

**IEEE POWER ENGINEERING SOCIETY
NUCLEAR POWER ENGINEERING COMMITTEE
SUBCOMMITTEE 2
EQUIPMENT QUALIFICATION**

**ORGANIZATION
AND
PROCEDURES MANUAL**

December 2003

Table of Contents

<u>Section</u>	<u>Page</u>
Index	2
Appendices	3
References	3
List of Abbreviations and Acronyms	4
Introduction	5
1.0 Scope/Charter of Subcommittee-2	6
2.0 Organization	7
2.1 Membership	7
2.2 SC-2 Honorary/Corresponding Membership	8
2.3 SC-2 Liaison Membership	9
2.4 Meetings	9
3.0 Responsibilities	11
3.1 Chair	11
3.2 Vice-Chair	11
3.3 Secretary	11
3.4 Working Group Chair	13
3.5 Subcommittee Members	13
3.6 Non-Member Participation	14
3.7 Member Proxy	14
3.8 Ad Hoc Working Groups	15
4.0 Standards Development	16
4.1 Project Authorization Requests (PARs)	16
4.2 Standards Preparation	16
4.3 Standards Balloting - NPEC Preview	16
4.4 Standards Submittal to IEEE Standards Board	16
4.5 Ballot Coordination - Liaison with other IEEE Committees	16
4.6 Standards Balloting - Reaffirmation or Withdrawals	16
4.7 Coordination Role in Specific Nuclear Topics	17
4.8 Standards Interpretations and Appeals	17
5.0 External Communications	17
5.1 Regulatory Guides	17
5.2 Interpretations of SC-2 Standards	18
5.3 Use of NPEC Letterhead and Address Lists	18

<u>Section</u>	<u>Appendices</u>	<u>Page</u>
A. Forms and Procedures		19
A-1	IEEE Standards Medallion Application Form	20
A-2	Selection of SC-2 Officers	22

References

1. IEEE Power Engineering Society, Nuclear Power Engineering Committee, Organization and Procedures Manual, March, 2003.
2. IEEE Standards Operations Manual (<http://standards.ieee.org/>)
3. IEEE Project Authorization Request (<http://www.ieee.org/>)
4. IEEE Standards Style Manual (<http://standards.ieee.org/>)
5. ANSI Project Initiation Notification System (PINS) Input Form Supplement (http://web.ansi.org/public/library/ans_forms/pins.doc)
6. IEEE Meetings Organization Manual (<http://www.ieee.org/conferences>)

List of Abbreviations and Acronyms

ANS	American Nuclear Society
ANSI	American National Standards Institute
ANSI/NSB	American National Standards Institute/Nuclear Standards Board
ASME	American Society of Mechanical Engineers
ASTM	American Society of Testing Materials
DOE	Department of Energy
EPRI	Electric Power Research Institute
IEEE	Institute of Electrical and Electronic Engineers
INPO	Institute of Nuclear Power Operations
ISA	Instrument Society of America
NEI	Nuclear Energy Institute
NESCOM	<u>NEw Standards COM</u> mittee (of IEEE Standards Board)
NIRMA	Nuclear Information and Records Management Association
NPEC	Nuclear Power Engineering Committee (of PES)
NUREG	<u>NU</u> clear <u>REG</u> ulatory (Report)
O&P	Organization and Procedures Manual
PAR	Project Authorization Request
PES	Power Engineering Society (of IEEE)
PINS	<u>P</u> roject <u>I</u> nitiative <u>N</u> otification <u>S</u> ystem (of ANSI)
REVCOM	<u>RE</u> view <u>COM</u> mittee (of IEEE Standards Board)
SA	Standards Association (of IEEE)
SC	Subcommittee (of NPEC)
SCC	Standards Coordinating Committee (of PES)
SDO	<u>S</u> tandards <u>D</u> eveloping <u>O</u> rganizations (of ANSI)
TC	Technical Council (of PES)
USNRC	United States Nuclear Regulatory Commission
WG	Working Group (of SC-2)

Introduction

Sub-Committee 2 (SC-2) is one of the operating groups of the Nuclear Power Engineering Committee (NPEC) of the Power Engineering Society (PES) of IEEE. Its scope covers qualification of equipment for nuclear power plant applications.

