

Policies and Procedures for Working Groups Formed Under the Standards Activity Committee

SISO-ADM-018-2011

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Prepared by:

**Simulation Interoperability Standards Organization
Executive Committee**

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1 PURPOSE

In 2003, the Simulation Interoperability Standards Organization (SISO), Standards Activity Committee (SAC) was recognized as a sponsor of standards under the Institute of Electrical and Electronic Engineers, Computer Society, Standards Activity Board (IEEE-CS SAB). From 2003 thru 2008, SISO-ADM-002, Policies and Procedures, Section 9, governed the operations of SISO SAC and SISO Product Development Groups in the development and maintenance of the IEEE 1278, IEEE 1516, and IEEE 1730 families of standards.

In 2009, the IEEE Standards Association, Standards Board (SASB) Audit Committee (AudCom) directed all sponsors develop sponsor policies and procedures based on baseline policies and procedures provided by the Audit Committee and directed all working groups develop policies and procedures based on baseline policies and procedures provided by the Audit Committee. In 2010, the Audit Committee directed that such policies and procedures be separate from any policies and procedures of SISO.

This document serves to meet the directions of the IEEE SASB AudCom with respect to working group policies and procedures.

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2 SCOPE

SISO SAC is a Sponsor of IEEE standards under the Institute of Electrical and Electronics Engineers Computer Society Standards Activity Board (IEEE-CS SAB). For issues related to the development of IEEE standards, SISO SAC reports through the IEEE-CS SAB to the IEEE Standards Association (IEEE-SA).

SISO-ADM-017, IEEE-SA Sponsor Policies and Procedures for Standards Development, describes the SAC's activities solely as they pertain to its role as an IEEE Sponsor. Section 3 is based on the IEEE Standards Association (IEEE-SA) Sponsor Baseline Operating Procedures (Dec 2010). When operating in the role of IEEE Sponsor, SISO-ADM-017 takes precedence over all SISO policies and procedures.

This document, Policies and Procedures for Working Groups Formed Under the Standards Activity Committee, describes the policies and procedures to be followed by all SISO Product Development Groups acting in the dual role as working groups developing or revising IEEE standards. Section 3 is based on the IEEE Standards Association (IEEE-SA) Baseline Policies and Procedures for IEEE Standards Working Groups – Individual Method (Dec 2010). Clauses of these policies and procedures were renumbered as subsections under this section with the second through fourth levels corresponding to the clause numbers in the baseline policies and procedures. Other formatting changes were implemented to follow the style of SISO documents.

The IEEE-SA required the baseline be adopted intact, with modification of some clauses allowed as indicated in the baseline document. Modifications for additional unique Working Group details may be proposed, which will be audited by the IEEE-SA Standards Board Audit Committee, once approved by SISO. SISO has attempted to adopt the baseline operating procedures intact, however, there are sections where compliance with SISO's policies and procedures and SISO's desire to maintain consistent procedures across all SISO standards development groups dictated the need for modifications. SISO modifications are identified through the use of italics in this document. Working Groups formed under SISO SAC may propose amendments to these policies and procedures. Any such amendments shall be documented in sections 3.15 and following.

Within SISO, a working group is initially chartered as a product development group and assumes the dual role as a working group upon approval of the Project Authorization Request by the IEEE-SA Standards Board New Standards Committee (NesCom). In these policies and procedures, product development group is used to assign responsibility for procedures or actions that occur before the formal assumption of the working group role.

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3 POLICIES AND PROCEDURES FOR WORKING GROUPS FORMED UNDER THE SISO SAC

3.1 PREFACE

In today's technological environment, standards play a critical role in product development and market competitiveness. Responsibility for how a standard evolves begins in the working group. Every input, behavior, and action has both a contributory and a potential legal consequence. These procedures help protect working group participants and the IEEE by establishing the necessary framework for a sound standardization process.

3.2 MODIFICATIONS TO THESE PROCEDURES

These operating procedures outline the orderly transaction of business by the working group. The working group may amend these procedures with the approval of its Sponsor. The Sponsor may modify these procedures. Modification in this context means that material in these procedures may be modified as long as that clause (*section*) is not indicated as one that cannot be changed. It is strongly recommended that all subjects included in these procedures be addressed by the working group or Sponsor. (See also clause (*section*) 3.9.)

