

**IEEE PES Power System Communications and
Cybersecurity Committee**

Organization and Procedures Manual

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1.0 Introduction

1.0.1 Role of Standards Development and these Procedures

In the IEEE, the responsibility for how a standard originates and evolves is managed by a Sponsor according to the approved Sponsor's Policies and Procedures for Standards Development.

This Organization and Procedures manual establishes the necessary framework for all other work of the Sponsor outside of the standardization process.

1.0.2 Fundamental Principles outside of Standards Development

These Organization and Procedures outline the orderly transaction of all activities of the *IEEE PES Power System Communications and Cybersecurity Committee* (herein after referred to as "the Sponsor" or appropriate related form) outside of standards development. For the Sponsor's development of standards, refer to the approved Policies and Procedures available online on the IEEE-SA Standards Board AudCom website.

In all activities outside of standards development, openness and due process shall be applied, which means that any person with a direct and material interest who meets the requirements of these Organization and Procedures has a right to participate by:

- a) Expressing a position and its basis
- b) Having that position considered, and
- c) Appealing if adversely affected.

Due process allows for equity and fair play. In addition, due process requires openness and balance (i.e., the standards development process should strive to have a balance of interests and not to be dominated by any single interest category).

1.0.3 Definitions

"Written communication" includes but is not limited to meeting minutes, letter, email, and fax.

"Communications systems" is defined as the media, whether owned or leased, for the transmittal of any form of intelligence.

1.1 IEEE Sponsor Scope

The treatment of all matters in which the dominant factor is the electrical, wireless, and optical means for the transfer of information associated with the power system domain (i.e., control and monitoring of generation, transmission, and distribution of power), including the investigation, education, and standards development activities related to the following:

- 1) Integrated communications.
- 2) Cybersecurity.

- 3) Communication protocol message size, structure, performance requirements and their testing.
- 4) Electrical protection of communication circuits and equipment including personnel safety.
- 5) Design, construction, application, testing and coordination of communication equipment supporting power system functions (e.g., load control, pilot relaying, transfer trip, supervisory control, telemetering, voice communications, and other data communications) through various technologies (e.g., audio tones, power-line carrier, microwave radio, satellites, broadband power-line carrier, and multiplexed networks) for both analog and digital modulations.
- 6) Systems for the management of the associated communications and cybersecurity infrastructures.
- 7) Personnel and equipment safety as it pertains to communication facilities. For example, practices and standards for high-voltage protection of wired (e.g., copper, optical fiber) communication equipment serving power system facilities is within the scope of this Committee.
- 8) Sponsorship and development (either alone or jointly with other Technical Committees and/or organizations) of standards, recommended practices, guides, technical reports, position papers, technical conferences, and sessions on matters related to items herein.
- 9) Liaison and cooperation with other Technical Committees, societies, groups and associations concerned with various aspects of items herein.

LIMITATIONS: The scope of the Committee as described above excludes the definition and identification of technical and business requirements for communication, cybersecurity, time synchronization, and jitter necessary to support the applications and systems which require communication and cybersecurity services. Such requirements are specified by the domain experts residing in other groups. The PSCC committee's activities are focused on the fulfillment of these requirements.

1.1.1 Administrative Subcommittee Scope

The scope of this Subcommittee is:

- a) Planning and coordinating the activities of the Sponsor's Main Committee and its subcommittees.
- b) Overseeing the development and approval of the Sponsor's Communications (refer to Clause 8.0).
- c) Overseeing the nomination and presenting of awards (refer to Clause 5.1.3).
- d) Planning, coordinating and sponsoring technical sessions and special technical conferences in the field(s) related to the Sponsor's approved scope (refer to Clause 10.2).
- e) Managing the scope of the Sponsor.
 - 1) Reviewing the Sponsor's approved scope at least annually or when any proposed changes are submitted to the Administrative Subcommittee (refer to Clause 10.1).
 - 2) Submitting approved changes in scope to the Main Committee for a majority vote (refer to Clause 7.0).

- 3) Submitting the Main Committee's approved changes in scope to the Power and Energy Society (PES) Organization and Procedures Committee for review and to the PES Technical Council (TC) for final approval.
- f) Overseeing the Sponsor's compliance with these Organization and Procedures.
- g) Appointing the Sponsor Officers (refer to Clause 3.0) and other positions (refer to Clause 5.1) as needed.
- h) Reviewing and affirming the:
 - 1) Chair's appointments to membership of the Main Committee as needed.
 - 2) Main Committee membership annually.
 - 3) Chair's designation of Emeritus Members as needed.

