

IEEE PES Substations Committee

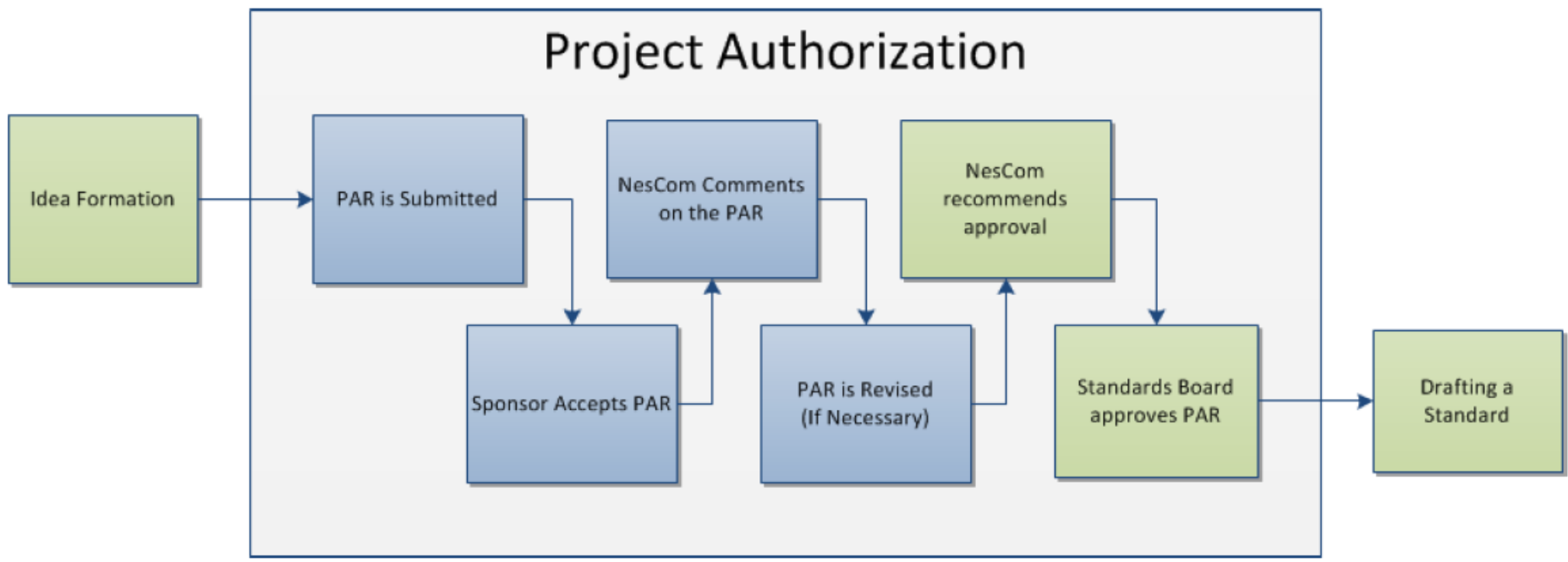
Working Group Chair Training

Craig Preuss – IEEE PES SUBS C0 Chair – preusscm@bv.com

Agenda

- Initiating a PAR
- After the PAR
- Working group duration
- Working group organization
- Working group chair duties
- Working group meetings
- Working group meeting procedure
- Keys to successful working groups
- Draft development
- Balloting a draft
- 123Signup
- Working group miscellaneous

Initiating a PAR



See “The PAR Submission and Approval Process” from the myProject User Guide.

Initiating a PAR

- Any IEEE-SA member can initiate a PAR through IEEE-SA myProject
- Log in to myProject

<https://development.standards.ieee.org/my-site>

The screenshot shows the IEEE Standards Association eTools login page. At the top, there is a navigation bar with links for IEEE.org, IEEE Xplore Digital Library, IEEE Standards Association, IEEE Spectrum Online, and My IEEE Sites. The main header reads "IEEE STANDARDS ASSOCIATION" and "eTools". Below this is a "PLEASE SIGN IN" section with a sub-header: "Now you can access myProject, Attendance Tool, and Mentor with a single sign in. Simply enter your IEEE Account username/email and password below to begin!". The login form includes fields for "USERNAME/EMAIL" and "PASSWORD", a "SIGN IN TO:" dropdown menu set to "myProject", and a "SIGN IN" button. To the right of the login form is a "What is eTools?" section with a sub-header and four bullet points: "eTools is the Standard Association's collection of online tools and resources for standards developers.", "myPROJECT is the Standard Association's tool to allow you to better manage and keep up to date on projects and topics that you are interested in.", "ATTENDANCE TOOL Attendance Tool allows Working Groups to setup meetings and record attendance.", and "MENTOR Mentor provides a secure area where Working Groups can manage documents outside of public view." Below the login form is a "Need Help?" section with links to "Access the myProject User Guide (.pdf)", "Retrieve your Account Username and/or Password", and "Note: IEEE uses Cookies for Account Registration, Change Password and Recover Username/Password". At the bottom left of the page is a "Need an IEEE Account?" section with a laptop icon and text: "Get Your Now! It's FREE and does not require IEEE or IEEE-SA membership." The footer contains copyright information: "Copyright 2013 IEEE-SA | IEEE-SA Home | Privacy & Security | Terms & Conditions | Non-discrimination Policy | Contact Us".

