



CONSEIL INTERNATIONAL DES GRANDS RÉSEAUX ÉLECTRIQUES  
INTERNATIONAL COUNCIL ON LARGE ELECTRIC SYSTEMS

**STUDY COMMITTEE D2**

INFORMATION SYSTEMS AND TELECOMMUNICATIONS

# PRACTICES & GUIDELINES

## Study Committee D2

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**STUDY COMMITTEE D2**

INFORMATION SYSTEMS AND TELECOMMUNICATIONS

<b>PRACTICES &amp; GUIDELINES</b>	ISSUED BY: SC Chairman	DATE ISSUED: 01/08/2007
SUBJECT: <b>Index</b>	FOLIO: <b>A.H.1</b>	PAGE: <b>1 OF 2</b>

The purpose of this document “Practices & Guidelines” is to provide the Study Committee D2 Members, Observer Members, SC Secretary, Working Bodies (Advisory Group or Working Group) Conveners with some specific relevant information on the way to handle the various tasks of their duty.

This document is intended to be a complement to existing Cigré documents available on the Cigré Web site (<http://www.cigre.org>). The existing documents and issuance dates are the following ones:

- ✓ Cigré Statutes (2006).
- ✓ Rules of procedure (2006).
- ✓ Cigré Technical Information (2006).
- ✓ General Rules for Cigré Sessions (2006).
- ✓ Rules for Study Committees (2007).
- ✓ Cigré Masterplan (2006-2011).
- ✓ Webmaster’s Guide - Instruction manual for «Contents updating website» (2005).
- ✓ SC D2 Strategic Plan 2007-2016.

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SUBJECT: <b>Group Meeting at Paris Session - Participation</b>	FOLIO: <b>G.M.1</b>	PAGE: <b>1 OF 3</b>

## 1) INTRODUCTION

One of the major methods of progressing the work of the Study Committee is the Group Meeting held in Paris Session in conjunction with similar Group Meeting of each other Study Committee in August of the 'even numbered' years.

The Group Meeting is a major open international technical forum for the debate of issues at the leading edge of technology.

Study Committee Members are expected to actively participate and/or encourage other technical experts to participate.

## 2) POLICY

The Chairman organises the discussions with the help of the Special Reporter.

The Special Reporter prepares a 'Special Report' as a basis for discussions.

Delegates may make prepared contributions with written texts, or spontaneous contributions.

The Special Reporter prepares a 'General Report'.

Proceedings are printed as a subsequent document.

## 3) GUIDELINES FOR MEMBERS ACTIVITIES

(A number of formal Cigré documents exist that specify the activities and procedures for the Session – See A.H.1, for the detailed list. These are independently available from the Cigré Central Office)

### a) General

- ✓ Study Committee Members and Observer-Members are encouraged to view the biennial Group Meeting as an essential part of their responsibilities.
- ✓ The even numbered year's Study Committee meeting is deliberately scheduled in the same week in Paris as the Group Meeting to facilitate attendance at both.
- ✓ Members are requested to seriously involve themselves in:
  - preparing papers if possible and/or encouraging other technical specialists from their country to prepare papers,
  - submitting prepared contributions advancing the learnings on the questions posed,
  - making spontaneous contributions where new or added information can be input to the discussions,
  - advertising the availability of the Proceedings when they subsequently become available.

### b) Papers

- ✓ Where a Member is able to participate by writing a paper for the Group Meeting he should do so in accordance with the timetable in S.M.1 (Practices & Guidelines).
- ✓ Proposed papers must pass through a process of selection for acceptance. They may be submitted through either

- The Member's National Committee (National Committee Allotment and Additional Allotment);
  - The Study Committee (Study Committee Allotment for Working Bodies publication);
  - Cigré Central Office for papers with more than one country represented or where there is no National Committee (International Allotment).
- ✓ Papers must address one of the Preferential Subjects specified for the particular Group Meeting. However, for many years the Study Committee has often used very broad Preferential Subjects and most papers within the scope of the Study Committee's field of interest can usually be accommodated.
  - ✓ Papers are selected on their
    - Technical interest;
    - Innovation;
    - Value.
- c) The Special Report**
- ✓ The Special Report is prepared by analysing the papers submitted, and then for each Preferential Subject, providing a synthesised account of the papers, and an identification of new facts, interesting views and issues that are still controversial.
  - ✓ Questions are developed for each Preferential Subject to order the discussion into a logical frame, drawing together similar issues appearing in various papers.
  - ✓ The main purpose of the questions of the Special Report is to enable the discussion on the content of the Preferential Subject and not on the content of the submitted papers. Thus, it is recommended to avoid question on the contents of papers.
  - ✓ Subsequent discussion at the Group Meeting follows these questions.
- d) The Group Meeting**
- ✓ The papers along with the Special Report are made available to delegates registered for the Group Meeting and are mailed several months prior to the event (except for late registrants who are invited to collect their copies at the Cigré Session registration desk).
  - ✓ All Members of the Study Committee are expected to register for the Cigré Session and attend the Group D2 Meeting.
  - ✓ To enable intelligent participation at the Group Meeting, it is necessary to pre-read both the papers and the Special Report, since the papers are not individually presented at the Group Meeting.
  - ✓ The Special Report and the questions it contains, form the direction for the discussion in the meeting, and the discussion proceeds through reference to the questions posed.
  - ✓ Two forms of contribution are possible
    - Prepared submissions:

The submissions should refer to the questions asked in the Special Reporter's report. They need not specifically answer the question as posed but may refer to new work done on the subject, new issues or technology arising from the subject or views agreeing with, or disagreeing with the thrust of the initial paper.

These can be prepared in advance and should generally not exceed 1000 words.

There is a fixed format for the written contributions that must be observed and this is supplied to registrants for each Cigré Session

Written contributions should be forwarded to the Cigré Central Office or the Session Technical Secretariat three days before the date of the Group Meeting. However this rarely happens in practice and it is acceptable to have these ready for handing in on the day preceding the Group Meeting.

On the day preceding the Group Meeting the intending speaker must meet the Group Chairman and discuss the contribution to be presented. This provides the Chairman an opportunity to more efficiently order the discussion and to check the length of the proposed intervention and the clarity of any visual aids.

At the Group Meeting the Chairman will invite identified speakers to present their views.

Where the delegate is adequately fluent in English or French, the presentation should be a conversational style summary of the written contribution, rather than a reading of the written submission.

The presentation will be limited in length by the Chairman - typically to 5 minutes.

- Spontaneous contributions

If time permits, the Chairman can allow some time for contributions that have not been registered in advance.

As above, time will be limited for these presentations.

If the contributor wishes, a text record of the contribution can be published in the Proceedings.

Copy of such text up to 200 words must be sent to the Cigré Central Office within three weeks of the Cigré Session. In practice however, it is preferable to complete this text shortly after the Group D2 Meeting and submit to the Technical Secretariat on site.

**e) Post Session General Report and Proceedings**

- ✓ 'Daily Summary of Discussion' (a brief resume of the discussions held) is produced by the Study Committee Secretary, and is available two days after the Group Meeting. It is intended to be a simple set of briefing notes for delegates.
- ✓ Following the Cigré Session, the Special Reporter produces a 'General Report' which draws together the various discussions held in the Group Meeting and where possible identifies conclusions. The 'General Report' is to be published in Electra.
- ✓ A 'Session Proceedings' is published after the Session and includes
  - the papers,
  - the Special Report,
  - prepared contributions to the discussion,
  - text of spontaneous contributions where such is submitted,
  - a list of the delegates that contributed to the discussion, and,
  - the 'General Report'.
- ✓ Study Committee Members are encouraged to obtain a copy of the Proceedings when it becomes available, and to make the SC D2 information widely known to specialists throughout their own country.



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<b>PRACTICES &amp; GUIDELINES</b>	ISSUED BY: SC Chairman	DATE ISSUED: 01/08/2007
SUBJECT: <b>Group Meeting at Paris Session - Structure</b>	FOLIO: <b>G.M.2</b>	PAGE: <b>1 OF 4</b>

### 1) POLICY

The Chairman organises the discussions with the help of the Special Reporter.

Each Group Meeting shall comprise of, at least:

- ✓ Short presentation of the Study Committee, its scope and on-going work, by the Chairman;
- ✓ Presentation of Preferential Subject 1 by the Special Reporter;
- ✓ Discussion of Preferential Subject 1 which runs as follows:
  - Prepared contributions;
  - Spontaneous contributions;
  - General discussion, in some cases;
- ✓ Discussion of Preferential Subjects 2 and 3 (similarly to Preferential Subject 1);
- ✓ General conclusion, drawn by the Chairman.

### 2) COMMON PRACTICE

The status report of the Study Committee is intended for "selling" its activities to the management component of the audience.

The presentation of the "Preferential Subjects" should emphasise the state of art in the industry and not specifically repeat the contents of the special report.

The conclusions should make a positive contribution and summarise the direction of the discussions.

### 3) GUIDELINES

The SC D2 Chairman presents, where possible, an invited address on a "matter of importance".

Elements to be included in the Group D2 MeetingElement 'a'

*Chairman* to present a statement of the work of the SC and its groups, and to identify specifically areas of international technical concern and controversy (avoiding details of the particular issues of the Preferential Subjects). To ensure a disciplined statement, that it be in the form of a pre-prepared (but not released) paper, available for collection after the session. Maximum 20 minutes.

Element 'b'

*Special Reporter* to make presentation on the Preferential Subject detailing the reason for the choice, the state of the art in this subject, and the most important issues. Then continue with the introduction of the papers, their key points (maximum of two per paper) and their relationship with the Preferential Subject.

Maximum 20 minutes for EACH Preferential Subject.

Element 'c'

*Audience* to discuss the issues raised by the Special Reporter's questions (as in the past) by prepared or spontaneous interventions.

Element 'd'

*Chairman* to provide conclusions. A summary of the views expressed during the discussion, identification of the points of controversy, of agreement, and of areas for further study.

Maximum 15 minutes per subject.

Element 'e'

*Invited guest* to speak on a "matter of significance". During some two year intervals, a major development or issue arises that is relevant, perhaps critical, to the Study Committee but is outside the defined scope of the discussion. (*This element is not practical when only a half day is allocated to the Group*).

Maximum 20 minutes

Table 1 - Elements for Group D2 Meeting

Recommended schedules for full day group meeting and half day group meeting are shown in tables 2 and 3 respectively.

<u>Program item</u>	<u>Time</u>	<u>Responsibility</u>
Paper presented on the Study Committee and it's primary areas of work including reference to major areas of controversy and research	20 mins	Chairman
Invited "paper of importance" (if appropriate)	20 mins	Guest
Presentation on the state of the art on Preferential Subject 1. Introduction of papers and the 2 key points from each.	20 mins	Special Reporter
Discussion on the questions of the Special Report (Preferential Subject 1)	55 mins	Chairman & Special Reporter
Morning Break	20 mins	--
Discussion on the questions of the Special Report (Preferential Subject 1)	65 mins	Chairman & Special Reporter
Summary & Conclusions (Preferential Subject 1)	15 mins	Chairman
Lunch Break	2 hours	(12:30 – 2:30 pm.)
Presentation on the state of the art on Preferential Subject 2. Introduction of papers and the 2 key points from each.	20 mins	Special Reporter
Discussion on the questions of the Special Report (Preferential Subject 2)	50 mins	Chairman & Special Reporter
Afternoon Break	20 mins	--
Discussion on the questions of the Special Report (Preferential Subject 2)	70 mins	Chairman & Special Reporter
Summary & Conclusions (Preferential Subject 2)	15 mins	Chairman

### Timetable

0845 - 1040

1100 - 1230

1430 - 1540

1600 - 1730

Table 2 - Schedule for Group D2 Meeting  
(for a full day's discussion)

<u>Program item</u>	<u>Time</u>	<u>Responsibility</u>
Paper presented on the Study Committee and its primary areas of work including reference to major areas of controversy and research	15 mins	Chairman
Presentation on the state of the art on Preferential Subject 1. Introduction of papers and the 2 key points from each.	15 mins	Special Reporter
Discussion on the questions of the Special Report (Preferential Subject 1)	75 mins	Chairman & Special Reporter
Summary & Conclusions (Preferential Subject 1)	10 mins	Chairman
Morning Break	20 mins	--
Presentation on the state of the art on Preferential Subject 2. Introduction of papers and the 2 key points from each.	15 mins	Special Reporter
Discussion on the questions of the Special Report (Preferential Subject 2)	65 mins*	Chairman & Special Reporter
Summary & Conclusions (Preferential Subject 2)	10 mins*	Chairman

#### Timetable

08.45 - 10.40

11.00 - 12.30\*

\* There is scope to extend into notional lunch break since delegates have nothing in their discipline after lunch.