1.1.2 Bibliography, Education, and News Subcommittee Scope

The scope of this Subcommittee is:

- a) Maintaining an up-to-date bibliography of literature related to the Sponsor's scope and periodically preparing for publication.
- b) Promoting education by developing tutorial sessions for members of the Sponsor.
- c) Preparing and arranging for publication of news items about the Sponsor's activities and achievements.

1.1.3 Power Line Carrier Subcommittee Scope

The scope of this Subcommittee is:

- a) Studying and reviewing engineering, operational, and testing aspects of specific power line carrier applications as they apply to the Electric Power System.
- b) Developing and maintaining related standards, recommended practices and guides for such aspects.
- c) Coordinating with other technical committees, groups, societies and associations as required.
- d) Preparing and arranging for publication technical reports related to the Subcommittee's scope.

1.1.4 Wireless Subcommittee Scope

The scope of this Subcommittee is:

- a) Studying and reviewing engineering, operational, and testing aspects of wireless communications methodologies using atmospheric propagation, including two-way radio, microwave, and higher frequency applications used within the Electric Power System.
- b) Developing and maintaining related standards, recommended practices and guides for such aspects.
- c) Coordinating with other technical committees, groups, societies and associations as required.
- d) Preparing and arranging for publication technical reports related to the Subcommittee's scope.

1.1.5 Optical Fiber Subcommittee Scope

The scope of this Subcommittee is:

- a) Studying and reviewing engineering, operational, and testing aspects of optical fiber including but not limited to cable construction and installations, hardware, and digital transmission, as they apply to the Electric Power System.
- b) Developing and maintaining related standards, recommended practices and guides for such aspects.
- c) Coordinating with other technical committees, groups, societies and associations as required.
- d) Preparing and arranging for publication technical reports related to the Subcommittee's scope.

1.1.6 Wire Line Subcommittee Scope

The scope of this Subcommittee is:

- a) Studying and reviewing engineering, operational, and testing aspects of the protection and use of all forms of single and multipurpose wire line communications systems that serve electrical power stations or that are otherwise subjected to the influence of electric power or lightning.
- b) Developing and maintaining related standards, recommended practices and guides for such aspects.
- c) Coordinating with other technical committees, groups, societies and associations as required.
- d) Preparing and arranging for publication technical reports related to the Subcommittee's scope.

1.1.7 New Concepts Subcommittee Scope

The scope of this Subcommittee is:

- a) Studying and reviewing engineering, operational, and testing aspects of new concepts that are technically viable, apply to or impact communications, and are pertinent to the Electric Power System.
- b) Developing and maintaining related standards, recommended practices and guides for such aspects.
- c) Coordinating with other technical committees, groups, societies and associations as required.
- d) Preparing and arranging for publication technical reports related to the Subcommittee's scope.

1.1.8 Cybersecurity Subcommittee Scope

The scope of this Subcommittee is:

- a) Studying and reviewing engineering (including information technology and operation technology), operational, and testing aspects of cybersecurity related to the Electric Power System.
- b) Developing and maintaining related standards, recommended practices and guides for such aspects.
- c) Coordinating with other technical committees, groups, societies and associations as required, such as:
 - 1) Mutual liaison with IEC TC57 WG15 on Power Systems Communications Security.
- d) Preparing and arranging for publication technical reports related to the Subcommittee's scope.

1.1.9 Broadband Power Line Technology Subcommittee Scope

The scope of this Subcommittee is:

- a) Studying and reviewing engineering, operational, and testing aspects of Broadband over Power Line (BPL) systems as they are applied and affect the Electric Power System.
- b) Developing and maintaining related standards, recommended practices and guides for such aspects.
- c) Coordinating with other technical committees, groups, societies and associations as required.
- d) Preparing and arranging for publication technical reports related to the Subcommittee's scope.

1.1.10 Protocols Subcommittee Scope

The scope of this Subcommittee is:

- a) Studying and reviewing engineering, operational, and testing aspects of protocol requirements provided by other domains as they are applied and impact the Electric Power System.
- b) Developing and maintaining related standards, recommended practices and guides for such aspects.
- c) Coordinating with other technical committees, groups, societies and associations as required.
- d) Preparing and arranging for publication technical reports related to the Subcommittee's scope.

1.1.11 Liaison Subcommittee Scope

The scope of this Subcommittee is:

- a) Evaluating and reporting on other technical committees, societies, groups and associations concerned with various aspects applicable to the Sponsor's scope.

