

CIGRE

SC B1

INSULATED CABLES

GUIDELINES FOR CONVENERS

First issue:
Update 1
Update 2
Update 3
Update 4

DECEMBER 2001
MAY 2005
AUGUST 2006
NOVEMBER 2006
AUGUST 2007

TABLE OF CONTENTS

1 PURPOSE..... 3

2 GENERAL..... 3

2.1 WG & TF 3

 2.1.1 WG..... 3

 2.1.2 TF..... 3

2.2 JWG & JTF 3

3 NOMINATION OF THE CONVENER..... 3

4 TERMS OF REFERENCE 3

5 SCHEDULE 3

6 WG &TF OPERATION..... 4

6.1 WG & TF MEMBERSHIP 4

6.2 MEETING'S ATTENDANCE 4

6.3 WG & TF MEETINGS 4

6.4 WEB SITE 5

7 WG &TF DOCUMENTS 5

7.1 NUMBERING..... 5

7.2 QUESTIONNAIRES 5

8 PROGRESS REPORTS 5

8.1 ANNUAL TECHNICAL REPORT..... 5

8.2 INTERMEDIATE SHORT REPORT 6

9 FINAL REPORTS 6

9.1 WG 6

9.2 *AD HOC* TF..... 6

10 PUBLICATION 6

11 TUTORIAL 7

12 DISBANDING 7

1 PURPOSE

The purpose of this document is to outline the guidelines which should be followed by the WG and TF Conveners in carrying out the work the Study Committee entrusts them with. It should be read in conjunction with the CIGRE Rules for Study Committees and the Reference model published by the Technical Committee in 2003.

2 GENERAL

2.1 WG & TF

The main operating structures of the Study Committee are its Working Groups and Task Forces.

2.1.1 WG

A WG is set up when an in-depth study is required.

WGs must have a clear set of terms of reference, a specific time limit, an expected production (deliverables) and an adequate composition.

WG terms of reference should be approved by the TC Chairman, prior to the beginning of the work.

2.1.2 TF

The TC decided in 2007 that publications can only be done by WGs.

- SC B1 has *ad hoc* TFs, which define the terms of reference, the duration and the expected production of new WGs prior to their establishment. Their terms of reference do not need to be approved by the TC Chairman.

2.2 JWG & JTF

Whenever appropriate, Joint WGs or Joint TFs are established with other SCs to study interdisciplinary subjects of common interest. In these cases the leading SC must be clearly defined.

3 NOMINATION OF THE CONVENER

When a proposal for new work is accepted by SC B1, an *ad hoc* TF is set up to define the terms of reference and the scope of work of the associated WG. Usually, but not necessarily, the country which proposes such new work is invited to provide a Convener for the *ad hoc* TF. The name of said Convener is put forward by the SC Member representing the country in question and approved by the SC Chairman.

When a full WG is set up, the former Convener of the *ad hoc* TF is usually, but not necessarily, designated as the Convener of the new WG.

The Convener is the official representative of his or her WG, or *ad hoc* TF.

4 TERMS OF REFERENCE

The terms of reference of the potential WG prepared by the *ad hoc* TF are presented to the SC, generally during the annual SC meeting. If the SC Chairman considers that the new WG should be launched, the Creation Form for the new Working Body, which contains background, scope, terms of reference, deliverables and time schedule is then sent to the Technical Committee for official approval by the Technical Committee Chairman.

5 SCHEDULE

The typical duration of full WGs is three to four years. The duration of *ad hoc* TFs cannot exceed one year.

The expected duration of WGs is decided by the SC when these are set up. Extensions are frowned upon and can be granted only by the Chairman of the SC.

6 WG & TF OPERATION

The Convener is responsible for planning and organizing the work and for its completion as defined in the Working Body Form approved by the TC Chairman.

All experts, including the corresponding ones, should contribute to the work.

WG and TF activities are carried out by electronic correspondence, by modern communication means such as video or phone conferences and through WG and TF meetings. The latter are organised, upon request of the Convener, by one of the experts of the WG or TF.

WG Conveners may decide to appoint a Secretary to support them.

