

ENTITY WORKING GROUP POLICIES & PROCEDURES (P&P)

From Spring 2020 AdsCom Minutes

30	WG P&P – Entity Method Update	Doug Edwards
<i>No requests for an entity working group. No Entity P&P has not yet been developed as AudCom Baseline documents are not yet available. Goal is to have Entity P&P completed by fall 2020.</i>		

Why?

- There has been interest expressed for IEEE PES Switchgear Committee to form Entity Working Groups.
- So that we (IEEE PES Switchgear Committee) would be prepared for such requests, we setup a task to develop an Entity Working Group P&P.

ENTITY WG P&P

Baselines

- The proposed Entity WG P&P is based on the current draft of the IEEE SASB AudCom Entity WG Baseline.
- Although the Entity WG P&P Baseline is under revision, any differences with revisions of the Baseline should be minor and could be resolved during the AudCom review.
- WG P&P's do not require AudCom approval. Rather, AudCom reviews a WG P&P every five (5) years.

Are there other PES Switchgear Committee documents to revise?

- The current [P&P for Standards Development for the Switchgear Committee](#) (Main Committee P&P) does not cover Entity WG's. Therefore, the Main Committee P&P will also have to be revised.
- Revision of the [Main Committee P&P](#) will be based on the current AudCom draft of the Standards Committee P&P Baseline. The Standards Committee P&P Baseline includes text to address Standards Committees that have Entity WGs.
- However, the Standards Committee P&P Baselines are also in process of being revised and pending approval by AudCom and the SASB.
- Plans would be to update the Main Committee P&P subsequent to completion and approval of the Entity WG P&P.

ENTITY WG P&P – HIGHLIGHTS – 1.5 DEFINITIONS

- A **Designated Representative** (DR) is an individual that can only be designated by an Advanced Entity Member of the IEEE SA to represent the entity in the WG.
- An **Entity Member Representative** is an individual identified by the Entity Member of the IEEE SA as responsible for managing the membership of that entity under the IEEE SA Corporate Membership program (see <https://standardsmembership.ieee.org>).
- A **liaison coordinator** is an individual appointed by an organization external to IEEE and may attend and observe Working Group meetings (see *IEEE SA Standards Board Operations Manual* clause on “Liaisons with organizations external to IEEE”).

ENTITY WG P&P – HIGHLIGHTS – OFFICERS

- 3.1 Election of officers: Chair and Vice-Chair are elected positions with Standards Committee confirmation.
- 3.2 Term limits: Four (4) years with no more than two (2) consecutive terms not to exceed the termination of the PAR.
- 3.5.4 Treasurer: Added task in addition to Baseline requiring approval by Standards Committee of schedule of fees, budget, and monthly financial reports.



ENTITY WG P&P – HIGHLIGHTS – MEMBERSHIP

4.0 Membership: Working Group membership is by entity. A member shall be an Advanced Entity Member of the IEEE SA. See *IEEE SA Standards Board Bylaws* clause on “Membership requirements for standards development under the entity method” for entity member qualifications.

Voting membership is granted to those Advanced Entity Members of the IEEE SA attending the first meeting of a newly chartered Working Group upon their request to the Working Group Chair.

ENTITY WG P&P – HIGHLIGHTS – **OBSERVER**

4.3 Observer: An Entity Member of the IEEE SA (either Basic Entity Member or Advanced Entity Member) may become an observer of the Working Group by attending a Working Group meeting and stating that they are attending in the role of observer.



An entity that is not a Member of the IEEE SA may observe (i.e., send one or more individuals to attend) at most one meeting per project of the Working Group.

ENTITY WG P&P – HIGHLIGHTS – **STANDARDS COMMITTEE REPRESENTATIVE**

4.5 Standards Committee Representative: An Entity Member of the IEEE SA (either Basic Entity Member or Advanced Entity Member) may become an observer of the Working Group by attending a Working Group meeting and stating that they are attending in the role of observer.

An entity that is not a Member of the IEEE SA may observe (i.e., send one or more individuals to attend) at most one meeting per project of the Working Group.

ENTITY WG P&P – HIGHLIGHTS – **VOTING**

General Comment

One (1) vote per Entity Member



ENTITY WG P&P - **BALLOTING**

Plans/Steps for Document Review and Balloting & the Main Committee Meeting

- Discuss/highlight details from the attached Entity WG P&P.
- Potentially have a motion for an Electronic Email Ballot of the Main Committee Members
- Prior to the Spring 2021 meetings, an updated Main Committee P&P would be developed for review.