- b) Recommending to the Sponsor Chair a liaison either to a Subcommittee where the Liaison's assignment is technically related or to the Sponsor where the activity is general or not covered by a particular Subcommittee.
- c) Vetting Liaison representatives proposed from other organizations.
- d) Evaluating the existing Liaisons and recommending to the Sponsor Chair as needed any changes to established Liaisons.

1.2 Organization of the Sponsor

The Sponsor's Main Committee shall consist of the Sponsor's Officers (refer to Clause 3) and other members according to the Sponsor's approved Organization and Procedures Manual. Other members include:

- a) Subcommittee Officers (refer to Clause 5.3)
- b) Working group Officers (voting) (refer to the Sponsor's approved Policies and Procedures)
- c) Liaison representatives (voting) (refer to Clause 5.1.6)
- d) Emeritus members (non-voting)
- e) General (voting) members as appointed

Along with the Sponsor's approved Policies and Procedures, this manual describes the eligibility, qualifications, and duties of these members outside of standards development activities.

2.0 Responsibilities of the Sponsor outside of Standards Development

The responsibilities of the Sponsor, in addition to those responsibilities listed in the Clause 2.0 of the Sponsor's approved Policies and Procedures, shall include the following for all other activities:

- a) Performing all activities associated with IEEE standards development in compliance with the Sponsor's approved Policies and Procedures.
- b) Handling appeals as described in Clause 9.
- c) Acting on other matters requiring the Sponsor's effort as provided herein:
 - 1) Protecting against actions taken in the name of the Sponsor without proper authorization (refer to the Sponsor's approved Policies and Procedures).
 - 2) Limiting the distribution of the Sponsor's membership roster to only appropriate parties.
 - 3) Promoting and coordinating activities within the Sponsor's defined scope.
 - i. Reviewing and grading technical papers.
 - ii. Sponsoring technical sessions, alone, or jointly with other PES committees or jointly with other technical organizations.
 - iii. Selecting session chairs and assuming responsibility for presentation of papers at meetings designated by PES.
 - iv. Initiating, proposing, and/or processing awards for committee, subcommittee, and working group members.
 - v. Encouraging cooperation with local sections/chapters of the PES.

- vi. Promoting industry education through use of publications, tutorial sessions, and other suitable programs.
- vii. Informing the PES general membership about the Sponsor's activities by submitting news items to the PES as appropriate.
- 4) Supporting candidates for Senior Memberships and IEEE Fellow (refer to Clause 0).
- 5) Encouraging all who are qualified to seek membership in the PES and the Sponsor.
- 6) Voting on actions defined in Clause 7.0.

2.0 Sponsorship

The Sponsor is responsible for standards development work as described in the Sponsor's approved Policies and Procedures. All other work performed by the Sponsor outside of the development and maintenance of standards shall be accomplished as defined within the clauses of these Organization and Procedures.

3.0 Officers

Refer to Clause 3.0 of the Sponsor's approved Policies and Procedures.

3.0 Responsibilities of Officers

Refer to Clause 3.4 of the Sponsor's approved Policies and Procedures with the following additions in this Clause.

3.0.1 Chair

The responsibilities of the Chair outside of the Sponsor's approved Policies and Procedures shall include:

- a) Presiding at all meetings of the Administrative Subcommittee and the Sponsor.
- b) Being an ex officio member of all of the Sponsor's subcommittees.
- c) Leading the Sponsor according to these Organization and Procedures.
- d) Entertaining motions, but not making motions.
- e) Providing unbiased-opinions during discussions.
- f) Delegating necessary functions.
- g) Ensuring that all parties have the opportunity to express their views.
- h) Setting goals and deadlines and adhere to them.
- i) Being knowledgeable in parliamentary procedures and ensuring that the Sponsor follows these Organization and Procedures.
- j) Seeking consensus of the Sponsor as a means of resolving issues.
- k) Prioritizing work that best serves the Sponsor and its goals.
- l) Providing general supervision of the Sponsor's affairs.
- m) Monitoring the desirability of forming new subcommittees and the disbanding of subcommittees as necessary.