3.3 HIERARCHY

The latest version of several documents takes precedence over these procedures in the following order:

- New York State Not-for-Profit Corporation Law
- IEEE Certificate of Incorporation
- IEEE Constitution
- IEEE Bylaws
- IEEE Policies
- IEEE Board of Directors Resolutions
- IEEE Standards Association Operations Manual
- IEEE-SA Board of Governors Resolutions
- IEEE-SA Standards Board Bylaws
- IEEE-SA Standards Board Operations Manual
- IEEE-SA Standards Board Resolutions
- IEEE Computer Society Bylaws*
- IEEE Computer Society Policies and Procedures Manuals*
- IEEE Computer Society Standards Activities Board Policies and Procedures*
- SISO-ADM-017, IEEE-SA Sponsor Policies and Procedures for Standards Development*

Robert's Rules of Order Newly Revised (RONR) is the recommended guide on questions of parliamentary procedure not addressed in these procedures.

3.4 FUNDAMENTAL PRINCIPLES OF OPERATION

For the development of standards, openness and due process are mandatory.

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Openness means that any person who has, or could be reasonably expected to have, a direct and material interest, and who meets the requirements of these procedures has a right to participate by:

- a. Attending working group meetings (in person or electronically)
- b. Becoming a member of the working group
- c. Becoming an officer of the working group
- d. Expressing a position and its basis,
- e. Having that position considered, and
- f. Appealing if adversely affected.

IEEE due process requires a consensus of those parties interested in the project. Consensus is defined as at least a majority agreement, but not necessarily unanimity.

Due process is based upon equity and fair play. The standards development process should strive to have both a balance of interests and not be dominated by any single interest category.

3.5 WORKING GROUP RESPONSIBILITIES

The working group shall

- a. Complete the project from Project Authorization Request (PAR) approval to IEEE-SA Standards Board approval within the allotted time (normally 48 months)
- b. Use the IEEE Standards document template format
- c. Submit to the Sponsor any documentation required by the Sponsor; for example, a project schedule or a monthly status report
- d. Notify the Sponsor of the draft development milestones
- e. Notify the Sponsor when the draft is ready to begin IEEE Standards Sponsor ballot

3.6 OFFICERS

3.6.1 OFFICER OVERVIEW

There shall be a Chair, Vice Chair, and Secretary for all working groups under the sponsorship of SISO SAC. The Chair shall be an IEEE member and individual IEEE-SA member. All members of SISO SAC-sponsored working groups shall be members of SISO in accordance with SISO-ADM-002, section 9.2.3.

3.6.2 ELECTION OF OFFICERS

Within SISO,

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At the first organizational meeting, the product development group shall elect its Chair, Vice-Chair, and Secretary. All officers shall be elected by majority vote of the members present at the organizational meeting. The product development group shall provide SISO SAC with the list of elected officers. Upon approval of an IEEE-SA Project Authorization Request (PAR), the product development group shall assume the dual role as a working group and the elected product development group officers shall also be the working group officers.

3.6.3 VACANCIES AND TEMPORARY APPOINTMENTS TO VACANCIES

If an elected officer of the working group resigns or is unable to perform the duties of that office, the working group Chair or Vice Chair shall hold an election to fill the vacancy. The election may be held at a face-to-face meeting or via an electronic ballot using the working group electronic discussion forum. In either case, an announcement of the vacancy and a reason for the vacancy shall be made on the working group electronic discussion forum. Working group members shall be provided at least 10 working days to self-nominate for the vacant position. In the case of a face-to-face meeting, the presiding chair shall present any existing self-nominees, allow for additional self-nominees from the floor, and hold the election. In the case of an electronic election, electronic ballots shall be conducted using the balloting capability of the electronic discussion forum and shall remain open for at least 5 working days. In the case of a lack of nomination at an election or for another reason, a temporary appointment may be made for a period of up to six months. In the case of Chair or Vice-Chair, SISO SAC may make the temporary appointment to fill the position.

3.6.4 REMOVAL OF OFFICERS

Any member of a SISO SAC-sponsored working group, including officers, may be removed from office or membership for conduct prejudicial to achieving the responsibilities of the working group. Allegation of such conduct may be reported to SISO SAC by any SISO member. The reported member shall be officially notified of the prejudicial conduct and removal action initiated if the member refuses to correct the conduct. Examples of conduct prejudicial to achieving responsibilities include but are not limited to:

- a. Failure to attend meetings*
- b. Failure to fulfill assigned responsibilities*
- c. Failure to follow SISO policies and procedures*
- d. Failure to follow IEEE policies and procedures*
- e. Direct violation of the IEEE Code of Ethics or the Code of Professional Ethics for Simulationists*

Removal of a member or officer of a SISO SAC-sponsored working group shall require a two-thirds majority vote by the voting members of the SAC.

