responsibilities:

- 27 - Conduct periodic reviews of all PASC/SEC sponsored activities including future planning and liaisons.  
28
- 29 - Establish fees as appropriate to allow PASC/SEC sponsored groups to operate on a break even basis.  
30
- 31 - Meet all Sponsor Executive Committee Responsibilities outlined in CSP&P section on Sponsor Executive  
32 Committees. This includes: review and approval of submission of PASC PARs; formation of steering  
33 committees; formation of PASC WGs; submission of a standards activities budget; preparation of a financial  
34 activities report; representation at SAB meetings; and coordination of the publication of draft standards.  
35
- 36 - Ensure that all PASC WGs attain and maintain the necessary level of participation and diversity required to  
37 develop an acceptable standard in a timely fashion.  
38
- 39 - Establish and publish operating guidelines for PASC/SEC, PASC WGs, and for PASC/SEC Steering  
40 Committees and Subcommittees.  
41
- 42 - Establish PASC Steering Committees as appropriate and elect the members and chair.  
43
- 44 - Elect PMC members.  
45

46 **3.3 Open Meetings**

47 All non-executive meetings of PASC/SEC sponsored standards efforts are open to the public. This includes open  
48 attendance and comment at PASC/SEC and Subcommittee meetings. During extended discussions, the chair may limit  
49 comments to PASC/SEC members and may limit the duration and repetition of speakers.

50 Only voting members may propose and second resolutions and motions.  
51

52 **3.4 Voting**

53 A majority of the voting members of the PASC/SEC shall constitute a quorum. Actions taken in the absence of a  
54 quorum shall be confirmed by letter ballot of all members. In cases of urgency, such ballots may be conducted by fax,  
55 e-mail, telegram, telex, or other means that result in written confirmation of ballot results.  
56

57 The following actions require a majority of those voting:

- 58 - Confirmation of PASC/SEC officer appointments
- 59 - Formation of all PASC/SEC sponsored groups
- 60 - Approval to forward documents to U.S. TAGs
- 61 - Establishment of meeting and mailing fees
- 62 - All actions not specifically identified elsewhere in these procedures  
63

64 The following actions require a majority vote of the PASC/SEC membership:

- 65 - Creation or dissolution of a Steering Committee
- 66 - Acceptance of sponsorship of a new PAR, including Direct Ballot (see section 11)
- 67 - Withdrawal of sponsorship of an existing PAR
- 68 - Approval of PASC/SEC guidelines  
69

70 The following actions require a 1/5 minority of those voting:

- 71 - Request for a roll-call vote  
72  
73

1 **4 PASC/SEC OFFICERS**

2  
3 The PASC/SEC Chair, PASC/SEC Vice-Chair, and PASC/SEC Functional Chairs must be members of the IEEE or  
4 an affiliate member of the IEEE/CS. The terms of the PASC/SEC Chair and the Vice-Chair shall be three (3) years.  
5 The terms of the PASC/SEC Functional Chairs shall be one year, renewable.  
6

7 All PASC/SEC Functional Chairs are appointed by the PASC/SEC Chair to assist standards WGs with procedural and  
8 pragmatic issues, reinforcing the consensus process. Any PASC/SEC Functional Chair may be called upon to take over  
9 the PASC/SEC in the absence of the Chair and the Vice-Chair, or to represent PASC/SEC in the SAB meetings.  
10

11 The PASC/SEC chair may replace any appointed PASC/SEC officer who fails to perform the duties of the position or  
12 who fails to attend two consecutive meetings.  
13

14 **4.1 PASC/SEC Chair**

15 The PASC Chair shall be the PASC/SEC Chair. Responsibilities of the chair are as defined in the CSP&P.  
16

17 **4.2 PASC/SEC Vice-Chair**

18 The PASC Vice-chair shall be the PASC/SEC Vice-chair. The duties and responsibilities of the PASC/SEC Vice-Chair  
19 shall be to carry out the responsibilities of the chair in the absence of the chair.  
20

21 **4.3 PASC/SEC Functional Chairs**

22 **4.3.1 Balloting Chair**

23 The duties and responsibilities of the PASC/SEC Balloting Chair include:  
24

- 25 - Provide guidance to WG chairs on the balloting process.
- 26 - Develop guidance to WG chairs on conducting a ballot.
- 27 - Develop and maintain instructions for balloters.
- 28 - Assist in the administration of balloting group formation, balance, summary status, etc.
- 29
- 30 - Develop and maintain a recommended format for balloters to use in submitting all objections and comments.
- 31 - Submit a quarterly status report to the PASC/SEC on the status of current ballots and projected schedule for  
32 future ballots.
- 33 - Work with the IEEE Standards Department to schedule ballots and ballot recirculations to avoid serious  
34 overlaps in deadlines that would prohibit balloters from completing their responsibilities.  
35  
36