Table 3 - Modified Schedule for Group D2 Meeting (to be completed in half day)



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<b>PRACTICES &amp; GUIDELINES</b>		ISSUED BY: SC Chairman	DATE ISSUED: 01/08/2007
SUBJECT:	<b>Colloquia of the Study Committee</b>	FOLIO: <b>G.M.3</b>	PAGE: <b>1 OF 2</b>

## 1) POLICY

(From Rule 14 'Rules for Study Committees')

A colloquium is an occasional meeting organised by a Study Committee in odd-number years, to discuss a number of defined problems in depth.

## 2) COMMON PRACTICE

- ✓ Study Committees conduct Colloquia in association with the 'Odd Year' meetings as one technique for the dissemination of leading edge knowledge.
- ✓ Colloquia variously extend over one or more days and address very specific Preferential Subjects. The Preferential Subjects are defined by the National Committee organising the event and submitted to the Study Committee for approval.
- ✓ The format varies but often follows the procedure for the sessions with pre-written papers, Special Reporter analysis of the papers and pre-meeting distribution of the papers. Authors may be authorized to introduce their papers as well as their point of view on the Preferential Subjects.
- ✓ Papers are not published by Cigré Central Office, and are generally only available from within the Study Committee and on the Study Committee Web Site.
- ✓ Technical experts are invited to attend, and it is usually considered appropriate for the host country to expose a significant delegation of local experts to the discussions.
- ✓ Discussion is generally less formal than Paris Sessions.
- ✓ The proceedings are conducted in English, unless English is uncommon in the host country when the hosts are responsible for simultaneous English-Local language, and Local language-English translation.
- ✓ Upon request of the organizing National Committee, Tutorials may be carried out during the Colloquium to disseminate leading edge knowledge by SC Members.

## 3) GUIDELINES

- ✓ Colloquia will be held by Study Committee in association with 'odd year' meetings.
- ✓ The duration will normally be between 1½ and 2 days to allow adequate time for all points of view to be expressed in discussion.
- ✓ Members of the Study Committee will be expected to attend.
- ✓ Technical experts may be invited but limited to three per country.
- ✓ Two Preferential Subjects will be set for directing discussion.
- ✓ The Preferential Subjects will normally arise from the areas of work currently being studied by the Study Committee, or from specific current issues concerning Members of the National Committee organizing the event. The Study Committee will be responsible for selecting the Preferential Subjects.

- ✓ A Special Reporter will be appointed independently for each subject to contain the work load.
- ✓ Normally the duties of Special Reporter shall rotate amongst Members of the Study Committee.
- ✓ Papers are written in advance in English. The texts, along with the Special Reporter's summary and questions, are published and circulated to Colloquium attendees prior to the meeting.
- ✓ The deadline for papers to be written will be specified but in general will be in accordance with the schedule shown in S.M.1 (Practices & Guidelines).
- ✓ Sets of papers will be made available on the SC Web site.
- ✓ The written language for the Colloquium meeting will be English. In the event that English is uncommon in the host country then the hosts may negotiate with the Study Committee Chairman for proceedings to use translation, with the hosts being responsible for simultaneous English-Local language, and Local language-English translation.
- ✓ The Special Reporters will summarise the discussion and prepare reports for publication on the Study Committee Web Site and draft an executive summary in Electra.
- ✓ In accordance with practice in all other areas of Cigré, the Member, or his supporting organisation, is responsible for all travel, accommodation and incidental expenses.

Companies hosting Colloquia are responsible for all costs of staging the meeting and any associated activities. It is not normally acceptable to charge a 'registration' fee for Colloquia (exception may be done according to Rule 14, 'Rules for Study Committees').



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<b>PRACTICES &amp; GUIDELINES</b>		ISSUED BY: SC Chairman	DATE ISSUED: 01/08/2007
SUBJECT:	<b>Duties of Special Reporter(s) of the Study Committee</b>	FOLIO: <b>G.M.4</b>	PAGE: <b>1 OF 2</b>

## 1) POLICY

A Special Reporter will be appointed for each Preferential Subject.

The Special Reporter will prepare a Special Report for circulation to attendees prior to the meeting.

The Special Reporter will summarise the discussion and prepare reports after the event (Group Meeting or Colloquium) for publication in Electra.

## 2) DUTIES

### a) Prior to the event

- ✓ Receive 'fair copies' of each accepted paper on the Preferential Subject.
- ✓ Read and assimilate all of the papers on the Preferential Subject.
- ✓ Assemble the papers into groups with similar content, issues or any other linking factor.
- ✓ Advise the Study Committee Chairman of any paper that does not fit the intent of the Preferential Subject, and seek a ruling on how it should be handled.
- ✓ Draft a brief summary of the groups of papers and the general thrust of each. This should be kept to a minimum.
- ✓ Construct a set of questions for each group (typically not greater than twice the number of papers in the group or five, whichever is the greater).
- ✓ The questions should attempt to raise common issues arising in the papers, address points that are contentious or that challenge conventional wisdom, or provide the trigger for discussion to extend the knowledge on the subject.
- ✓ Questions directed explicitly to the authors should be kept to a minimum.
- ✓ In the event that the Special Reporter has insufficient background to develop questions on some of the issues raised, he should directly consult other experts in the field.
- ✓ Produce a composite report containing his summary of the papers and the questions posed - the so called Special Report.
- ✓ Send a draft copy of the Special Report to the Study Committee Chairman for comment.
- ✓ Modify the Special Report in accordance with the Chairman's recommendations and produce a fair copy.

### b) During the event

- ✓ Assist the Chairman to conduct the discussion.
- ✓ Introduce the Preferential Subject and verbally present a brief summary of each group of papers in turn.
- ✓ Pose each question with explanation if necessary.
- ✓ Take notes on the issues presented by each speaker.
- ✓ In cooperation with the Chairman, attempt to summarise the views presented and draw any obvious conclusions.

**c) After the event**

- ✓ Draft a report for publication on the SC Web Site and an executive summary (2 pages) for publication in Electra including the following issues:
  - A list of the papers presented and their titles along with a very brief precis of their contents.
  - A summary of the common issues.
  - A precis of the discussions at the event (where necessary including the questions posed, or the basis of the question).
  - Any significant conclusions reached, or any areas where there is clearly still dissent or major differences of opinion.
- ✓ The draft and the executive summary should be sent to the Study Committee Chairman for approval.
- ✓ This report shall be forwarded not more than three months after the event.



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<b>PRACTICES &amp; GUIDELINES</b>		ISSUED BY: SC Chairman	DATE ISSUED: 01/08/2007
SUBJECT:	<b>APPROVAL PROCESS FOR PUBLICATION OF TECHNICAL BROCHURES</b>	FOLIO: <b>P.A.1</b>	PAGE: <b>1 OF 2</b>

## 1) POLICY

When a draft technical brochure is considered to be complete by the Working Group, it requires acceptance from the Study Committee and approval from the Study Committee Chairman.

## 2) TO OBTAIN SC ACCEPTANCE

### a) Between SC meetings

- ✓ The final draft is to be sent to the SC Secretary.
- ✓ The final draft is to be circulated to all SC Members and 'Observer-Members' by the SC Secretary. The SC D2 Web site is to be used as far as possible.
- ✓ Six weeks period is to be allowed for comment.
- ✓ The comments are to be returned to the WG Convener.
- ✓ Any recommendations are to be considered and included if appropriate.
- ✓ The WG Convener shall advise the SC Secretary that work is complete, and where changes have been incorporated, provide a list of the changes.
- ✓ The SC Secretary will issue a voting form and allow four weeks for return of a vote.
- ✓ If 70% of the vote is in favour the document will be considered to be accepted.

(Non returns will be considered to be votes in favour).

### b) At SC meetings

- ✓ The final draft is to be sent to the SC Secretary.
- ✓ The final draft is to be circulated to all SC Members and 'Observer-Members' not less than six weeks prior to the meeting by the SC Secretary. The SC D2 Web site is to be used as far as possible.
- ✓ Comments will be accepted at the meeting and the Study Committee will vote to accept the publication (subject to minor change if necessary).

## 3) TO OBTAIN CHAIRMAN APPROVAL

- ✓ Proof copy of the document sent to the SC Chairman for approval.  
(In §2a. this can be done in parallel with the vote.)
- ✓ The WG Convener shall draft:
  - an executive summary of the brochure (2-4 pages) for Electra publication (photos will be appreciated);
  - an abstract of maximum 100 words for Electra publication
  - the list of all the persons (including their full postal addresses) having contributed to the elaboration of the Technical Brochure.
- ✓ The WG Convener shall submit these documents to the SC Chairman.
- ✓ SC Chairman advises the WG Convener of his approval and provides all the documents to the SC Secretary.

#### 4) TO PUBLISH

- ✓ SC Chairman advises Cigré of his approval to publish.
- ✓ The SC Secretary sends all the documents to Cigré for publication.
- ✓ Publication of the Technical Brochure and the associated documents (Executive Summary and Abstract) in Electra is done three months after the reception of the documents.
- ✓ If possible, advertising is arranged with a manufacturer of products related to the subject of the brochure, to appear in the same issue of Electra as the Executive Summary.



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<b>PRACTICES &amp; GUIDELINES</b>		ISSUED BY: SC Chairman	DATE ISSUED: 01/08/2007
SUBJECT:	<b>FORMATS AND OTHER REQUIREMENTS FOR PUBLICATION OF CIGRÉ DOCUMENTS</b>	FOLIO: <b>P.F.1</b>	PAGE: <b>1 OF 3</b>

## 1) INTRODUCTION

(refer to Cigré Technical Information)

There are a number of different publications produced within the Cigré environment.

Each requires a particular process for submission.

All documents are to be electronic document. It is highly recommended to have them in MS Word version so that they can be modified before the final publication (copyright, disclaimer statement, logo, etc.).

Whilst some of these requirements are specified in detail, they appear in a variety of different instructions. (See A.H.1 for references)

This guideline provides information on the variety of publications that Members may encounter the purpose of each and the process that must be adopted to achieve a final result.

## 2) CIGRÉ PUBLICATIONS (TO WHICH MEMBERS OR OTHERS MAY CONTRIBUTE)

### a) Electra

Electra is a bi-monthly (English/French) journal which contains accounts of Study Committee activities, synthesis reports on studies reaching milestones of activity, reports on Symposia, Colloquia and Regional meetings, and other quality technical contributions.

Electra is only available to Cigré Members.