3.6.5 RESPONSIBILITIES OF WORKING GROUP OFFICERS

3.6.5.1 CHAIR

The Chair or his designee shall

- a. Lead the activity according to all of the relevant policies and procedures*

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- b. Form *sub-groups*¹, as necessary
- c. Be objective
- d. Entertain motions, but not make motions
- e. Not bias discussions
- f. Delegate necessary functions
- g. Ensure that all parties have the opportunity to express their views
- h. Set goals and deadlines and adhere to them
- i. Be knowledgeable in IEEE standards processes and parliamentary procedures and ensure that the processes and procedures are followed
- j. Seek consensus as a means of resolving issues
- k. Prioritize work to best serve the group and its goals
- l. Ensure compliance with the IEEE-SA Intellectual Property Policies, including but not limited to the IEEE-SA Patent Policy and Copyright Policy.
- m. Fulfill any financial reporting requirements of the IEEE, in absence of a Treasurer
- n. Participate as needed in meetings of the Sponsor to represent the working group
- o. *Schedule and announce meetings (face-to-face or electronic) on the working group's electronic discussion forum with adequate notice for members to attend the meeting*
- p. *Approve membership requests and grant access to members-only electronic discussion forums and files*

3.6.5.2 VICE-CHAIR(S)

The Vice-Chair(s) shall

- a. *Assist the Chair in obligatory activities*
- b. *Carry out the Chair's duties if the Chair is temporarily unable to do so or chooses to recuse himself or herself (i.e., to give a technical opinion)*
- c. *Assist the chair in maintaining broad consensus within the working group during the evolution of the product(s).*
- d. Be familiar with training materials available through IEEE Standards Development Online

3.6.5.3 SECRETARY

The Secretary shall

- a. Record and have published minutes of each meeting or teleconference

¹ The IEEE-SA Baseline Policies and Procedures for IEEE Standards Working Groups – Individual Method does not define the term “study groups.” Since the term has a formal definition under SISO Policies and Procedures, to avoid confusion the term was changed in this section to match the terminology used elsewhere in the baseline document (Section 3.7.3).

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- b. Create and maintain the membership roster
- c. Record participant attendance at each meeting
- d. Be responsible for management and distribution of working group documentation in accordance with Sponsor and IEEE-SA guidelines, including but not limited to guidelines with regard to posting and distribution of drafts and approved IEEE standards
- e. *Assist the Chair in obligatory activities*
- f. *Carry out the Chair's duties if the Chair and/or Vice Chair is temporarily unable to do so or chooses to recuse himself or herself (i.e., to give a technical opinion)*
- g. *Assist the chair in maintaining broad consensus within the working group during the evolution of the product(s).*
- h. Be familiar with training materials available through IEEE Standards Development Online

3.6.5.4 TREASURER (NOT APPLICABLE)

3.7 WORKING GROUP

3.7.1 OVERVIEW

Working group membership is by individual. Those attending meetings shall pay any required meeting fees if established. Participants seeking working group membership are responsible for fulfilling the requirements to gain and maintain membership.

3.7.2 WORKING GROUP MEMBERSHIP STATUS

Membership shall be granted to those participants attending the meeting of a newly chartered working group, upon their request, confirmation of SISO membership, and submission of affiliation information via the SISO web site. Thereafter, membership shall be granted upon request to the Chair, confirmation of SISO membership, and submission of affiliation information via the SISO web site.

Each member is expected to attend meetings as required by these procedures. The Secretary records attendance at meetings.

Membership status is maintained through continued maintenance of SISO membership and affiliation data. Annually, the Chair and Secretary shall review SISO membership and affiliation data and advise any member of their pending loss of membership status. Any member failing to maintain SISO membership and affiliation data shall be removed from the membership roll and access to members-only electronic discussion forums and members-only file libraries denied.

All members are voting members.

