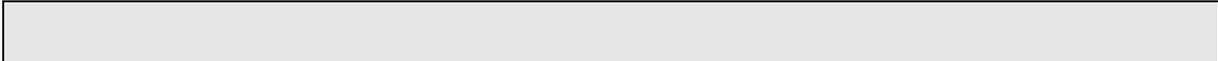


**IEEE POWER & ENERGY SOCIETY**  
**ENERGY INTERNET COORDINATING COMMITTEE**  
**ORGANIZATION AND PROCEDURES MANUAL**  
**June 2020**



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**1. INTRODUCTION**

The Energy Internet Coordinating Committee (EICC) reports to the Power and Energy Society (PES) Technical Council on matters concerning membership, technical publications, and recognition. The EICC, with direction from the Technical Council, serves as a focal point within PES to identify issues related to energy internet, coordinates with Technical Committees and external organizations that deal with similar issues, seeks opportunities for exchange of experiences and knowledge, and identifies needs for guides, best practices and standards.

The EICC is not a Technical Committee and therefore does not develop standards or guides. Rather, the EICC coordinates with the relevant Technical Committees on standards and other activities that are relevant to the EICC scope.

**2. PURPOSE OF THE ORGANIZATION AND PROCEDURES MANUAL**

This Organization and Procedures Manual defines the organization of EICC, the scope of the committee, and the duties of the main committee officers. The purpose of this document is to provide information to officers and members of the EICC to assist them in understanding the organization of the EICC and the functions associated with the different positions within the EICC.

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.

Should conflicts occur or exist between this document and other governing documents, the Technical Council Organization and Procedures Manual describes the order of precedence that applies to the Coordinating Committees.

**3. BODY AND SCOPE OF THE ENERGY INTERNET COORDINATING COMMITTEE**

The EICC consists of a Chairman, one or more Vice-Chairman, a Secretary, the Immediate Past Chair, a Liaison Coordinator, a Representative to Marketing, a Representative to Awards, liaisons to relevant organizations, and various representatives and coordinators as needed for

the EICC to function effectively. In addition, the committee has individual membership consisting of at least one representative to the Technical Council.

### **3.1 SCOPE OF ACTIVITIES**

The EICC serves as a focal point within the Power and Energy Society (PES) for the identification of challenges associated with Energy Internet (EI). EI is a deep combination of energy system and the Internet, including (1) Internet thinking reshaping the energy networks, based on synergy of multi-energy systems, including heating, cooling, gas, transportation as well as electricity; Energy routers, energy Hubs, multi-energy storages and plug-and-play techniques could be utilized to build an Internet-like energy grid; (2) New Internet and IT techniques applications, such as new generation communication technologies, ubiquitous decentralized control units, Internet of Things, Blockchain, and new computing architecture coordinating between the cloud and the edge device (3) New energy policies and energy market based on sharing economy, e.g. energy P2P trading.

The EICC also serves as the point of coordination for other organizations dealing with similar challenges (such as AWEA, CIGRE, DOE, ESIG, FERC, NERC, NREL, IEC, SEIA, UN SDSN) and establishes liaisons to coordinate and help identify the appropriate technical resources within the PES and other IEEE societies to address the issues. The EICC seeks opportunities to conduct jointly sponsored activities to promote the sharing of knowledge and experience among diverse organizations working on similar issues through the conduct of studies, symposia, workshops, panel discussions, and tutorials.

The EICC identifies the need for guides, recommended practices, and standards with respect to EI. The EICC implements required actions through cooperation with an appropriate technical committee. The EICC does not develop standards.

The EICC is responsible for identifying and fostering interest in such standards, education and supporting actions to further these topics, and for recommending actions to the Technical Council in regard to ensuring the timely incorporation of such issues into the scope of the Technical Council and its committees.

The EICC may perform other duties as may be assigned by the PES Technical Council. If necessary, the EICC can form subcommittees or working groups.

### **3.2 COMMENTS ON THE SCOPE OF THE ENERGY INTERNET COORDINATING COMMITTEE**

EICC will perform a coordinating function between existing committees when issues related to Energy Internet are identified which may impact the activities of more than one committee, and may recommend actions to the Technical Council to facilitate effective management of activities related to such issues.

Beyond identification of the issues, EICC will not involve itself in matters of issues where there is a clear match between the scope of an existing committees and the issue.

## **4. RESPONSIBILITIES AND DUTIES OF THE EICC OFFICERS**

### **4.1 DUTIES OF THE EICC CHAIR**

The Committee Chair shall:

- a. Have general supervision of the affairs of EICC. The Chair shall preside at the EICC meetings.
- 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 Subcommittees or Working Groups and disbanding them 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. 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.
- f. Furnish planning support to the Technical Council in the assigned technical areas
- g. Obtain approval from the Technical Council on joint projects with organizations outside of the PES.
- h. Attend or have someone attend the Technical Council meetings and report to EICC on pertinent on-going activities.