37 **4.3.2 Document Editing/Structure Chair**

38 The duties and responsibilities of the PASC/SEC Editing/Structure Chair include:  
39

- 40 - Provide tools and guidance for technical editors related to ISO and IEEE style.
- 41 - Coordinate with IEEE and ISO in document publication.
- 42 - Report quarterly on the current status of publications and the projected organization of the IEEE and ISO  
43 documents.
- 44 - Coordinate definitions within PASC and liaison to SCC10, X3K5, and WG15 TAG on definition-related  
45 issues.
- 46 - Coordinate with PASC/SEC, the IEEE Standards Department, and the IEEE/CS on policies for distribution  
47 of WG draft and final documents.  
48

49 **4.3.3 Logistics Chair**

50 The duties and responsibilities of the PASC/SEC Logistics Chair include:

- 51 - Chair the logistics subcommittee.
- 52 - Negotiate meeting arrangements in conjunction with consultants and the IEEE/CS.
- 53 - Work with consultants and/or the IEEE/CS to establish mailing procedures and schedules.
- 54 - Identify and assist meeting hosts and computer system suppliers.
- 55 - Work with PASC/SEC treasurer to recommend meeting and mailing fees that will cover incurred costs.
- 56 - Provide quarterly report on meeting arrangements and mailing status to the PASC/SEC.
- 57 - Distribute a copy of the mailing list to everyone on the mailing list at least once per year with an appropriate
- 58 notice that the mailing list may not be used for solicitation purposes.
- 59
- 60

61 **4.3.4 Interpretations Chair**

62 The PASC/SEC Interpretations Chair shall be responsible for the implementation of interpretations procedures in  
63 accordance with the IEEE Standards Operations Manual as well as the procedures approved for coordination with  
64 international activities. Duties of the Interpretations Chair are defined in section 12.  
65

66 **4.3.5 Treasurer**

67 The duties and responsibilities of the PASC/SEC Treasurer include:

- 68 - Maintain account information about PASC/SEC funds held by both PASC/SEC and the IEEE/CS.
- 69 - Deliver a quarterly financial report that includes meeting and mailing revenues and expenses, value of fees  
70 waived, and other revenues and expenses of PASC/SEC (section 13).
- 71 - Submit budget estimates to the IEEE/CS SAB as required and review these submissions with the PASC/SEC.
- 72 - Pay, or authorize payment of, all legitimate expenses of the PASC/SEC from the PASC/SEC account.
- 73 - Keep IEEE, IEEE/CS, and IEEE/CS SAB appropriately informed of PASC/SEC financial affairs.
- 74 - Propose changes in fees to PASC/SEC as needed to meet the objective of self-financing all PASC/SEC  
75 activities.  
76

77 **4.3.6 Secretary**

78 The duties and responsibilities of the PASC/SEC Secretary include

- 79 - Produce and distribute the PASC/SEC minutes and attendance reports.
- 80 - Maintain a log of all PASC/SEC decisions with ongoing impact.
- 81 - Maintain this procedures and guidelines document.
- 82 - Assign SEC document numbers and maintain the official SEC document list.  
83

84 **4.3.7 Project Management Subcommittee (PMC) Chair**

85 The PASC/SEC Project Management Subcommittee (PMC) Chair shall be responsible for leading the efforts of the  
86 PASC/SEC PMC and ensuring the timely fulfillment of the responsibilities of that body as outlined in Section 5.2.2 of  
87 these Procedures.  
88  
89

1 **5 PASC/SEC SUBCOMMITTEES**

2  
3 **5.1 Logistics Subcommittee**

4  
5 **5.1.1 Membership**

6 The PASC/SEC Logistics subcommittee membership shall consist of

- 7 - PASC/SEC Logistics Chair
- 8 - PASC/SEC Treasurer
- 9 - PASC/SEC Secretary
- 10 - One representative from each PASC/SEC sponsored WG
- 11 - One representative from each PASC/SEC Steering Committee
- 12 - One representative from the Project Management Subcommittee (PMC).

13  
14 **5.1.2 Responsibilities**

15 The Logistics subcommittee shall assist in coordinating logistics for the PASC/SEC WGs. This assistance includes making recommendations to PASC/SEC regarding

- 16 - Meeting arrangements (time, location, services)
- 17 - Document management
- 18 - Secretariat services (mailing lists)
- 19 - Associated financial recommendations

20  
21  
22 **5.2 Project Management Subcommittee (PMC)**

23  
24 **5.2.1 Membership and Selection**

25 The PASC/SEC Project Management subcommittee (PMC) voting membership shall consist of the PASC/SEC PMC Chair and four members elected by the PASC/SEC from the membership of PASC; at least two of the four additional members must be voting members of the PASC/SEC. The PASC/SEC chair shall be a non-voting member of the PMC.

26  
27  
28  
29 PMC voting members shall be elected for a two-year term by a majority vote of the PASC/SEC members.

30  
31 **5.2.2 Responsibilities**

32 The PMC shall develop recommendations to PASC/SEC on the sponsorship of PARs and shall monitor the continuing development activities under approved PASC/SEC sponsored PARs.