### b) Technical Brochures

Technical Brochures are produced as appropriate by Study Committees to report on the outcome of studies. They are now normally only printed in English and may be reports on the state of the art in some discipline, summary of world practice in a technique, or guidelines for good practice in design, construction and/or operation.

They are expected to represent world best practice at the time of publication.

### c) Technical Reports

Technical Reports are produced as appropriate by Study Committees to report on the outcome of studies. The only difference with a Technical Brochure is the limited scope of such report and thus size.

They are expected to represent world best practice at the time of publication.

### d) Session Papers (including Special Reports) [from 1996 Session available on CD-ROM]

Session papers are the contributions on which the biennial Session group discussions are based. These pre-written papers are printed centrally and circulated prior to the Session to all participants. The Session papers for each group discussion are printed in a separate volume, but all of the Special Reports are printed in a single volume. They are all reprinted in the Proceedings (see below).

### e) Symposium Papers (including Special Reports)

Symposium papers are the contributions on which Symposium discussions are based. These pre-written papers are printed centrally and circulated prior to Symposia to all participants. They are not reprinted in the 'Proceedings' (see below).

**f) Colloquium Papers (including Special Report)**

Colloquium papers are the contributions on which the 'odd year' Colloquia discussions are based. These pre-written papers are copied within the Study Committee, circulated prior to the Colloquia to all participants and published on the Study Committee Web Site in the Members area. They are not normally distributed in any other way.

**g) Notified contributions (interventions) at Sessions and Symposia**

Participants wishing to offer prepared contributions at Sessions or Symposia are required to have a written precis of the contribution. This document is subsequently printed in the 'Proceedings' (see below).

**h) Spontaneous contributions (interventions) at Sessions and Symposia**

Participants who are granted the opportunity to make a spontaneous (non prepared) contribution at Sessions or Symposia may record the substance of their contribution by a precis for inclusion into the 'Proceedings', submitted subsequent to the event.

**i) Proceedings of Sessions and Symposia**

Central Cigré Office collates the Papers, Special Reports, contributions, and General Reports of Sessions and Symposia and prints a consolidated 'Proceedings' after the event (original papers are not included in Proceedings of Symposia).

They are available for sale to Members and non-members.

**j) Regional Meeting papers**

Papers prepared for Regional Meetings are usually collated in advance and distributed to participants. Practice varies but the papers are often presented in full with subsequent discussion. The responsibility of publication rests with the National/Regional Committee organising the particular Regional Meeting.

**k) Proceedings of Regional meetings**

Some form of proceedings of a regional meeting may be produced by the National/Regional Committee organising the particular Regional Meeting.

**l) Internal SC Papers**

Some of the work carried out by AG/WG is to be published for the SC Members only. This concerns also all the reports such as "Annual Report" from SC/AG/WG or Members.

These publications are available either on the SC Web site or distributed during the SC meetings.

**3) PUBLICATION REQUIREMENTS****a) Electra**

- ✓ Approval to publish: Author, Working Bodies Convener
- ✓ Publication authority: Cigré Central Office

**b) Technical Brochures**

- ✓ Approval to publish: Study Committee Chairman - see Practices & Guidelines P.A.1
- ✓ Publication authority: Cigré Central Office

**c) Technical Reports**

- ✓ Approval to publish: Study Committee Chairman
- ✓ Publication authority: Cigré Central Office

**d) Session Papers (including Special Reports)**

- ✓ Approval to publish: Cigré Central Office
- ✓ Publication authority: Cigré Central Office

- e) **Symposium Papers (including Special Reports)**
  - ✓ Approval to publish: Cigré Central Office
  - ✓ Publication authority: Cigré Central Office
- f) **Colloquium Papers (including Special Report)**
  - ✓ Approval to publish: SC Chairman
  - ✓ Publication authority: Study Committee
- g) **Notified contributions (interventions) at Sessions and Symposia**
  - ✓ Approval to publish: Author
  - ✓ Publication authority: Cigré Central Office
- h) **Spontaneous contributions (interventions) at Sessions and Symposia**
  - ✓ Approval to publish: Author
  - ✓ Publication authority: Cigré Central Office
- i) **General Reports for Proceedings of Sessions and Symposia**
  - ✓ Approval to publish: Special Reporter
  - ✓ Publication authority: Cigré Central Office
- j) **Regional Meeting papers**
  - ✓ Approval to publish: Author
  - ✓ Publication authority: National/Regional Committee
- k) **Proceedings of Regional meetings**
  - ✓ Approval to publish: Author
  - ✓ Publication authority: National/Regional Committee
- l) **Internal SC Papers**
  - ✓ Approval to publish: Working Body Convener or Study Committee Chairman
  - ✓ Publication authority: Study Committee



**STUDY COMMITTEE D2**  
INFORMATION SYSTEMS AND TELECOMMUNICATIONS

<b>PRACTICES &amp; GUIDELINES</b>	ISSUED BY: SC Chairman	DATE ISSUED: 01/08/2007
SUBJECT: <b>RESPONSIBILITIES OF MEMBERS AND OBSERVER MEMBERS OF THE STUDY COMMITTEE</b>	FOLIO: <b>S.M.1</b>	PAGE: <b>1 OF 5</b>

## 1) POLICY

### a) Attendance

(From Rule 5, 'Rules for Study Committees')

- ✓ When a Regular Member is unable to attend a Study Committee Meeting, he may be replaced by an appropriate expert.
- ✓ When a Regular Member does not attend two consecutive meetings his term of office may be not renewed.

### b) Activity

(From Rule 5, 'Rules for Study Committees')

- ✓ Advisory or Working Group Members will come from regular Study Committee Members as well as experts from outside the Study Committee.

### c) Responsibility

(From Rule 8, 'Rules for Study Committees')

- ✓ A Study Committee [and hence it's Members] carries the full responsibility for its work.

## 2) COMMON PRACTICE

### a) Attendance

- ✓ Study Committees are now more than ever concerned that Members attend regularly to give good continuity to the work performed.
- ✓ Study Committee D2 has re-affirmed that Members who do not attend for two consecutive meetings should have their membership not renewed.

### b) Activity

- ✓ It is an expectation of the Technical Committee that every Member will contribute to the extent of being **involved in at least one of the direct activities of the Study Committee - typically as a Member of an Advisory Group or a Working Group.**
- ✓ Members form the core of the discussion at the biennial Group Sessions in Paris and write, or encourage others to write papers for these Sessions.

## 3) GUIDELINES

*The following paragraphs applied not only to SC Members but also to Observer Members; the only difference between a SC Member and an Observer Member for SC D2 is that Observer Member has no right of vote during Regular Meeting and on Technical Brochure Approval.*

**a) Attendance**

- ✓ There is an expectation that Members will attend every meeting of the Study Committee, and at worst, if it should be necessary to miss ONE meeting, the Member will:
  - Advise the Chairman in advance of the meeting of his likely absence;
  - Complete any reports for which he is responsible, and forward them to the Chairman and Secretary in advance of the meeting so that the work of the Study Committee will not be impeded;
  - If possible arrange for a replacement expert from his country to attend in his place and on his behalf.
- ✓ Where a Member misses two consecutive meetings the Chairman will consider recommending that his term of office should be not renewed.

**b) Activity**

- ✓ For the Study Committee to act efficiently it is dependent on Members to contribute. Apart from simply attending the regular meetings and participating in the decision making processes of the Study Committee, Members are expected to participate in some or all of the following activities:

- Act as ambassadors for the SC in their country.
- Inform on SC activities, and promote SC works.
- Recruit experts for SC workforces (AG or WG).
- Represent the views of the country and National Committee from which they have been appointed.

[It is a fundamental principle that discussions held, and work undertaken by the Study Committee, should be that which needs international discussion and debate. Such discussions and work should arise from the concerns, problems, and views of the countries that the members represent, and should be brought to the Study Committee BY the Members.]

- Present proposals for new work, based on the needs and requirements of their country/region/company.
- Communicate the activities, outcomes of studies, availability of technical papers and brochures, and other appropriate information to the community throughout their own country, and to their National Committee.
- Consider at a National/Regional level what subjects are most appropriate for adoption as Preferential Subjects at Biennial Sessions in Paris, and propose these on behalf of the Nation/Region.

(See Appendix A for the necessary timetable)

- Propose and write papers (and/or encourage others to propose and write papers) reporting on activity, progress, technological advances, problems or innovative solutions, for submission by National Committees (or via the Study Committee Chairman) for presentation at the biennial Sessions in Paris.

(See Appendix A for the necessary timetable)

- Consider at a National/Regional level what subjects are most appropriate for adoption as Preferential Subjects at 'Odd year' Colloquia, and propose these on behalf of the Nation/Region.

(See Appendix B for the necessary timetable)

- Write papers (and/or encourage others to write papers) reporting on activity, progress, technological advances, problems or innovative solutions, for discussion at the 'Odd year' Colloquia.

(See Appendix B for the necessary timetable)

- **Join at least one Advisory Group or Working Group** appropriate to his expertise and experience, if necessary as a Corresponding Member, and/or seek other technical specialists from his country to recommend as Members of AG/WG.
- Provide a reporting function from other relevant organisations with which they are familiar or are Members, for example, IEC TC 57, IEEE, etc.
- Attend the Group D2 Meeting held in conjunction with each 'Even year' meeting in Paris and actively contribute to the discussion. (significant pre-preparation is necessary)

(Refer Practices & Guidelines - G.M.1)

- Attend Colloquia held in conjunction with 'Odd year' meetings and actively contribute to the discussion. (significant pre-preparation is necessary)
  - Perform the duties of Special Reporter for D2 Group Meeting or Colloquia.
- ✓ If a Member makes no contribution to the work, his term of office may be not renewed.
- ✓ At each SC Meeting, the Members and Observer Members have to issue an “Annual Report”. The detailed requirements related to this report are to be found in “Practices & Guidelines – W.R.2”.

**c) Responsibilities for expenses**

- ✓ In accordance with practice in all other areas of Cigré, the Member, or his supporting organisation, is responsible for all travel, accommodation and incidental expenses.
- ✓ Companies hosting meetings of the Study Committee are responsible for all costs of staging the meeting and any associated activities. It is not acceptable to charge a 'registration' fee for meetings of the Study Committee.

