

IEEE SA Strategic and Emerging Standards Committee (SESCoM) Operations Manual

[Approved by the IEEE SA Board of Governors in May 2020]

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I. Scope

SESCoM is established to assist the IEEE Standards Association in launching, mentoring, and managing new, strategic, or emerging standards development projects within the IEEE fields of interest for which there is no active Standards Committee. SESCOm may also oversee maintenance of standards for which the Standards Committee of record no longer exists.

SESCoM, in its role as an IEEE Standards Committee (see *IEEE SA Standards Board Operations Manual* [5.1.1](#) and [5.1.2](#)), shall have the ability to request initiation of standards development projects. SESCOm will provide guidance and process support to those standards developing groups for which it is responsible. SESCOm may form subcommittees and ad hoc groups as necessary to perform its duties.

SESCoM is intended to support standardization needs in all IEEE Regions and local communities. The scenarios may include forming Working Groups and Standards Committees for localization/adaptation of global IEEE standards, development of local standards, or adoption of IEEE standards documents as local/national standards. SESCOm can support adoption of industry specifications as IEEE standards.

SESCoM's standards development project proposal review process shall be based on a list of publicly available questions (see Section II below) that aid SESCOm members in understanding submitted proposals. When reviewing the scope of a new project proposal, SESCOm shall review the scopes of existing Standards Committees to assist in the identification of a potential home(s) for the proposed standards development activities. When a relevant Standards Committee is identified, the project proposer shall be introduced to that Standards Committee(s) for consideration of the project proposal. If the project proposal is not agreed upon by the identified Standards Committee(s) and/or the project proposer, SESCOm may become the Standards Committee for the proposed project and should then assist the project proposer in developing/refining the PAR using guidelines developed by SESCOm. The Standards Committee review process shall occur in a timely manner and shall be coordinated by an assigned Member of SESCOm in conjunction with IEEE staff.

II. Questions regarding Submitted Standards Development Project Proposals and Potential Project Authorization Requests (PARs)

- 1) Has the project proposer had contact with any Standards Committee(s) related to this project proposal?
 - a. If so, what is the state of that contact?
 - b. If a Standards Committee(s) and the project proposer were unable to reach agreement for the Standards Committee(s) to support the project, what was the basis of the decision?
- 2) In the view of SESCOm, is the stated scope of the proposed project reasonable?
- 3) Has the project proposer identified a potential market opportunity or utility for the proposed project?

- 4) What communities are anticipated to use/adopt the published standard?
- 5) Who are the initial stakeholders to be involved in the project development?
 - a. If an individual method project, are there at least ten interested individuals?
 - If so, who are they and what are their affiliations?
 - b. If an entity method project, are there at least three interested entities?
 - If so, who are they?
 - Are they IEEE SA entity members or have they indicated an interest in membership?
- 6) Does the proposed project have a volunteer who is willing and able to initially chair and organize the project?

III. Maintenance

SESCoM shall periodically review the vitality of its Working Groups and Subcommittees by:

- Receiving/reviewing progress reports on a schedule determined by SESCoM
- Reviewing active standards development projects, including:
 - The roster of members/participants
 - Progress against project timelines

SESCoM shall periodically examine activities under its purview to determine:

- If an opportunity exists to transition an activity into a new or existing Standards Committee, such as
 - an existing Standards Committee of a Society/Council
 - an existing or new SCC
 - the IEEE SA Corporate Advisory Group
 - or, after engaging with the Technical Activities Committee on Standards, a new Standards Committee of a Society/Council
- If an activity should be sunset
- Whether a project activity may need mentoring and/or guidance

IV. Membership

SESCoM shall be managed by the Standards and Standards Innovations Strategic Management and Delivery Committee (SMDC) of the IEEE SA Board of Governors.

Chair:

- IEEE SA Vice President, Standards and Standards Innovations (or designee)

Secretary:

- TBD (staff)

Members:

- IEEE SA Vice President, Industry Engagement and Sector Strategies (or designee)
- ICom Chair (or designee)
- IEEE SA Liaison to TAB
- IEEE SA Liaison to MGA
- A minimum of 5 members at large appointed by the IEEE SA President, drawing upon the broader IEEE; term of appointment shall be for one-year, renewable at the discretion of the IEEE SA President

V. Related Documents

- SESCom Standards Committee Policy and Procedures
- IEEE SA Baseline Policies and Procedures for Individual Method Working Groups
- IEEE SA Baseline Policies and Procedures for Entity Method Working Groups
- [IEEE SA Board of Governors Strategic Management and Delivery Committee \(SMDC\) Operations Manual](#)