33  
34  
35 The PMC shall report to PASC/SEC on the activities and progress of PASC/SEC sponsored projects. The PMC shall have a Scope and Terms of Reference approved by the PASC/SEC. The duties and responsibilities of the PMC include

- 36 - maintenance of PASC/SEC PAR Review Criteria
- 37 - evaluation of proposed PARs with respect to the PAR Review Criteria
- 38 - review of existing PASC/SEC sponsored projects.

39  
40  
41 **5.2.3 Meetings**

42 PMC meetings may be held as frequently as necessary to meet the responsibilities of the PMC. Meeting schedules shall be provided to PASC/SEC and to the PASC/SEC Logistics Functional Chair. A meeting announcement and agenda must be published using an authorized distribution mechanism at least 45 days prior to the meeting. Minutes of each meeting shall be published and made available through a PASC/SEC approved distribution mechanism.

1 **6 PASC/SEC STEERING COMMITTEES**

2 Steering Committees are created to coordinate and administer the work of PASC/SEC-sponsored WGs which are  
3 addressing standards-issues-related areas. These committees also provide a common interface between related  
4 PASC/SEC sponsored standards activities and similar standards activities outside of PASC.  
5

6 **6.1 Establishment of a Steering Committee**

7 A Steering Committee is created by the PASC/SEC when it is deemed appropriate to provide a common coordination  
8 point for two or more WGs. The proposal to establish a Steering Committee shall be submitted to the PASC/SEC in  
9 the form of a written PASC/SEC proposed resolution no later than 45 days prior to the PASC/SEC meeting at which  
10 a vote will be taken. The proposal to establish a Steering Committee shall include a Statement of Scope, Terms of  
11 Reference, membership requirements, proposed membership, and the name of the proposed chair.  
12

13 **6.2 Organization**

14 A Steering Committee shall have a chair appointed by the PASC/SEC Chair and approved by PASC/SEC for a term  
15 of three (3) years. The number of members of a Steering Committee shall be specified in the Terms of Reference for  
16 that Steering Committee.  
17

18 The chair of the Steering Committee may appoint other acting officers (e.g., secretary, technical editor) as appropriate.  
19

20 **6.3 Meetings**

21 Steering Committee meetings may be held as frequently as necessary to achieve the stated objectives. Meeting  
22 schedules shall be provided to PASC/SEC and to the PASC/SEC Logistics Functional Chair.  
23

24 There shall be a meeting announcement and agenda for each meeting.  
25

26 A simple majority of Steering Committee members shall constitute a quorum.  
27

28 **6.4 Reporting**

29 The Steering Committee chair shall deliver a quarterly report to PASC/SEC on Steering Committee activities. Minutes  
30 of Steering Committee meetings shall be published and made available through a PASC/SEC approved distribution  
31 mechanism.  
32

33 **6.5 Termination**

34 The PASC/SEC may dissolve a Steering Committee whenever it is deemed appropriate.  
35

1 **7 PASC/SEC SPONSORED WORKING GROUPS (WG)**

2  
3 **7.1 Members**

4  
5 **7.1.1 Participation**

6 WG meetings are open to all interested parties. Correspondence shall be accepted from any interested party. WG  
7 participation shall represent a diversity of interests in the information technology community such that no single class  
8 of interest has a dominant voice in the WG. The WG chair may rule regarding who may participate in the WG decision  
9 process at a specific meeting (see section 7.5).

10  
11 **7.1.2 Duties and Responsibilities**

12 The duties and responsibilities of WG members include

- 13 - Assist the chair in producing a document for balloting.
- 14 - Provide rationale for decisions.
- 15 - Provide responses to objections raised prior to balloting.

16  
17 **7.2 Mailings**

18 Persons who wish to receive the mailings of a WG may be added to the document mailing list. There may be a fee to  
19 cover the costs associated with reproduction and mailing of materials. This fee may be waived in accordance with  
20 section 7.7. It is encouraged that WG meeting documents be distributed prior to the WG meeting.

21  
22 **7.3 Meetings**

23  
24 **7.3.1 Meeting Location**

25 Meetings will be held about four times a year at diverse geographic locations. PASC/SEC sponsored WGs are  
26 encouraged, but not required, to meet at the same time and location in order to minimize conflicts between groups with  
27 overlapping membership, to minimize travel, and to promote coordination between WGs.

28  
29 **7.3.2 Meeting Fees**

30 There may be a participation fee to cover meeting costs such as meeting space, arrangements, document distribution  
31 and services, and general mailings following the meeting. This per-meeting fee may be set to cover the expenses of each  
32 specific meeting with a small margin of surplus in accordance with IEEE/CS guidelines. This fee does not include  
33 mailing subscriptions. This fee may be waived in accordance with section 7.7

34  
35 **7.3.3 Meeting Hosts**

36 When appropriate, an institutional host for meetings may be sought to help defray meeting costs, particularly for lunches  
37 and catering.