3.7.3 SUBGROUPS OF THE WORKING GROUP

The working group may, from time to time, form subgroups, e.g. *drafting groups, ballot resolution groups*, for the conduct of its business. *The Chair of the working group shall appoint the chair and members of the subgroup subject to confirmation of the working group.* Such formation shall be explicitly noted in an official record, such as meeting minutes. At the time of formation, the working group shall determine the scope and duties delegated to the subgroup. Any changes to its scope and duties will require the approval of the working group. Any resolution of a subgroup shall be subject to confirmation by the working group.

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The working group may, from time to time, form technical teams, e.g. tiger teams, to address specific technical issues related to the development of the standard. The Chair of the working group shall appoint a Chair or Lead of the team, however, team membership shall be open to all interested members. Such formation shall be explicitly noted in meeting minutes or announced on the working group electronic discussion forum. Any resolutions of a technical team shall be subject to confirmation by the working group.

3.8 WORKING GROUP ROSTER AND MEMBERSHIP LIST**3.8.1 WORKING GROUP MEMBER ROSTER**

A working group member roster is a vital aspect of standards development. It serves as a record of members in the working group and is an initial tool if an issue of indemnification arises during the process of standards development.

A working group officer or designee shall maintain a current and accurate roster of members in the working group. The membership roster shall include at least the following:

- a. Title of the Sponsor and its designation
- b. Title of the working group and its designation
- c. Officers--Chair, Vice-Chair, Secretary
- d. Members (including names, e-mail addresses, and affiliations for all members)

A copy of the working group member roster shall be supplied to the IEEE Standards Association at least annually by a working group officer or designee. Due to privacy concerns, the roster shall not be distributed, except to the SA staff, SA Board of Governors and SA Standards Board, unless all Working Group members and participants have submitted their written approval for such distribution.

3.8.1.1 WORKING GROUP MEMBER LIST

A working group officer or designee shall maintain a current and accurate membership list. The membership list can be posted on the committee web site and can be publicly distributed. The membership list shall be limited to the following:

- a. Title of the Working Group and its designation
- b. Scope of the Working Group
- c. Officers: Chair, Vice-Chair, Secretary
- d. Members: for all, name, affiliation

3.9 VOTING**3.9.1 APPROVAL OF AN ACTION**

Approval of all actions taken by a working group requires approval by three-quarters (or majority) vote. Two types of votes are described.

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- a. At a meeting (including teleconferences) where quorum has been established, *when two-thirds of the members present cast a vote (i.e. Approve or Do Not Approve votes, excluding abstentions), a vote is carried by three-quarters of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions) by the voting members casting votes. If two-thirds of the members present fail to cast a vote, the action is moved to an electronic vote.*
- b. *By electronic means (including balloting on the electronic discussion forum and e-mail), a vote is carried by majority of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions), provided a quorum of the larger of five (5) voters or 10% of the registered membership vote.*

Actions approved by three-quarters majority at a face-to-face or teleconference shall be posted to the electronic discussion forum within 5 working days. Members of the working group not present for the vote shall have 10 days from the posting to recall the action. Ten recall petitions shall require the action to be moved to electronic vote.

The working group Chair, or acting working group Chair, does not vote in face-to-face meetings or teleconferences and is not counted toward quorum. The working group Chair may cast the deciding vote in electronic votes.

3.9.2 ACTIONS REQUIRING APPROVAL BY A MAJORITY (NOT APPLICABLE)

3.9.3 ACTIONS REQUIRING APPROVAL BY TWO-THIRDS OR THREE-QUARTERS VOTE (NOT APPLICABLE)

3.9.4 VOTING BETWEEN MEETINGS

The working group shall be allowed to conduct votes between meetings at the discretion of the Chair by use of an electronic ballot. *Electronic votes shall be conducted using the polling capability of the working group electronic discussion forum. Actions subject to electronic vote shall have a summation of the previous discussions related to the action posted to the electronic discussion forum for review and comment for a minimum of 10 working days. Upon completion of the announced review and comment period, the electronic ballot shall be opened and shall remain open for a minimum of 5 working days. If such actions are to be taken, they shall follow the rules of IEEE Bylaw I-300.4(4).*

3.9.5 QUORUM

The presence of a quorum must be announced by the Chair at the beginning of each meeting. Unless otherwise approved by the Sponsor, a quorum shall be defined as *the larger of 5 members or 5% of the registered membership at face-to-face meetings or teleconferences and the larger of 5 members or 10% of the registered membership for electronic votes.* If a quorum is not present actions may be taken subsequent to confirmation by electronic ballot as detailed in 3.9.4, or at the next working group meeting.