SC-2 is generally responsible for:

- a. Participating in and supporting goals and activities of the IEEE Power Engineering Society.
- b. Sponsorship or coordination of all IEEE nuclear power plant standards dealing with equipment qualification
- c. Preparation of IEEE coordinated responses to USNRC draft regulatory guides, rule making documents and NUREG documents released for public comment, in the area of equipment qualification
- d. Liaison between IEEE and ANSI, ASME, ANS, ASTM, IEC, IAEA, and ISA in all nuclear power plant matters, related to equipment qualification
- e. U.S. management responsibility, through NPEC, for all equipment qualification standards (by ANSI direction) and, when appropriate, develop new standards.

SC-2's established policy is to improve, clarify, update and provide application guidance on the standards already produced and, when appropriate, to produce new standards. The principal SC-2 standards activity today is to clarify and reissue existing standards and to provide application guidance. SC-2 continues to operate at the discretion of the Chairman, NPEC, as outlined in the NPEC Operating Procedures Manual (Reference 1).

IEEE Standards Preparation is at the direction of the IEEE Standards Board and as outlined in the IEEE Standards Manual (Reference 2).

The procedures given herein are intended to supplement the above referenced procedures as they relate to the operation of NPEC. Responsibility for their interpretation rests with the NPEC Chair. It is recognized that the procedures are not always appropriate and that, in special situations, their strict application may prove cumbersome. The NPEC Chair or SC-2 Chair, as appropriate, may, therefore, authorize exceptions on an ad hoc basis.

Section 1.0 Scope/Charter of Subcommittee 2

Scope: Treatment of all matters relating to the qualification of safety-related systems and equipment in nuclear power generating stations. Included is the development of qualification requirements and methods for nuclear power plant applications, the coordination of nuclear standards, the sponsorship of technical sessions, the preparation and review of technical papers, the dissemination of information on new developments to the industry, and the advancement of nuclear engineering with students and educational institutions.

2.0 Organization

Section 2.1 Membership

SC-2 Practice:

Membership on SC-2 will be kept to an appropriate level consistent with the number of persons deemed necessary to 1) adequately represent the interests of those involved in the nuclear power industry, including engineering, design, licensing, construction, operation, maintenance, manufacturing, regulation, research and development, and 2) provide sufficient manpower, technical breadth and experience for carrying on the committee's work.

Active participation is expected of a member. The attendance policy is such that if a member misses two consecutive meetings, their membership in the sub-committee will be terminated. This policy is necessary to ensure that a quorum of members is obtained at each of the sub-committee meetings. If a member cannot attend a meeting, it is their responsibility to obtain an alternate or suitable proxy. The SC-2 Chairman may make exceptions to this policy if the absence is due to extenuating circumstances.

Eligibility:

There is no requirement to be an IEEE member to participate as a member of SC-2 or its working groups; one only needs to be a recognized expert in the field. To be eligible for reappointment, a member during the preceding year must have demonstrated a continuing interest in and made tangible contributions to the work of the sub-committee and at least one of the working groups. However, to participate in the balloting of any of the IEEE standards developed, it is required that you be an IEEE member and a member of the IEEE Standards Association. Membership information and applications are available on-line at www.ieee.org. (See Section 3.0 Responsibilities)

Discussion:

1. SC-2 membership shall be made up of officers, appointed members, liaison members, corresponding members, alternate members, and honorary members, as deemed appropriate by the Chairman.
2. The officers of SC-2 shall be Chair, Vice Chair, Secretary, and Assistant Secretary. The selection of officers shall be in accordance with Appendix A-6.
3. Working Group Chairs, official delegates to other organizations (both internal and external to IEEE) and persons accepting liaison responsibilities to other organizations shall generally be appointed members of SC-2.
4. IEEE and other organizations may be represented on SC-2 by liaison members.
5. All members except honorary, corresponding and liaison members shall be voting members.
6. Appointment and reappointment to SC-2 is on a bi-annual basis.

Balance:

In the staffing of SC-2 and its working groups, besides considering the motivation and capability of the individual candidate, consideration will be given to the balance between broad industry interests.