WG Conveners may also decide to set up WG TFs within their WG to have work done in parallel, but in this case they must make sure that all these TFs are appropriately co-ordinated.

6.1 WG & TF MEMBERSHIP

SC members who indicate during the SC meeting that their country is interested in participating in the work of a new WG or TF should nominate the expert who will act as full or corresponding expert of said WG or TF within a maximum of three months. Said nomination should be sent to the interested Convener with copies to the Chairman and the Secretary of the SC.

In case the expert should leave the WG/TF, the SC Member should quickly nominate the substitute to limit the disturbance in the work progress.

Apart from the Convener, there will usually be no more than one expert per interested country. Exceptions to this rule may however be considered but require approval by the Chairman of the SC.

The efficient performance of WGs or TFs requires an adequate combination of participants' skills and backgrounds. It is therefore necessary for the WG or TF Convener to verify that the composition of his team meets these requirements and, if this is not the case, to immediately point out the problem to the Chairman and the Secretary of the SC.

6.2 MEETING'S ATTENDANCE

Full experts should attend every meeting of the Working Group or Task Force. Should an expert be unable to attend one meeting, he/she will :

- advise the Convener of his/her absence in advance,
- complete any reports for which he/she is responsible, and forward them to the WG/TF Convener and Secretary in advance of the meeting so that the work of the WG/TF will not be impeded,
- arrange for a replacement expert from his/her country to attend on his/her behalf.

When an expert misses two consecutive meetings, the Convener may:

- contact the relevant National SC Member to give the information and discuss which actions should be taken,
- consider with the agreement of the SC Member to keep the expert as a corresponding one only if it has to be feared that the progress of the group and its time schedule will be seriously impeded by lengthy repetitions of previous discussions with this expert after his/her return to the group meetings.

6.3 WG & TF MEETINGS

Whenever it is necessary for the WG or TF to meet, the appropriate arrangements are made by one of its experts. He or she arranges, in agreement with the Convener, the hotel accommodation, the lunch catering and the meeting room. If the meeting is scheduled to last two days, the inviting expert arranges the evening dinner between the two days.

Travel and hotel accommodation are paid by the participating experts. The other items are handled by the inviting expert.

If appropriate, a suitable technical visit of about half a day may also be arranged in the context of these meetings.

The inviting expert should send an invitation to the other WG or TF experts, giving information about the agenda, the hotel, the different means to reach the hotel and the meeting room. The inviting expert will be allowed to invite a limited number of special guests that could have an interesting input to

attend the meeting (experts of his National Committee, colleagues from his company, experts from the national SC B1 panel).

6.4 WEB SITE

The Study Committee provides to each group during their lifetime a private space on the SC web site. In case of JWG, the leading SC hosts the JWG.

The SC Web Master provides a personal password to the Convener to post documents, and a password for the WG experts to visit this dedicated space.

These passwords are confidential and should not be spread beyond the persons that are entitled to know them.

7 WG & TF DOCUMENTS

7.1 NUMBERING

Each document circulated within or outside the WG or TF should be referenced. As an example, the numbering could be: WG or TF reference, progressive number of the meeting, date and place of the meeting.

Example: WG B1.12; 8th meeting; Paris, 31/8/ 2004

1: Membership list,

2:, Agenda of the meeting

3: Minutes of the previous meeting,

4: Document n° 1,....

7.2 QUESTIONNAIRES

In order to describe the state of the art regarding a specific topic, WGs or TFs often prepare a questionnaire, which is then circulated in order to obtain up to date information from the countries involved.

The questionnaire is first of all circulated through the WG experts, but should include, if deemed appropriate, the assistance of CAG or other National SC members.

WGs and TFs must take great care in preparing questionnaires which are accurate, well balanced and not too time consuming to reply (a bad questionnaire will get bad replies or no replies at all). Furthermore, a suitable feedback must be provided to the experts who replied.

At the discretion of the Convener, alternative means of information gathering, such as meetings and/or phone calls with suitable parties, can also be considered.

The TC decided in 2007 that prior to the circulation of the questionnaire, its approval should be obtained, to make sure that other SCs are not willing to send questionnaires on the same topic.

