

CIGRE
Study Committee B5
Guidelines for Working Groups (WG)

1. Objective of a Study Committee

According to the "Rules for Study Committees" the SC activities can be divided into two parts:

- Promoting exchange of information on all aspects within its defined scope of activity (see Annexe)
- Organising and conducting studies for the progress of both technique and knowledge.

2. Mission of SC B5

The mission:

- Facilitate and promote the progress of engineering and the international exchange of information and knowledge in the field of protection and automation
- Add value to this information and knowledge by means of synthesizing state-of-the-art practices and developing recommendations.

This mission can be split in two main sub-missions:

- Promotion of continued development and exchange of experience for safer and more effective operation of power systems To be first international reference for power system protection and substation automation issues, synthesizing state-of-the-art practices and developing recommendations

3. Working Groups

In order to achieve its objectives the Study Committee should set up Working Groups (WG).

Working Groups should run for a limited period of time, covering a particular topic, with a defined scope, and conducting an in-depth study.

Working Groups must produce "deliverables", such as reports, or technical brochures for publication, within a time frame which should not normally exceed four years; according to the Study Committee Rules. In some cases, the Study Committee Chairman the working period may be extended, as necessary, provided the task in progress is about to be completed).

The conveners of WG's report directly to the Chairman of the Study Committee, who is assisted in supervising activities by the relevant Advisory Group, the Strategic Advisory Group and the SC Secretary.

4. Creation of WGs

Proposals for new WGs can be made by any participant to the annual Study Committee meeting. According to the working practices adopted by B5,

proposals are generally presented by the convenors of the four different Advisory Groups. The Strategic Advisory Group, which has been created to widen the input to SC strategy and policy, may also make proposals in advance of an SC meeting.

During its meeting, the Study Committee decides (by the voting of regular members) which proposals for creation of new Working Groups should be acted on. A draft WG proposal is discussed in terms of the following essentials :

- WG Title
- References/Background
- Scope
- Deliverables (reports or technical brochures for publication)
- Time schedule.

Immediately after their vote for the creation of new WG's, the members of the SC propose which countries will participate to the new WG/TF and which country will propose the Convenor. The Chairman takes the final decision about the choice of the Convenor. The relevant Advisory Group is then requested to finalise the title, scope of work, deliverables and time schedule and then issue a Proposal Form for the new WG (see standard form in Annexe). Once approved by the SC Chairman (who has a last opportunity for accepting, modifying, refusing or postponing the start), this is submitted by the SC Secretary to the CIGRE Technical Committee for approval.

Two types of members are involved in WG:

- Regular members – experts who participate actively and attend meetings
- Corresponding members – experts who participate actively, but are not able to attend meetings due to financial, time, or distance constraints.

5. Duration of WG

According to the CIGRE rules, the duration of a WG should not exceed 4 years. SC B5 recommends a maximum duration of 3 years starting from the first meeting.

6. Initiation of a new WG

The committed countries nominate their promised members and the first meeting should be held within **6 months after the decision to create the new WG/TF**. With this timetable a second meeting could be held during the following CIGRE plenary session week or during the B5 colloquium week, for maximum cost-benefit.

During the first meeting of a WG the following essential points have to be addressed.

- Presentation of activities of CIGRE B5 and rules for WG (by Chairman, Secretary of B5 or Convenor of the corresponding Advisory Group)
- Name of the secretary of the WG
- Confirmation of scope, deliverables and time schedule
- Split of works
- Structure of the report (preliminary draft)

The WG Convenor is expected to report on the level of participation of the members, so that any low participation can be highlighted to the SC member for the country concerned. If Regular Members miss 2 or more WG meetings, they can be removed from the Regular Member List (to be coordinated with the Chairman).

If Corresponding Members are not participating actively, they can be removed from the Corresponding Member List (to be coordinated with the Chairman).

7. Work

The WG organises its own activities and decides the necessary number of meetings itself, but it is convenient to plan the meetings to coincide with other CIGRE/SCB5 events, such as the Paris Session or a B5 Colloquium.

The WG convenor should refer periodically to the Chairman about progress with activities and is expected to attend the annual SC Meeting to report the status of the WG. A written report must also be provided in advance of the SC Meeting, using the standard report template (see Annexe).

The deliverable of the WG should normally be a report to be published in ELECTRA or a technical brochure with a summary in ELECTRA.

A final draft report must be circulated to all B5 members for approval. The subject of a WG is often selected as the preferential subject for discussion at a Paris Session or at a B5 Colloquium, to coincide with the completion of the WG activities. This provides a final opportunity for open discussion of the subject, with the benefit of the input from the WG activity. After approval of a WG report by the SC Members, the Chairman has the responsibility for final checking/modification and he then decides whether it should be published. If confirmed, the report is then sent (via B5 secretary) to Paris for publication.

As soon as the central office accepts the report and the summary, the Chairman can officially close the WG (and send appropriate thanks to the WG and Convenor for the work done).

Note: TF reports are not always published in ELECTRA, depending on the nature and the depth of coverage of the subject.

8. Annexes

Scope of SC B5

Proposal form for new WG/TF

WG/TF report template for the B5 meeting

SC B5 SCOPE

Study committee B5 covers principles, design, applications, coordination, performance and asset management of :

- System protection
- Substation control and automation
- Remote control systems and equipment
- Metering systems and equipment

All technical, organisational and economical aspects are considered including staff education and training. Emphasis is placed on design and application of digital technology and modern integrated system approaches including hardware and software for the acquisition of system state information, local and remote data communication and execution of control commands.

CIGRE Study Committee N° XX

PROPOSAL FOR CREATION OF A NEW WORKING GROUP *

WG* N° XX.YY.ZZ	Name of Convenor : Name Surname (COUNTRY)
Title of the Group : Exemple of title of the WG	
Scope, deliverables and proposed time schedule of the Group :	
Background :	
Scope :	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
Deliverables : Report to be published in Electra or technical brochure with summary in Electra	
Time Schedule : start : January 2000	Final report : 2002
Comments from Chairmen of SCs concerned :	
Approval by Technical Committee Chairman :	Date :

* or Joint Working Group (JWG), of Task Force (TF), of Joint Task Force (JTF), or Advisory Group (AG)

Study Committee B5:

WG:	
Title:	
Reporting date:	

WG/TF Members: Names	Status	Activity (high, medium, low, non)
	Convenor	
	Secretary	

Milestone	Planned Date	Actual Date
Start		
First meeting		
First draft		
Final draft		
Brochure		

Details of progress, highlighting positive issues and difficulties:

Report prepared by (name and status):