SC-2 members are classified as follows:

- U - Utility, User
- P - Producer, Manufacturer
- E - Engineering Firm
- C - Consultant
- G - General, Government, Laboratory, Retired, etc.

Volunteers:

SC-2 policy is to try to utilize all qualified volunteers. Assignment will be made wherever possible to a suitable Working Group.

Section 2.2 SC-2 Honorary/Corresponding Membership

Honorary Membership

SC-2 Practice

1. SC-2 Honorary Membership is offered to long-time active SC-2 members generally retiring from work.
2. SC-2 Honorary members have no voting privileges.
3. SC-2 Honorary Members are kept on mailing lists for meeting notices and minutes of meetings until or unless advised otherwise.

Corresponding Membership

SC-2 Practice

1. SC-2 Corresponding Membership is offered to long-time active SC-2 members who, due to extenuating circumstances, cannot regularly attend meetings.
2. SC-2 Corresponding Members have no voting privileges.
3. SC-2 Corresponding Members are maintained on distribution for mailings and minutes of meetings.
4. SC-2 Corresponding Members are encouraged to participate in Sub-Committee and Working Group activities.

Section 2.3 SC-2 Liaison Membership

SC-2 Practice:

Membership

Liaison members assigned by other organizations that request liaison with SC-2 shall be invited to be full voting SC-2 members.

Reports

Liaison members shall deliver a liaison report at each SC-2 meeting. The report should cover items of interest to SC-2, including standards development, technical sessions and related papers.

Activities

Liaison members are generally expected to provide liaison to SC-2 from the represented organization/function and from SC-2 to the represented organization/function.

Section 2.4 Meetings

SC-2 Practice

Scheduled Meetings

SC-2 meetings should be scheduled at least 6 months in advance. Each SC-2 meeting shall be assigned a serial number, where the first number after the SC2 designation refers to the year, and the second number refers to the number of the meeting during that year (e.g., SC2-00-01, SC2-03-02, etc.). This number shall appear on all meeting documents (i.e., agenda, minutes, etc.).

The meeting dates and locations shall be suggested and agreed to by the sub-committee membership. The goal is to have meeting locations alternate between the east coast and west coast of the US, in order to minimize the travel burden on the membership. Attempts will be made to schedule a meeting in Europe, at least once every two years.

The meeting notice (time and place) should be communicated to each SC-2 member at least six weeks in advance of each meeting.

Request for items to be placed on the agenda should be brought to the attention of the Secretary or the Chairman. The meeting agenda, approved by the Chair, shall be distributed at least two weeks before the meeting. Items not on the scheduled agenda may be brought up during a meeting-but non-agenda items may not be moved/voted upon.

Conduct of Meetings

SC-2 meetings will ordinarily be conducted by the Chair under Robert's Rules of Order and in accordance with these procedures.

Quorum

50% of the voting members of SC-2 (present in person or by alternate or proxy) shall constitute a quorum. Actions taken at a scheduled meeting that require a quorum, but where a quorum was not present, may be subsequently validated through approval of the meeting minutes or through approval by special letter (hard copy or electronic) ballot. Such approvals shall require an affirmative majority vote.

Minutes

A permanent record of each meeting should be kept in the form of meeting minutes. The minutes shall be a true and complete record of all actions taken, reports made, discussions, assignments and other business coming before the subcommittee. All reports shall be given to the secretary in electronic media and should be included in the minutes. The minutes shall show who was in attendance at the time of discussions and votes. Roll call votes shall be recorded by name unless the vote is unanimous. A listing of action item assignments shall be included. The minutes shall be communicated to all SC-2 members, preferably within four weeks immediately following the meeting.

An agenda item at the next meeting shall be the approval of the preceding meeting's minutes. The minutes as thus approved, with revisions, shall stand as the official record of the committee's operations.

