

IEEE
POWER SYSTEM OPERATIONS COMMITTEE
ORGANIZATION AND PROCEDURES

January 2009

*IEEE/PES Power System Operations Committee
Organization, Policies and Procedures*

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IEEE/PES Power System Operations Committee
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1.0 INTRODUCTION AND PURPOSE OF THIS MANUAL

This manual defines the organization of the Power System Operations Committee (the Committee), the scopes of the main committee and its subcommittees, and the duties of the main committee officers, subcommittee chairmen and working group chairmen. Membership qualifications for the main committee, the subcommittees, and the working groups are stipulated. In addition, certain relevant operating procedures are defined.

An organization chart of the Committee is included as Annex A to this document. The Committee administrative year shall begin on January 1, the same as the administrative year for the IEEE PES. All appointed officers shall begin their terms on that date and serve for the prescribed term.

This manual conforms to the IEEE/PES Technical Council Organization and Procedures Manual, June 2004.

2.0 RESPONSIBILITIES AND DUTIES OF THE POWER SYSTEM OPERATIONS COMMITTEE

The responsibilities and duties of the Power System Operations Committee shall include the following:

- a) Promote and coordinate activities in its field.
- b) Sponsor technical sessions.
- c) Within its scope, recommend practices and guides, cooperate in the preparation of standards with other groups and report on standards activities to the IEEE Standards Board.
- d) Arrange Special Technical Conferences either alone or jointly with other committees of PES or with other technical organizations.
- e) Review and grade technical papers.
- f) Initiate, propose and/or process awards for committee, subcommittee and working group members. Promote Senior Memberships and IEEE Fellow candidates and evaluate proposed Fellow candidates by other than committee sources.
- g) Offer cooperation with local sections/chapters of the IEEE PES.
- h) Select session chairmen and be responsible for presentation of papers at meetings designated by PES.
- i) Inform the general membership of the PES about the activities of the Committee by submitting news items to the Power Engineering Society Newsletter or to the Power Engineering Review, as appropriate.
- j) Encourage all that are qualified to seek membership in the Power Engineering Society and the Power System Operations Committee.

3.0 SCOPES OF THE POWER SYSTEM OPERATIONS COMMITTEE

The scopes are reviewed annually and any proposed changes are submitted to the Administrative Subcommittee (AdSub). Changes approved by AdSub are submitted to the next meeting of the Committee for a voice vote. Next, they are submitted to the Power Engineering Society (PES) Organization and Procedures Committee for review and to the Technical Council (TC) for final approval.

The scopes encompass the Committee and its Subcommittees' technical responsibilities. Technical Subcommittees, in addition to their technical responsibilities, will have direct responsibility for remaining cognizant of social implications, the environment, esthetics, increased employment, and other matters as related to the practice of electrical engineering.

3.1 SYSTEM OPERATION AND CONTROL CENTER SUBCOMMITTEE

Scope

Provide a forum to identify, investigate, study, present and discuss the implications of reliability, technological and organizational change on System Operation and Control Centers. Investigate and study the control methods, strategies and reliability performance metrics used in electrical power systems to control and monitor quantities such as generation, real & reactive power flows, frequency, voltage and phase angles as they relate to System Operation and Control Centers.

The types of System Operation and Control Centers to be included are: traditional utility-based Energy Management Systems, ISO's/RTO's, Power Markets and Exchanges, TRANSCO's, GENCO's, DISCO's, and Energy Trading Floors.

Items of particular concern are:

- Coordination and operation of the interconnected bulk power transmission system under routine and emergency operating conditions
- Development and dissemination of restoration planning information and training
- Dispatch of generation within operating constraints
- Operation of markets for transmission services, ancillary services and energy
- Technological developments and advancements in Control Center systems technology such as:
 - Use of wide-area measurements
 - Standardization
 - Situational awareness
- Research and definition of adequate reliability performance metrics to effectively alert and alarm abnormal conditions.
- Network Model Management and Situation Awareness and Visualization
- The use of information and the integration of business process between the control center and the corporate enterprise, as well as business-to-business interactions.
- Training of operations personnel
- Economics.
- Cyber security.

This will be accomplished through the sponsorship of surveys, panel sessions, technical papers, workshops and tutorials. Activities will be coordinated with other applicable organizations through liaisons and joint sponsorship of programs.

3.2 TRANSMISSION SECURITY SUBCOMMITTEE

Scope

Provide a forum within the System Operation Group to review, evaluate, and report on security assessment techniques relative to the transmission of electrical energy and the provision of associated ancillary services. Both static and dynamic security factors shall be addressed, including (but not limited to) the following functions:

1. Network modeling (both internal and external to area of responsibility)
2. Information exchange and presentation
3. State estimation
4. Optimal power flow
5. Contingency analysis
6. Static security analysis
- 7- Dynamic security analysis
 - 7.1 Online Transient Stability
 - 7.2 Online Voltage Stability
8. Available transmission capacity
- 9- Online remedial action and control tools for static and dynamic security
- 10- Probabilistic static and dynamic security assessments
- 11- Online parameter determination

Particular emphasis will be placed on the role of security assessment in a deregulated and restructured environment.