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3.10 MEETINGS

Working Group meetings shall be held, as decided by the working group, the Chair, or by petition of 15% or more of the members, to conduct business, such as making assignments, receiving reports of work, considering draft standards, and considering views and objections from any source.

A working group meeting shall be announced, by a working group officer or designee, 21 calendar days in advance to all participants *for face-to-face meetings and 5 calendar days in advance for teleconference or electronic discussion meeting* on the working group electronic discussion forum. An agenda shall be distributed at least 5 calendar days in advance of a *face-to-face meeting and 2 calendar days in advance for teleconference*.

The working group, or meeting host, may charge a meeting fee to cover services needed for the conduct of the meeting. The fee shall not be used to restrict participation by any interested parties.

While having a balance of all interested parties is not an official requirement for a working group, it is a desirable goal. As such, the officers of the working group should consider issues of balance and dominance that may arise and discuss them with the Sponsor.

Participants shall be asked to state their employer and affiliation at each working group meeting as required by the SASB Operations Manual (Section 5.3.3.1 Disclosure of Affiliation).

3.11 CONDUCT

It is expected that participants in the working group behave in a professional manner at all times. Participants shall demonstrate respect and courtesy towards officers and each other, while allowing participants a fair and equal opportunity to contribute to the meeting, in accordance with the IEEE Code of Ethics *and this document*.

All working group participants shall act in accordance with all IEEE Standards policies and procedures *and SISO policies and procedures*. Where applicable, working group participants shall comply with IEEE Policies Section 9.8 on Conflict of Interest.

3.12 APPEALS

The working group recognizes the right of appeal. If technical or procedural appeals are referred back to the working group, every effort should be made to ensure that impartial handling of complaints regarding any action or inaction on the part of the working group is performed in an identifiable manner.

Appeals above the working group shall be conducted in accordance with SISO-ADM-017, IEEE-SA Sponsor Policies and Procedures for Standards Development, section 3.10.

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3.13 COMMUNICATIONS

Formal inquiries relating to the working group should be directed to the Chair and recorded by the Secretary. All replies to such inquiries shall be made through the Chair. These communications shall make it clear that they are responses from the working group. *The Chair shall also follow the requirements of SISO-ADM-017, IEEE-SA Sponsor Policies and Procedures for Standards Development, section 3.8. with respect to internal and external communications.*

3.14 APPLICATION OF SISO POLICIES AND PROCEDURES

All working groups formed under the SAC shall adhere to SISO-ADM-002, Policies and Procedures, and SISO-ADM-003, Balloted Product Development and Support Process, for details of policies, procedures, processes and operations not addressed by this document or any document identified in section 3.3.

3.15 DISTRIBUTED INTERACTIVE SIMULATION (DIS) PRODUCT DEVELOPMENT GROUP / WORKING GROUP (PDG/WG) UNIQUE PROCEDURES**3.15.1 DRAFTING GROUP – IEEE STD P1278.1**

The DIS PDG/WG adopted an approach to develop the revision to IEEE Std 1278.1-1995 and IEEE Std 1278.1a-1998 without establishing a drafting group as required by SISO-ADM-003. A Drafting Group Editor was elected and the full working group acted as the drafting group. Subsequently, the DIS PDG/WG requested approval of the process being used. (Approved by SISO SAC - 17 Nov 2007)

3.15.2 INCREMENTAL RELEASE

The DIS PDG/WG adopted an incremental release approach where Problem/Change Requests or Comment Resolutions were incorporated into a draft that was released to the membership on a monthly basis. No formal comment and comment resolution periods were required for the incremental releases. Subsequently, the DIS PDG/WG requested approval of the process being used. (Approved by SISO SAC - 17 Nov 2007)

3.15.3 PROBLEM/CHANGE REQUEST (PCR) PROCESS

The DIS PDG/WG adopted a PCR Process and Form to allow for the submission of a problem, clarification or proposed change to IEEE Std 1278.1-1995 and IEEE Std 1278.1a-1998 and to use this process to track discussions, analysis, recommendations, and proposed document changes. The process also allowed the identification of impacts of any changes on related standards and reference materials. In 2006, the PCR Process was adopted by SISO as an optional process for all standards development activities. Subsequently, the DIS PDG/WG requested approval of the process being used. (Approved by SISO SAC - 17 Nov 2007)