3.0 Responsibilities

Section 3.1 Chair

The responsibilities and duties of the SC-2 Chair include, but are not necessarily limited to, the following:

1. Conform to the Technical Council O&P Manual outline of Duties of Chairs of Technical Committees (Reference 1)
2. Recommend, with the concurrence of the immediate Past Chair, appointments for Vice-Chair, Secretary, and Assistant Secretary for concurrence by the full committee
3. Schedule and preside at all meetings of SC-2
4. Report Subcommittee operations to NPEC
5. Appoint, for each two calendar years: the SC-2 membership and Working Group chairmen
6. Approve liaison representatives to and from other organizations
7. Arrange liaison representation to other organizations
8. Guide and direct SC-2 in the timely fulfillment of its objectives
9. Represent SC-2 and provide written SC-2 Activity Reports at each NPEC committee meeting.
10. The term of office for the Chair is two years, but may be re-appointed for an additional two years by the NPEC Chairman.

Section 3.2 Vice Chair

The responsibilities and duties of the SC-2 Vice-Chair include, but are not necessarily limited to, the following.

The Vice-Chair may utilize the assistance of others in performing these efforts although the ultimate responsibility resides with the Vice-Chair.

1. Term of office for the Vice Chair shall be two years, but may be re-appointed for an additional term of two years by the SC-2 Chairman.
2. In the event of the Chair's incapacitation, the Vice-Chair, SC-2, shall assume any or all of the responsibilities and duties of the Chair.

Section 3.3 Secretary

The responsibilities and duties of the SC-2 Secretary include, but are not necessarily limited to, the following:

The SC-2 Secretary shall be the focal point for all membership information, shall keep the membership informed of scheduled meetings and agendas, and maintain the permanent record of each Subcommittee meeting in the form of meeting minutes.

In the event of the Vice Chair's incapacity, the Secretary, SC-2 shall assume any or all of the powers and duties of the Vice Chair.

The SC-2 Secretary may utilize the assistance of others in performing these duties although the ultimate responsibility resides with the SC-2 Secretary.

The SC-2 Secretary shall:

1. Maintain the roster of SC-2 and its membership
2. Update the membership roster at least once every year (with interim updates as deemed necessary)
3. Verify the existence of a quorum for all actions taken by SC-2 at its meetings
4. Record votes at SC-2 meetings
5. Record minutes of SC-2 meetings
6. Assist in the issuance of SC-2 meeting notices and agendas, as deemed necessary by the SC-2 Chairman
7. Issue Action Item Lists
8. Issue SC-2 Meeting Minutes
9. Provide Secretary of NPEC a Membership update for use in the PES Organization Manual & Committee Directory.
10. The term of office for the Secretary shall be two years, but may be re-appointed for an additional two years by the SC-2 chairman

Document Distribution Schedule

<u>Document</u>	<u>Recipient</u>	<u>Schedule</u>
<u>Schedule:</u>		
Long Range SC-2 Meeting Plans	SC-2	>6 months Prior
Issue SC-2 Notices	SC-2 & Guests	>60Days Prior
<u>Agendas:</u>		
Main SC-2 Meeting	SC-2 & Guests	>15Days Prior
<u>Meeting Minutes & Action Items:</u>		
Main SC-2 Meeting	SC-2	4 Weeks Following
SC-2 Action Item List	SC-2	4 Weeks Following

Section 3.4 Working Group Chair

The responsibilities and duties of SC-2 Working Group Chairs include, but are not necessarily limited to, the following.

1. Preside at all Working Group meetings
2. Organize and maintain the Working Group with suitable personnel to carry on its work
3. Appoint for each calendar year: working group members
4. Maintain current roster for the working group
5. Refer proposals for new work or revisions to the scope of old work to SC-2 Chair
6. Accept assignment of work projects from the SC-2 Chair
7. Provide appropriate liaison and make arrangements for outside groups to contribute to the development of assigned standards
8. Coordinate jointly sponsored projects, as may be directed by the Chairman, SC-2
9. Keep SC-2 fully informed of the status of assigned projects
10. Keep work on standards projects up to schedule and strictly within bounds of the approved scope
11. Conduct assigned standards development work in conformance with established procedures
12. Review and develop recommendations on document referrals
13. Arrange for meeting presentations, as directed by the Chairman, SC-2
14. Provide SC-2 with written subcommittee reports at each SC-2 meeting.
15. Prepare and submit Project Authorization Requests (PARs)
16. Prepare and submit standards to the Standards Review Board Review Committee (RevCom) in accordance with the most current version of the IEEE-SA Standards Board Working Guide for Submittal of Proposed Standards (www.ieee.org).
17. Establish a ballot review committee to review and resolve negative ballots on standards developed by the working group

The Working Group Chair shall be appointed annually.