3.3 OPERATION METHODS SUBCOMMITTEE

Scope

- Discuss and monitor the application of emerging methods to the operation of electric power systems.
- Discuss and monitor the impact of new energy sources and consumption pattern changes on power system operations.
- Discuss advanced operational methods in relation with the changes to the electric utility industry and its impact on Power System Operations tools. Power System Operations tools include Energy Management Systems, Distribution Management System, Transmission Scheduling System, Market Operations System, End Customer Systems including conservation and demand side management etc.
- Advise other system operations subcommittees on the best current and emerging practices.

3.4 ELECTRICITY MARKET ECONOMICS SUBCOMMITTEE

Scope

This subcommittee addresses power systems operations problems related to electricity and natural gas market economics.

Operations problems concerning the market operator, the independent systems operator, network operators, the regulator, the producers, the retailers and the consumers are of interest of this subcommittee.

Policy, economics, optimization, risk management, decision-making under uncertainty and other analytical tools to address such operations problems are also of interest. Practitioner views and the embodiment of these views within analytical decision making procedures pertain also this subcommittee.

3.5 STANDARDS LIAISON REPRESENTATIVE

The Power System Operations Committee does not sponsor or develop standards. In North America, operations and planning standards for the bulk electric system is a responsibility assigned under federal regulation to the North American Electric Reliability Corporation. Other IEEE regions have their own regional practices or standards.

- Coordinate activities with IEEE Standards Board and Standards Coordinators of other Technical Committees.
- Represent the Power System Operations Committee at meetings of the Technical Council Standards Coordinating Committee.

4.0 ORGANIZATION

The Power System Operations Committee is composed of the officers, subcommittee and working group chairmen, liaison representatives, emeritus members and the general (voting) members, for which eligibility, qualifications and duties are described.

4.1 POWER SYSTEM OPERATIONS COMMITTEE MEMBERS (VOTING MEMBERS)

The voting members of the Committee are appointed by the Chair upon recommendation of a Subcommittee Chair and the concurrence of the Administrative Subcommittee. The membership application form is shown in Annex B. Notification of appointment is given to the Chair of the Technical Council.

4.1.1 ELIGIBILITY AND QUALIFICATIONS

Selection and continuation of committee membership shall be determined by meeting all of the following qualifications:

- a) Technical competence in one or more particular branch(s) of engineering as specified in the scope of the Committee.
- b) Interest in that branch of engineering as expressed by working on standards, publishing papers, taking part in discussions of technical papers and presentations thereof.
- c) Willingness to devote time and effort to contribute to the advance of the art by attending meetings, reviewing assigned papers for approval of presentation and publication and suggesting, when possible, improvements in Committee operations.
- d) Continued participation in Committee functions such as serving as an officer, liaison representative, Subcommittee member or Working Group member.
- e) Contributing regularly as a member of Subcommittee(s) and Working Group(s) during a one year apprenticeship period.
- f) Returning all ballots on Technical Committee issues regularly and on time.
- g) Regular attendance at meetings. When a member is absent for three consecutive scheduled regular meetings and fails to participate by correspondence, the member will be removed from committee membership, subject to a review of the particular circumstances by the Administrative Subcommittee.

4.1.2 AFFIRMATION, TERMINATION AND REINSTATEMENT OF MEMBERSHIP

Committee membership is reviewed and reaffirmed yearly and is contingent upon meeting the qualifications listed above. A member may discontinue his Committee membership by sending a letter of resignation to the Committee Chair, with a copy to the Committee Secretary. The Chair may elect to discontinue the membership of a continually inactive or non-participating member by sending written notification to the affected member, stating the specific reasons for termination and copying the Committee Secretary. At the Chair's discretion, a warning of impending discontinuation of membership may be issued to the affected member. A written appeal for membership reinstatement may be submitted to the Chair of the Technical Committee specifically stating why he should be reinstated.

4.2 EMERITUS MEMBERSHIP

The Chair, with the concurrence of the Administrative Subcommittee, may designate members as Emeritus Members. The Emeritus Member classification is intended to apply to individuals who have made long-standing and notable contributions to the Committee, but because of a change of personal situations are unable to participate as Voting Members.

4.3 COMMITTEE OFFICERS

4.3.1 APPOINTMENT OF COMMITTEE OFFICERS

The Chair, Vice-Chair and Secretary are recommended by the incumbent Chair of the Committee with the concurrence of the immediate Past Chair and are approved by the Chair of the Technical Council.

4.3.2 TERM OF OFFICE

The Chair, Vice-Chair and Secretary appointments (by the Chair of the Technical Council) are for a term of one year. The individuals selected for these positions are expected to serve in each office for a period of two years, i.e., anticipating reappointment for the second year.

4.3.3 AUTOMATIC PROGRESSION OF OFFICERS

The Committee employs automatic progression of its officers from Secretary to Vice Chair to Chair, in a six year time span.

