

Activities That Require 30 Day Review

OPERATIONS MANUAL / SECTION	DESCRIPTION OF ACTIVITY	INVOLVED OU(S) REVIEW/CONSENT
<b>EAB MANUAL SECTION/ACTIVITY</b>		
1.12 Objectives		Deliberation: EAB Review/Consent: EAB Approval: EAB
<b>PSPB MANUAL SECTION/ACTIVITY</b>		
1.3 Objectives		Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
1.4 PSPB Responsibility for IEEE Publications		Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
1.5 Oversight Responsibilities for Publications		Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
2.1.1 Voting Members		Deliberation : PSPB Review/Consent: PSPB Approval: PSPB
6.1.2 Financial Guidelines for Service Oriented Cost Centers		Deliberation : PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
6.3 Publication Administration Charge		Deliberation : PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
6.5 Article Processing Charges		Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
6.6 IEEE PRESS Business and Financial Arrangements		Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
8.1.1 General (under 8.1 Publication Policies)		Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
8.1.3 Presentation of Nontechnical Material		Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB

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8.1.6 Titling Protocols for IEEE Publications		Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
8.1.7 Multiple Publication of Original Technical Material in IEEE Periodicals		Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
8.1.8 Advertising in IEEE Information Services and Products		Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
8.1.10 Correcting Metadata in IEEE Xplore		Deliberation: PSPB Review/Consent: PSPB Approval: PSPB
8.1.11 Removing Access to Content on IEEE Xplore		Deliberation: PSPB Review/Consent: PSPB Approval: PSPB
8.2 Publication Guidelines (for any changes in the introductory paragraph)		Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
8.2.1.A Authorship		Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
8.2.1.B Responsibilities of Authors of Articles Published by IEEE		Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
8.2.2 Review Process		Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
8.2.3 Appeal of Editorial Decisions		Deliberation: PSPB Review/Consent: PSPB, EMCC, TAB, MGAB, EAB, SA Approval: PSPB
8.2.4.A Handling of Complaints		Deliberation: PSPB Review/Consent: PSPB, EMCC, TAB, MGAB, EAB, SA Approval: PSPB
8.2.4.B Investigation Possible Misconduct		Deliberation: PSPB Review/Consent: PSPB, EMCC, TAB, MGAB, EAB, SA Approval: PSPB
8.2.4.C Corrective Actions		Deliberation: PSPB Review/Consent: PSPB, EMCC, TAB, MGAB, EAB, SA Approval: PSPB

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8.2.5 Transactions, Journals and Letters		Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
8.2.6 Magazines		Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
8.2.7 Conference Publications		Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
8.2.8 Virtual Journals		Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
8.2.9 Newsletters		Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
8.3.1 THE PROCEEDINGS OF THE IEEE		Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
8.3.2 IEEE SPECTRUM		Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
8.3.3 THE INSTITUTE		Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
8.3.4 THE IEEE PRESS		Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
8.3.5 IEEE ACCESS™		Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
8.4.1 Approval of New Periodicals		Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
8.4.2 Major Changes to an Existing Publication Product or Service		Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB
8.4.3 Publication of Periodicals Outside the IEEE		Deliberation: PSPB Review/Consent: PSPB, TAB, MGAB, EAB, SA Approval: PSPB

Activities That Require 30 Day Review

OPERATIONS MANUAL / SECTION	DESCRIPTION OF ACTIVITY	INVOLVED OU(S) REVIEW/CONSENT
<b>MGAB MANUAL SECTION/ACTIVITY</b>		
1.3 Objectives		Deliberation: MGAB Review/Consent:: MGAB Approval: MGAB
9.1.D Naming of Geographical Units		Deliberation: MGAB Review/Consent:: MGAB Approval: MGAB
<b>SA MANUAL SECTION/ACTIVITY</b>		
6.1 IEEE-SA Membership Qualifications	Membership Categories (Individuals, Not-for-Profit and For-Profit enterprises)	Deliberation: SA Review/Consent: SA Approval: SA
<b>TAB MANUAL SECTION/ACTIVITY</b>		
1.3 Technical Activities Objectives		Deliberation: TAB Review/Consent:: TAB Approval: TAB
2.2 Technical Activities Board	TAB Membership	Deliberation: TAB Review/Consent: TAB Approval: TAB
4.0 Divisions	Composition of Divisions	Deliberation: TAB Review/Consent: TAB Approval: TAB
4.2.A.3 Society Affiliates	Qualifications, rights, privileges	Deliberation: TAB, MGAB Review/Consent: TAB, MGAB Approval: TAB
<b>NEW INITIATIVES COMMITTEE</b>		
New Initiatives		Deliberation: NIC Review/Consent: NIC Approval: NIC
NIC Operations Manual		Deliberation: Review/Consent: NIC Approval: NIC

**NOTE: Additionally revisions to the following manuals and policies shall follow the 30 day process, with the exception of being placed on the Board's Consent Agenda, include --**

***Finance Operations Manual  
Investment Operations Manual  
E-Mail Policies***