- n) Being a member of
 - 1) The Technical Council Organization and Procedures Committee.
 - 2) The Technical Council, attend each Technical Council meeting, and submit a written report of Committee activities at each Technical Council meeting for inclusion in the minutes.
- o) Presenting any Committee-approved scope changes to the Technical Council for review and final approval.
- p) Following progress of work in Subcommittees and expediting this work as necessary to meet the goals of the IEEE PES.
- q) Preparing data of use and interest to colleges and universities regarding the state of the art of power engineering and request (through the PES Education Committee) information from colleges and universities that would aid in problem solution.
- r) Maintaining an effective liaison with the PES Education Committee.
- s) Furnishing planning support to the Technical Council related to the Sponsor's scope.
- t) Submitting an annual financial report to the business manager, business administrator, or assignee, for the operation of the Sponsor and its subgroups.
- u) Encouraging the Sponsor's members to schedule and participate in technical sessions at General and Regional meetings.
- v) Seeking suitable subjects for Technical Conferences to promote advances in technology within the Sponsor's approved scope.
- w) Reviewing a list of inactive Committee members and instruct the Secretary to make appropriate changes in membership level.
- x) Appointing members and corresponding members of the Committee with concurrence of the Administrative Subcommittee.
- y) Managing Liaisons based upon input from the Liaison Subcommittee (refer to Clause 1.1.11), such as appointing and removing Liaisons.
- z) Reviewing applications from Corresponding Members of a Subcommittee, Working Group, or Task Force for Corresponding Membership in the Committee.
- aa) Designating members as Emeritus Members with the concurrence of the Administrative Subcommittee.

3.0.2 Vice-Chair

The responsibilities of the Vice-Chair outside of the Sponsor's approved Policies and Procedures shall include:

- a) Being knowledgeable in IEEE parliamentary procedures and assisting the Chair in ensuring that the Organization and Procedures are followed.
- b) Being familiar with training materials available through IEEE Standards Development Online.
- c) Assisting the Chair in executing the Chair's duties.
- d) Representing the Sponsor on the Technical Council Meetings Department Committee.
- e) Representing the Sponsor on the Technical Improvement Committee of the Technical Council.
- f) Representing the Sponsor on the Organization and Procedures Committee of the Technical Council.

- g) Coordinating the meeting room requests for PES meetings. Refer to the IEEE/PES Technical Council Organization and Procedures Manual for more details.
- h) Biannually, in the second year as Vice-Chair, reviewing the Organization and Procedures for currency and accuracy and, as required, preparing any revision recommendations for review by the Administrative Subcommittee.
- i) Attending all Administrative Subcommittee meetings and presenting a Vice-Chair's report.

The Vice-Chair shall perform the responsibilities of the Technical Committee Program Chair (TCPC), which include:

- a) Being a member of the Technical Program Committee for the PES Meetings.
- b) Promoting power engineering education within the scope of the Sponsor.
- c) With the aid of the PES Education Committee, planning tutorial sessions, publications, working group, subcommittee, and committee educational reports.
- d) Developing and coordinating technical programs of the Sponsor for PES meetings, conferences, and joint meetings, including paper, poster and panel sessions and tutorials as appropriate.
- e) Administering the review of Proceedings Papers for PES meetings, conferences, and joint meetings.
- f) Representing the Sponsor as the Technical Committee Program Chair of the Committee (TCPC) in the Technical Council Technical Sessions Committee.
- g) Attending all Administrative Subcommittee meetings and present a TCPC report.
- h) Processing the review of technical papers sent to the Sponsor by PES Special Activities.
- i) Planning the number of technical paper and panel sessions for meetings, such as the PES General Meeting, etc.
- j) Planning joint sessions with other Technical Committees, and coordinating these plans with PES Special Activities or the designated PES meeting room coordinator for the specific meeting.
 - 1) Arranging for a Session Chair for each session sponsored by the Sponsor.

3.0.3 Secretary

The responsibilities of the Secretary outside of the Sponsor's approved Policies and Procedures include:

- a) Scheduling meetings in coordination with the Chair and distributing a meeting notice at least 30 calendar days before the meeting.
- b) Distributing the agenda at least 14 calendar days before the meeting—notification of the potential for action shall be included on any distributed agendas for meetings.
- c) Recording minutes of each meeting according to Clause 6.5 and IEEE guidelines (see <http://standards.ieee.org/develop/policies/stdslaw.pdf>), and publishing them within 60 calendar days of the end of the meeting.
- d) Creating and maintaining the membership roster, referred to in 4.3, and submitting it to the IEEE Standards Association annually.
- e) Being responsible for the management and distribution of Sponsor documentation.
- f) Maintaining lists of unresolved issues, action items, and assignments.