4.3.4 DUTIES OF THE COMMITTEE CHAIR

The Committee Chair shall:

- a) Have general supervision of the affairs of the Technical Committee. The Chair shall preside at the meetings of the Technical Committee and shall be an ex-officio member of all of the Committee's subcommittees.
- b) Monitor the necessity of changing the scope of the Committee and obtain Technical Council approval for such changes.
- c) Monitor the desirability of forming new Subcommittees and the disbanding of other subcommittees as necessary.
- d) Be a member of the Technical Council and submit a written report of Committee activities at each Technical Council meeting for inclusion in the minutes.
- e) Follow progress of work in Subcommittees and expedite this work as necessary to meet the goals of the IEEE Power Engineering Society.
- f) Encourage members of the Committee to schedule and participate in technical sessions at General and Regional meetings. The Chair should seek suitable subjects for Special Technical Conferences to promote advances in technology within the Committee's scope.
- g) Within the scope of the committee, initiate the development of standards documents in accordance with the IEEE Standards Manual.
- h) Promote power engineering education within the scope of the Committee. With the aid of the Power Engineering Education Committee, plan tutorial sessions, publications, working group, subcommittee and committee educational reports. Also, prepare data of use and interest to colleges and universities regarding the state of the art of power engineering and request (through the Power Engineering Education Committee) information from colleges and universities that would aid in problem solution. Maintain an effective liaison with the Power Engineering Education Committee.
- i) Furnish planning support to the Technical Council in the assigned technical areas.
- j) Obtain approval from the Technical Council on joint projects with organizations outside of the PES.
- k) Serve as Chair of the Administrative Subcommittee.

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The Chair will be responsible for the following activities, but may reassign them to other Committee members.

- a) Be responsible for submitting to the Secretary of the Technical Council an updated Committee Organization and Directory list for publication in the PES Organization Manual and Membership Directory. (Responsibility delegated to Committee Secretary.)
- b) Review IEEE position papers as assigned by the Chair of the Technical Council.
- c) Promote individual and committee recognition of significant achievements in the Committee. (Responsibility delegated to Chair of Recognition and Awards Subcommittee.)
- d) Provide training for new working group chairmen and orientation for new members.
- e) Prepare agenda and program and distribute notification of Committee meetings. (Responsibility delegated to particular meeting "host.")

4.3.5 DUTIES OF THE COMMITTEE VICE CHAIR

The Vice Chair will, in general, be responsible for the following activities and any additional duties assigned by the Chair.

- a) Assist the Chair in all duties and assume the Chair's responsibilities in the event the Chair is unable to perform the assigned duties.
- b) Be a member of the Technical Program Committee for the PES General Meeting.
- c) Perform the function of Technical Publications Coordinator for the Committee. Duties include: processing the review of technical papers sent to the committee by PES Special Services; planning the number of technical paper and panel sessions for the Winter and Summer Power Meetings; planning joint sessions with other Technical Committees, and coordinating these plans with PES Special Services; and arranging for a Session Chair for each session sponsored by the Committee.
- d) Represent the Committee on the Technical Sessions Improvement Committee of the Technical Council.
- e) Represent the Committee on the Organization and Procedures Committee of the Technical Council.
- f) Represent the Committee on the Publications Committee of the Technical Council.
- g) Coordinate the meeting room requests for PES meetings.
- h) Biannually, in the second year of Vice Chairship, review the Committee Organization, Policies and Procedures Manual for currency and accuracy. Prepare revision recommendations for review by the Administrative Subcommittee as required.

4.3.6 DUTIES OF THE COMMITTEE SECRETARY

The Secretary will, in general, be responsible for the following activities and any additional duties assigned by the Chair.

- a) Record the minutes of the Committee meetings and distribute them to the members and to registered guests.
- b) Record the minutes of the Administrative Subcommittee meetings and distribute them to the members.
- c) Keep records of attendance at all Technical Committee meetings for the purpose of (1) estimating attendance and meeting room requirements for future meetings and (2) identifying, for the Chair, any inactive members whose status should be reviewed.
- d) Maintain a current "Invitation List" of committee members and others who, by virtue of active participation or expressed interest should be contacted regarding committee meetings.

4.4 SUBCOMMITTEES

4.4.1 ELIGIBILITY AND QUALIFICATION OF SUBCOMMITTEE (OTHER THAN ADMINISTRATIVE SUBCOMMITTEE)

Subcommittee members shall be members of the IEEE Power Engineering Society. The members of the subcommittees are appointed by the Chair of the Subcommittees upon receipt of an expression of interest and indication of ability to participate from the candidate. The Subcommittee Chair notifies the Chair of his appointments.

Subcommittee membership is reviewed and reaffirmed yearly and is contingent upon meeting the qualifications listed above.

A member may discontinue his Subcommittee membership by sending a letter of resignation to the Subcommittee Chair. The Subcommittee Chair may elect to discontinue the membership of a continually inactive or non participating member by sending written notification to the affected member.

4.4.2 ADMINISTRATIVE SUBCOMMITTEE MEMBERSHIP

The membership of the Administrative Subcommittee consists of the Committee officers, the immediate past chair of the committee and the chair of the respective subcommittees.

The officers of the Committee serve in their same capacity as Chair, Vice Chair and Secretary of the Administrative Subcommittee.

The officers may invite others to attend AdSub meetings, i.e., IEEE representative, meeting hosts, etc., as the need occurs.