38  
39 **7.3.4 WG Meeting Announcements and Agendas**

40 WG meetings shall be scheduled and an agenda published at least four weeks prior to the meeting using an authorized  
41 distribution mechanism. An agenda shall be published for each meeting. WG meeting notices and agendas shall be  
42 distributed in the general PASC mailing.

43  
44 **7.4 Development of a Draft Document**

45 The WGs are chartered to formulate and develop draft standards based on a consensus of the participants. While not  
46 standard procedure, "straw polls" may be used, at the WG chair's discretion, to help focus and advance meeting  
47 decisions and agendas. It is the responsibility of the WG chair to promote consensus of the WG by ensuring that:

- 48 - sufficient time is given for a clear statement of all relevant views.
- 49 - each participant has a sufficient opportunity to understand the views being presented to make a decision.
- 50 - all participants have the opportunity to adequately present their view
- 51 - the WG has sufficient information to make a decision.
- 52 - dissenting opinions are clearly recorded when a trial resolution is proposed to determine if sufficient consensus
- 53 has been reached.
- 54 - a rationale statement about the WG's majority view is included in the draft document whenever expressed
- 55 dissent is considered likely to result in a negative ballot.

56  
57 **7.5 Procedural Issues**

58 WG procedural issues shall be resolved by the WG chair. A WG chair's ruling regarding who may participate in the  
59 WG decision process at a specific meeting may be overruled by a majority vote of those present who have attended at  
60 least two (2) of the last three (3) meetings including the current meeting. A quorum shall consist of an officer of the  
61 working group, a secretary, and no fewer than two people (i.e. greater than one).  
62

63 **7.6 Working Group Officers**

64  
65 **7.6.1 WG Chair**

66 The duties and responsibilities of a WG chair include

67 Organizational:

- 68 - Call for volunteers for officers and other appointed roles in the WG.
- 69 - Appoint such persons as may be needed to expedite WG business (e.g vice-chair, secretary, technical editor,  
70 and liaisons). This may include the formation of subgroups and the appointment of persons to coordinate such  
71 groups.
- 72 - Ensure coordination with groups identified in the WG PAR.

73  
74 Leadership:

- 75 - Ensure PASC, IEEE/CS, IEEE Standards Board, and IEEE procedures are followed.
- 76 - Assure fair and open participation in the WG.
- 77 - Seek consensus of the WG as a means of resolving all issues.
- 78 - Regularly attend WG meetings and ensure WG representation at PASC/SEC meetings, Logistics  
79 Subcommittee meetings, and applicable Steering Committee meetings.

80  
81 Reporting, Representation, and Document Numbering:

- 82 - Coordinate the numbering of WG documents and the distribution of WG mailings. WG mailings include  
83 minutes, attendance lists, meeting notices, agendas, draft documents, document register, and all relevant  
84 submissions.
- 85 - Report the progress of the WG on a quarterly basis to the PASC/SEC Chair.
- 86 - Represent the WG at PASC/SEC and IEEE/CS Standards Coordinating Committee (CS-SCC) meetings, or  
87 appoint an alternate when appropriate.
- 88 - Provide reports as requested by the PASC/PMC.
- 89 - Maintain an archive of WG documents until formal approval of the draft standard by the IEEE SAB. Archived  
90 documents should be made available to interested parties upon request.

91  
92 Meetings:

- 93 - Schedule meetings (approximately 4 per year, of 2-5 days duration).
- 94 - Provide timely notice of meetings.
- 95 - Chair WG meetings in an unbiased manner.

96

- 97 Balloting:  
98 - Provide the PASC/SEC Functional Chair for Balloting with the anticipated balloting schedule and information  
99 on when a Balloting Group needs to be formed.  
100 - Notify the PASC/SEC when a document is ready for ballot.  
101 - Bring a document to ballot in a reasonable period of time.  
102 - Achieve ballot resolution in concert with the PASC Chair.  
103

### 7.6.2 WG Vice-Chair

The duties and responsibilities of a WG vice-chair include

- 104  
105  
106  
107 - Carry out the responsibilities of the chair in the absence of the chair.  
108 - Assist the WG chair (see section 7.6.1.)  
109

### 7.6.3 WG Secretary

The duties and responsibilities of the WG secretary include

- 110  
111 - Prepare and maintain records of minutes of each WG meeting which shall include at least  
112 - meeting attendees  
113 - issues for which sufficient consensus was reached at the meeting  
114 - dissenting opinions raised regarding consensus issues  
115 - an issues list of currently known unresolved issues  
116 - an action item list which identifies action assignments and their status at the end of the meeting.  
117 - Maintain attendance and membership records, including the classification (general interest/user/provider) of  
118 each member.  
119  
120