#### 4) APPENDIX A: TIMETABLE FOR PREFERENTIAL SUBJECTS AND PAPERS – BIENNIAL SESSIONS, PARIS

For Year 'n' (where 'n' is even by definition) - Example [2004]

##### a) Definition of Preferential Subjects

June/October	Year n-3 [2001]	Study Committee discusses and decides on Preferential Subjects to recommend during Regular Meeting.
September	Year n-2 [2002]	Technical Committee meeting decides on Preferential Subjects based on recommendations of Study Committee Chairman
September	Year n-2 [2002]	National Committees advised of Preferential Subjects and papers invited
August/September	Year n [2004]	SESSION

##### b) Submission, Acceptance and Preparation of Papers

November	Year n-2 [2002]	Issue of Call for Paper
December	Year n-2 [2002]	Authors submit synopsis to National Committees for consideration. (or direct to Cigré Head Office - Paris where there is no National Committee or the paper is 'International')
End April	Year n-1 [2003]	National Committees submit their recommended paper synopses
June	Year n-1 [2003]	Study Committee Chairman recommends and Technical Committee Chairman chooses papers to be accepted.
July	Year n-1 [2003]	Authors advised of success.
December	Year n-1 [2003]	Papers must be submitted (if written in French)
Mid January	Year n [2004]	Deadline for receipt of full papers (if written in English or bi-lingual)
End April	Year n [2004]	Deadline for Special Reports
June onwards	Year n [2004]	Papers and Special Report sent to registered Session delegates
June-September	Year n [2004]	Members and delegates study papers and prepare for discussion
August/September	Year n [2004]	SESSION
October	Year n [2004]	Deadline for General Reportss

##### c) Appointments

March	Year n-1 [2003]	Chairman negotiates appointee for Special Reporter
June/October	Year n-1 [2003]	Study Committee appoints Special Reporter

## 5) APPENDIX B: TIMETABLE FOR PREFERENTIAL SUBJECTS AND PAPERS – “ODD YEAR” COLLOQUIA

For Year 'm' (where 'm' is odd by definition) - Example [2003]

### a) Definition of Preferential Subjects

June/October	Year m-2 [2001]	Study Committee discusses and decides on Preferential Subjects to recommend during Regular Meeting.
June	Year m-1 [2002]	Study Committee Members reminded of Preferential Subjects and papers invited
June-October	Year m [2003]	COLLOQUIUM

### b) Submission, Acceptance and Preparation of Papers

June	Year m-1 [2002]	Study Committee members reminded of Preferential Subjects and papers invited
June/October	Year m-1 [2002]	Appointment of Special Reporter
October	Year m-1 [2002]	Authors submit synopsis to Study Committee Chairman
November	Year m-1 [2002]	Study Committee Chairman chooses papers to be accepted and authors advised of success.
End January	Year m [2003]	Papers must be submitted
April	Year m [2003]	Special Report completed
May/June	Year m [2003]	Papers and Special Report sent to SC Members and technical experts registered for Study Committee meeting/Colloquium
May	Year m [2003]	Members and delegates study papers and prepare for discussion
June-October	Year m [2003]	COLLOQUIUM
October-December	Year m [2003]	Deadline for General Report



**STUDY COMMITTEE D2**

INFORMATION SYSTEMS AND TELECOMMUNICATIONS

<b>PRACTICES &amp; GUIDELINES</b>	ISSUED BY: SC Chairman	DATE ISSUED: 01/08/2007
SUBJECT: <b>ROTATION FOR HOSTING OF REGULAR MEETINGS OF STUDY COMMITTEE</b>	FOLIO: <b>S.M.2</b>	PAGE: <b>1 OF 1</b>

## 1) POLICY

(From Rule 10, 'Rules for Study Committees')

Each Study Committee must hold a regular meeting once a year.

In Session years the meeting takes place in the location and at the time of the Session. This facilitates the participation of Study Committee Members and Working Group Conveners in the Session.

In the years when there is no Session the meetings should be held in different countries, at a National Committee's invitation, addressed to the Chairman of the Study Committee. SC meetings should whenever possible be held in conjunction with other Cigré events (Symposium, Regional Meeting, ...)

## 2) RECOMMENDATIONS

(From Item M2, Technical Committee Meeting 1995)

Holding more than two Study Committee meetings in a year in the same country should be avoided.

## 3) COMMON PRACTICE

Acknowledging that a significant number of Members are from European countries, there is a common practice in Study Committees to follow a pattern of not leaving Europe more than one meeting in six.

Considering the international character of Cigré, Study Committee meetings must be held in all countries that actively participate in its work.

Thus the normal pattern is:

- ✓ Year 1 (Odd): Europe
- ✓ Year 2 (Even): Paris
- ✓ Year 3 (Odd): Europe
- ✓ Year 4 (Even): Paris
- ✓ Year 5 (Odd): Non Europe (Asia/Africa/Americas/Oceania)
- ✓ Year 6 (Even): Paris



**STUDY COMMITTEE D2**  
INFORMATION SYSTEMS AND TELECOMMUNICATIONS

<b>PRACTICES &amp; GUIDELINES</b>	ISSUED BY: SC Chairman	DATE ISSUED: 01/08/2007
SUBJECT: <b>STRUCTURE OF REGULAR MEETING OF THE STUDY COMMITTEE</b>	FOLIO: <b>S.M.3</b>	PAGE: <b>1 OF 2</b>

## 1) POLICY

(From Rule 10, 'Rules for Study Committees')

A regular meeting includes:

- ✓ The Chairman, the Secretary, the Special Reporters during Sessions, the Regular Members, Observer-Members, the Working Bodies Conveners, and possibly the Special Reporter for a Colloquium,
- ✓ As guests, upon invitation of the Chairman of the Study Committee, Chairmen or observers from other Study Committees and the corresponding IEC Technical Committee Chairman,
- ✓ Possible observers from other international organisations,
- ✓ To add the effectiveness of a particular discussion, the Chairman may (on his own initiative or on the recommendation of a regular or observer member) invite some experts whom he feels are likely to contribute usefully to the discussions.

Study Committee Chairman is free to set the length of the meeting.

## 2) ATTENDEES

Study Committee meetings will normally consist of:

- ✓ Chairman, Secretary, Special Reporter for Session or Colloquium,
- ✓ Regular Members (24)
- ✓ Observer-Members
- ✓ Working Bodies Conveners
- ✓ Invited guest - Chairman of IEC TC57
- ✓ Invited technical experts

(not more than 20, and not more than 6 from the host country)

## 3) PROGRAM

- ✓ Study Committee meets once per year and contains the business meeting to one day duration.
- ✓ A Technical Colloquium is held immediately following the regular Study Committee meeting in odd years only, and usually extends over 1½-2 days  
(refer Practices & Guidelines – G.M.3)
- ✓ A Tutorial may be carried out in odd years only following the regular Study Committee meeting.
- ✓ Technical inspections of significant plant and systems will normally follow the Colloquium at the discretion of the host.

#### 4) AGENDA

The agenda shall attend to the following business:

- ✓ Directives of the Technical Committee
- ✓ Review of the strategic direction of the Study Committee
- ✓ Review of activities of other organisations, in particular IEC, ITU/T, ITU/R, IEEE, & UTC
- ✓ Review of activities of Cigré Regional Organizations
- ✓ Review of work of Advisory Groups and Working Groups
- ✓ Review of activities carried out by SC D2 Members and Observers
- ✓ Consideration of new work
- ✓ Setting of Preferential Subjects for Group Meeting and SC Colloquia
- ✓ Decision on location of future meetings

#### 5) TYPICAL AGENDA FOR THE REGULAR MEETING OF THE STUDY COMMITTEE

- a) **Opening, welcome, introductions, announcements, agenda**
- b) **Absentees and apologies**
- c) **Acknowledgment of attendees deputising for Regular Members**
- d) **Adoption of previous minutes**
- e) **Membership**
  - Official changes
  - Appointment of Observer-Members
  - Notification of resignations
- f) **Publications issued in previous twelve months**
- g) **Technical Committee - Activity report**
- h) **Approval of any completed Technical Brochures**
- i) **Reports on work of related institutions and Cigré Regional organizations**
  - IEC, ITU/R, ITU/T, IEEE, UTC
- j) **Advisory Groups and Working Groups Annual Reports**
- k) **Discussion of Strategic Direction**
- l) **Relationships with other Study Committees**
- m) **New work proposals**
- n) **Future meetings**
  - Location
  - Timing
  - Preferential subjects (Colloquia, Symposia, and Group Sessions)
- o) **Recognition, thanks & closure**



**STUDY COMMITTEE D2**

INFORMATION SYSTEMS AND TELECOMMUNICATIONS

<b>PRACTICES &amp; GUIDELINES</b>		ISSUED BY: SC Chairman	DATE ISSUED: 01/08/2007
SUBJECT:	<b>INITIATION OF NEW STUDIES STUDY COMMITTEE</b>	FOLIO: <b>S.S.1</b>	PAGE: <b>1 OF 2</b>

## 1) POLICY

(From Appendix C, §2, 'Rules for Study Committees')

A new work subject submission usually emanates from an Advisory Group of the Study Committee. It must be discussed by the Study Committee and supported by the Study Committee chairman who will transmit it to the Technical Committee Chairman for approval.

In some cases, the Study Committee may establish a specific TF to develop the subject and draw up the proposal.

## 2) COMMON PRACTICE

A standard "Application Form" is used for the approval of the creation of a new Working Group or Advisory Group. This "Application Form" provides the Terms of Reference (ToR) of the Working Body, i.e. :

- ✓ The title;
- ✓ The background;
- ✓ The scope of work;
- ✓ The deliverables (Technical Brochure, Technical report, Electra paper, etc.) and time schedule;
- ✓ The other Study Committees concerned by the work.

## 3) GUIDELINES

- ✓ The Study Committee is corporately responsible for the studies it undertakes.
- ✓ Studies arise from concerns, problems, practices and views that require international discussion, examination, review or standardisation.
- ✓ It is expected that the majority of new work will arise from the concerns existing within a nation, as expressed through the National Committee of Cigré, for that country. Study Committee Members represent their National Committees and are therefore the medium through which new work can be presented to the Study Committee.
- ✓ Study Committee Members shall make positive efforts to explore the needs of their country, and to propose new studies where desirable.
- ✓ A new work subject submission shall be prepared prior to a regular Study Committee meeting so that a proposal can be presented in full at the meeting.
- ✓ A new work proposal should contain a description of the issue, a brief statement on the known state of knowledge on the subject, a nominee from the proposing country who will be available to help the work on the study and the initial expected outcomes from the study.
- ✓ New work may arise from issues developed in the Study Committee, or in Working Bodies and should be prepared for presentation to a regular Study Committee meeting in the same way as described above.

[Whilst occasions will occur when new work will arise from activities within a AG/WG, the expectation is that new work submissions are the prime responsibility of Study Committee Members acting on behalf of their own countries.]

- ✓ The Study Committee will consider each submission during a regular meeting and debate it's relevance to the international power utility community.
- ✓ In the event of the Study Committee accepting the new work as a task for study, it will decide if it can be addressed by an existing Working Group, be considered by an Adhoc group established for the purpose, or if it is necessary to establish a new Working Group.
- ✓ Should it be considered necessary to establish a new Working Group, the meeting will canvass possible Member support for the WG. The Chairman will process the establishment through the Technical Committee and then seek a Convener - in the first instance from the country that proposed the subject.
- ✓ The WG will then operate in accordance with the recommendations set out in the guideline series (W) accompanying this document.



**STUDY COMMITTEE D2**  
INFORMATION SYSTEMS AND TELECOMMUNICATIONS

<b>PRACTICES &amp; GUIDELINES</b>	ISSUED BY: SC Chairman	DATE ISSUED: 01/08/2007
SUBJECT: <b>DUTIES OF THE STUDY COMMITTEE SECRETARY</b>	FOLIO: <b>S.S.2</b>	PAGE: <b>1 OF 3</b>

## 1) POLICY

(From Rule 7 'Rules for Study Committees')

The Secretary assists the Chairman in the preparation of the Study Committee Meetings, Colloquia and Symposia, and in the writing the Annual Report. Upon the Chairman's instructions, he draws up the Agenda and Minutes of Study Committee meetings.

At Cigré Sessions he also draws up the Daily Summary of discussions following the Group Discussion meeting.

The Secretary also arranges for circulation of all Study Committee internal documents to Committee Members and to the Central Office.

## 2) COMMON PRACTICE

The common practice generally follows the policy as above

## 3) DUTIES

### a) Study Committee meetings

- ✓ Prior to the meeting
  - Liaise with the Chairman for any necessary tasks (In SC D2 the Chairman issues the Invitation to attend the meeting and the Agenda)
- ✓ At the meeting
  - Provide copies of previous minutes
  - Record the minutes of the meeting (ensuring that each action point is specifically recorded)
  - Collect and collate copies of all reports presented to the meeting
  - Arrange for members contact details to be updated
  - Display overhead transparency information (In SC D2, the meeting displays as much as possible of the meeting content to assist members with less than ideal English language skills)
  - Arrange copying required during the meeting
  - Arrange with the hosts/organizers for the provision of any meeting equipment found necessary during the meeting.