4.4.3 APPOINTMENT OF SUBCOMMITTEE CHAIR

All subcommittee chairmen shall be members of the Power System Operations Committee. The Chair of a Subcommittee is appointed by the Chair of the Committee with notification given to the Chair of the Technical Council. The Subcommittee Chair's term of office is one year with annual reappointments as appropriate.

4.4.4 DUTIES OF THE SUBCOMMITTEE CHAIR

The duties of the subcommittee chairmen are:

- a) Supervise the affairs of their subcommittee, under the general direction and guidance of the Committee Chair. Monitor and supervise the activities of the Working Groups under the direction of the Subcommittee.
- b) With the approval of the Committee Chair, if required, select one or more persons, such as a vice-chair and/or secretary, to assist with the administration of the subcommittee.
- c) Call and preside at the meetings of their subcommittee.
- d) Promote technical papers pertaining to the objectives of their subcommittee and its working groups.
- e) Be alert to new technical problems that need to be worked on by their subcommittee.
- f) Recommend the establishment of new working groups and the dissolution of old ones when they have served their purpose.
- g) May recommend appropriate papers each year for consideration for awards.

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- h) Report verbally on the activities of the subcommittee and its working groups at meetings of the Committee.
- i) Submit minutes of the meetings of their subcommittee and its working groups, for inclusion in the Committee meeting minutes.
- j) Recommend members of their subcommittee for membership on the Committee.
- k) Recruit and induct new subcommittee members and retire members who no longer meet membership requirements.
- l) Canvass members annually to determine the member's continued interest in the subcommittee.
- m) Issue letter of appointment to new subcommittee members at the time of appointment.

4.5 WORKING GROUPS

4.5.1 QUALIFICATIONS AND ELIGIBILITY OF WORKING GROUP MEMBERS

Working Group members need not be a member of the Power Engineering Society, but are encouraged to join the Society. The members of Working Groups are appointed by the Chair of the Working Group with notification to the Chair of the Subcommittee.

A Working Group member may discontinue his membership by sending a letter of resignation to the Working Group Chair. The Working Group Chair may elect to discontinue the membership of an inactive or non-participating member by sending written notification to the affected member. The returning of ballots and active contribution are the prime criteria for determining participation and continuation of Working Group membership.

4.5.2 QUALIFICATIONS AND ELIGIBILITY OF WORKING GROUP CHAIRMEN

The Chair of a Working Group shall be a member of the Power Engineering Society. Furthermore, the Working Group Chair should possess the following:

a. Technical Ability

The Working Group Chair should have demonstrated technical ability through participation in Subcommittee and Working Group activities and discussions. He must have a sufficient level of expertise within the Working Group's subject of assignment.

b. Procedural Experience

The Working Group Chair should have been actively participating in Committee activities and should have demonstrated the willingness to accept and complete assignments and follow through until finished.

c. Personal Characteristics

The Working Group Chair should be articulate and an innovative contributor. He should have leadership qualities as demonstrated by thoughtful engagement in debate and discussion. He should have excellent verbal and written communication skills.

d. Administrative Support

The Working Group Chair should have access to appropriate reproduction and mailing facilities for the distribution of drafts as well as the final document.

Two pertinent Guidelines for PES Working Group Chairmen, "How to Conduct Working Group Meetings" and "How to Complete a Working Group Assignment" are included as Annexes C & D.

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4.5.3 APPOINTMENT OF WORKING GROUP CHAIRMEN

The Chair of a Working Group is appointed by the Chair of the respective Subcommittee with notification to the Chair of the Power System Operations Committee. The Chair of a Working Group shall be a member of the respective subcommittee. General practice is for the Working Group Chair to serve for the duration of the Project Authorization Request.

4.6 LIAISON REPRESENTATIVES

4.6.1 ELIGIBILITY AND QUALIFICATION OF LIAISON REPRESENTATIVES

The Committee will, at various times, wish to establish a close affiliation with other select bodies. On such occasion the Chair, with the concurrence of the Administrative Subcommittee, will designate one or more members as official liaison from the Power System Operations Committee. The person selected will have demonstrated an ability and willingness to serve in this capacity.

The member selected will normally serve for the term of the liaison requirement.

The member will submit a written report to the Chair and Secretary of activity resulting from the liaison assignment.

5.0 PROCEDURES

5.1 QUORUM

Fifty percent (50%) of the voting membership of the Committee shall constitute a quorum. Actions which require a majority (greater than 50%) taken at a scheduled meeting lacking a quorum may be subsequently validated through approval of the meeting minutes or through approval by special letter ballot. Such approvals shall require an affirmative majority vote.

5.2 VOTING REQUIREMENTS FOR MOTIONS

A motion may be made by any member during a meeting of the Committee. A second to the motion by another member is required prior to the call for the vote. Following the discussion of the motion (if any), the Chair calls for the vote on the proposal by the Committee membership in attendance. A simple majority vote is required for approval of the motion.

The wording of the motion, the name of the member who made the motion, the name of the member seconding the motion and the results of the vote are recorded in the meeting minutes. Motions made at a scheduled meeting lacking a quorum may be subsequently validated through approval of the meeting minutes or through approval by special letter ballot. Such approvals shall require an affirmative majority vote.

