

IEEE PES Substations Committee

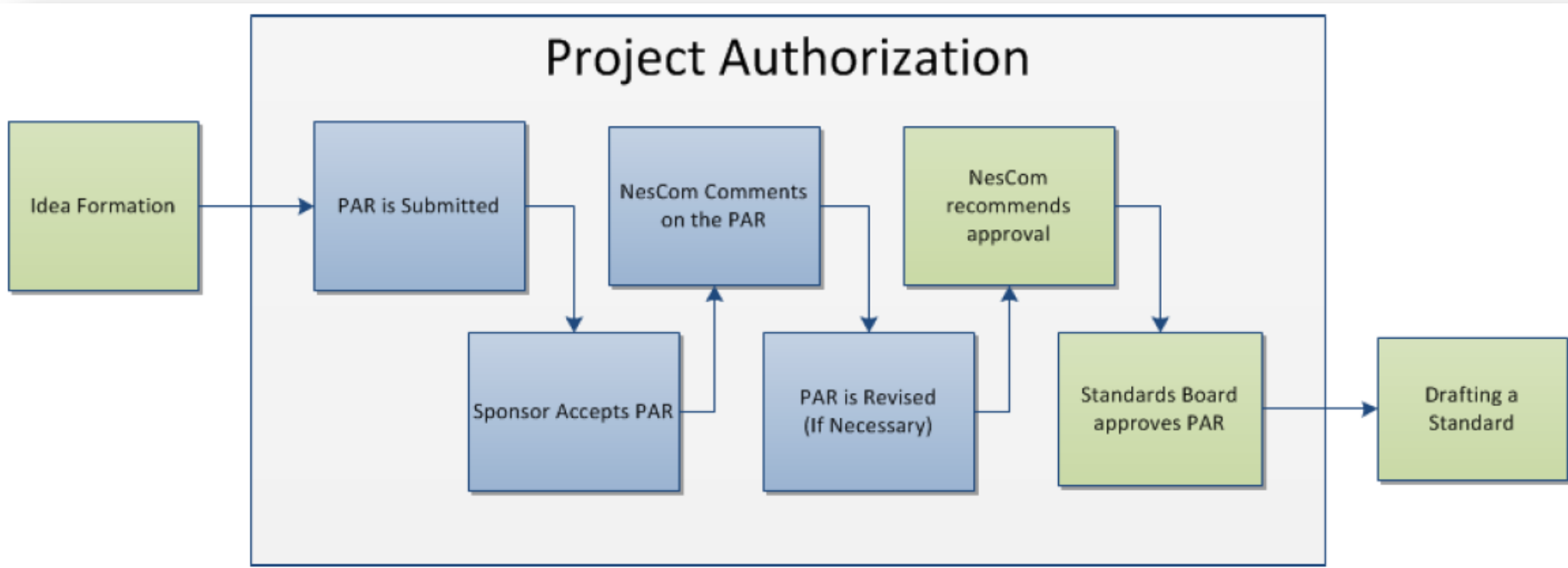
Working Group Chair Training

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

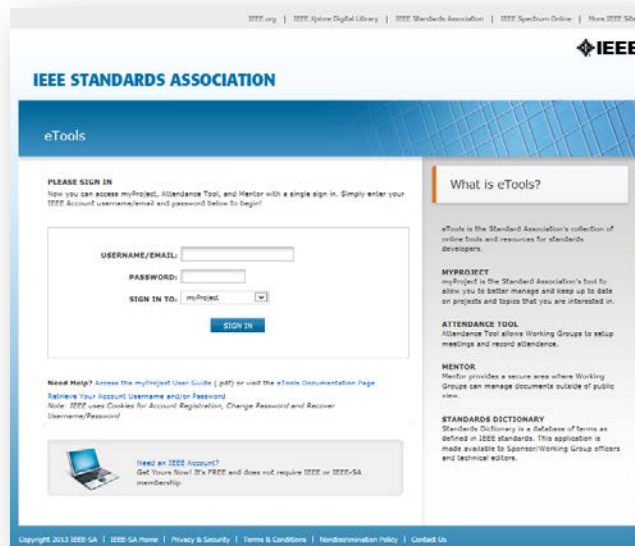
Initiating a PAR



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>



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

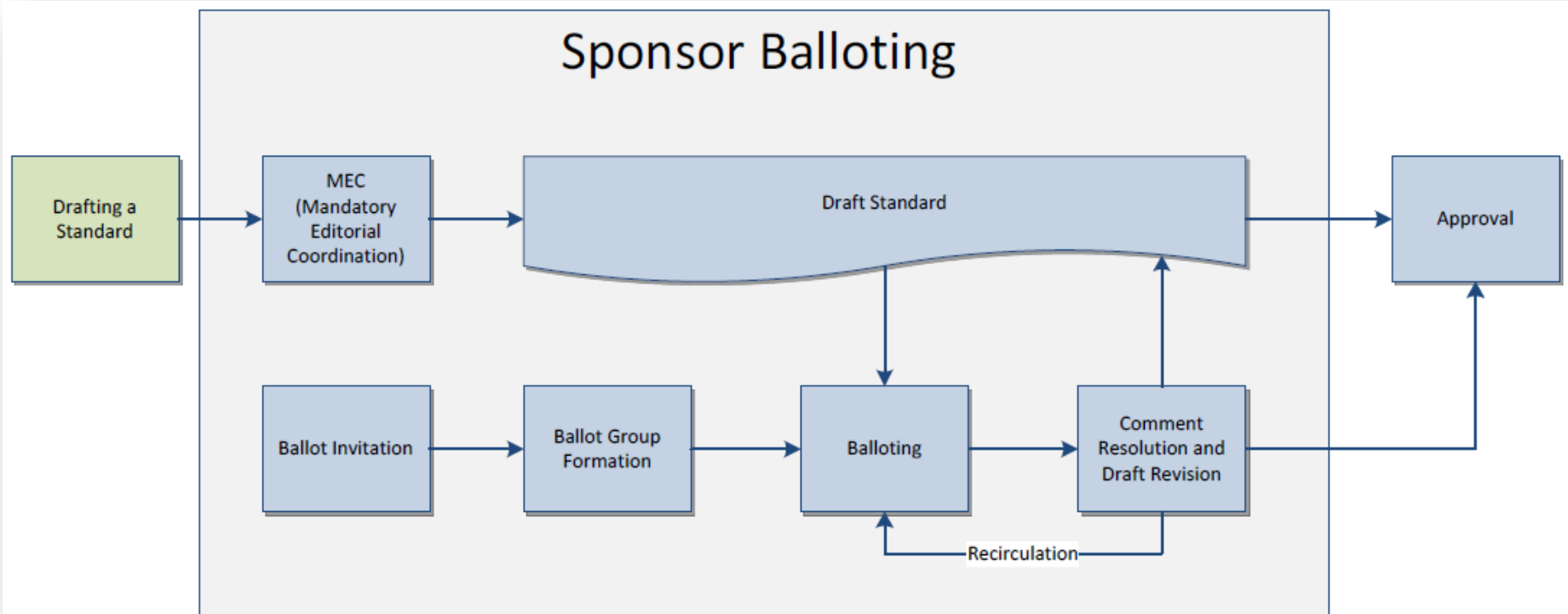
Draft Development

- 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

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

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

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

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

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

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://ieee-sa.centraldesktop.com/1588public/>
 - <https://ieee-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