### 7.6.4 WG Technical Editor

The duties and responsibilities of the WG technical editor include

- 121  
122 - Ensure the safety and accuracy of the draft document at all times.  
123 - Ensure that the document is in the correct IEEE/PASC format.  
124 - Make all changes to the document authorized by the WG.  
125 - Prevent unauthorized changes to the document.  
126 - Maintain current backup copies (electronic and hardcopy).  
127 - Maintain appropriate security (physical, backup, etc) for the draft document.  
128 - Ensure that draft documents meet IEEE and IEEE/CS requirements.  
129 - Coordinate WG input to the PASC Document Structure Plan with the Functional Chair for Document  
130 Editing/Structure.  
131 - Coordinate the text of definitions with other WGs and with the Functional Chair for Document  
132 Editing/Structure.  
133 - Foster PASC, IEEE/CS and IEEE Standards Department policies on distribution of electronic copies of draft  
134 and final documents.  
135  
136

### 7.7 Waiver of Fees for WG Meetings and Mailings

The rules governing waiver of fees are:

- 137  
138 - Waiver of participation fees may be granted for individuals paying their own expenses.  
139 - Privacy of information about payment of fees, nonpayment, or waivers shall be respected.  
140 - Waivers and partial waivers may be granted only by the PASC/SEC Chair.  
141  
142

1 **8 DOCUMENT HANDLING AND DISTRIBUTION**

2  
3 All materials submitted to PASC/SEC sponsored WGs shall be in the public domain, unless submitted with appropriate  
4 copyright notice.

5  
6 Use of copyrighted materials is governed by IEEE/CS policies and procedures.

7  
8 All contents of draft documents are exclusively copyright protected by the IEEE, unless other arrangements have been  
9 made in writing with the IEEE Standards Department. The copyright statement in the WG draft document shall be in  
10 the form specified by the IEEE Standards Department.

11  
12  
13 **8.1 Document Numbering**

14 All reference documents shall be assigned numbers by the WG chair and should provide the following header  
15 information:

16 Title/Topic: ..... P2003.x N.yyy  
17 Name: ..... Type: .....  
18 Date: ..... Related Documents ...

19  
20  
21 where "2003.x" is the associated WG number and "N.yyy" is the sequential document number. "Types" includes, but  
22 is not limited to, comments, objections, communications, requests for comments, proposals, and background  
23 information.

24  
25 Temporary documents and announcements/notices from other groups do not need to be treated as reference documents.

26  
27 **8.2 Distribution of Documents**

28 All WG reference documents shall be submitted to the PASC/SEC specified distribution mechanism for distribution.  
29 Copies shall be distributed to all persons who have requested them and have paid the appropriate fees (or the fees have  
30 been waived). Mailings shall occur on regular intervals (at least once per quarter). Special mailings through the  
31 PASC/SEC designated distribution mechanism may be authorized by the associated WG chair.

32  
33 **8.3 Maintenance of Mailing Lists**

34 Mailing list maintenance will be done by the person(s) designated by the PASC/SEC. The list will be purged to remove  
35 persons that have not paid the appropriate fees. The mailing list shall not be used for solicitation purposes without  
36 written approval of the IEEE Standards Department.

37  
38 **8.4 Other Duplication and Distribution**

39 Other duplication and distribution methods for WG documents may be used. However, copies of drafts shall be handled  
40 in a manner consistent with IEEE Standards Board policies.

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## **9 RAISING PROCEDURAL CONCERNS AND OBJECTIONS**

Concerns or objections about WG policies, procedures, ballot resolutions and operations should be raised to the affected WG chair. The chair, in turn, should seek to resolve the issue or policy question in an appropriate manner and to the mutual satisfaction of the parties involved.

Issues regarding PASC/SEC policies, procedures, and operating guidelines should be addressed to the PASC/SEC and the PASC/SEC chair.

If a concern cannot be satisfactorily resolved, it may be elevated through the following hierarchy: Chair of the PASC, Chair of the IEEE Computer Society Standards Activities Board, IEEE Standards Board, and finally the ANSI Standards Board (CSP&P section on Appeals).

1 **10 BALLOTING**  
2

3 The balloting procedures are specified by the IEEE Standards Operations Manual.  
4

5 Failure to respond to ballots and/or other mailings may result in an individual being removed from the PASC  
6 membership.  
7

8 **10.1 Forming the Balloting Group**

9 The Balloting Group for PASC sponsored projects is formed initially by the PASC.  
10

11 Invitations to join each Balloting Group shall be sent to

- 12 - WG members
  - 13 - Coordination contacts for the WG
  - 14 - PASC members
  - 15 - IEEE/CS SAB members
- 16

17 Invitations shall be sent to leaders of all national body delegations to ISO/IEC JTC1 WGs (subcommittees where  
18 appropriate) in which documents sponsored by PASC are currently being considered.  
19

20 **10.2 Ballots for Coordination and Comment**

21 Ballots for "coordination and comment" shall be sent to identified coordination points.  
22

23 **10.3 Closing the Ballot**

24 Ballots shall be conducted and closed per the IEEE Standards Operations Manual.  
25

26 **10.4 Coordination With ISO Ballots**

27 For documents that are being balloted concurrently at some level of the ISO process, changes recommended or required  
28 in that process shall be processed as ballot objections in the IEEE ballot resolution process. The IEEE ballot objections  
29 (and resulting changes to the document) shall be forwarded to the appropriate U.S. TAG for use in developing a U.S.  
30 position on the ISO ballot.  
31

## 11 DIRECT BALLOTING PROCEDURE

A group outside of IEEE (e.g., industry forum or consortium which represents a diversity of interests) may propose a document that is suitable for consideration as a standard under the PASC area of work. In some cases, it may be practical to take such a document directly to a Balloting Group without requiring development within a WG. This shall be done in accordance with CSP&P.