5.3 AMENDMENTS TO THE ORGANIZATION, POLICIES AND PROCEDURE MANUAL

Any member of the Committee may propose an amendment to the Organization, Policies and Procedure Manual by submitting it in writing to the Chair. The proposed amendment is then submitted to the Administrative Subcommittee for review. A simple majority affirmative ballot of the Administrative Subcommittee is required for approval of the amendment and incorporation of the change into the Organization, Policies and Procedures Manual. Any amendment to the Organization and Procedures Manual must be approved by the Organization and Procedures Committee of Technical Council.

5.4 CHANGES IN SCOPE OF THE POWER SYSTEM OPERATIONS COMMITTEE

Any change in Committee or Subcommittee scope must be presented as a written recommendation to the Chair of the Technical Council Organization and Procedures Committee with a copy to the Chair of the Technical Council for approval.

5.5 EVALUATION OF FELLOW NOMINATION

Any request for Committee evaluation of Fellow nominations will be sent to the Chair by the Chair of the PES Fellows Committee for evaluation and recommendation. The Chair will convene an ad hoc group of Committee members eligible to participate in the ad hoc group. Qualifications to participate are:

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- Must be Fellow Grade
- Must not be a member of the PES or IEEE Fellow Committees
- Cannot be a Fellow Reference for any candidate considered by PSOC

The Chair will distribute or otherwise make available the nomination forms for the candidate(s) to be graded by the Committee to the ad hoc group. Each member of the group will prepare an independent ranking of the candidate(s) and forward to the Chair by the required date. The Chair will determine a combined ranking and distribute to the group. By email or conference call as determined by the group, the group will determine a consensus ranking and Individual Evaluation Form for each candidate and a Summary Form ranking the candidates. The Chair will transmit the IEFs and Summary Form to the Chair of the PES Fellows Committee.

5.6 COMMITTEE PARTICIPATION IN REVIEW OF TECHNICAL PAPERS

5.6.1 RESPONSIBILITY FOR EVALUATION AND SCHEDULING OF CONFERENCE PAPERS

The responsibility for all matters related to the evaluation of papers submitted for PES conferences and their presentation at the IEEE PES General Meeting and various scheduled conferences throughout the year resides with the Vice Chair of the Committee. Reviews and presentation scheduling is on a web-based system selected by PES. Transactions Papers that have been accepted through the Transactions review process are scheduled for presentation through this system.

5.6.2 PES TRANSACTIONS

The Committee provides one or more Editors at the request of the Transactions Editors-in-Chief. Requests for Editors from the Editor-in-Chief are sent to the Chair. The Chair polls the Administrative Committee for Editor candidates and forwards to the requesting Editor-in-Chief. Interested parties may also contact the Committee requesting that they be considered for Editor of one of the Transactions' areas of coverage. When received, such self nominations are reviewed by the Chair and current Editors and forwarded to the Editor-in-Chief with recommendation. Selection of Editors is at the discretion of the Editors-in-Chief. Reviews are conducted on a web-based system under the authorization of the appropriate Editor-in-Chief.

5.6.3 OTHER TECHNICAL PAPERS

The Vice Chair of the Committee is responsible for the review of PES Proceedings papers (abstracts and papers), panel session and special educational session summaries, and other IEEE Conference papers. The Vice Chair of the Committee may draw upon the expertise of the committee members for paper review. The Vice Chair may designate a member to serve as a review coordinator for a conference.

5.6. 4 TECHNICAL PAPER REVIEW PROCEDURE

Conference papers, conference panel presentations and papers submitted for publication in one of the Transactions are reviewed on web-based applications. Conference papers and panel presentations are assigned for review following the procedures established by PES Technical Committee for the conference. The Vice Chair determines the reviewer pool for Conference Papers and panel summaries. Transactions papers are submitted to the PES Transactions review web-sites as established by Technical Council. The appropriate Editor-in-Chief assigns papers to individual Editors based on area of responsibility. Editors arrange for reviews following the processes established by the Editor-in-Chief. The reviewer pool is maintained under procedures established by PES. [As of the date of this revision to the O&M Manual, conference review and scheduling and Transactions Reviews are on two different web-based systems.] Any paper designated by the reviewers as a possible prize paper is referred to the Chair of the Recognition and Awards Subcommittee.

5.6.5 TECHNICAL PAPER PRESENTATIONS

The Vice Chair of the Committee serves as a Technical Committee Program Chair (TCPC) for all IEEE general meetings and conferences. This function includes the paper review and scheduling of Para 5.6.1. TCPC may designate session chair for each session.

5.7 TASK FORCE, WORKING GROUP, AND SUBCOMMITTEE PUBLICATIONS

This procedure applies to documents developed by Task Forces, Working Groups, or Subcommittees of the IEEE Power System Operations Committee which are not balloted. These may be technical papers or special publications.

The document may list in its title the name of the group preparing the document, i.e., “IEEE Task Force Report on”, or “IEEE Working Group Report on ...”. The document shall not name the document as an IEEE Power System Operations Committee report unless a draft is mailed and a ballot is conducted of the IEEE Power System Operations Committee members.