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

### **4.2 DUTIES OF THE EICC VICE-CHAIR**

The Vice-Chair(s) will, in general, be responsible for the following activities and any additional duties assigned by the Chair of EICC:

- 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.

### **4.3 DUTIES OF THE EICC SECRETARY**

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

- a. Record the minutes of the EICC meetings and distribute them to EICC members and registered guests.

- b. Prepare EICC meeting agendas and send them to all EICC members in advance of meetings.
- c. Keep records of attendance at all EICC meetings for the purpose of 1) estimating attendance and meeting room requirement for future meetings and 2) identifying, for the Chair, any inactive members whose status should be reviewed.
- d. Maintain a current “invitation list” of EICC members and others, who by virtue of active participation or expressed interest should be contacted regarding committee meetings.
- e. Send EICC meeting minutes and announcements to EICC membership.
- f. Maintain and update the EICC Website
- g. Post the minutes of EICC Meetings.
- h. Post meeting announcements and agendas.
- i. Post any information deemed pertinent by any member of the committee with the approval of the committee officers.
- j. Keep the EICC Website up-to-date regarding guidelines set by the Technical Council.

#### **4.4 DUTIES OF THE EICC IMMEDIATE PAST CHAIR**

The Immediate Past Chair is responsible for the following activities:

- a. Provide suggestions for improvements in the operation of the EICC based on his/her experience as previous EICC Chair.

#### **4.5 DUTIES OF THE COORDINATING COMMITTEE PROGRAM CHAIR**

The Coordinating Committee Program Chair (CCPC) is responsible for facilitating the implementation of EICC’s technical program at technical conferences.

The CCPC is the EICC voting representative on the IEEE PES Technical Council's Technical Sessions Committee. This is a committee of all Programing Chairs for all technical committees in the IEEE PES.

The CCPC shall:

- a. Attend EICC meetings at each GM as well as other meetings, if necessary.
- b. Attend Technical Sessions Committee meetings at each GM.
- c. Prepare/monitor/facilitate the EICC Technical Program content at GMs, T&D, and any other conferences in which EICC opts to participate.
- d. Coordinate paper reviews, schedule sessions, facilitate panel sessions, and schedule EICC meetings. The CCPC is responsible for assigning paper reviews to relevant Technical Committees.
- e. Assist with coordination of relevant sessions between Technical Committees, if necessary.
- f. Participate in the TCPC Planning Meeting.

#### **4.6 DUTIES OF THE TECHNICAL COMMITTEE REPRESENTATIVES**

EICC Committee Representatives (Committee Reps) are required from each Technical Committee that has activities related to the Energy Internet’s development. The Committee Reps shall attend the meetings of their respective assigned committees and report back at the

EICC meetings. The default Committee Rep shall be the Chair of the pertinent Technical Committee but this role may be assigned to other members of that Technical Committee. For example, a Technical Committee with multiple subcommittees, working groups or task forces, that are energy internet-related, may send multiple Committee Reps to report on these different efforts.

The duties of the Committee Reps include:

- a. Keeping track of their assigned committees on matters that affect and/or are related to EICC activities and goals
- b. Attending EICC meetings at each GM as well as other meetings, if necessary.

When pertinent, the Committee Reps shall engage in functions of their assigned committees that correlate with the activities of the EICC.

The term of the Committee Reps is set at pleasure of the EICC Chair.

#### **4.7 DUTIES OF THE EICC LIAISON COORDINATOR**

The Liaison Coordinator is responsible for managing the participation and interaction between liaison representatives and the EICC.

The Liaison Coordinator's duties include:

- a. Maintaining a roster of PES committee representatives.
- b. Maintaining a roster of liaison representatives to other IEEE societies or external bodies.
- c. With the help of other EICC officers, requesting regular updates from the committee and liaison representatives on relevant activities and inviting participation in EICC meetings and activities.
- d. Sharing relevant updates from the committee and liaison representatives with the EICC membership.
- e. Facilitating connections between different societies and groups to ensure there is an opportunity to coordinate on similar activities.
- f. Facilitating jointly supported technical activities such as conferences and workshops.

#### **4.8 DUTIES OF THE REPRESENTATIVE TO MARKETING**

The Marketing Representative shall engage in IEEE PES marketing activities to communicate and promote the EICC objectives and goals. The Marketing Rep will work with IEEE PES marketing team closely to increase the awareness and participation from the broader community to the committee's agenda.