- ✓ After the meeting
  - Forward a notice confirming the approval of the previous minutes (noting any amendments) to the Chairman of the Technical Committee and the General Secretary at Central Office.
  - Prepare a draft of the minutes and forward to the Chairman for checking.
  - Collate the minutes with necessary appendices/reports and circulate copies to:
    - Members,
    - Observer Members
    - AG/WG Conveners
    - Chairman of the Technical Committee
    - The General Secretary at Central Office

This set of documents is the primary distribution of the minutes but is considered as a 'Draft' until confirmed at the following meeting.

Unless there are major changes at the following meeting, the documents are not circulated again as 'approved' minutes. The notation in the minutes of the next meeting suffices to identify approval.

#### **b) Paris Sessions**

- ✓ Prior to the Group Meeting
  - Arrange with Central Office the booking of rooms and any other necessary facilities for the meetings of SC D2 and its associated AG/WG during the Paris Session. (The Chairman will arrange the dates/times of the SC D2 meetings with the General Secretary, and AG/WG Conveners will decide if they intend to meet during the Session).
- ✓ During the Group Meeting
  - Assist the Chairman and Special Reporter at the Group Meeting and at the preceding meeting to register interventions, as required.
  - Prepare the Daily Summary of Discussions in accordance with Cigré rules

Daily Summaries of discussions are to be about 2 pages long and to be available on the day after the meeting. They are intended to:

- Complement the delegates personal notes
- Provide information for National Committees, and
- Serve as general information for all Cigré members when subsequently printed in Electra.

#### **c) Annual Reports**

- ✓ Annual Reports are required from each Study Committee for communication to general Members. The Secretary is responsible to draft the report for checking by the Chairman. The Secretary then submits the report to the Central Office in time for publication in the June issue of Electra.
- ✓ The report shall include information on the fundamental activities of the Study Committee, the direction and proposed outputs of the AG/WG, mention of any recently published brochures or articles, new work proposed or commenced, joint activities with other Study Committees, and in even years, a brief synopsis of the Colloquium held in conjunction with the preceding years regular meeting. On occasions when SC D2 has contributed to the running of a Symposium, mention of this contribution should be included.

**d) Voting for approval to publish draft documents**

- ✓ The Study Committee is responsible for the documents published in its name.
- ✓ When it becomes necessary to approve a document between regular meetings, an e-mail voting system is adopted.

(See Practices and Guidelines P.A.1)

- ✓ Upon notification from a AG/WG Convener or Secretary that:
  - a final draft of a document has been circulated for comment,
  - that six weeks has elapsed, and,
  - that any comments have been acted upon,The secretary will:
  - forward a voting paper to all Regular Members (with any significant changes noted in an attached document),
  - accept voting returns from members for four weeks,
  - declare the result of the vote to exceed or not exceed 70% (nil return = yes), and
  - advise the SC Chairman of the result.

**e) Special duties**

- ✓ It is the practice of SC D2 to seek out and appoint Regular Members to the various specialist roles necessary, to ease the load on individuals and to ensure Members take up equitable responsibilities.
- ✓ Only in default will the Secretary be asked to take on the duties of
  - Special Reporter for Sessions, Colloquia, or Symposia
  - Paper selection officer for Symposia
  - Other short term appointments

**f) Central Office contact**

- ✓ In the event that the Chairman is from a country remote from Europe and the Secretary is from a European country, it is convenient for the Secretary to establish a strong relationship with the staff of the Central Office.
- ✓ From time to time the Secretary will be required to submit papers to the Central Office for publication and to negotiate printing arrangements or space reservation in Electra.

**g) Mailings**

- ✓ As stated in W.W.1, utilisation of e-mail and Study Committee Web Site to inform Members and to provide files is the recommended way to share the information among Members.

**h) Records**

- ✓ The Secretary should keep the following records:
  - In two way cooperation with the Chairman, an up to date contact list of Members, Observer Members, and AG/WG Conveners, including postal address, telephone, facsimile and e-mail details.
  - The current version of the Practices and Guidelines for issue to Members
  - Minutes of past meetings
  - Other documents necessary to perform the duties defined in this folio.

**i) Other duties**

- ✓ The Secretary will assist the Chairman in other duties as specified from time to time.



**STUDY COMMITTEE D2**

INFORMATION SYSTEMS AND TELECOMMUNICATIONS

<b>PRACTICES &amp; GUIDELINES</b>		ISSUED BY: SC Chairman	DATE ISSUED: 01/08/2007
SUBJECT:	<b>DUTIES OF CONVENER AND SECRETARY OF WORKING BODIES</b>	FOLIO: <b>W.C.1</b>	PAGE: <b>1 OF 2</b>

## 1) POLICY

(From Rule 12 'Rules for Study Committees')

Working Bodies are established by Study Committees when it appears that a particular topic requires in depth study.

A Convener is appointed to supervise the activities of the AG/WG.

Every year, at the meeting of the Study Committee, Conveners of Working Bodies present their progress report and receive instructions for the continuation of their programme.

## 2) COMMON PRACTICE

The Rules for Study Committees only refer to a Convener of a Working Body. However, in practice it is common to appoint a Secretary of the AG/WG to share the administrative load. The manner of distribution of duties between the Convener and the Secretary varies between AG/WG and depends on a range of factors and circumstances.

The duties listed below may be performed by either official except where marked [C] or [S].

## 3) PRIME RESPONSIBILITY - CONVENER

The Convener is responsible to the Study Committee Chairman for all aspects of the conduct of the AG/WG and for the specified outputs in the agreed time frame stated in the ToRs.

## 4) PRIME RESPONSIBILITY - SECRETARY

The Secretary is responsible to assist the Convener in the efficient functioning of the AG/WG.

(It is generally found to be important that the Secretary have a good natural command of both written and spoken English language)

## 5) DUTIES

- ✓ Choose members for the AG/WG from regular Study Committee Members, Observer-Members, and qualified experts. [C]
  - Members chosen shall be qualified and able to participate in the particular study subject and have a working knowledge of the English language.
  - Each Member must be either an individual Member, or a representative of a collective Member of Cigré.
- ✓ Appoint a Secretary. [C]
- ✓ Develop and maintain a list of AG/WG Members and their contact details.
  - A copy is to be regularly supplied to the Study Committee's Chairman and Secretary.
- ✓ Carry out the scope of work and supply as defined in the Terms of Reference for the AG/WG. [C]
- ✓ Advise the AG/WG Members of:
  - the output(s) to be achieved, and,
  - the method for undertaking the work (meetings, correspondence, both)

- ✓ Inform AG/WG Members about Cigré procedures and practices.
- ✓ Inform AG/WG Members that Cigré documents, including AG/WG drafts, are the internal property of Cigré and its Members, and that it is totally unacceptable for Members to release AG/WG drafts to third parties.
- ✓ If meetings are to be held, decide on:
  - the venue, based on Members offers, and,
  - the agenda
- ✓ Assist the host Member to organize the meeting by agreeing to programs, schedules and dates, and by informing AG/WG Members, polling them about preferences, seeking suggestions and facilitating adequate two way communication, between Members and the host.
- ✓ Record minutes of each meeting and promptly circulate copies to the Convener, AG/WG Members, and the Study Committee's Chairman and Secretary [S]
- ✓ Conduct the meetings in a professional business style [C]
- ✓ Lead the AG/WG to decide on the method to be adopted for the study [C]
- ✓ Lead the AG/WG to decide on the method of report development [C]
- ✓ Present synopses or contents lists of proposed reports to the Study Committee for approval before substantial work is undertaken on detail. [C]
- ✓ Report to each Study Committee meeting on progress of studies and target dates for completion. [C]
- ✓ Where the activity has not been allocated to a specific AG/WG Members, compile composite drafts of each report progressively as a study proceeds.
- ✓ Encourage all AG/WG Members to actively critique the work being done.
- ✓ Ensure that all Members participate, and arrange for non-participating Members to retire from the AG/WG. [C]
- ✓ Communicate actively with AG/WG Members who through distance or some other constriction are considered only as 'Corresponding Members'.
- ✓ Lead AG/WG Members to comply with program dates set.
- ✓ Liaise with Cigré Central Office on requirements on timing and format of any proposed publications. [S]
- ✓ Obtain approval of Study Committee to publish completed work
- ✓ Ensure completion of task to the stage of hand-over for publication.
- ✓ Update the content of the Working Body Web site (see W.W.3)



**STUDY COMMITTEE D2**  
INFORMATION SYSTEMS AND TELECOMMUNICATIONS

<b>PRACTICES &amp; GUIDELINES</b>	ISSUED BY: SC Chairman	DATE ISSUED: 01/08/2007
SUBJECT: <b>RESPONSIBILITIES OF MEMBERS OF WORKING BODY</b>	FOLIO: <b>W.M.1</b>	PAGE: <b>1 OF 2</b>

## 1) POLICY

There is no direct policy reference to the responsibilities for Working Body Members. However instructions can be developed from the references to the responsibilities of Study Committee Members which give a guide to the expected behaviour of AG/WG Members.

(See Practices & Guidelines S.M.1)

## 2) COMMON PRACTICE

### a) Membership

- ✓ AG/WG Members are selected because of their expertise in the particular area to be studied.
- ✓ Most Members accept the offer to contribute with the understanding that regular meetings will be necessary, and that the success of the AG/WG is contingent on regular attendance and regular work input.
- ✓ Some Members who are from remote countries, or who are constrained in some other way, participate as designated 'Corresponding Members'. Special disciplines are necessary for the successful contribution by Corresponding Members.

(Refer to Practices & Guidelines W.M.2)

### b) Attendance

- ✓ AG/WG only achieves a suitable level of productivity where Members attend regularly.
- ✓ AG/WG Members (other than Corresponding Members) who are continually absent from meetings should be asked to leave the AG/WG.

### c) Activity

- ✓ AG/WG Members form the key to effective study performed in the name of the Study Committee.

## 3) GUIDELINES

### a) Attendance

- ✓ There is an expectation that Members will attend as many meetings of the AG/WG as possible, but where it is absolutely necessary to miss a meeting, the Member will:
  - Advise the Convener in advance of the meeting of his likely absence, and
  - Complete any reports for which he is responsible, and forward them to the Convener or Secretary in advance of the meeting so that the work of the AG/WG will not be impeded
- ✓ If a Member, other than a Corresponding Member, misses meetings throughout two calendar years, the Convener should recommend to the Chairman of the Study Committee that the Member be removed from the AG/WG unless there are specific extenuating circumstances.

(Refer Practices & Guidelines W.M.2)

**b) Activity**

- ✓ For the AG/WG to act efficiently it is dependent on Members to contribute actively.
- ✓ Dependent on the style of operation of the particular AG/WG, the Member will:
  - Contribute to the discussion in meetings on the form the study should take, the most appropriate contents of the study, and the issues involved, particularly technical issues within the Member's expertise.
  - Help develop any questionnaire required.
  - Assist in the evaluation of any questionnaire issued.
  - Provide assistance of machine processing when available.
  - Seek the assistance of know specialists in the field of study who may be able to directly contribute to the body of knowledge, and negotiate their input.
  - Draft allocated sections of the report.
  - Read and critically comment on all the drafts produced by members of the AG/WG.
  - Actively discuss in meetings, the details of the composite draft report as it develops.
  - Diligently respond to communications within the AG/WG and maintain timetable constraints set on AG/WG activities.
- ✓ If a Member makes no contribution to the work, the Convener may recommend to the Chairman of the Study Committee that the Member be removed from the AG/WG.