- g) Recording attendance of all meeting attendees in order to:
 - 1) Estimate attendance and meeting room requirements for future meetings
 - 2) Identify, for the Chair, any inactive members.
- h) Maintaining a current list of the names of the voting members and distributing it to the members upon request.
- i) Forwarding all changes to the roster of voting members to the Chair.
- j) Being familiar with training materials available through IEEE Standards Development Online.
- k) Submitting by October 15th each year to the Secretary of the Technical Council an updated Committee Organization and Directory list for publication in the PES Organization Manual and Membership Directory.
- l) Attending all Administrative Subcommittee meetings and present a Secretary's report.
- m) Representing the Sponsor on the Technical Council Emerging Technologies Coordinating Committee.
- n) Coordinating with the Sponsor's Webmaster and Web Coordinator to ensure the proper maintenance of the Sponsor's websites.
- o) Maintaining an "Invitation List" of Sponsor members and others who the Secretary contacts about future Sponsor meetings.

Perform the responsibilities of the Treasurer outside of standards development, which are:

- a) Following IEEE policies concerning standards meetings and finances.
- b) Attending all Administrative Subcommittee meetings and present a Treasurer's report that consolidates the financial activity of the Sponsor.

3.0.4 Past-Chair

The responsibilities of the immediate Past-Chair are primarily as Awards Coordinator (refer to Clause 5.1.3) and shall include:

- a) Serving as a member of the Technical Council Awards Committee and PES Awards Committee.
- b) Promoting recognition of Subcommittee, Working Group, Task Force, and individual significant achievements in the Committee.
- c) Reviewing the performance of the Committee to determine if IEEE or PES Recognition or Awards are justified.
- d) Preparing and submitting the Committee's nominations for:
 - 1) Advancement to fellow grade.
 - 2) Prize awards in recognition of outstanding contributions.
- e) Attending all Administrative Subcommittee meetings and present an Award's Coordinator report consolidating the awards activity of the Committee.

4.0 Membership

For membership in the Main Committee, Subcommittees, Working Groups, and all other subgroups established by the Sponsor for standards development, refer to Clause 4.0 of the Sponsor's approved Policies and Procedures. In addition, appointment to Main Committee

membership is made by the Sponsor Chair based on recommendations by the Subcommittee Chair and on the advice of the Administrative Subcommittee. Attendance records and working group participation are verified. Announcements of new members are typically made during Main Committee meetings.

The Main Committee Chair shall select and continue Main Committee membership by using the following qualifications:

- a) Member in good standing of the IEEE PES.
- b) Interest in that area of engineering as expressed in the scope of the Subcommittee.
- c) Technical competence in one or more particular branch(s) of engineering as specified in the scope of the Subcommittee.

A member of the Main Committee:

- a) Regularly attends Main Committee meetings. Attendance at a meeting via teleconferencing and/or electronic means (e.g., Internet conferencing) may count towards the attendance requirements.
- b) Participates actively in Main Committee functions such as serving as an Officer, liaison representative, Main Committee member, or Working Group member.
- c) Reviews technical papers as assigned by the Vice-Chair of the Sponsor.
- d) Returns timely Main Committee ballots.
- e) Ballots Main Committee standards.

5.0 Subgroups Created by the Sponsor

Refer to Clause 5.0 of the Sponsor's approved Policies and Procedures for subgroups created by the Sponsor related standards development, where this clause adds to that the detailed description, organization, and responsibilities of other subgroups of the Sponsor.

Subgroups shall meet, at a minimum, during the Main Committee's meetings (refer to Clause 6.0).

5.1 Administrative Subcommittee

This clause includes detailed description, organization, and responsibilities of the Administrative committee (AdCom) whose scope is described in Clause 1.1.1. Also refer to Clause 5.1 of the Sponsor's approved Policies and Procedures for the formation and disbandment requirements.

In addition to the Officers listed in Clause 3.0, other non-voting positions in the Administrative Subcommittee and the associated responsibilities are described in this clause.

Positions requiring a report to the Administrative Committee as described in this clause shall report as follows:

- a) “No report” will mean that the position did not report.
- b) “No activity to report” will mean that the other technical committee, society, group or association has not met since the last report.
- c) A report that tries to convey those items that the position feels might be of importance via one of the following methods:
 - 1) Segments of minutes, perhaps highlighted, and/or other meeting materials, that indicate specific items of interest.
 - 2) The position’s impressions, which are most important when reporting without the benefit of meeting minutes or materials to attach.