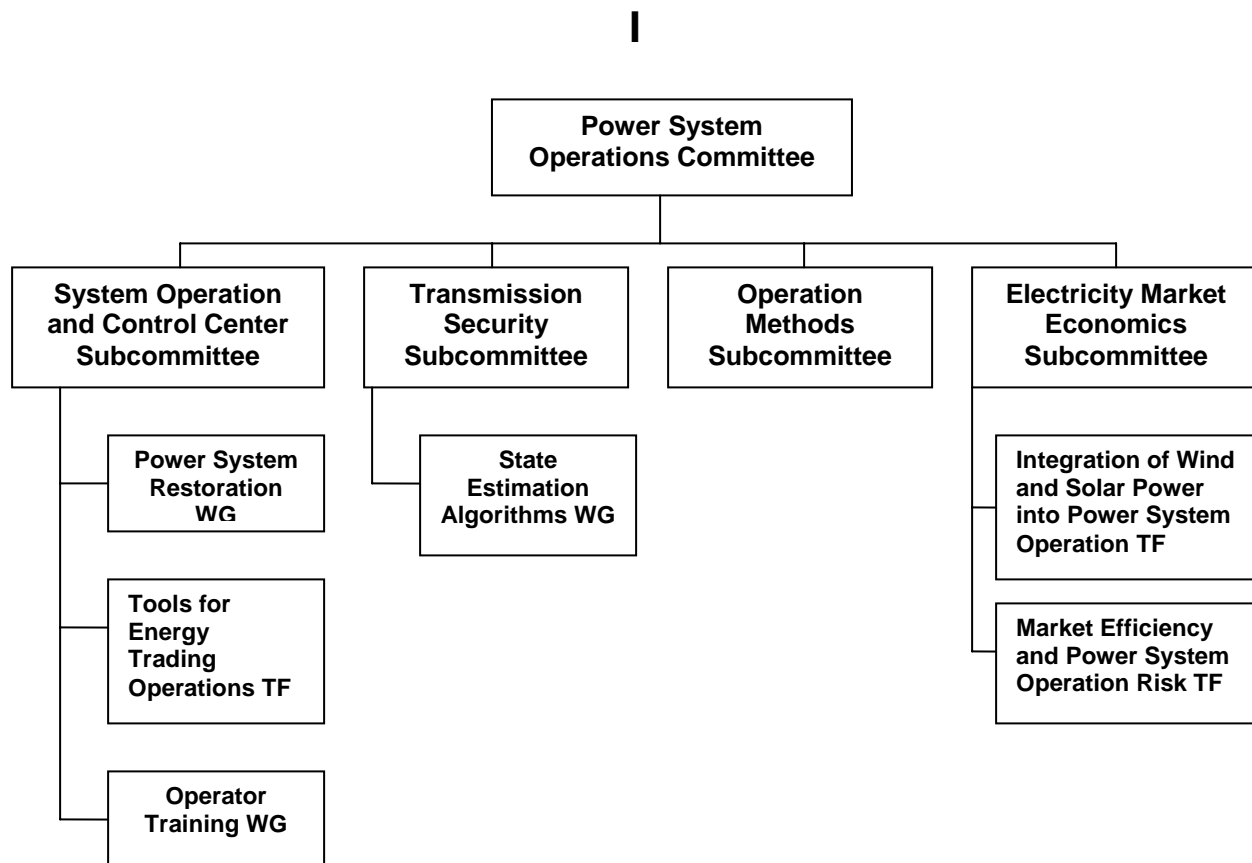
Technical papers to be published in the IEEE PES Transactions shall follow procedures for PES technical papers.

Special publications shall follow procedures which allow for prior review and discussion of the contents by interested parties, as follows:

- Announcement of the availability of a draft for review and a deadline for written discussions shall be published with the applicable subcommittee minutes and minutes of the IEEE Power System Operations Committee.
- A draft copy for review shall be made available at the registration desk for the next IEEE Power System Operations Committee meeting.
- Draft copies shall be made available to those requesting copies for a charge equal to reproduction and mailing expenses.
- Written discussions of the special publication shall be mailed to the Chair of the group preparing the document. The discussion and a closure shall be published with the final document.

Annex A

The IEEE Power System Operations Committee Organization



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Annex B

Application for Membership

Name _____

Company _____

Address _____

Telephone _____ Fax _____

IEEE Member Grade _____ IEEE Member # _____

Member PES? ☐ 1 Yes ☐ 2 No

Please note membership eligibility requirements on reverse.

List principal subcommittee and working group activity. This application is to be signed by the respective chairmen as references. At least one reference must be a subcommittee chair, who will sponsor the applicant.

☐ 1. _____
Subcommittee/Working Group Duration Chair (Signature)

☐ 2. _____
Subcommittee/Working Group Duration Chair (Signature)

☐ 3. _____
Subcommittee/Working Group Duration Chair (Signature)

Check the classification most appropriate for your position:

- 1 ☐ Producer or Manufacturer Interests - Those directly concerned with the production of products which are covered by documents prepared by the Power System Operations Committee.
- 2 ☐ Consumer or User Interests - Those who apply or use products which are covered by documents prepared by the Power System Operations Committee.
- 3 ☐ General Interest - Those who have interests other than those described above.