Initiating a PAR

- See the myProject website
<https://development.standards.ieee.org/preusscm@bv.com/my-project-companion#StandardsStep1>
- Guides you through the whole standards development process online

Initiating a PAR

- For PAR submittal process, see the presentation PAR Process Using myProject https://mentor.ieee.org/etools_documentation/dcn/11/etools_documentation-11-0008-MYPR-nescom-par-submittal.pdf

Initiating a PAR

- For general help with myProject, see the myProject User Guide

https://mentor.ieee.org/etools_documentation/dcn/11/etools_documentation-11-0014-MYPR-myproject-user-guide.pdf

Initiating a PAR

- Things to remember
 - Where is the working group?
 - If WG needs adding to myProject
 - Contact your IEEE-SA staff liaison for IEEE PES Substations
 - Request a new WG with PAR submittal
 - Short name is something like C20
 - Long name could be similar to standard title
 - Use an existing WG in myProject

myProject™

Welcome: Craig Preuss (SA PIN: 5175)
 Active Email Address: preusscm@bv.com ([update](#))
 IEEE-SA Membership Expires: 01-Mar-2015

[Submit a PAR](#) [Send Sponsor Message](#)
[Manage My PARs](#) [View IEEE Society-Staff Liaisons](#)
[Manage Activity Profile](#) [View Active PARs](#)
[Manage Committees](#) [Send Notification to Group](#)
[RevCom Submission](#)
[PAR/Standard Report](#)
[Sponsor P&Ps](#)

Substations	PE/SUB	Hamid Sharifnia	request new working group
Working Group for Electric Network Control System Standards	PE/SUB/1127a_WG	John Tengdin	select
Substations Working Group C14	PE/SUB/C14-1815.1_WG	Matthew Ceglia	select
Interoperability of Secure IP Protocols Utilized within Utility Control Systems	PE/SUB/C16	John McGuire	select
Physical Security of Electric Power Substations	PE/SUB/E7_1402	Hassein Bashirian	select
Recommended Practice for Network Communications in Electric Power Stations	PE/SUB/Network Comm. in Power	Hamid Sharifnia	select
Medium Voltage Gas-Insulated Substations Working Group - P1663.1	PE/SUB/P1663.1	George Becker	select
Containment and Control of Oil Spills in Substations	PE/SUB/SCE0-WGE2	James Sosinski	select

Initiating a PAR

- Things to remember
 - A project number
 - One will be assigned to you if you do not care
 - You may not know whether you should care or not
 - Check with your Subcommittee for guidance
 - Other PAR items
 - A good title and scope are needed
 - A purpose is optional
 - Standard, guide or recommended practice
 - Full use is typical, trial-use is for two years and then...

Initiating a PAR

- Joint working groups
 - Actually formed by providing joint sponsor(s)
 - Can be left blank if there is no joint sponsor
 - If you believe another IEEE Committee (like PSRC) should be involved, get them involved before you submit the PAR so you can get the Joint Sponsorship Agreement approved

Initiating a PAR

- Dates to understand on the PAR
 - Expected date of completion of draft to the IEEE-SA for initial sponsor ballot
 - Projected completion date for submittal to RevCom

Agenda

- Initiating a PAR
- After the PAR
- Working group duration
- Working group organization
- Working group chair duties
- Working group meetings
- Working group meeting procedure
- Keys to successful working groups
- Draft development
- Balloting a draft
- 123Signup
- Working group miscellaneous

After the PAR

- IEEE-SA liaison will assign the WG chair in myProject
 - On the myProject™ Home Screen, select “Manage Activity Profile”.
 - On the “Manage Activity Profile” Page
 - Scroll down to the Society or Committee you are interested in
 - Expand the tree by clicking the "+" sign to view Sponsors, WGs, and Projects.
 - Check the box in the green area next to the activity you are interested in (Sponsor, Working Group, Project).
 - Click “CONTINUE”
 - Confirm your interest area
 - Enter your affiliation information
 - Select from the list or type in your company/organization.
 - Click “CONTINUE”