5.1.1 Standards Coordinator

The responsibilities of the Standards Coordinator include:

- a) Serving as a member of the Technical Council Standards Coordination Committee
- b) Tracking the status of the Sponsor’s standards.
- c) Coordinating revision work of base standards by maintaining a list of requested changes, assigning them to the appropriate Subcommittees, and coordinating inputs into a complete submission to the Standards Board.
- d) Ensuring that the terminology and units used in standards developed by the Committee correspond to what is internationally accepted.
- e) Coordinating activities with IEEE Standards Board and Standards Coordinators of other Technical Committees.
- f) Attending all Administrative Subcommittee meetings and present a Standard’s Coordinator report consolidating the standards activity of the Subcommittees.
- g) Working with the IEEE Smart Grid Committee Liaison (refer to Clause 5.1.6.1) for receiving input from and providing input to the respective subcommittees in IEEE Smart Grid.

5.1.2 Fellows Coordinator

The Fellows Coordinator shall be an IEEE Fellow. The responsibilities of the Fellows Coordinator follow the procedure for recommendations for Fellow Awards and include:

- a) Sending a request for endorsement (Form B-27) to the Chair of the PES Fellows Committee.
- b) Submitting to the Chair of the PES Fellows Committee a brief summary of the professional accomplishments of the candidate that are judged to be of such distinction as to warrant the member’s elevation to the grade of Fellow. Form B-3 is a guide in preparing the brief summary.
- c) Forwarding Form B-27 and any comments on the candidate to the members of the PES Fellows Committee for review and recommendations.

5.1.3 Awards Coordinator

The responsibilities of the Awards Coordinator include:

- a) Attending all Administrative Subcommittee meetings and presenting an Award's Coordinator report.
- b) Preparing and submitting the Sponsor's nominations for prize awards and for recognition of outstanding contributions (refer to Clause 10.2).
- c) Representing the Sponsor on the PES Awards Committee.

5.1.4 Webmaster and Web Coordinator

The responsibilities of the Webmaster and Web Coordinator include:

- a) Creating, updating, and maintaining the Sponsor's website.

5.1.5 Transactions Editor

The responsibilities of the Transaction Editor include:

- a) Coordinating the review and publication of Transactions papers that fall within the Sponsor's approved scope of work.
- b) Coordinating with the Editor in Chief of the appropriate Transactions to publish high quality, state-of-the-art, technical contributions on topics related to the Sponsor's approved scope of work.
- c) Maintaining and making available lists of papers recommended by reviewers for prize paper consideration.
- d) Attending all Administrative Subcommittee meetings and presenting a Transaction Editor's report consolidating Transaction activity of the Sponsor.

5.1.6 Liaison Representatives

The Sponsor establishes Liaisons to keep informed of the activities of other organizations concerned with the Sponsor's scope, such as technical committees, societies, groups, and associations. The Liaison is an official representative and member of the Sponsor at either the Main Committee Level or Subcommittee Level. The Liaison shall be recognized as a member of the other body, at least ex-officio. Liaisons shall have demonstrated an ability and willingness to serve in this capacity:

- a) The member selected will normally serve for the term of the Liaison requirement.
- b) The member will submit a written report to the appropriate Chair and Secretary of activity resulting from the liaison assignment.

The Liaison provides bidirectional communication and coordination in areas in which there is mutual interest, in areas of possible jurisdictional conflict, and in areas where joint efforts might be advisable.

Upon recommendation from the Liaison Subcommittee (refer to Clause 1.1.11), the Committee Chair appoints each Liaison either to a Subcommittee where the Liaison's assignment is technically related or to the Committee when the activity is general or not covered by a particular Subcommittee. The appointment includes a statement regarding the duration of the liaison.

The Sponsor will, at various times, 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 Committee.

5.1.6.1 IEEE Smart Grid Committee Liaison

The responsibilities of the IEEE Smart Grid Committee Liaison at the Committee Level include:

- a) Representing the Sponsor at the IEEE Smart Grid Technical Activities Committee and R&D Committee meetings.
- b) Preparing a report to the Administrative Committee regarding the applicable work of the IEEE Smart Grid Committee.
- c) Working with the standards coordinator (refer to Clause 5.1.1)

5.2 Appointment of the Chair for other Subgroups

All Subcommittee Chairs shall be members in good standing of the IEEE PES and the Sponsor. The Committee Chair appoints the Subcommittee Chair and notifies the Chair of the Technical Council. The Subcommittee Chair's term of office is three years.