#### **4.9 DUTIES OF THE REPRESENTATIVE TO AWARDS**

The Awards Representative shall participate in all IEEE PES award selection events including nomination, recommendation and voting. The Awards Rep shall communicate to the committee about the past, present and upcoming awards and collect feedbacks from the committee.

## **5. LIAISONS**

### **5.1 EICC LIAISON REPRESENTATIVES**

EICC may determine that it is desirable to establish formal and direct liaisons with other IEEE Societies or groups, or other bodies, for the purpose of maintaining an efficient exchange of information on activities and related areas of mutual interest. This information exchange is accomplished through liaison representatives, appointed by the EICC Liaison Coordinator with the agreement and approval of the other group with which the liaison is to be established. The liaison representative will provide reports to the EICC on activities of the other group, based on personal participation in these activities if possible. Depending on the preference of the other group, the liaison representative may also report to them on PES Technical Council activities.

### **5.2 LIAISON TERM OF OFFICE**

The term of office for liaisons is at the discretion of the EICC Chair.

## **6. QUALIFICATIONS AND ELIGIBILITY OF COORDINATING COMMITTEE MEMBERS**

EICC members shall be members in good standing of IEEE PES and meet the requirements of the Coordinating Committee:

- a. Technical competence in one of more particular branches of engineering as specified in the EICC scope.
- 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. Involvement in the activities of the EICC.
- d. Contributing regularly as a member of EICC by assisting in coordination between EICC and other organizations. These other organizations may include PES Committees, Subcommittees or Working Groups, or other parts of IEEE or external organizations that deal with relevant issues.
- e. 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 EICC membership, after consultation with the Chair of the EICC.

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 Committee specifically stating why the individual should be reinstated.

The EICC roster shall be reviewed periodically and inactive members over an extended period of time shall be removed from the membership roster.

## **7. QUALIFICATIONS FOR COMMITTEE OFFICERS**

The Chair, Vice-Chair and Secretary of the Coordinating Committee 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. (See Paragraph 12.0 of the PES Bylaws.)

### **7.1 COORDINATING COMMITTEE OFFICER TERMS OF OFFICE**

Recognizing the breadth of this Coordinating Committee work across the IEEE PES organization and activities, the length of time needed for new officers to learn their roles and responsibilities and the high value of experience in these roles, the terms of office are for five years. To facilitate smooth transitions, an incoming officer will work with the existing officer for the last six months of the existing officer's term, in order to learn their new role and responsibilities.

The decision to extend an invitation to a EICC member to serve as an officer of the Committee is made by a Committee officer. The selection of a new Officer is initiated by a Committee Officer who nominates a person as potential candidate for the position. The nomination must be approved unanimously by the Committee Officers. If the nomination is not approved unanimously, but only by majority, the Chair of the Committee shall make the final decision. If the majority reject the nomination, the Committee officers shall nominate a different candidate.

## **8. PROCEDURE FOR THE ENDORSEMENT OF IEEE FELLOW AWARD NOMINATIONS**

Any request for endorsement (Form B-27) should be sent to the EICC Fellows Coordinator, who will then refer it to the EICC officers for evaluation and recommendation. The request may include pertinent information regarding the candidate's qualifications and accomplishments, e.g., curriculum vitae, IEEE Fellow Nomination, etc. If the EICC officers decide to recommend endorsement, the EICC Fellows Coordinator should submit to the Chair of the PES Fellows Committee a brief summary of the professional accomplishments of the candidate which are judged to be of such distinction as to warrant the member's elevation to the grade of Fellow. (Form B-3 should be used as a guide in preparing the brief summary.) The nominator will be informed of the final decision by either the EICC Fellows Coordinator. The nominators should allow enough time for the process described above to take place. Requests for committee endorsements submitted with less than three weeks of lead time, run the risk of not being processed by the deadline of IEEE Fellow nominations

The request for endorsement (Form B-27) and EICC's comments on the candidate will also be forwarded to the members of the PES Fellows Committee for review and recommendations. The PES Fellows Committee will then rate the candidate as Extraordinarily Qualified, Highly Qualified, Qualified, Qualified with Minor Reservations, or Not Yet Qualified to be elevated

to the grade of Fellow. The PES Fellows Committee evaluation will be submitted in writing (Forms B-3 and B-93) to the IEEE Fellows Committee as the recommendation or endorsement of PES.

In the event a candidate's field of specialty falls outside the scope of all Technical or Coordinating Committees, the PES Fellows Committee will evaluate the request for endorsement. The PES Fellows Committee may also request the President of the Power Engineering Society and the Chair of the Technical Council to assist in the evaluation. It should also be emphasized that failure to obtain a high rating from the PES Fellows Committee for a candidate does not prevent the sponsor from submitting the nomination to the IEEE Fellow Committee for consideration.