### 11.1 PASC/SEC Sponsorship of a Proposed Direct Ballot

A PASC/SEC decision to sponsor a document for direct balloting shall require a majority vote of the PASC/SEC membership.

Copies of the proposed document shall be sent to all PASC/SEC members. This distribution shall occur at least as many days prior to the vote to sponsor the document for direct ballot (either by mail, or at a scheduled PASC/SEC meeting) as established by PASC/SEC for PAR consideration. This distribution shall include a draft PAR document; a summary showing how the work meets the PASC/SEC PAR Review Criteria; a summary of information about the group that has done the development; and a statement of any patent, trademark, copyright, or other limitations that might apply to this work. This step may occur concurrent with submission of a proposal to the IEEE Standards Board Secretary.

The recommendation of the PASC/SEC shall be forwarded to the IEEE/CS VP for Standards and the Secretary of the IEEE Standards Board in accordance with CSP&P.

### 11.2 Formation of Working Group and Balloting Group

#### 11.2.1 Working Group

A new WG shall be formed if the Direct Ballot is not assigned to an existing WG. This WG shall conduct the ballot technical review process. The organizational meeting of this WG shall be held after PASC/SEC sponsorship of the project has been approved. Appropriate notice shall be given for this meeting.

The organizational meeting of the WG shall act on confirmation of a chair; review IEEE, IEEE/CS, and PASC/SEC procedures; and identify the technical review group. The WG may request PASC/SEC to reconsider direct balloting.

#### 11.2.2 Balloting Group

The Balloting Group shall be formed as specified by the IEEE Standards Operations Manual. An invitation to join the balloting group shall also be sent to members of the document development group to encourage their participation.

The balloting group formation may be initiated in parallel with the submission to the IEEE Standards Board after PASC/SEC sponsorship has been approved.

Copies of the proposed standard shall be made available to interested members of the balloting group prior to the start of balloting.

### 11.3 Responsibilities of the Document Development Group

#### 11.3.1 Initial Materials

The initial copies of materials for the PASC/SEC and Balloting Group should be provided by the document development group, along with the Draft PAR and other information requested by the PASC/SEC.

#### 11.3.2 Point Of Contact

It is recommended that the document development group apply directly to the IEEE Standards Board (with a copy to

49 PASC chair) for Organization Representative (OR) status in the balloting. This Representative may serve as the WG  
50 chair provided the OR is a member of the IEEE or an affiliate member of the IEEE/CS.  
51

52 **11.3.3 Submission of Master Copy for Distribution**

53 If the PAR is approved, a master copy of the document shall be provided to IEEE, along with appropriate copyright,  
54 patent, and trademark arrangements as agreed to by the IEEE Standards Department. The master copy shall meet the  
55 format and other content requirements established by the IEEE Standards Department and PASC/SEC Guidelines.  
56

57 **11.3.4 Ballot Process**

58 The balloting technical reviewers from the WG are responsible for making any and all changes needed to the document  
59 as part of the ballot resolution process and for developing responses and rationale for unresolved objections. The  
60 balloting process shall follow the IEEE procedures and these procedures in all respects (see IEEE Standards Manual).  
61

62 If the balloting process cannot achieve the required 75% approval within 24 months, the ballot shall be terminated. In  
63 this case, the WG shall either take on a development role for the document or recommend that PASC/SEC sponsorship  
64 of the PAR be withdrawn.  
65

66 **11.3.5 Submission to IEEE Standards Board**

67 Once the balloting procedure is complete, the updated document and ballot resolution materials shall be forwarded to  
68 the PASC/SEC Chair and the PASC/SEC Functional Chair for Balloting for review and submission to the IEEE  
69 Standards Board.  
70

71 **11.3.6 Transfer of Copyright**

72 The document development group shall provide transfer of copyright in accordance with IEEE policy. This must be  
73 done to meet the requirements of IEEE to publish the document; to modify and maintain it over time; and to meet  
74 ANSI/ISO/IEC requirements for use of copyright and documents.  
75

76 Once IEEE approves the document as an IEEE Standard, future control of the contents of that document shall remain  
77 with IEEE, and may be transferred from IEEE to some other standardization body (ANSI, ISO, etc.).  
78

79 **11.4 Responsibilities of PASC/SEC as Sponsor**

80 The responsibilities of the PASC/SEC as the sponsor of a direct ballot include

- 81 - Formation of a Balloting Group using established IEEE/CS rules
  - 82 - Providing procedural assistance to the document development group
  - 83 - Monitoring the ballot process
  - 84 - Maintaining the approved standard as required by IEEE
- 85

1 **12 INTERPRETATIONS**

2  
3 For approved IEEE standards, an interpretation process is required.