5.3 Duties of the Subcommittee Officers

5.3.1 Subcommittee Chair

The responsibilities of the Subcommittee Chair shall include:

- a) Supervising the Subcommittee's affairs under the general direction and guidance of the Sponsor's Chair.
- b) Monitoring and supervising the activities of the Subcommittee's Working Groups.
- c) Calling and presiding at the Subcommittee's meetings.
- d) Promoting technical papers pertaining to the Subcommittee's approved Scope.
- e) Being alert to new technical problems that need to be worked on by the Subcommittee.
- f) Recommending the establishment of new working groups and task forces and the dissolution of old ones when they have served their purpose.
- g) Recommending appropriate papers each year for consideration for awards.
- h) Reporting verbally on the activities of the Subcommittee and its Working Groups at Administrative Subcommittee meetings.
- i) Submitting minutes of the meetings of the Subcommittee and its working groups, for inclusion in the Sponsor's meeting minutes, and publish them within 60 calendar days of the end of the meeting.
- j) Recommending Subcommittee members for Sponsor membership.
- k) Recruiting and appointing new subcommittee members and issuing an appointment letter and notifying the Sponsor Chair at the time of appointment.

- l) Reviewing annually all Subcommittee members by canvassing members to determine continued interest and retire those who no longer have interest and/or meet membership requirements.
- m) Appointing (as necessary) a Vice-Chair and Secretary of the Subcommittee to assist with the administration of the Subcommittee and notify the Sponsor Chair. In the event there is no Vice-Chair and/or Secretary, the Chair shall fulfill the responsibilities of those Officers.

5.3.2 Subcommittee Vice-Chair

The responsibilities of the Subcommittee Vice-Chair shall include:

- a) Presiding at all Subcommittee meetings not attended by the Chair.

5.3.3 Subcommittee Secretary

The responsibilities of the Subcommittee Secretary shall include:

- a) Taking minutes of the Subcommittee meetings and distributing them to the Subcommittee through the Subcommittee Chair and to the Sponsor's Administrative Subcommittee.
- b) Maintaining the Subcommittee Roster.

5.4 Subcommittee Membership

5.4.1 Subcommittee Members

The Subcommittee's voting members consists of:

- a) Subcommittee
 - 1) Chair
 - 2) Vice-Chair
 - 3) Secretary
- b) Working Group
 - 1) Chairs
 - 2) Vice-Chairs
 - 3) Secretaries
- c) Additional members as appointed by the Subcommittee Chair.

5.4.2 Eligibility and Qualifications

The Subcommittee Chair shall select and continue Subcommittee membership by using the following qualifications:

- a) Member in good standing of the IEEE PES.

- b) Interest in that area of engineering as expressed in the scope of the Subcommittee.
- c) Technical competence in one or more particular branch(s) of engineering as specified in the scope of the Subcommittee.

A member of the Subcommittee:

- a) Regularly attends Subcommittee meetings. Attendance at a meeting via teleconferencing and/or electronic means (e.g., Internet conferencing) may count towards the attendance requirements.
- b) Participates actively in Subcommittee functions such as serving as an Officer, liaison representative, Subcommittee member, or Working Group member.
- c) Reviews technical papers as assigned by the Vice-Chair of the Committee.
- d) Returns timely Subcommittee ballots.
- e) Ballots Subcommittee standards.

5.4.3 Affirmation, Termination, and Reinstatement of Membership

Subcommittee membership is contingent upon meeting the qualifications as defined in Clause 5.4.2 and is reviewed and reaffirmed yearly by the Chair.

The Subcommittee Chair appoints Subcommittee members upon receipt of an expression of interest and indication of ability to participate from the candidate.

A member discontinues Subcommittee membership by sending a notification of resignation to the Subcommittee Chair.

The Subcommittee Chair annually reviews the Subcommittee membership and reaffirms membership, contingent upon meeting the qualifications listed above.

Subcommittee membership may be discontinued by the Chair with no prior notice by sending written notification to the affected member, stating the specific reasons for termination and copying the Subcommittee Secretary. At the Chair's discretion, a warning of impending discontinuation of membership may first be issued to the affected member.

A written appeal for membership reinstatement may be submitted to the Chair of the Subcommittee specifically stating why they should be reinstated.

5.4.4 Voting Membership Roster

The Secretary of the Subcommittee shall maintain a current and accurate Subcommittee roster per the same requirements in the Sponsor's approved Policies and Procedures.