After the PAR

- The identified chair will be contacted to resolve any questions from NesCom through myProject
- Once the PAR is approved by NesCom, the WG can form and hold its first meeting

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Working Group Duration

- Forms with an approved PAR (ish)
- Meets regularly to develop a draft
- Votes on items before the working group following the WG P&Ps
- Creates subgroups following WG P&Ps
- Votes on going to ballot with the final draft
- Finishes balloting process until ballot approval
 - Comment resolution
 - Recirculation

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Working Group Organization

- Follows the WG P&Ps (available on website)
 - Officers are at least a Chair and a Secretary
 - Votes follow WG P&Ps
 - Members attend regularly, actively contribute to the draft, and vote on issues before the WG
 - Corresponding Members are unable to regularly attend WG meetings, actively contribute to the draft, but do not vote
 - Guests

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Working Group Chair Duties

- See WG P&Ps for complete list
 - Use industry experts (may not be IEEE members)
 - Coordinate with other PES Committees, IEEE Societies, or other international technical organizations
 - Protect copyrighted material
 - Circulate drafts
 - Distribute meeting notices, agendas, minutes, and drafts
 - Must be an IEEE-SA member and PES member
 - Maintain Substations website and/or IEEE-SA CentralDesktop
 - Maintain 123Signup
 - Continue familiarity with IEEE-SA Word template for drafts
 - Support web conference/conference call services as needed

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Working Group Meetings

- Face to face
 - January: Joint Technical Committee Meeting
 - May: Substations Annual Committee Meeting
 - September/October
 - C0 Subcommittee meets joint with PSRC in September
 - Other working groups may meet in October
- Web conferences
 - As needed
 - May or may not be formal WG meetings
 - Typically require a web/conference call service be available to the chair
- Run by the chair or vice chair using an agenda

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Working Group Meeting Procedure

- Roberts Rules of Order (parliamentary authority) (available from myProject)
 - Handling motions
 - Facilitating discussions / debate
 - Making amendments
 - Proper voting
 - Taking minutes

Working Group Meeting Procedure

- Roberts Rules of Order
 - Thoroughly discuss items before taking action!
 - Silence means consent!

Working Group Meeting Procedure

- Guidelines from Roberts Rules of Order
 - Speakers are recognized by the Chair before speaking!
 - Before the motion is stated by the Chair (the question)
 - Members may suggest modification of the motion
 - The mover can modify as he pleases, or even withdraw the motion without consent of the seconder
 - if mover modifies, the seconder can withdraw the second
 - Debate begins after the Chair has stated the motion or resolution
 - No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
 - All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!

Working Group Meeting Procedure

- Rules from Roberts Rules of Order
 - Point of Privilege
 - Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
 - Parliamentary Inquiry
 - Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
 - Point of Information:
 - Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
 - Orders of the Day (Agenda)
 - A call to adhere to the agenda

Working Group Meeting Procedure

- Rules from Roberts Rules of Order
 - Point of Order
 - Infraction of the rules, or improper decorum in speaking;
 - Raised immediately after error is made
 - Amend
 - Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
 - Withdraw/Modify Motion
 - Applies only after question is stated; mover can accept an amendment without obtaining the floor
 - Object to Consideration
 - Objection must be stated before discussion or another motion is stated

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Keys to Successful Working Groups

- The first WG meeting
 - Review PAR
 - Scope
 - Purpose
 - Establish WG members
 - Collect information about work
 - Invite presentations on the scope
 - Establish the draft outline
- By the end of second WG meeting
 - Have SUBS template WG P&Ps approved by WG
 - Identify vice chair and secretary (if necessary)

Keys to Successful Working Groups

- State your purpose
- Put together your materials
- Invite participation
- Follow through after the meeting

Keys to Successful Working Groups

- State your purpose
 - Prepare a new business agenda ahead of meeting per WG P&Ps
 - Keep all meetings focused on agenda
 - Ensure your agenda includes a clear purpose
 - Keep all discussion and work within WG scope

Keys to Successful Working Groups

- Put together your materials
 - Prepare agendas per WG P&Ps
 - Be specific about the meeting's purpose
 - Assists WG member preparation
 - Helps refocus wandering discussions
 - Include schedule from the PAR
 - Review of patent slides
 - Old business
 - New business