**c) Confidentiality of draft material**

- ✓ Cigré documents including AG/WG drafts are the internal property of Cigré and it's Members.
- ✓ It is totally unacceptable for Members to release AG/WG drafts to third parties.
- ✓ Should it become known, that this is occurring, the Convener should indicate that the Member is no longer required to serve on the AG/WG Members.

**d) Responsibilities for expenses**

- ✓ In accordance with practice in all other areas of Cigré, the Member, or his supporting organisation, is responsible for all travel, accommodation and incidental expenses.
- ✓ Companies hosting meetings of the AG/WG are responsible for all costs of staging the meeting and any associated activities. It is not acceptable to charge a 'registration' fee for meetings of AG/WG.



**STUDY COMMITTEE D2**

INFORMATION SYSTEMS AND TELECOMMUNICATIONS

<b>PRACTICES &amp; GUIDELINES</b>		ISSUED BY: SC Chairman	DATE ISSUED: 01/08/2007
SUBJECT:	<b>CORRESPONDING MEMBERS WORKING BODY</b>	FOLIO: <b>W.M.2</b>	PAGE: <b>1 OF 3</b>

## 1) POLICY

The position of Corresponding Members in Working Bodies (WB) is special and needs careful management, by the WB Convener, Secretary, normal WB Members, and the Corresponding Members themselves.

There is no direct policy reference to Corresponding Members, but there is an expectation that some of the work of WB will be conducted by correspondence.

(From rule 12 'Rules for Study Committees')

## 2) COMMON PRACTICE

### a) Membership

- ✓ Corresponding Members of WB are selected because of their expertise in the particular area to be studied.
- ✓ Corresponding Members should also apply to some dedicated experts that could not follow the activities of the WB during all its scheduled period, but who will actively contribute on a short-time basis to the WB activities (high-level consultancy).
- ✓ Corresponding Members are usually from remote countries, or are constrained from normal meeting attendance in some other way.

### b) Attendance

- ✓ Corresponding Members rarely, if ever, attend meetings of the WB.

### c) Activity

- ✓ Members of WB form the key to effective study performed in the name of the Study Committee.
- ✓ Corresponding Members are expected to be no less a part in the success of the group.

### d) Breakdown of working relationship

- ✓ It is not uncommon for the relationship with Corresponding Members to break down through lack of diligence of either or both parties.

## 3) GUIDELINES

### a) Attendance

- ✓ It is accepted that Corresponding Members can rarely, if ever, attend meetings of the WG. However, such Members are encouraged to take any possible opportunity to meet with the WG at least once to form a personal working relationship with the WG.
- ✓ The Corresponding Member will complete any reports for which he is responsible, and forward them to the Convener or Secretary in advance of the meeting so that the work of the WG will not be impeded

**b) Working Relationship**

- ✓ Since it is not possible to develop the normal working rapport between the WG and the remote Member, both the remote Member and the WG, mostly through the Convener and/or Secretary, must work contentiously to establish a satisfactory working relationship.
- ✓ Upon appointment of a Corresponding Member, the Convener or his delegate must communicate with the new Member and explain the purpose and intent of the WG, and indicate the specific role that he is expected to play in the work to follow.
- ✓ It is most important that specific tasks are proposed (see below).
- ✓ There-after it is essential that the remote Member is kept supplied with all the working documents that are tabled at each meeting, as well as the more formal minutes. Such mailings should be made after meetings with a degree of urgency so that the Member does not fall significantly behind the position of normal Members.
- ✓ The Member for his part should diligently respond to material as indicated below.

**c) Dangers**

- ✓ There are two likely dangers that lead to the breakdown of working relationships:
  - An unsatisfactory initial contact or commitment, or
  - Lack of ongoing diligence of one or both parties, causing effective communication to fail with both parties claiming: "We never hear from them".
- ✓ If such a breakdown cannot be redeemed by the initiative of one or other of the parties, it is better that the relationship be terminated.
- ✓ A Corresponding Member passively receives all the information and does not actively respond.
- ✓ In the worst case a Corresponding Member may use information gained from WG drafts by releasing it to third parties. This is totally unacceptable. Cigré documents including WG drafts are the internal property of Cigré and its Members. Should it become known that this is occurring, the Convener should indicate that the Corresponding Member is no longer required to serve on the WG, and should ensure that no more WG documents, papers or drafts are sent to the ex-Member.

**d) Activity**

- ✓ For the WG to act efficiently it is dependent on all of its Members to contribute actively.
- ✓ Corresponding Members from countries distant from Europe are important in that they can provide the WG with inputs that often differ from those found within the closer relationship of the European environment - inputs and views that would not otherwise be encompassed.
- ✓ Dependent on the style of operation of the particular WG, the Corresponding Member will:
  - Contribute suggestions for the most appropriate contents of the study, and the issues involved, particularly technical issues within the Member's expertise.
  - Help develop any questionnaire required.
  - Assist in the evaluation of any questionnaire issued.
  - Seek the assistance of know specialists in the field of study who may be able to directly contribute to the body of knowledge, and negotiate their input.
  - Draft allocated sections of the report.

- Read and critically comment on all the drafts produced by Members of the WG.
- Diligently respond to communications within the WG and maintain timetable constraints set on WG activities.
- ✓ If a Corresponding Member makes no contribution to the work, the Convener may recommend to the Chairman of the Study Committee that the Member be removed from the WG.



**STUDY COMMITTEE D2**  
INFORMATION SYSTEMS AND TELECOMMUNICATIONS

<b>PRACTICES &amp; GUIDELINES</b>		ISSUED BY: SC Chairman	DATE ISSUED: 01/08/2007
SUBJECT:	<b>STYLE OF OPERATION</b> <b>WORKING GROUPS</b>	FOLIO: <b>W.O.1</b>	PAGE: <b>1 OF 4</b>

## 1) POLICY

(From Rule 12 “Rules for Study Committees”)

Working Group report to the Study Committee Chairman.

Working Groups (WGs) are created to perform specific technical activities selected by their respective Study Committee, proposed by the Chairman and approved by the Technical Committee Chairman.

They are expected to carry out the work related to their ToRs within limited and pre-determined periods of time – usually three years or less – and to produce relevant documents for publication.

Working Groups are “line” functions responsible for performing the work assigned to them.

WGs may occasionally set up internal Task Forces (TFs). If this is essential for the efficient performance of the work assigned to the WG by the SC. These TFs are merely internal subdivisions of the WG from which they originate.

Decision to create TFs is the sole responsibility of the WG Convener, who cannot assign a subject outside the ToRs of the originating WG. These TFs are not counted as separate Working Bodies of a Study Committee.

There is no reference to the style, organisation or method to be applied in carrying out the specified tasks.

## 2) COMMON PRACTICE

### a) Organisation

- ✓ A wide variety of organisational arrangements are used.
- ✓ SC D2 WG do not generally use subordinate structured Task Forces.

### b) Activity

- ✓ Most SC D2 WG use regular meetings (1-5 times per year) to stimulate the continuance of the activities and allocated tasks.

### c) Tasks

- ✓ Detailed tasks are defined in the ToRs

### d) Output options

- ✓ Technical Brochures
- ✓ Reports in Electra
- ✓ Papers to Paris Sessions, Colloquia and/or Symposia
- ✓ Internal SC D2 Paper

Reporting may take any or all of these formats.

### 3) GUIDELINES

#### a) Organisation

The organisation applied to a particular WG consists of a number of components each of which can vary independently. In these guidelines the options for each component are detailed, leaving the overall choice to the Convener.

✓ Common features

- The appointment of a Secretary with competent written English skills is strongly advised.
- It is assumed that there will be at least one Member of the WG who is an expert in the detail of the particular study being undertaken. If this is not so at initiation, then the Convener must seek such a Member.
- The choice of recommended project reporting (the form of the output) is to be made early in the task program.
- Where a document is to be produced as the output report, the contents list should be derived at an early stage by the WG corporately and submitted to Study Committee Members for comment (at a meeting or by circulation).

✓ Information Resourcing

The acquisition of the information required for the study may be achieved by:

- a literature search (technical papers, journals, books, standards etc)
- using the knowledge of experts on the WG and their colleagues
- establishing contact with other acknowledged experts
- issuing a questionnaire to Study Committee Members and Observer-Members
- issuing a questionnaire to National Committees
- forming a relationship with another institutional group with similar expertise and establishing reciprocal information exchange.

✓ Task division and allocation

The method of operation of the WG will be dictated by a variety of factors including the size, the skills of Members, Members' availability, and the culture of the WG, and as a result work may be divided into:

- studies as a whole, (This is akin to sub-dividing the Working Group into Task Forces but without the structure of defined groups)
- questionnaires - information gathering
- questionnaires - information assessment
- report development
- and the production of the resulting report may then be allocated:
  - as a whole
  - chapters
  - sub-sections
- collation and production (It is typical but not essential for this function to be undertaken by the Secretary or Chairman - or where the whole study has been assigned, to that assignee)

✓ Commenting

At all stages of report development a mechanism must exist for all Members of the WG to examine (draft) material and input comments.

This may be achieved by:

- Regular circulation of draft material to WG Members between meetings
- Item by item review in meetings.

✓ Collation

- Where the input to a report is to be contributed by a variety of Members, an early choice should be made on the Word Processing standard to be used to aid the complex task of collation and editing.
- A single point must be established for the final collation and production

✓ Editing and Consistency Checking

- Technical editing may be assigned to an individual expert, conducted corporately by the group, or identified as a role for all Members to examine.
- Checking for consistency between chapters (where separate authors are involved) should be assigned to an individual.

✓ English editing

When the technical draft is considered to be complete, the document is to be subjected to an editing for English expression.

It is unacceptable for an international document containing quality technical information to be released with sub-standard English expression.

✓ Drafts issued for Study Committee comment

Practice varies on the number of drafts that may be issued to Study Committee Members for comment. It is however prudent to circulate at least one copy of the draft as it develops, prior to the formal issue for 'approval to publish'.

**b) Activity**

- ✓ May be conducted totally by correspondence, e-mail, audio or videoconferences.
- ✓ May be conducted totally at meetings held under invitations from Members.
- ✓ May be conducted with a mixture of meetings and correspondence.
- ✓ Corresponding Members may be used (refer Practices & Guidelines W.M.2).

**c) Output options**

(For formats and requirements refer to Practices & Guidelines P.F.1)

✓ Technical Brochures

- Appropriate for detailed Guidelines and Technical Information Bases and reports exceeding 25 pages
- An executive summary is to be provided to Cigré Headquarter for publication in Electra.

✓ SC Web site document

- Appropriate for reports less than 25 pages.
- Usually contain issues of widespread interest or of higher level views.
- A one page executive summary is to be provided to Cigré HO for publication in Electra.

- ✓ Reports in Electra
  - Appropriate for articles less than 6 pages destined for wide Cigré audience.
  - Usually contain issues of widespread interest or of higher level views.
  - Read by management.
- ✓ Papers to Paris Sessions, Colloquia and/or Symposia
  - Suitable mechanism for raising issues during the duration of the study and for reporting on elements of the study.