Section 3.5 Subcommittee Members

Members of SC-2 are responsible for generation and maintenance of standards, technical papers and other activities to further the purposes of the subcommittee.

The requirements for membership are:

1. SC-2 members shall be members in good standing of the IEEE or equivalent technical society or have equivalent professional qualifications in the field(s) of interest in SC-2
2. SC-2 members shall be technically competent in the fields of interest within the scope of SC-2
3. Regular attendance and contribution to the SC-2 meetings.
4. SC-2 members shall be appointed by the Chairman, SC-2, every two years
5. SC-2 members missing two consecutive subcommittee meetings will automatically be removed from the SC-2 membership role, unless the SC-2 Chairman deems that extenuating circumstances exist and the membership should be continued.
6. SC-2 members may appoint a proxy to represent them at SC-2 meetings; this absence will not count against the member.
7. The goal is to have SC-2 members participate in the operation of at least one working group in their fields of interest
8. SC-2 members are expected to maintain communication with the SC-2 Chairman or Secretary by keeping them informed of their current telephone number, mailing address, or e-mail address.

Section 3.6 Non-Member Participation

Non-Members may attend open meetings of SC-2, with permission from the Chairman, SC-2

Non-Member visitors may be invited guests or members of the industry with a specific interest and competence in an SC-2 activity. They may, at the invitation of the Chair, make technical presentations or raise technical issues for the subcommittee's consideration.

Section 3.7 Member Proxy

Each subcommittee member shall designate a proxy member. If a subcommittee member cannot attend a meeting, the designated proxy is expected to attend.

1. Proxy members do not need to be members of work groups; however, members are encouraged to select their proxy from the subcommittee or work groups.
2. When serving at a subcommittee meeting as a proxy member, he/she shall have the voting right of the member for whom they are the designated proxy.
3. If a person is the designated proxy for more than one absent member, that proxy can cast only one vote per motion.

Section 3.8 Ad Hoc Working Groups

Ad Hoc Working Groups may be formed from time to time, as deemed necessary by the Chairman, SC-2, for the purpose of resolving an issue, or issues, of importance to the Subcommittee. These working groups will only be constituted as the need arises, will be considered temporary, but will exist as long as the need is present. Membership will be solicited from the subcommittee, and/or working groups of the sub-committee, with the Ad Hoc WG chairman appointed by the Chairman, SC-2..

The Ad Hoc WG will prepare its charter, plans, and schedule for submittal to, and approval by the Chairman, SC-2. The Ad Hoc WG will perform its task, prepare its findings, and submit a final report to the Chairman, SC-2 for final disposition, at which time the Ad Hoc WG will be disbanded, as determined by the Chairman, SC-2.

As many Ad Hoc WGs may exist at any one time, and continue in existence for as long as deemed necessary by the Chairman, SC-2.

4.0 Standards Development

Section 4.1 Project Authorization Requests (PARs)

PAR processing is in accordance with the IEEE SA Standards Board Operations Manual and supplemented by PES and NPEC practices in accordance with the NPEC Operations and Procedures Manual.

Section 4.2 Standards Preparation

Standards Preparation shall be in accordance with the IEEE SA Standards Board Operations Manual (Ref. 2) and IEEE Standards Style Manual (Ref. 4).

Section 4.3 Standards Balloting - NPEC Preview

Balloting on NPEC standards is in accordance with the IEEE SA Standards Board Operations Manual, the PES Technical Council Organization and Procedures Manual, and the NPEC Operations Procedures Manual.