Signed _____ Date _____

Approved by Administrative Subcommittee:

Chair Date

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Annex B

Membership Eligibility Requirements

- 1 Member in good standing of the IEEE Power Engineering Society.
- 2 Participation for at least one year in Working Groups and Subcommittees of the Power System Operations Committee.
- 3 A demonstrated interest and knowledge of the fields of Power Systems Operations.
- 4 Willingness to devote time and effort to contribute to the advancement of the art by:
 - Regular attendance at meetings and participation at the Subcommittee and Working Group level.
 - Reviewing technical papers for presentation and publication, as may be assigned by the Vice Chair of the Committee.
 - Committing to the timely return of committee ballots.

Notes

- 1 A member who has been absent for more than two consecutive meetings may be dismissed from the Committee, subject to Administrative Subcommittee review of extenuating circumstances. The designation of a representative (a non-Power System Operations Committee Member) will count as attendance for the member.
- 2 A non-member of the IEEE PES may be appointed as a non-voting consultant to Subcommittees and Working Groups of the Power System Operations Committee.
- 3 The Administrative Subcommittee of the Power System Operations Committee is composed of:
 - Officers of the Power System Operations Committee
 - Chairmen of the various subcommittees
 - Immediate Past Chair of the Power System Operations Committee

The officers may invite others to attend, i.e., IEEE representative, meeting hosts, etc., as the need occurs.

Annex C

**GUIDELINES FOR PES WORKING GROUP CHAIRMEN
HOW TO CONDUCT WORKING GROUP MEETINGS**

PRIOR TO THE MEETING:

When you receive the notice of the upcoming meeting, you must indicate your intention to hold a working group meeting, how long the meeting will be, whether audio, visual or other special aids are required and approximately how many people you expect to attend your meeting. Subsequently if changes to your original plans occur, your subcommittee chair should be contacted promptly.

A formal agenda and pertinent documentation covering the items to be discussed should be sent to each working group member and to your subcommittee chair about three or four weeks prior to the meeting. You may also wish to send the agenda to previous guests or individuals interested in the activities of your working group. The agenda should specify the individual who is to report on each specific agenda item. These individuals should be made aware that if they are unable to attend, they are expected to report by mail or to find a qualified replacement to attend and report.

Plan to bring to the meeting a sufficient number of copies of draft documents for guests.

AT THE MEETING:

You have been given the authority by the officers of your committee to conduct this meeting on behalf of, and in the best interests of, the PES and the IEEE. You are in charge and you are expected to use all the resources at your disposal to complete your assignment in a timely manner. Your most important resource is the committee "Organization and Procedures Manual." It is essential that you become familiar with this manual. If you do not have a copy of the manual or you have reason to believe it is out of date, contact your subcommittee chair for an up-to-date copy. Your subcommittee chair and the committee officers are also available as resources for resolving problems.

Arrive 15 to 20 minutes early. Be aware of detrimental influences on your meeting, such as room temperature, noisy neighbors, inadequately sized room, etc. Contact the committee meeting planner or hotel staff for assistance if needed.

Start your meeting on time.

Follow the agenda as much as possible, but allow for deviations if pertinent to the assignment of the working group. It is essential that the assignment be kept up to date and that the changes be approved by the subcommittee chair.

Encourage everyone to participate. However, be mindful of individuals who dominate the meeting or deviate from the subject at hand. Ideally, every member of the working group should have an assignment.

Keeping minutes may be assigned to a permanently appointed secretary or a vice chair. This leaves you free to concentrate on running your meeting. It is most important that the minutes include decisions, assignments (including assignee's name and completion date required), summaries of interesting discussions, reports on unresolved issues along with a proposal for resolution, and an attendance list. Appointment of a permanent working group vice chair, who can also act as chair in your absence, is recommended. This is particularly important in order to keep the working group on track and to assure continued progress.

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Just prior to adjournment, review the specific assignees and the required completion times. End the meeting promptly. It is not appropriate to fill in the time with editorial changes, minor details or discussions that are not within the scope of the working group. Appoint an editor or small group of editors to make decisions on grammar and punctuation. **DO NOT USE VALUABLE MEETING TIME FOR THIS PURPOSE.** Do focus on issues pertinent to timely completion of the assignment.

IMMEDIATELY FOLLOWING THE MEETING:

A summary of your meeting minutes should be prepared for presentation at the subcommittee meeting. If conflicts arise such that you cannot attend the subcommittee meeting, contact the subcommittee chair prior to the meeting to propose a substitute to make the presentation on your behalf. A written copy of the minutes should be sent to each working group member, guests and your subcommittee chair within three or four weeks.

Make it known to your members that it is annoying, if not disruptive, to have working group members not show up for a scheduled meeting. Indicate that they should inform you of their particular conflict prior to the meeting. This is only common courtesy. Very often, these conflicts are the result of membership in too many working groups. If a working group member consistently fails to attend meetings or complete assignments, he should be reminded of his responsibility to attend and asked to either commit or resign.

BETWEEN MEETINGS

The success of the working group in completing its assignment in a timely fashion very often depends on the effort of the working group chairmen between meetings.

It is important to keep in contact with individuals who have accepted assignments to discuss progress. Working group members should be advised that the committee expects assignments to be completed in a timely fashion. By detecting problems early, the working group chair can often find alternate means of getting the work completed on time.