The Convener, should send the questionnaire to the TC secretary to get this approval. The procedure takes around 2 weeks.

8 PROGRESS REPORTS

WGs TFs must, through their Convener, report regularly to the SC. Two progress reports per year are required, i.e.

- the annual technical report,
- the intermediate short (one page) report.

8.1 ANNUAL TECHNICAL REPORT

The annual technical report is presented by the Convener to the SC during the annual SC meeting held around September. This is a written document which must be sent to the SC Secretary before the end of June so that it can be circulated in advance among the SC Members. It should comprise the following chapters:

Title and number of the WG or TF,
Year of creation and year of expected disbanding,
Summary of the original terms of reference,

Updated membership list, specifying the corresponding experts, with their e-mail address. The interest of collecting this information is to allow the central office to inform the National Committees of all the running Working Bodies and their respective memberships,

Meetings held, when and where,

Activities: production, problems faced, required modifications, if any, in the terms of reference, the scope of work or the schedule, published papers,

Remaining activities and relevant schedule.

8.2 INTERMEDIATE SHORT REPORT

The intermediate short report must be sent to the Secretary of the SC in February to indicate whether the progress is satisfactory or problems are being encountered.

It is a one page document, giving the title and the number of the WG or TF, the name of the Convener, the expected tasks and the schedule of work between SC meetings as discussed and approved by the WG or TF.

9 FINAL REPORTS

9.1 WG

The final report of a WG is usually either a recommendation, e.g. a test recommendation, or a survey of the state of the art concerning a specific topic.

Said report should be presented to and approved by the SC during the annual SC meeting held around September. In order to facilitate the process of approval the final report should be sent to the SC Secretary before the SC meeting so that it can be circulated in advance among the SC Members.

Recommendations should always be very accurate, particularly as they may become *de facto* standards and/or may subsequently be used by other organisations as important inputs for the preparation of specifications.

Regarding the state of the art surveys, the final report could be a technical brochure or a paper for Electra, giving an overall world wide view on the topic and presenting the different methods that were discussed and approved by the WG. A report for CIGRE Sessions is also a good additional way to share information.

9.2 AD HOC TF

The final report of *ad hoc* TFs must clearly state whether or not a full WG should be set up. If yes, the report should indicate the terms of reference, the scope of work, the necessary duration to complete the work, the basic input data required and the expected production.

Also these reports should be presented to and approved by the SC, following the same procedure described in paragraph 9.1 above.

10 PUBLICATION

All reports require the final approval of the SC Chairman prior to publication, which is organised by the Secretary in co-operation with the Central Office.

The length of the final report could depend on the wideness of the scope. Rules have been defined by CIGRE and the Convener should refer to them.

They can be summarised as follows:

- After the approval of the SC Members (see chapter 9.1), the documents should be validated by the SC Chairman before publication. During the validation process, he could be helped on his request by some SC Members.
- According to the length, they could be published as an Electra paper or a Technical Brochure. Electra papers are limited to 1000-2000 words and published in English. The Technical Brochure is over 20 pages and is only in English. Technical Brochures are introduced in ELECTRA, through an Executive Summary (1000-2000 words), which recalls the objectives, summarises the contents and gives the main conclusions. The Executive Summary is published in Electra in English and French. The central office is in charge of the translation.
- A synopsis (60-100 words) in English and French presents the Electra paper.

- One or two pictures, without company logo, are selected by the Convener to highlight the Electra paper (300 dpi; EPS or TIF format)

To appropriately disseminate the work done, the Conveners should give at the end of their group to the SC Chairman with a copy to the CAG Convener a list of the main WG contributors and important potential customers who might particularly be interested in their work.

11 TUTORIAL

After completing its work, the group should provide to the SC B1 Tutorial Advisory Group a full presentation (about 30 slides) of its outcome, which then can be offered to interested target groups and used at respective tutorials and other educational events.

A general frame for presentations will be prepared by the TAG.

12 DISBANDING

When the WG has completed its work, it is disbanded by the SC Chairman who should inform the central office, the TC Chairman and the TC Secretary.

If necessary, however, a small editorial team may be maintained for a short additional period in order to give the finishing touches to the final report prior to its publication.