The working group responsible for a standard will address all comments received in a timely manner. A reasonable attempt will be made to resolve any negative ballots received. At the working group Chairman's discretion, a ballot review committee (BRC) may be established consisting of a small number of members from the working group. It will be the BRC's responsibility to respond to the comments made by the balloters. The entire balloting group will be able to review the changes the BRC makes and have an opportunity to approve them or reject them. While it is usual for the working group members to be a subset of the balloting group, it is the balloting group that is judging the technical validity of the document once it is submitted for balloting and not the working group itself. Additional details on standards balloting are available at the IEEE web site for the Standards Companion on Balloting (<http://standards.ieee.org/guides/companion/part2.html#group>)

Section 4.4 Standards Submittal to IEEE Standards Board

Document processing and transmittal to the IEEE Standards Board shall be in accordance with the IEEE Standards Manual, IEEE Working Guide for Submittal of Proposed Standards (<http://standards.ieee.org/>) and the IEEE SA Standards Board Operations Manual, and utilize the most recent IEEE Standards Board Form for Submittal of Proposed Standards.

Section 4.5 Ballot Coordination - Liaison with Other IEEE Committees

Liaison with other IEEE Committees shall be in accordance with the NPEC Operations Procedures Manual.

Section 4.6 Standards Balloting - Reaffirmation or Withdrawals

Reaffirmation or Withdrawal of NPEC Standards is in accordance with the IEEE Standards Manual and the NPEC Operations Procedures Manual.

Section 4.7 Coordination Role in Specific Nuclear Topics

Various coordination agreements both within IEEE and external to IEEE have been established to facilitate overall coordination within industry of nuclear standards related matters, and as provided in the NPEC Operations Procedures Manual

Section 4.8 Standards Interpretations and Appeals

Standards appeals and interpretations shall follow the requirements of The IEEE Power Engineering Society Technical Council Organization and Procedures Manual (Ref. 1), and the NPEC Operations Procedures Manual.

5.0 External Communications

Section 5.1 Regulatory Guides

Regulatory Guides (and sometimes other documents) applicable to the scope of SC-2 activities are issued by the U.S. Nuclear Regulatory Commission (USNRC). SC-2, at the request of NPEC, will prepare appropriate comments on these documents.

It may be prudent to review any input documents, such as NUREGs or other contractors' reports that will be used as a basis for developing/revising regulatory positions or guidance. This often can be achieved before the public review period has elapsed on an important regulatory document. Timely reviews of basis material can improve the regulator's understanding of industry perspective before positions become firm.

SC-2 Responsibility

The Chairman, SC-2, is responsible for initiating and supervising review and preparation of comments on new and revised regulatory guides within the subcommittee's interest. Appropriate working group personnel shall provide input to the comments being submitted.

Correspondence to USNRC

All correspondence with USNRC, as well as other (Non-IEEE) agencies or groups, which may be construed to represent an official communication from the IEEE, shall be over the signature of the NPEC Chair or the SC-2 Chair, as appropriate. This includes transmittal of comments on regulatory guides.

Distribution

Distribution shall include the NPEC Secretary who will distribute copies to the NPEC members.

[Individuals, companies, and any organization acting on their own behalf can, of course, submit their own comments].

Section 5.2 Interpretations of SC-2 Standards

Requests for interpretations of standards prepared by SC-2 will be addressed, as needed. When an interpretation request is received, the SC-2 Chair will assign it to an appropriate working group. The working group will prepare a response, and the working group Chairman will present the response to the SC-2 Chairman and members for their concurrence. Once concurrence is obtained, the SC-2 Chairman will provide the interpretation to NPEC for their concurrence and distribution.

Section 5.3 Use of NPEC Letterhead and Address Lists

IEEE/PES/NPEC letterhead is obtained by the Chairman, SC-2, from the IEEE Service Center either on an as-needed basis or when NPEC officers are changed. If possible, it should be obtained electronically. It is distributed by the secretary to the working group chairs and may be duplicated at any level for the purposes of carrying out SC-2 activities and business. This includes correspondence with other technical society and/or committee persons for such purposes as liaison and/or coordination of ballots.

Correspondence with outside agencies, organizations or publishers, which transmits what can be interpreted as official IEEE/PES/NPEC positions, comments, interpretations or doctrine, may be prepared by members, chairs or SC-2 officers, but it should go out over the signature of the NPEC Chair or the SC-2 Chair, as appropriate.

Address lists, in the context of this procedure, are those prepared for and issued by SC-2 or any of its working groups for the purposes expressed above. The work groups should keep them accurate and up-to-date. Any changes should be sent to the SC-2 Secretary for transmittal to the NPEC secretary.

