

IEC-IEEE Dual Logo Maintenance Procedure

1.0 Initiating the Revision for an IEC/IEEE Dual Logo Document

Either an IEC Technical Committee/Subcommittee or an IEEE Committee finds a need to revise an IEC/IEEE dual logo document.

1.1 IEC Initiates the Revision

If an IEC Technical Committee/Subcommittee decides to revise an IEC/IEEE dual logo document, they will issue a Maintenance Committee Report (see Clause 4.3 of the ISO/IEC Directives, IEC Supplement:2004). A copy of this report will be forwarded to the IEEE-SA Program Manager, International Standards Programs & Governance.

1.2 IEEE Initiates the Revision

If an IEEE Technical Committee decides to revise an IEC/IEEE dual logo document, they will issue a Project Authorization Request (PAR). Once the request has been approved by the IEEE-SA Standards Board, the IEEE-SA Program Manager, International Standards Programs & Governance, will forward the PAR to the Chair and Secretary of the IEC Technical Committee/Subcommittee under which the initial IEC/IEEE dual logo document was approved, with a copy to the IEC Staff Person, the IEC Central Office, the IEEE Sponsor, the IEEE Standards Coordinator (if applicable) and the IEEE Working Group Chair.

1.3 Non Participation

1.3.1 IEC

If the IEEE initiates the revision to the document and the IEC decides not to participate in the revision process, the IEC will withdraw the existing IEC/IEEE dual logo document. Once the document has been revised, IEEE may submit the document to the IEC as a potential IEC/IEEE dual logo document.

1.3.2 IEEE

If the IEC initiates the revision to the document and the IEEE decides not to participate in the revision process, then the IEC can continue to revise the standard. However, any material used from the IEC/IEEE dual logo document will require a separate license agreement from the IEEE.

1.4 Joint Revision

If both groups agree to jointly revise the standard, a Dual Logo Maintenance Team (DLMT) is created. This team will consist of members from both the IEEE and the IEC. The organization which initiated the revision will propose the convener for the Dual Logo Maintenance Team first. If the proposal is not accepted by the other organization, another convener is chosen among the members of the DLMT by mutual agreement.

Once the team has been formed, the Dual Logo Maintenance process begins.

2.0 Dual Logo Maintenance Process

2.1 Preparation of an Initial Draft

The Dual Logo Maintenance Team (DLMT) prepares a draft for comments.

2.2 Circulation of the Draft

The draft is circulated to the IEC Technical Committee and to the IEEE Working Group for comment. This comment period is open for three months.

2.3 Compilation and Circulation of Comments

The Dual Logo Maintenance Team prepares a compilation of comments from both the IEC Technical Committee and the IEEE working group with possible proposals for change.

The compilation of comments is circulated to the IEC Technical Committee and the IEEE Working Group for review.

2.4 Acceptance/Non-Acceptance of Change proposals

If the change proposals are acceptable, another draft of the document is prepared for ballot.

If the change proposals are not accepted, another draft of the document is prepared and recirculated to the IEC Technical Committee and the IEEE Working Group for review until consensus has been reached.

2.5 Initial Ballot

Both ballots must close on the same date.

2.5.1 IEC – Committee Draft Vote

All national bodies vote on the draft. This ballot lasts for five months.

2.5.2 IEEE – Sponsor Ballot

The document is sent to Sponsor Ballot (see clause 5.4 of the *IEEE-SA Standards Board Operations Manual*). This ballot lasts from 30 to 45 days.

2.6 Ballot Resolution

After the ballots have closed, the Dual Logo Maintenance Team prepares a common compilation of comments from both ballots with possible proposals for change.

The document is forwarded to the IEC Technical Committee/Subcommittee and the IEEE Technical Committee for review.

If needed, a recirculation ballot is conducted.

2.7 Submission of Revised IEC/IEEE Dual Logo Document for Approval

2.7.1 Submission to IEEE for Approval

The IEEE Technical Committee submits the draft to the IEEE-SA Standards Board for approval as an IEEE standard.

2.7.2 Submission to IEC for Approval

Once the document has been approved as an IEEE Standard, the IEC Technical Committee/Subcommittee votes on the document as a Final Draft International Standard.

This ballot shall be open for two months. For the ballot to pass, 2/3 of the Participating members must vote affirmatively and not more than one quarter of the total votes (participating members and observer members, combined) can be negative. Abstentions are not counted.

2.8 Approval of a Revised IEC/IEEE Dual Logo Document

If the vote on the FDIS is affirmative, then the document is published as a revised IEC/IEEE dual logo document.