4  
5 The Functional Chair for Interpretations shall develop and maintain written PASC/SEC Guidelines which clearly define  
6 the interpretations process for PASC/SEC sponsored standards. These Guidelines shall be established in accordance  
7 with the IEEE Standards Manual.

8  
9 Duties and responsibilities of the Interpretations Chair include:

- 10  
11 - Publication of PASC/SEC guidelines for the interpretation of PASC sponsored standards consistent with  
12 ISO/IEC JTC1 committee guidelines.  
13  
14 - Ensuring the implementation of the interpretation process in accordance with established PASC/SEC  
15 guidelines.  
16  
17 - Ensuring timely completion of all requests for interpretation and publication of all resulting interpretations.  
18  
19 - Maintenance of an interpretations status summary report for all PASC sponsored approved IEEE standards.  
20  
21 - Coordination of the IEEE interpretations process with the ISO/IEC interpretations process for those PASC  
22 sponsored IEEE Standards which are also approved ISO/IEC Standards.  
23  
24 - Work with the IEEE for publication of interpretations at an appropriate time in the life-cycle of the standard.  
25  
26

1 **13 FINANCES**  
2

3 The PASC/SEC treasurer shall serve as the financial officer for PASC/SEC and all groups sponsored by PASC/SEC.  
4 All financial transactions shall be executed as defined by IEEE/CS rules.  
5

6 **13.1 PASC/SEC Bank Account**

7 The PASC/SEC Treasurer shall establish and maintain a financial account through which all receipts and payments not  
8 directly processed by the IEEE or the IEEE Computer Society shall be processed. This account shall be titled in  
9 accordance with established IEEE/CS policy guidelines.  
10

11 **13.2 Signature Authority**

12 Persons listed with signature authority on the PASC/SEC financial account shall be:  
13

- 14 1) IEEE/CS Executive Director
- 15 2) PASC/SEC Treasurer
- 16 3) PASC Chair  
17

18 **13.3 Deposits**

19 All receipts shall be deposited with the IEEE Computer Society, the IEEE, or in a PASC/SEC financial account (see  
20 section 13.1).  
21

22 **13.4 Expenses**

23 Funds may be used to cover the costs of professional meeting arrangements; meeting rooms and services; duplication  
24 of materials; mailing of materials for the PASC/SEC, WGs, Steering Committees, balloting groups and correspondent  
25 groups; and other expenses approved by the PASC/SEC or in accordance with IEEE/CS policy.  
26

27 All expenditures shall be fully documented in accordance with accepted IEEE/CS financial accounting procedures.  
28

29 **13.5 Maximums**

30 The account will be maintained with a maximum balance as set by IEEE/CS policy. A single draft may not exceed  
31 established IEEE/CS limits.  
32

33 **13.6 Excess Funds**

34 Funds in excess of the IEEE/CS limit that are not needed to cover budgeted costs in accordance with 13.4 shall be  
35 moved to the IEEE/CS account for PASC/SEC standards activities in accordance with established IEEE/CS rules. Such  
36 movement shall be reported in the quarterly treasurer's report to the PASC/SEC.  
37

38 **13.7 Quarterly Statements**

39 Quarterly statements on the financial account and a statement of all income and expenses shall be submitted by the  
40 PASC/SEC Treasurer to all of the following:

- 41 - IEEE/CS SAB Treasurer
- 42 - Executive Director of the IEEE/CS
- 43 - PASC/SEC
- 44 - General mailing distribution  
45

1 **14 INSTITUTIONAL MEMBERS OF PASC/SEC**

2  
3 Institutional membership is intended to encourage participation of user groups and other technical interest groups in  
4 the standards development activities of PASC.  
5

6 **14.1 Membership Requirements**

7 In order to obtain Institutional Member status in PASC/SEC, an organization shall:

- 8  
9
  - be a not-for-profit organization.
  - have technical expertise and interest related to PASC/SEC sponsored standards work.
  - commit to working cooperatively within the IEEE standards process.
  - have been represented at two or more of the previous three PASC/SEC meetings.

10  
11  
12  
13 An organization seeking Institutional Member status on the PASC/SEC shall:

- 14  
15
  - Obtain prior approval from the IEEE Standards Board for membership in one or more PASC sponsored  
16 standards working groups.
  - Submit a written request to the PASC/SEC Chair requesting approval as an Institutional Member to  
17 PASC/SEC.
  - Obtain approval for membership from the PASC/SEC through a majority vote of the PASC/SEC membership.