Neither letterhead nor address lists shall be used for non-IEEE business, solicitations or quasi-commercial communications or advertisements.

**IEEE POWER ENGINEERING SOCIETY
NUCLEAR POWER ENGINEERING COMMITTEE
SUBCOMMITTEE 2
EQUIPMENT QUALIFICATION**

ORGANIZATION AND PROCEDURES MANUAL

APPENDICES

Forms and Procedures

IEEE Standards Medallion

The IEEE Standards Medallion is awarded for outstanding achievement in the development and implementation of standards within the technologies of the IEEE. Recipients are selected solely on the basis of their accomplishments in standards work. They need not be members of IEEE, and their contributions may be to standards of other national and international standardizing bodies, providing such standards are in the technical fields covered by the IEEE and constitute a significant contribution to the profession.

Send completed nomination forms to:

Secretary, Awards & Recognition Committee
IEEE Standards Board
445 Hoes Lane
Piscataway, NJ 08854

For further information, telephone:

(732) 562-3807



IEEE STANDARDS MEDALLION

Nomination Form

NOMINEE _____

(Last, First, Middle)

Present Occupation _____

(Position, Organization)

Business Address _____

Home Address _____

If an IEEE Member, indicate member number and grade _____

TECHNICAL EDUCATION

College or University _____ Degree _____

Other Technical Education _____

SUBMITTOR INFORMATION

Nominations may be submitted to the Standards Awards & Recognition Committee of the IEEE Standards Board by individuals or technical committees. Due consideration will be given to those nominations that have been subject to formal voting action in standards-development committees.

SUBMITTOR *(Give name of nominating group or committee, unless nomination is submitted by an individual).*

Was nomination the result of a voting action? _____

Total votes _____ For _____ Against _____ Abstentions _____

Name and Address & Phone # of individual to be contacted regarding Standards Board action on nomination

In what relevant Society/Committee Periodical(s) should this action be noted?
(Be specific. If possible, provide a contact person along with a telephone/fax # of the periodical.)

Date and place of presentation: (Recommended places include a major Society meeting, annual technical symposium, IEEE Sections Awards banquet, etc.)

PROFESSIONAL AFFILIATIONS *List professional, technical, and honorary societies of nominee.*

PROPOSED CITATION *(Briefly state why the person is being nominated. This wording will appear on the certificate that is given with the medallion.)*

NOMINEE’S STANDARDS-MAKING AFFILIATIONS

List below up to five of the most significant standards-developing committees on which the nominee has served. Be sure to clearly indicate whether these are IEEE, ANSI, IEC, EIA, NEMA, CSA, etc. Show whether nominee served as officer, member, or alternate, with dates.

STANDARDS

Provide a listing of up to three standards of major importance in which the nominee made a significant contribution.

NOTABLE TECHNICAL ACHIEVEMENTS

Describe the nominee’s contributions to standards development and explain why they are significant.

SELECTION OF OFFICERS

The SC-2 officers are selected in accordance with the Technical Council Organization and Procedures Manual, and the NPEC Operations Procedures Manual (Reference 1)

The SC-2 Chairman is appointed by the NPEC Chair

The SC-2 Vice-Chairman, Secretary, and Assistant Secretary are recommended by the incumbent Chairman with the concurrence of the immediate Past Chairman.

The Chairman's term of office is two years with reappointment for a maximum of four years, except under extraordinary conditions identified by the Chairman of NPEC to be in the best interests of NPEC

The Vice-Chairman's, Secretary's and Assistant Secretary's term of office is two years, with reappointment for a maximum of four years.

There is an automatic progression from Assistant Secretary to Secretary to Vice-Chairman to Chairman in a four to eight year time span, unless the current Chairman has reason (or extraordinary circumstances demand) to deviate from this sequence.

To afford Committee members a measure of participation in the selection process, the following procedure may be used:

1. The Chair will prepare the slate of officers for the coming year and give it to the Secretary for inclusion with the Draft Agenda for the last meeting of the year.
2. Members may submit write-in suggestions.
3. The Chair will consider any recommendations received prior to submitting the slate to the Past Chair for approval.
4. Subcommittee members will vote on the slate of candidates at the first meeting of the year in which officers are elected.