

IEEE Power & Energy Society (PES) Technical Council Entity Process Review Improvement

High-level Process

Entity Proposal Management (EPM) Committee

Purpose: For IEEE PES Technical Council to have an internal process utilizing liaisons to review entity proposals from PES Regional Chapter Councils, and other channels' entity proposals may be received. The EPM Committee may also review other similar Non-PAR proposals and documents (e.g., from CIGRE). Use of the words “Entity” or “Entity Proposal” in this document is broader than IEEE-SA-related entity proposals and includes material and proposals submitted to PES Technical Committee or PES Technical Council from any external entity (external to PES Technical Council).

The EPM Committee, as a standing committee within the IEEE PES Technical Council, will manage the Entity proposal review process received from the various channels to ensure that these proposals or similar documents are reviewed by the IEEE PES Technical Council and the relevant technical committees. The EPM review process should take place prior to IEEE Standards Association (IEEE-SA) New Standards Committee (NesCom) review.

Each technical committee will have a liaison to this newly proposed standing committee. (This will get added to the IEEE PES O&P manuals of each technical committee).

If the proposal is NOT an entity Proposal Authorization Request (PAR) proposal from IEEE-SA submission to NesCom, the EPM Committee will still review the proposal and make a recommendation to IEEE PES Technical Council.

Once the proposal review and consideration process has been completed, and project work has begun, then oversight of the new project by the EPM Committee is complete.

EPM Composition:

1. Chaired by the Tech Council immediate past chair.
2. Vice chair, to serve a 5- year term (who is a past chair of a technical committee).
3. The EPM Chair would appoint six (6) members from the 17 technical committees with staggered 3-year terms (with option of one renewal for total potential term of 6 years for one individual)¹
4. Observers
 - a) IEEE PES Tech Council Standards Coordinating Committee Chair
 - b) IEEE PES Governing Board Member-at-Large for Standards
 - c) IEEE-SA Liaison, as assigned by IEEE-SA
 - d) IEEE PES Technical Activities Program Manager

¹ This would allow for 2 new people on the committee each year with the staggered terms. Of the 6 members appointed they would represent a grouping of committees of the technical committees (not just “their own” one committee).

Timelines:

1. EPM will meet (electronically) every 2 months.
2. Agenda should be in place 3 weeks prior to the meeting.
3. Proposals (mostly from IEEE-SA) to be reviewed by EPM have to be submitted 4 weeks before the meeting.
4. If a proposal has gone directly to a technical committee, EPM committee should still get a copy for review and coordination whether the technical committee has already accepted the proposal or not.
5. If there is a revision of standard, the EPM Committee should still receive a notification from IEEE-SA staff.

EPM Committee Operations:

1. EPM Committee will utilize a shared workspace (SmartSheet) provided by IEEE PES to organize its work. Each proposal and any supplemental material can be submitted here. A form/database will be setup to capture these submissions so nothing is lost (date/time log, etc). EPM Committee will provide the link for submissions when requested and the link will also be available on the EPM Committee website.
2. An IEEE email listserv will be created for the EPM Committee for use (PES-EPM@ieee.org).
3. EPM Vice Chair or delegate will email the EPM Committee when a new proposal is received. EPM Vice Chair will add the proposal to the appropriate meeting agenda.
 - a. >4 weeks before the next meeting the proposal is placed on the next meeting agenda
 - b. <4 weeks before the next meeting the proposal will be placed on a later meeting's agenda
4. EPM Vice Chair will issue the agenda 3 weeks prior to the meeting.
5. EPM Chair will host a meeting to discuss all proposals received during that review cycle and determine which Technical Committee within IEEE PES may have an interest in the proposal(s).
6. EPM Liaison will send (proposal(s) to the identified Technical Committees, within one week after the EPM meeting for review.
7. Technical Committees have 4 weeks for review (Overlaps, duplicate work, concerns, etc.) and make a decision (i.e. to accept the proposal or reject the proposal).
 - a. IEEE-SA Staff can assist in virtual meetings to discuss the proposal if the technical committee or EPM has questions to understand the proposal better. The EPM liaison should be included in these meetings.
8. Technical Committee notifies EPM Liaison of decision on proposal using the EPM template/form. If no response, EPM Liaison should follow-up before the deadline.
9. EPM Liaison reports Technical Committee's decision to EPM Committee.
10. EPM Vice Chair or delegate will notify the proposal submitter of the decision.
11. If proposal is accepted and it is an IEEE-SA proposal, the Standards Committee should identify a potential Standards Committee Representative (SCR) at this time. ¹

¹ The SCR is a rep from the Standards Committee that can attend and participate in Entity Working Groups. There is no WG vote associated with the SCR. It is recommended that the Standards Committee identify a SCR upon agreeing to sponsor the PAR. The SCR will not be official until the PAR is submitted to NesCom and approved by the SASB, but a best practice would be to identify a potential representative early.