18  
19  
20  
21  
22  
23 Failure to have a representative at more than one consecutive PASC/SEC meeting, or failure to meet any criteria listed  
24 above, shall be grounds for removal of Institutional Member status. Removal of Institutional Member status for an  
25 organization shall require a majority vote of the PASC/SEC membership.  
26  
27

28 **14.2 Representation**

29 An Institutional Member may specify both a principal and alternate representative to represent the Institutional Member  
30 to the PASC/SEC. Either representative may be changed through written notification to the PASC/SEC Chair from a  
31 duly authorized official of the Institutional Member.  
32

33 **14.3 Voting Status in PASC/SEC**

34 Institutional Members are accorded voting status in the PASC/SEC subject to the following rules.

- 35  
36
  - 1 - An annual election to accord voting status to Institutional Members shall be held at the third quarter meeting  
37 of the PASC/SEC.
  - 38  
39 2 - The election shall be by a written secret ballot.
  - 40  
41 3 - Voting status shall be accorded to Institutional Members by a majority vote of the regular voting members of  
42 the PASC/SEC
  - 43  
44 4 - All Institutional Members of the PASC/SEC shall be eligible for voting status.
  - 45  
46 5 - The maximum number of Institutional Members which may be accorded voting status in the PASC/SEC shall  
47 not exceed 25% of the regular voting members of the PASC/SEC at the time the vote is taken.

48  
49 For purposes of calculating this maximum number, a Working Group shall be considered a member of the

- 50 PASC/SEC if the Standards Board has approved a PAR for assignment to that Working Group.  
51  
52 6 - If the number of Institutional Members receiving a majority vote exceeds the maximum number of Institutional  
53 Members which may be accorded voting status in the PASC/SEC, those candidates receiving the greater  
54 numbers of votes shall be accorded voting status. Ties shall be resolved by the flip of a coin.  
55  
56 7 - If the number of Institutional Members receiving a majority vote is less than the maximum number of  
57 Institutional Members which may be accorded voting status in the PASC/SEC, only those receiving a majority  
58 vote shall be accorded voting status.  
59  
60 8 - Institutional Members shall be accorded voting status for a two year term. Terms shall begin at the  
61 PASC/SEC meeting at which the election is held. Terms shall be staggered so approximately 50% of the  
62 terms expire each year.  
63

1 **15 CHANGES TO PROCEDURES AND GUIDELINES**

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6

Changes to these procedures shall be approved for balloting by the PASC/SEC and then submitted for PASC approval via a letter ballot. The results of the letter ballot shall be reported to the IEEE/CS Standards Activities Board. Changes to these Procedures require majority approval of the PASC membership.

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## ANNEX A

### Referenced Procedures and Guidelines

The following documents of the latest date of issue, apply in order of precedence given:

1. New York State Not-For-Profit Law.
2. IEEE Statement of Incorporation.
3. IEEE Constitution
4. IEEE Bylaws.
5. IEEE Standards Board Bylaws.
6. IEEE Policies and Procedures Manual.
7. IEEE Board of Directors Resolutions.
8. IEEE Standards Operations Manual.
9. IEEE Standards Style Manual.
10. IEEE Computer Society Constitution.
11. IEEE Computer Society Bylaws.
12. IEEE Computer Society Policies and Procedures.
13. PASC Operating Procedures.
14. PASC/SEC Guidelines
15. Robert's Rules of Order, Newly Revised, Ninth Edition.

*IEEE documents are available from IEEE, 345 East 47th Street, New York, NY 10017.*

*Computer Society Documents are available from the IEEE Computer Society, 1730 Massachusetts Avenue, N.W., Washington, DC 20036-1903.*

1 **ANNEX B**  
2 **Acronym Glossary (Informative)**  
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4

5	ANSI	American National Standards Institute
6	BoG	Board of Governors (of the IEEE Computer Society)
7	CBEMA	Computer Business Equipment Manufacturers Association
8	CS	Computer Society (of the IEEE)
9	CSP&P	Computer Society Policies and Procedures Manual
10	IEC	International Electrotechnical Commission
11	IEEE	Institute of Electrical and Electronics Engineers
12	IM	Institutional Member
13	IntCOM	IEEE International Standards Committee
14	ISO	International Organization for Standards
15	IT	Information Technology
16	JTC1	Joint Technical Committee 1 (of ISO/IEC)
17	NESCOM	New Standards Committee (of the IEEE Standards Board)
18	NOSCOM	New Opportunities in Standards Committee (of the IEEE Standards Board)
19	OR	Organizational Representative
20	PAR	Project Authorization Request
21	PASC	Portable Applications Standards Committee
22	PMC	Project Management Committee
23	REVCOM	Standards Review Committee (of the IEEE Standards Board)
24	SAB	Standards Activity Board (of the IEEE Computer Society)
25	SCC	Standards Coordinating Committee (of the IEEE Computer Society)
26	SEC	Sponsor Executive Committee
27	TAB	Technical Activities Board (of the IEEE Computer Society)
28	TAG	Technical Advisory Group
29	TCOS	Technical Committee on Operating Systems
30	TC	Technical Committee
31	WG	Working Group
32	WG15	Working Group 15 (POSIX) of ISO/IEC JTC1/SC22
33	X3K5	X3 Committee on Terms and Definitions (contact via CBEMA)
34		