Keys to Successful Working Groups

- Put together your materials
 - Minutes
 - Send out prior to meetings per WG P&Ps
 - Include writing assignments with due dates for tracking
 - Drafts
 - Chair combines WG member input into usable draft
 - It is possible to have a technical editor
 - Distribute drafts to only WG members
 - 123Signup email
 - Substations website protected files
 - IEEE-SA CentralDesktop

Keys to Successful Working Groups

- Invite participation
 - Actively encourage participation but keep the discussion focused
 - Use meeting agendas to stay on task and limit discussion
 - Table discussions until end of the meeting, if time is available then
 - Schedule another WG meeting to continue the discussion
 - Use strong feelings to solicit an opportunity to
 - Contribute to the draft
 - Present and defend position at the next working group meeting
 - Monitor all discussion to ensure it remains within the WG scope as stated in the draft

Keys to Successful Working Groups

- Follow through after the meeting
 - Most work is done after the meetings
 - Ensure the officers follow up on action items and their scheduled completion
 - Use a tickler method sending reminders well in advance of the due date
 - Produce the meeting minutes per the WG P&Ps

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Draft Development

- Working group Chair invites technical experts to participate as needed
- Working group Chair parcels out assignments by sections to one or more members
- WG reviews sections and compiles drafts
- Drafts are posted or emailed to WG members

Draft Development

- Working group uses the IEEE-SA Word document template for developing the draft
 - IEEE-SA videos on working with the template are available online at <http://standards.ieee.org/develop/stdsreview.html>
 - Template available online

WRITING YOUR IEEE STANDARD

[Video #1 Getting Started with the Template](#)



[Video #2 Composing Your Draft in the Template](#)



[Video #3 Adding Figures & Tables in the Template](#)



[Video #4 Adding Annexes, Creating a Bibliography, and Inserting Cross-References in the Microsoft Template](#)



Draft Development

- WG reviews sections and compiles drafts
- Drafts are posted or emailed to WG members

