AudCom Conventions for Review of Working Group Policy and Procedures (P&P)
Approved by AudCom 9 September 2011
(Updated 3 December 2018)
(Updated 7 June 2021)

I. AudCom and the IEEE SA Standards Board require that Standards Committees approve, and record approval in minutes, P&P for each of its Working Groups (WGs). Standards Committees may choose a common P&P document for all WGs of each type of WG, or to have separate WG P&P for one or more WGs, and this should be indicated by the Standards Committee upon approval. A Simplified WG template is also available for Individual WGs.

   a. Following acceptance of a Standards Committee's P&P, the AudCom Administrator will contact the Standards Committee Chair (or Designated Representative) to request the Standards Committee to submit a Standards Committee-approved WG P&P for review.

   b. AudCom reviewers will compare the submitted WG P&P to the appropriate WG P&P baseline.

   Note: Working Group P&P that have been approved by the Standards Committee should be made publicly accessible (e.g., on a public web site), and indicate the date of approval by the Standards Committee. Any draft Working Group P&P must clearly indicate that they are not yet approved by the Standards Committee.

II. Organization of the Working Group P&P

   a. The WG P&P shall address all procedures, responsibilities, or actions necessary to standards development at the Working Group level.

   b. The WG P&P shall be limited to topics (major headings) addressed in the baseline, which details procedures, responsibilities, or actions necessary to standards development at the Working Group level.

   c. Additional material related to standards development that falls under a topic in the baseline shall be added to that existing topic section. Material that is not covered by a topic in the baseline, but is necessary to standards development shall be added at the end of the WG P&P.

   d. Material that does not fall under a topic in the baseline and is not necessary to standards development at the Working Group level shall be put in a separate

document(s). Such document(s) are not reviewed by AudCom.

III. After AudCom reviews and the IEEE SA Standards Board accepts a Standards Committee P&P, the Standards Committee will be requested by the AudCom Administrator to submit a Standards Committee-approved Working Group P&P for AudCom to review.

If the Standards Committee does not have any active WGs at the time that the Standards Committee P&P is approved, it shall submit an approved WG P&P to AudCom when a new WG is formed.

IV. AudCom reviews WG P&P in a similar process to the AudCom review of Standards Committee P&P, and this is outlined below.

V. AudCom's conclusion of having no issues with a WG P&P is indicated to the IEEE SA Standards Board in the AudCom report and is not as part of AudCom recommendations.

VI. If AudCom does not receive a WG P&P from the Standards Committee or AudCom cannot deem the WG P&P as having no issues within a reasonable amount of time during the review process, AudCom may report this to the IEEE SA Standards Board, which can decide whether or not to take correction actions.

VII. AudCom may select additional Standards Committees for WG P&P review throughout the year.

AudCom Review of WG P&P:

1. A Standards Committee submits the Standards Committee-approved WG P&P to AudCom by uploading it via the myProject system.

   The draft WG P&P document shall be submitted in .doc or .docx format **with track changes enabled.** Documents that do not have changes, modifications or additions so identified will be returned. The Standards Committee should adhere to the instructions associated with each baseline P&P template for further details.

2. Timeline targets for Working Group P&P Reviews:
   a. AudCom initiates a WG P&P review by requesting the Standards Committee to provide a WG P&P.

   b. The Standards Committee submits the WG P&P for review within two (2) months of the request or indicates to AudCom when it will be submitted.

   c. WG P&P submitted 26 days before an AudCom meeting will be considered at that meeting.

   d. A revision draft of a WG P&P document that has been "Returned for follow up with comments" from AudCom should be submitted twelve (12) days before an AudCom meeting to be considered at that meeting.

e. Checklists from AudCom reviewers should be submitted for AudCom member review five (5) days before an AudCom meeting.

3. Editorial changes resulting from the Working Group P&P review should be noted by the AudCom reviewers on the checklist but are not, by themselves, a reason to mark a Clause as not acceptable.

   Examples of editorial changes include, but are not limited to:

   a. Formatting (e.g., italics, line or paragraph spacing)
   b. Punctuation, repeated words, or grammatical corrections
   c. Typos, misspelling, or broken list items

4. Within five (5) days of submission, the AudCom Chair or AudCom Administrator assigns at least two AudCom members to review the submitted draft WG P&P and to serve as mentors to the Standards Committee for resolving any issues. One of the assigned AudCom reviewers is designated as the Lead Reviewer and the other the Co-Reviewer. AudCom reviewers may change due to changes in AudCom membership.

5. Within twenty one (21) days of being assigned to review the WG P&P, the AudCom reviewers evaluate the P&P and use a checklist to compare the WG P&P to the baseline P&P document and provide comments. Comments, and comment iterations, shall be tagged with a revision number.

6. The Lead Reviewer is responsible for comparing the Co-Reviewer's checklist with their own, contacting the Co-Reviewer for discussion if their comments are conflicting, and uploading the merged checklist into myProject.

   Examples of issues that AudCom reviewers look for include:
   a. Adherence to the "mandatory" elements of the baseline P&P document.

   b. Consistency and logic in the selection of optional or added elements.

   c. Addition of substantial amounts of "new" text, beyond the limits of the baseline P&P. Note: Additional text is not cause for disapproval but does result in additional scrutiny.

   d. Significant deviation of the text from that of the baseline P&P.

7. The Standards Committee reviews the comments and suggestions offered in the checklist posted on the myProject website. The time for this review and revision will be dependent on the Standards Committee's processes, but expedited consideration and processing is desired.

8. The Standards Committee submits a revised WG P&P in myProject. Track-changes shall still be employed so that changes are tracked from the baseline, not from the previous submitted version. Documents not in track-change mode will be returned.

9. A myProject notification is sent to the assigned AudCom reviewers that a revised WG P&P document is available for review.

10. Within fourteen (14) days of notification that the revised P&P is available, the AudCom reviewers will review the new draft, revise the checklist, confer on any differences, and upload the merged checklist into myProject.

Steps 7-10 are repeated until all of the outstanding issues identified in the checklist are resolved.

The AudCom reviewers are available for telephone conferencing with appropriate Standards Committee representatives to assist in resolving issues and to clarify comments and suggestions provided in the checklist so that any unresolved issues can be resolved quickly.

The AudCom Administrator will post the AudCom agenda that contains the checklist and the checklist history at least two weeks in advance of the AudCom meeting. The checklist shall include a recommendation from the AudCom reviewers to AudCom to find the P&P without issue or to return for follow up.