5.4.5 Corresponding Membership

The Subcommittee may offer Corresponding Membership to utilize the expertise of those who are not normally able to attend the Subcommittee meetings. The qualifications and eligibility for membership, and continued membership, are the same as for regular Subcommittee members,

with the exception of the requirement of regular attendance at meetings. Corresponding Members may participate in all Subcommittee activities, including the development and review of standards documents. In addition, Corresponding Members may participate in the review of technical papers sponsored by the Subcommittee.

Corresponding Members of a Subcommittee may apply to the Sponsor Chair for Corresponding Membership in the Sponsor.

5.4.6 Participation by Non-Members of IEEE

Non-members of IEEE may be appointed as consultants to the Subcommittee. For example, physicists and mathematicians are frequently called upon, in the basic science fields, to supplement the work of the Subcommittee. Therefore, individual experts and liaison representation from other organizations are encouraged where appropriate.

5.5 Task Force, Working Group, and Subcommittee Publications

This procedure applies to documents developed by Task Forces, Working Groups, or Subcommittees of the Sponsor that are not balloted. These may be technical papers or special publications such as PES Technical Reports. The policies and procedures of any subgroup performing this work are the same in context as those in the Sponsor's approved Policies and Procedures with the following clarifications:

- a) The Task Force or Working Group approval shall be 50% majority
- b) The Chair of the Committee or subcommittee overseeing the Task Force, Working Group, or Subcommittee shall approve the subgroup's output.

For documents that are balloted see the Sponsor's approved Policies and Procedures.

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 a Sponsor report unless a draft is circulated and a ballot is conducted of the Sponsor's members.

Technical papers to be published in IEEE publications shall follow procedures for PES technical papers. Technical Reports shall utilize the standard template with the Working Group name on the cover page in the appropriate place.

Special publications including PES Technical Reports shall follow procedures that allow for prior review and discussion of the contents by interested parties, as follows:

- a) 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 Sponsor.
- b) A draft copy for review shall be made available at the registration desk for the next Sponsor meeting.

- c) Draft copies shall be made available to those requesting copies for a charge equal to reproduction and mailing expenses.
- d) Written discussions of the special publication shall be e-mailed or mailed to the Chair of the group preparing the document. The discussion and a closure shall be published with the final document.

6.0 Meetings

For all meetings not related to standards development, refer to Clause 6.0 of the Sponsor's approved Policies and Procedures.

In addition, announcements of new Main Committee members are made during Main Committee meetings.

7.0 Vote

The Sponsor shall use Clause 7.0 of the Sponsor's approved Policies and Procedures for all votes not related to standards development.

8.0 Communications

The Sponsor shall use Clause 8.0 of the Sponsor's approved Policies and Procedures for all communications not related to standards development.

9.0 Appeals

The Sponsor shall use Clause 9.0 of the Sponsor's approved Policies and Procedures for all appeals not related to standards development.

10.0 Procedures

10.1 Changes to the Sponsor's Organization & Procedures Manual

Any member of the Main Committee may propose changes to the Organization and Procedures Manual by submitting a written proposal to the Sponsor Chair. The Chair submits the proposal to the Administrative Subcommittee for review and approval. Refer to Clause 7.0 for approval procedures.

10.2 Evaluation and Presentation of Technical Papers

10.2.1 Technical Papers outside PES Transactions

The Vice-Chair or the TCPC (if different than the Vice-Chair, refer to Clause 3.0.2) is responsible for all matters related to the evaluation and presentation of technical papers

associated with the Sponsor's scope of work. These technical papers include Proceedings papers (abstracts and papers), panel sessions, and special educational session summaries but do not include Transactions (refer to Clause 10.2.2).

These technical papers are submitted for publication and reviewed on web-based applications. Assignment for review follows the procedures established by PES Technical Committee for the conference. The TCPC determines the reviewer pool and draws upon the expertise of the Sponsor's members (at any level, i.e., Main Committee, Subcommittee, or any other subgroup) for technical paper review.

Any paper designated by the assigned reviewers as a possible prize paper is referred to the Awards Coordinator (refer to Clause 5.1.3).

For additional reviewer and editor guidelines, reference shall be made to the Reviewer and Editor Guidelines (Part 8) of the PES Author's Kit on the PES website.

10.2.2 PES Transactions

The Transactions Editor (refer to Clause 5.1.5) is responsible for all matters related to the handling of PES Transactions related to the Sponsor's approved scope of work. The Transaction Editor may draw upon the expertise of the Sponsor's members (at any level, i.e., Main Committee, Subcommittee, or any other subgroup) for Transactions review.

The Transactions review procedures shall be as specified by the Editor-in-Chief of the appropriate PES Transactions.

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.