**STUDY COMMITTEE D2**

INFORMATION SYSTEMS AND TELECOMMUNICATIONS

<b>PRACTICES &amp; GUIDELINES</b>		ISSUED BY: SC Chairman	DATE ISSUED: 01/08/2007
SUBJECT:	<b>STYLE OF OPERATION</b> <b>ADVISORY GROUPS</b>	FOLIO: <b>W.O.2</b>	PAGE: <b>1 OF 3</b>

## 1) POLICY

(From Rule 12 “Rules for Study Committees”)

Advisory Groups report to the Study Committee Chairman. Advisory Groups are set up as staff functions to assist the Study Committee Chairman; they may be of indefinite duration but must not have any line management responsibilities.

Advisory Groups assist the Study Committee Chairman in the definition of the directions to be followed by the Study Committee.

They provide advices and are not normally involved in the preparation of documents for external publication; still some of their production can be deemed of interest for publication, especially in Electra.

Each Study Committee should include at least one Advisory Group, designated as Strategic AG.

More specialised AGs may deal with tutorials or with main technical directions for a Study Committee with a wider scope.

AGs must have clear objectives and ToRs, but do not need to have pre-determined disbandment dates.

The decision to set up an AG is the responsibility of the Study Committee Chairman with information to the Technical Committee Chairman.

## 2) COMMON PRACTICE

### a) Organisation

- ✓ The AG concept was introduced at the 2001 regular meeting. It was built on the experiences from SC 34 and SC 38 and evolved over time to fit the needs for the new SC D2.
- ✓ Most SC D2 AGs use regular meetings (1-5 times per year) to stimulate the continuance of the activities and allocated tasks.

### b) Tasks

The Advisory Groups are key groups in the SC D2 process of work. They are in charge of:

- ✓ Monitoring the evolution of the needs and the stakes of the power utilities in the field of ITS;
- ✓ Monitoring the evolution of the technology;
- ✓ Monitoring the SC D2 customers' needs;
- ✓ Monitoring the works done in other Associations;
- ✓ Proposing subjects to the SC Chairman following the above mentioned criteria;
- ✓ Helping the Study Committee Chairman to define and validate the Terms of Reference of the new Working Bodies;
- ✓ Helping the Study Committee Chairman to identify the Preferential Subjects for the Paris Sessions and the Colloquia;
- ✓ Proposing tutorials of interest for SCD2 members or D2 mirror groups;

**c) Output options**

- ✓ Position papers on the need for future development.
- ✓ Short suggestions to the Chairman and/or WG Conveners.

**3) GUIDELINES****a) Organisation**

The organisation applied to a particular Advisory Group consists of a number of components, each of which can vary independently. In these guidelines the options for each component are detailed, leaving the overall choice to the AG Convenor.

- ✓ Common features.
  - The appointment of a Secretary with competent written English skills is strongly advised.
  - Where a document is to be produced as the output report, the contents list should be defined by the AG corporately and submitted to Study Committee Chairman for comment (at a meeting or by circulation).
- ✓ Information Resourcing

The acquisition of the information required for the study may be achieved by:

  - using the knowledge of Members on the AG and their colleagues,
  - establishing contact with other acknowledged experts,
  - issuing a questionnaire to Study Committee Members and Observer Members,
  - issuing a questionnaire to National Committees,
  - forming a relationship with another institutional group with similar expertise and establishing reciprocal information exchange.
- ✓ Task division and allocation

The method of operation of the AG will be dictated by a variety of factors including the size, the skills of Members, Members' availability, and the culture of the group, and as a result work may be divided into:

  - studies as a whole,
  - questionnaires - information gathering,
  - questionnaires - information assessment,
  - report development,

and the production of the resulting report may then be allocated:

  - as a whole,
  - collation and production.
- ✓ Commenting

At all stages of report development a mechanism must exist for all Members of the AG to examine (draft) material and input comments.

This may be achieved by:

  - Regular circulation of draft material to AG Members between meetings,
  - Item by item review in meetings,
  - Use of internet sites or e-mail.

**b) Activity**

- ✓ May be conducted totally by correspondence, e-mail, audio or videoconference.
- ✓ May be conducted totally at meetings held under invitations from Members.
- ✓ May be conducted with a mixture of meetings and correspondence.
- ✓ Corresponding members may be used (refer Practices & Guidelines W.M.2).

**c) Documentation**

- ✓ Collation
  - Where the input to a report is to be contributed by a variety of Members, an early choice should be made on the Word Processing standard to be used to aid the complex task of collation and editing.
  - A single point must be established for the final collation and production.
- ✓ Editing and Consistency Checking
  - Technical editing may be assigned to an individual expert, conducted corporately by the AG, or identified as a role for all Members to examine.
- ✓ English editing
  - When a draft is considered to be published, the document is to be subjected to an editing for English expression.
  - It is unacceptable for an international document containing quality information to be released with sub-standard English expression.
- ✓ Drafts issued for Study Committee comment
  - Drafts shall always be available in electronic form.



**STUDY COMMITTEE D2**  
INFORMATION SYSTEMS AND TELECOMMUNICATIONS

<b>PRACTICES &amp; GUIDELINES</b>		ISSUED BY: SC Chairman	DATE ISSUED: 01/08/2007
SUBJECT:	<b>REPORTING TO THE STUDY COMMITTEE WORKING BODY CONVENERS</b>	FOLIO: <b>W.R.1</b>	PAGE: <b>1 OF 2</b>

## 1) POLICY

(From rule 12 'Rules for Study Committees')

Every year, at the meeting of the Study Committee, Working Body Conveners present their Annual Progress Report and receive instructions for the continuation of their program.

## 2) REPORTING

Each AG/WG Convener will report to each regular meeting of the Study Committee.

The main purpose of the reporting is to assess the work carried out with the Terms of Reference requirements.

The report will take two forms:

- ✓ A written Annual Report that is circulated in advance of the meeting.
- ✓ A verbal presentation to the meeting.

## 3) WRITTEN REPORT

- ✓ The written report is required for information, record, and complete reference, and is the primary annual 'management' report of the AG/WG. Because it will be a substantial document it is to be issued in advance of the meeting to reduce the time required to consider it during the meeting.
- ✓ The form of the report should generally follow that shown in §5.
- ✓ The report should be identified as follows:

***IDD2\_NN\_AR\_YY.ext***

***ID*** = AG for Advisory Group, WG for Working Group

***NN*** = WG number

***YY*** = year

***ext*** = the file extension (.doc, .pdf or .ppt)

- ✓ This report is to be prepared by the AG/WG Convener (or his Secretary, or designated Member of the AG/WG) and circulated to the Chairman, Secretary, Members, Observer-Members and other AG/WG Conveners of the Study Committee to arrive three weeks prior to the meeting of the Study Committee. This lead time is particularly important:
  - to permit Members to receive it before they depart for the meeting (some Members combine the meeting time with other business, and may have long distances to travel),
  - to allow for Members absences on holiday or business, and
  - to ensure Members time to read and absorb the reports before arriving at the meeting.

#### 4) VERBAL PRESENTATION

- ✓ The AG/WG Convener, or in his absence, his nominated representative, will make a verbal presentation to the Study Committee at an appropriate time in the meeting agenda to summarise his written report and to highlight:
  - work recently completed,
  - progress,
  - anticipated stage completion dates,
  - difficulties, and
  - requirements to add or delete AG/WG Members,

and if necessary to seek:

- instructions, or
- approval to publish documents (refer Practices & Guidelines P.A.1).
- ✓ The presentation should NOT include
  - detailed technical items, or
  - in-depth analyses of the work performed or the publications drafted.
- ✓ It would normally be appropriate to illustrate the verbal report with overhead projection transparencies of schedules, etc.
- ✓ It is expected that normally only 15 minutes will be allotted in the Study Committee meeting agenda for each AG/WG Convener to report AND to answer any questions from the Members. However, if the Convener wishes to explore with the Study Committee particular issues of direction, or concern, he should arrange in advance with the Study Committee Chairman an additional allotment of time in the meeting.
- ✓ All the material presented during the verbal presentation is to be provided to the Study Committee Secretary to be appended to the Study Committee Minutes of Meeting.

#### 5) TYPICAL FORM OF AG/WG CONVENER'S - REPORT REGULAR MEETINGS OF STUDY COMMITTEE

##### a) Scope

- Brief statement of the Scope of the work of AG/WG.

##### b) Present Work (already developed).

- Detailed description of the stage of progress of each task.
- This should include a program showing target completion date(s).

##### c) Newly commissioned work: This includes work that has been recently commissioned and on which no previous report has been submitted.

- It should include a proposal as to the likely output form (Technical Brochure, Electra article, etc.) and a list of proposed section headings for Study Committee approval.
- It should also include a program showing target completion date(s).

##### d) Membership

- A report is required on membership changes and other issues, and should be supported by an appendix of the Members current contact details.

##### e) Meetings

- A report is required detailing the activities of the AG/WG since the last Study Committee meeting and in particular the meetings that have been held.



**STUDY COMMITTEE D2**  
INFORMATION SYSTEMS AND TELECOMMUNICATIONS

<b>PRACTICES &amp; GUIDELINES</b>		ISSUED BY: SC Chairman	DATE ISSUED: 01/08/2007
SUBJECT:	<b>REPORTING TO THE STUDY COMMITTEE MEMBERS AND OBSERVER MEMBERS</b>	FOLIO: <b>W.R.2</b>	PAGE: <b>1 OF 3</b>

## 1) POLICY

The progress and success of a Study Committee depends on the engagement of its Members. They are therefore expected to actively engage themselves in the SC activities. They are also the link between the SC and their Country/Region. They are expected to act as ambassadors for the SC in their country, to inform on SC activities, to promote the SC work, to recruit members of SC-workforces etc. (Refer “Practices & Guidelines” – SM1)

SC Members are also expected to provide feedback to the SC from their Country/Region concerning satisfaction with our work, need for new studies etc.

In the present situation with rapidly changing conditions in the operating environment of the SCs it is of utmost importance to have an active flow of information between Countries/Regions and SCs.

The challenging role of the SC-members is defined in the Cigré document “Rules for Study Committees”, where it is stated that every Study Committee Member shall contribute actively to the work of his Study Committee mainly by means of conducting activities of the type specified in the table below.

## 2) REPORTING

Each SC Member and Observer Member will report to each regular meeting of the Study Committee.

The report will take the form of a written Annual Report.

The form of the report should generally follow that shown in §3.

This report is to be prepared by the Members/Observer Members and circulated to the Chairman, and SC Secretary of the Study Committee to arrive three weeks prior to the meeting of the Study Committee.

## 3) TYPICAL FORM OF MEMBERS AND OBSERVER MEMBERS - REPORT REGULAR MEETINGS OF STUDY COMMITTEE

The name of the file submitted shall be as follows:

✓ *CO\_Name.ext*

Where: *CO* is the two character ISO country code;

*Name* is the concatenation of the last name, a space, and the first name of the member;

*ext* is the extension of the file (.doc or .pdf).

### a) Identification

- Name of the Member, Country and date of issuance.

**b) Activity**

The table should be seen as a kind of check-list; it is not expected that an SC-Member covers all activities listed.

ACTIVITY	TYPE OF CONTRIBUTION	CONCLUSIONS, RECOMMENDATIONS
Participating in SC meeting and contributing to discussion there.		
Conveying of views, concerns and needs of own country and National Committee, presenting proposals for new work based on these needs.		
Communicating the activities, outcomes of studies, availability of technical papers to own country and own National Committee.		
Evaluating and commenting on draft documents circulated among SC Members and ensuring in own country efficient processing of questionnaires issued by the working bodies of the SC.		
Joining at least one AG/WG of the SC.		
Proposing experts from own country to recommend as Members of WG of the SC.		
Assisting in preparation and conducting of Symposia and "Odd year" Colloquia organised by the SC.		
Considering at National/ Regional level what subjects are most appropriate for adoption as Preferential Subjects at biennial Sessions in Paris.		
Participating in the discussion at the biennial Cigré Group Sessions in Paris and writing, or encouraging others to write papers for these Sessions.		
Organising SC D2 group/ network in own country.		
Writing Annual Report.		
Other activities supporting the work of the SC including the hosting through his/her National Committee on odd year meeting.		