When necessary, plan for special separate meetings in order to keep the work on schedule. These special meetings may involve only a few key working group members with specific assignments. Consider arriving a day early or staying a day or two after the regularly scheduled meeting time. In order to meet target completion dates, full day sessions may be required.

Annually review the standing of your working group members. Members who consistently turn down assignments, fail to complete assignments, or do not regularly attend meetings should be dropped.

ANNEX D
GUIDELINES FOR PES WORKING GROUP CHAIRMEN
HOW TO COMPLETE A WORKING GROUP ASSIGNMENT

ASSEMBLING THE WORKING GROUP

Working Group (WG) members are invited to join by the WG chair and are approved by the subcommittee chair. Members should be invited to join on the basis of their knowledge and experience in the field of interest and their ability and willingness to perform. If needed, recruit members from outside your committee, including corresponding members or members outside of North America. The WG Chair must request the IEEE Standards Department Staff to issue an Invitation to Participate in the Working Group as detailed in the Technical Council Organization & Procedures Manual. The goal is to develop a working group membership that will produce a quality product rapidly and efficiently while at the same time developing a broad consensus.

DEVELOP THE OBJECTIVES

Write out in detail exactly what the WG assignment encompasses. Bracket what specifically will be included as part of the assignment. Use the input from the WG to help you. Check with your subcommittee chair to make sure your detailed assignment description meets the intent of the assignment to you. Summarize the assignment into a couple of sentences which will serve as the official description and give it to your subcommittee chair for approval. A realistic target date for completion of a detailed outline of the assignment should be approved by the subcommittee chair. Typically, one or at most two meetings should be used for this purpose.

RESEARCH THE LITERATURE

Establish a bibliography of existing literature that covers the subject. Organize the bibliography by topics. Include non-IEEE pertinent literature such as that from IEC, CIGRE, etc. Consider making this the first WG assignment. Each member of the working group should receive a copy of this background material.

WRITE THE OUTLINE

A detailed outline should logically establish how you intend to execute your assignment. A good outline that clearly defines the subjects organized by topic are essential in getting back a "good product." Use the WG to help develop and refine the outline. Make as clear as possible what is to be incorporated in each section of the outline. Present a copy of the outline to your subcommittee and establish a date for completion. To avoid misunderstandings later, it may be necessary to define what is meant by completion.

MAKE WRITING ASSIGNMENTS

Use the outline you have established to make writing assignments. Assignments should be made where possible on a voluntary basis, keeping in mind that the primary goals are technical quality and timely completion. Therefore, the most proficient writers must be given first consideration. Working group members should understand that their duty as members is to accept assignments and to complete them on time. Include assignments and due dates in your WG minutes. Ideally, every member of the working group should have an assignment. Consider the use of task forces with their own chair to handle significant assignments.

INTEGRATE WRITING ASSIGNMENTS INTO A FIRST DRAFT

The chair or his designee should put the complete writing assignments together into a first draft. There will be overlaps and different writing styles that will clash. What is important at this stage is that all subject areas are covered. Number and date all drafts and minutes of all meetings. The chair must follow up promptly if assignments are not completed on time and is expected to use his management skills to find a way to resolve the delay. By contacting WG members between meetings, these surprises can be avoided. If needed to maintain satisfactory progress, the chair should consider extending meeting sessions or schedule separate meetings of individual task forces and/or the entire group.

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EDIT THE DRAFT

The next step is to edit the draft to get it to "flow," to eliminate repetition and overlay, as well as to blend writing styles so it looks like one person, and not a committee, wrote the document. Very often the editing is best done by one or at most two individuals. **DO NOT USE VALUABLE MEETING TIME FOR EDITING.** Also at this stage, the technical input needs to be carefully checked for clarity and accuracy. Use the WG members to help in this process. The editing process will take a number of drafts. Underlining all new changes between drafts saves time.

UNRESOLVED ISSUES

If the progress of the working group becomes stalled because of specific unresolved issues, the working group chair should not hesitate to ask the subcommittee for direction and assistance.

BALLOTING

When the working group is satisfied with the draft, a formal request is made of the subcommittee for approval and disposition. The required approval process depends upon the type of document, i.e., standard, technical paper, etc. The WG Chair must request the Standards Coordinator to form the Sponsor Balloting Body six months prior to the actual ballot date. Details of these procedures are in the Technical Council Organization & Procedures Manual.

The balloting process can be a bit intimidating and sometimes downright frustrating. The working group chair is very often the key to aggressively bringing a ballot to a successful conclusion. Hard work and persistence are required. Use the assistance of your committee's standards coordinator representative or the standards subcommittee chair to resolve procedural issues.

PUBLISH THE DOCUMENT

SUMMARY PAPER

In some cases, for example standards documents and guides, it may be beneficial to write a summary paper for publication in IEEE transactions to serve as publicity as to the existence of the new or revised document and to solicit feedback in the form of discussion. This feedback can be particularly valuable in the case of "trial use" documents.

DISPOSITION OF WORKING GROUP

Make a recommendation to your subcommittee as to the future direction of the working group, i.e., disband, new assignment, revisions, etc.

RECEIVE THE PLAUDITS OF YOUR PEERS FOR A JOB WELL DONE!