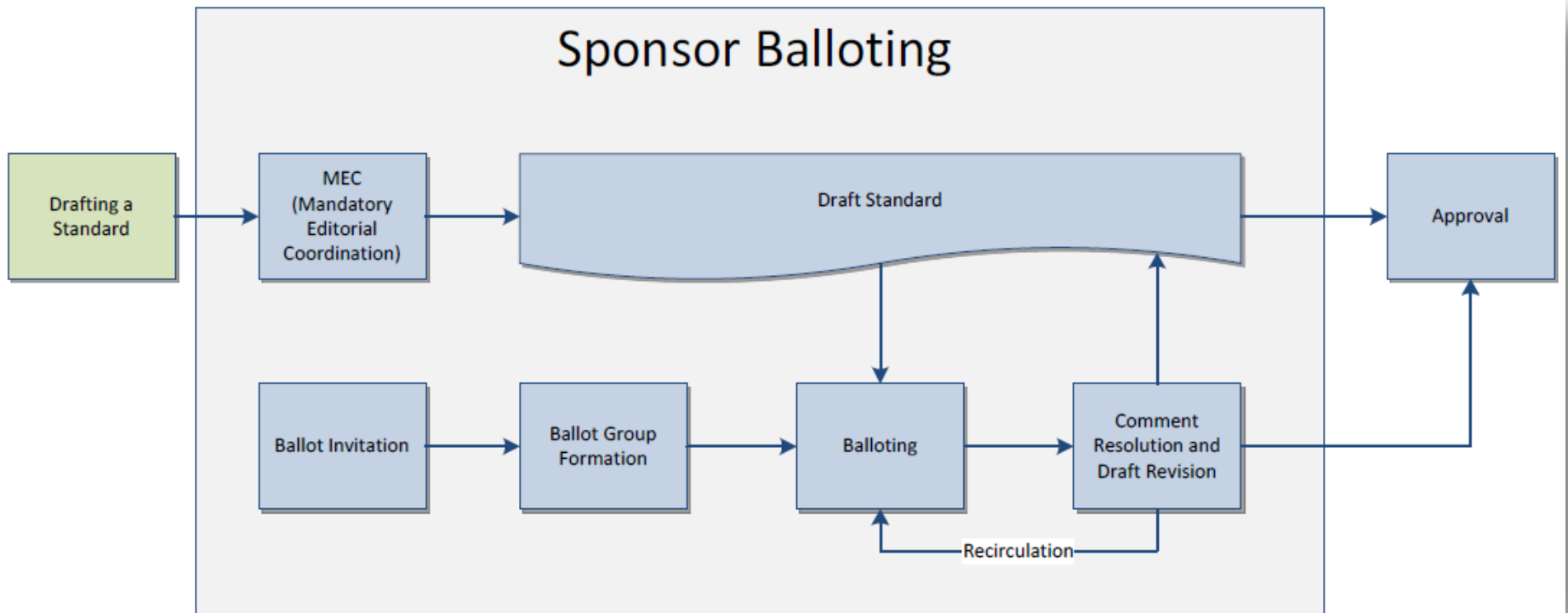
Draft Development

- WG obtains any copyright approvals
- WG votes to approve final draft
- WG chair submits the draft via myProject for IEEE-SA mandatory editorial review
 - Allow 30 days (typical)
 - WG chair coordinates with IEEE-SA on mandatory edit
 - Legal review
 - Submit any copyright information or permissions

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Balloting a Draft



See “Sponsor Balloting” from the myProject User Guide.

Balloting a Draft

- Initiate the ballot invitation
 - In myProject, select at least 5 voter classifications
 - User - Consumer, User-Industrial, User-Labor, User-Other, Academic, Regulatory Agency, General Interest, Producer, Consulting, etc.
 - No class can be more than 33% (provides balance)
 - Need to specify the invitation duration
 - Minimum requirement of 15 days
 - Typically 30 days
 - Can be extended if ballot pool requirements not met

Balloting a Draft

- Create the ballot pool
 - Include other PES Technical Committees and IEEE Societies
 - Members of SA can pre-select interest categories, for automatic invitation

Balloting a Draft

- Initiate the ballot
 - Create the ballot notification message
 - Specify the ballot duration
 - Use judgment based upon what the standard cover
 - 30-day time period for casting initial ballots
 - Affirmative
 - Negative
 - Abstain
 - Need at least 75% response rate of confirmed balloters
 - Technical or editorial comments
 - Use IEEE-SA comment resolution csv file to track comment resolution
 - IEEE-SA also has a comment resolution tool that works with the csv file
 - Must resolve negative comments
 - Other comments may be resolved
- Recirculate ballot to vote on changes
 - Recirculation periods are typically 15 days

Balloting a Draft

- Recirculating the Ballot
 - Balloters can only add comments on changed parts
 - Balloters can change vote
- Standards Board approval Meet 4x per year
 - Draft needed in advance
- Final Editing
 - SA makes final and very detailed edits
 - SA edits coordinated through the WG Chair
- Publication
 - SA provides the WG chair with a pdf copy for distribution to the WG members
 - SA provides recognition to the WG Chair
 - SA publishes standard for sale after a few months

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123Signup

- Maintenance
- Creating meetings
- Taking attendance
- Maintaining WG rosters

See

http://ewh.ieee.org/cmte/substations/posted_documents/AM%20System%20-%20Control%20Center%20Instructions%2005-2012.pdf

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Working Group Miscellaneous

- The IEEE SA Word template
 - Used to develop standards
 - It is easy to break the template and make it useless
 - Always save it in Word 2003 (*.doc format).
 - More information on the template is found at <http://standards.ieee.org/develop/stdswritten.html>

Working Group Miscellaneous

- WG website for WG use
 - Many do not do much with them
 - The jumping off point for C0 is <http://ewh.ieee.org/cmte/substations/scc0/basefile.htm>
 - WG website provides protected and public places to store files
 - Private files are protected with a single password
 - Maintaining the WG website
 - Can be delegated to someone with webmaster approval
 - Use the Substations Committee webmaster, Chuck Haahr at ieeesub@gmail.com

Working Group Miscellaneous

- IEEE-SA myProject can be used to manage some aspects of the working group
 - Sponsor chair or IEEE-SA liaison assigns chair, vice chair and secretary
 - People can express an interest in the WG
 - The chair can send out notifications
 - The chair can create attendance sheets
 - The chair can manage the WG roster
 - WG member grades do not match WG P&Ps

Working Group Miscellaneous

- IEEE-SA Central Desktop can be used to manage the working group
 - General information is at <http://www.centraldesktop.com/>
 - More specific information can be found at <http://standards.ieee.org/webinars/>
 - Public examples
 - <https://iee-sa.centraldesktop.com/1588public/>
 - <https://iee-sa.centraldesktop.com/p2030-4-public/doc/20221339/w-P20304Public> .

Working Group Miscellaneous

- Meeting agenda PowerPoint template can be found at <http://www.ieee-pes.org/pes-powerpoint-templates> . It is not mandatory to use the template, but encouraged.

IEEE PES Substations Committee Working Group Chair Training

QUESTIONS AND DISCUSSION