**c) Target Group in the Country/Region**

The table should be seen as a kind of check-list; it is not expected that an SC-Member covers all activities listed.

<b>TARGET GROUP</b>	<b>NUMBER OF REPRESENTATIVES IN MY COUNTRY</b>	<b>NEEDS WHICH SHOULD BE MET BY SC D2</b>	<b>ADDITIONAL INFORMATION</b>
<b>TOP MANAGEMENT EXECUTIVES</b>			
<b>COMMERCIAL GROUP</b> Financial, Ownership, Investors, Regulators, Energy Traders, Generators, Distributors, Consumers			
<b>TECHNICAL GROUP</b> Equipment Suppliers, Contractors, Consultants, Maintenance Providers, Grid Planners, Grid Engineers			
<b>OPERATIONAL GROUP</b> Power System Operators (incl. Generation, Transmission, Distribution), Asset / Facility Managers			
<b>SCIENCE AND PUBLIC GROUP</b> Universities, Research Institutes, National and Regional Authorities, Non-Govern-mental Organisations, Media			
<b>SIMILAR INTERNATIONAL ORGANISATIONS</b>			

**d) Interesting Events in own Country/Region of Interest to SC D2**

**e) Other Comments**



**STUDY COMMITTEE D2**

INFORMATION SYSTEMS AND TELECOMMUNICATIONS

<b>PRACTICES &amp; GUIDELINES</b>		ISSUED BY: SC Chairman	DATE ISSUED: 01/08/2007
SUBJECT:	<b>E-MAIL</b>	FOLIO: <b>W.W.1</b>	PAGE: <b>1 OF 1</b>

## 1) POLICY

Cigré is a widely international organisation with members in 80 countries, counting over 50 National Committees and with a worldwide technical structure consisting of Study Committees and many more Working Groups involving over 2000 experts - to become a communicative organisation on the world scale.

To reduce on one side the operational cost and on the other side to speed up the exchange of information between all the Members, it has been decided to use, as a primary means for the exchanges of information between the Study Committee Members, *electronic mail*.

## 2) GUIDELINES

The exchange of information inside SC D2 is thus mainly based on e-mail.

E-mail is to be used to exchange information and not large volume of documents as attachment.

- ✓ The Study Committee Secretary will thus publish the documents on the SC D2 Web Site and then inform all the SC D2 Members, Observers and Conveners that the documents are available on the Web Site.
- ✓ In the same way for the Working Body, documents shall be made available on the SC D2 Web Site Working Bodies Area for download and not in the e-mail.

The only exception to this rule is the "SC D2 Membership List". This list providing all the e-mail addresses (as well as postal and phone number) will always be sent by e-mail and will not be published on the SC D2 web site.

To be able to issue e-mail, the SC Secretary maintains an up-to-date SC D2 membership list.

Thus, it is the responsibility of each Member, Observer Member, and AG/WG Convener to inform the Study Committee Secretary of any changes in its coordinates (address, phone number, fax number, e-mail, etc.) as soon as possible.

In the same way the Working Body Secretary maintains an up-to-date Working Body membership list.



**STUDY COMMITTEE D2**  
INFORMATION SYSTEMS AND TELECOMMUNICATIONS

<b>PRACTICES &amp; GUIDELINES</b>		ISSUED BY: SC Chairman	DATE ISSUED: 01/08/2007
SUBJECT:	<b>STUDY COMMITTEE WEB SITE</b>	FOLIO: <b>W.W.2</b>	PAGE: <b>1 OF 3</b>

## 1) POLICY

At the end of the nineties, all the past Study Committees (SC 11 to 39) launched their individual web sites and generally organised them to have an efficient tool, but the lay out was different from one Committee to the other, and generally different from the main Cigré website.

Following the reorganisation of all Study Committees in 2002 and this new Cigré web site, the Technical Committee decided to reorganise all the Study Committees web sites aiming at better homogeneity and with similar lay out to main Cigré web site.

As stated in the SC D2 Strategic Plan, the SC D2 Web site must become the reference web site for Information and Telecommunication systems for the utilities worldwide.

## 2) GUIDELINES

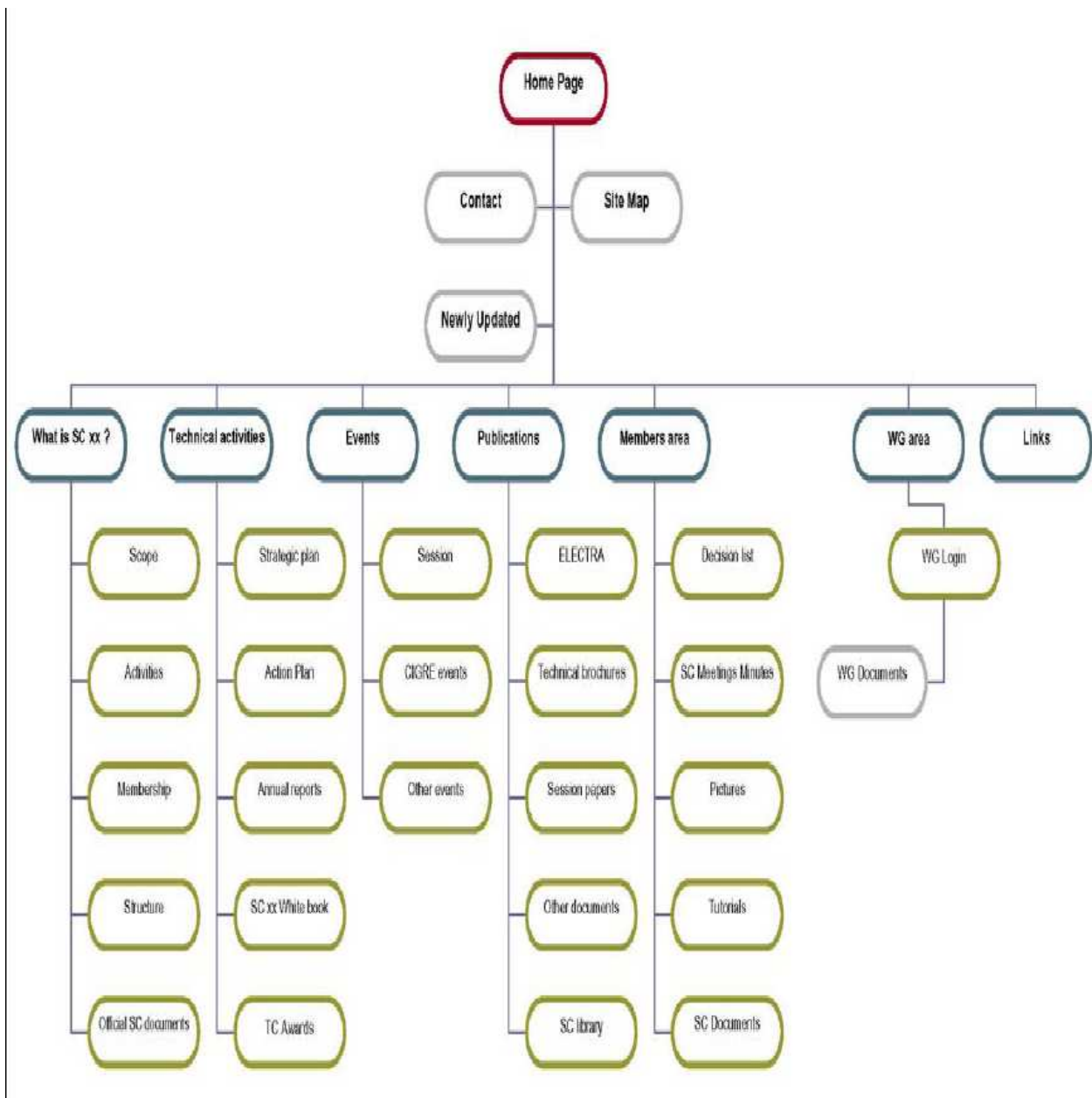
The SC D2 Web site, as all the other Cigré Web Site, is divided into three main parts:

- ✓ SC D2 public area;
- ✓ SC D2 private area;
- ✓ Working Bodies private areas.

The SC D2 Secretary is in charge of being the Webmaster of the two first areas of the SC D2 Web Site, i.e., the public and private areas of SC D2. Each Working Body Convener is in charge of being the Webmaster for its own Working Body private area.

The SC D2 Secretary will provide SC D2 Members with the necessary password to access the SC D2 Web site.

The site map, in compliance with the Cigré guidelines, is as follows:



The public SC D2 Web Site content is thus the following one:

✓ General information on SC D2:

- Scope (mission and domains of activity)
- How SC D2 works?
- Membership (SC Chairman and Secretary, List of Members, Observers and Conveners – only name and country – List of Working Bodies experts)
- SC D2 structure
- SC Documents (SC D2 Practices & Guidelines, Terms of Reference of Working Bodies, ...)
- SC Technical activities (Strategic Plan, Action Plan, Annual Report, White Book, ...)
- Awards

- ✓ Future events of SC D2:
  - Paris Session Preferential Subjects
  - Colloquium
  - Other events
- ✓ SC Publication:
  - SC D2 publications in Electra
  - List of the SC D2 Technical Brochures
  - List of Session Papers
  - SC Library (List of all documents published at the Colloquia)
  - Other documents

The private SC D2 Web Site content is the following one:

- ✓ SC D2 activities:
  - Decision List following SC D2 Regular Meeting
  - Minutes of Meeting and attachment (Working Body Annual Reports, Member Annual Reports, Organizations Reports, ...)
  - SC D2 Tutorials
- ✓ SC D2 Documents, i.e., dedicated pages to download the publications submitted for comments to Members.



**STUDY COMMITTEE D2**

INFORMATION SYSTEMS AND TELECOMMUNICATIONS

<b>PRACTICES &amp; GUIDELINES</b>	ISSUED BY: SC Chairman	DATE ISSUED: 01/08/2007
SUBJECT: <b>STUDY COMMITTEE - WORKING BODY AREAS - WEB SITE</b>	FOLIO: <b>W.W.3</b>	PAGE: <b>1 OF 1</b>

## 1) POLICY

Following the reorganisation of all Study Committees in 2002 and this new Cigré web site, the Technical Committee decided to reorganise all the Study Committees web sites aiming at better homogeneity and with similar lay out to main Cigré web site.

The Working Body Area is a dedicated place for exchange of information between members of a Working Body.

It is the most suitable place to store the draft documents produced by the Working Body.

## 2) GUIDELINES

The SC D2 Secretary will provide the Working Body Conveners with the necessary password to access their SC D2 Working Area.

The Working Body Convener will provide the Working Body Members with the password.

The Working Body Convener (or Secretary) will receive a dedicated password to update the WB page.

The Working Body Convener is in charge of uploading the necessary documents.

The following documents shall be available on the page:

- ✓ The Terms of Reference of the Working Body.
- ✓ The list of the Working Body Membership list.
- ✓ The Minutes of Meeting of the Working Body.
- ✓ The draft documents drafted by the Working Body before their official approval by the SC D2.

When the Working Body is disbanded, the SC D2 Secretary will close the Working Body Area. All documents should be available in the SC D2 Member Area.