

IEEE
POWER and ENERGY SOCIETY

ENERGY DEVELOPMENT AND POWER GENERATION COMMITTEE
ORGANIZATION AND PROCEDURES
MANUAL

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Table of Contents

	<i>Page</i>
1.0 Introduction and Purpose of this Manual.....	1
2.0 Scopes of the ED&PGC and its Subcommittees	1
2.1 Energy Development and Power Generation Committee	1
2.2 Administrative Subcommittee.....	2
2.3 Distributed Energy Resources Subcommittee.....	2
2.4 Excitation Systems and Controls Subcommittee	2
2.5 Hydroelectric Power Subcommittee.....	2
2.6 Integration of Renewables Subcommittee.....	3
2.7 International Practices Subcommittee	3
2.8 Renewable Technologies Subcommittee	3
2.9 Station Design, Operation and Control Subcommittee	4
2.10 Technologies for GHG Mitigation & Adaptation Subcommittee	4
3.0 Organization	5
3.1 General Membership	5
3.1.1 Eligibility.....	5
3.1.2 Membership Qualifications	5
3.1.3 Attendance Requirements	5
3.1.4 Corresponding Membership.....	6
3.1.5 Honorary Membership	6
3.1.6 Affirmation, Termination, and Reinstatement of Membership.....	6
3.2 Committee and AdCom Working Group Officers	6
3.2.1 Appointment and Qualifications	6
3.2.2 Term of Office.....	7
3.2.3 Duties of the Committee Chair.....	7
3.2.4 Duties of the Committee Vice-Chair.....	8
3.2.5 Duties of the Committee Secretary	9
3.2.6 Duties of the Committee Standards Coordinator	9
3.2.7 Committee Awards Working Group Chair	10
3.2.8 Technical Conferences Program Chair (TCPC).....	11
3.2.9 Fellows Working Group Chair.....	11
3.2.10 Public Relations and Information Working Group Chair	12
3.3 Subcommittees	12
3.3.1 Qualifications and Eligibility of Subcommittee Members.....	12
3.3.2 Officers.....	13
3.3.2.1 Appointments.....	13
3.3.2.2 Duties of Subcommittee Chair.....	13
3.4 Subcommittee Working Groups.....	14
3.4.1 Qualifications and Eligibility of Working Group Members	14
3.4.2 Qualifications and Eligibility of Working Group Chairs.....	14
3.4.3 Appointment of Working Group Chairs.....	15
4.0 Quorum and Voting	15
5.0 IEEE Standards Development	16
6.0 Communications	16
6.1 Formal Internal Communication	16
6.2 External Communication.....	16
7.0 Position Statements.....	16
7.1 Position Statements on Standards.....	16

7.2 Committee Position Statements.....	16
7.3 Subgroup Position Statement	16
7.4 Information Communications.....	17
7.5 Position Statements to be Issued by Other Entities	17
8.0 Special Technical Conferences.....	17
8.1 Special Meetings of the Energy Development and Power Generation Committee...	17
9.0 Revisions to this Manual.	18

***Energy Development and Power Generation Committee
Organization and Procedures Manual***

1.0 Introduction and Purpose of this Manual

This manual defines the organization of the Energy Development and Power Generation Committee (ED&PGC), the scopes of the Committee and its subcommittees, and the duties of the Committee and subcommittee officers. Membership qualifications for the Committee, the subcommittees, and the working groups are stipulated. In addition, the procedures for committee activities and standing committees are defined.

An organization chart of the ED&PGC is included as an annex to this document. The ED&PGC administrative year shall begin on January 1, the same as the administrative year for the IEEE Power and Energy Society (PES). All appointed officers and subcommittee chairs shall begin their terms on that date and serve for the prescribed term.

This manual is intended to be in addition to the PES Technical Council Organization and Procedures Manual which adds more detail for the organization of this committee and these procedures. The Technical Council Organization and Procedures Manual is referenced here. Items not specifically covered in this manual are covered in the Technical Council Organization and Procedures Manual. The two documents work together to define the functions of the Energy Development and Power Generation Committee of the Technical Council and PES.

2.0 Scopes of the ED&PGC and its Subcommittees

The scopes are reviewed annually by subcommittee chairs and any proposed changes are submitted in writing at the next meeting of the ED&PGC Administrative Subcommittee (AdCom). Changes approved by AdCom are submitted to the next meeting of the ED&PGC for a voice vote. Next, they are submitted by the ED&PGC Chair to the PES Technical Council (TC) for final approval with review by the Technical Council Organization and Procedures (TCOP) Task Force. Directory updates of scopes follow any changes approved at the PES General Meeting by the Chair of TC.

The scopes encompass the Committee and its Subcommittees' technical responsibilities. Technical Subcommittees, in addition to their technical responsibilities, have direct responsibility for remaining cognizant of social implications, professional ethics, the environment, esthetics, employment, and other matters as relate to the practice of electrical engineering.

2.1 Energy Development and Power Generation Committee

The ED&PGC purpose is to technically promote:

- a. Treatment of matters related to the research, development, application, design, construction, and operation of systems and facilities for the conversion of energy sources (that are not specifically assigned to other technical committees), such as hydro, fossil, solar, wind, chemical, nuclear (jointly with Nuclear Power Engineering Committee, where appropriate), and others into electrical energy.
- b. Treatment of matters relating to assessment of energy conversion systems and facilities. This includes, but need not be limited to, matters relating to environment, conservation, regulation, economics, safety, and security.

***Energy Development and Power Generation Committee
Organization and Procedures Manual***

- c. Sponsorship and development (either alone or jointly with other technical committees and/or organizations) of standards, recommended practices, guidelines, and policies as well as preparation of position papers and/or documents, technical conferences and/or sessions on matters related to energy conversion systems and facilities.
- d. Liaison and cooperation with other technical committees, societies, groups, and associations concerned with various aspects of new energy conversion technologies.

2.2 *Administrative Subcommittee*

- a. Plan and coordinate the activities of the Committee and its subcommittees.
- b. Oversee the development and approval of Committee sponsored standards, recommended practices, guides, and position documents.
- c. Oversee the nomination and presentation of awards.
- d. Maintain liaison with other technical committees, societies, groups, and associations.
- e. Review international practices.
- f. Plan, coordinate, and sponsor technical sessions and special technical conferences in the field of energy development and power generation.

2.3 *Distributed Energy Resources Subcommittee*

- a. Reviews and coordinates the development of IEEE papers and panel sessions on the engineering, design, installation, operating practices, and performance of advanced distributed generation (DG) that are commercially available or in the last stages of commercialization.
- b. Through subcommittee members, participates in IEEE standards development related to DG.
- c. Coordinates with technical committees, groups, societies, and associations as appropriate.

2.4 *Excitation Systems and Controls Subcommittee*

- a. Studies and reviews engineering and design specifications, installations, and operations of excitation systems for electric motors and generators, including control and protective functions, in liaison with the Station Design, Operation and Control Subcommittee. These functions can incorporate: excitation power source, voltage regulation, power system stabilization, excitation limiters, de-excitation techniques and machine performance.
- b. Develops standards, recommended practices, and guides for excitation systems and equipment.
- c. Coordinates with other technical committees, groups, societies, and associations, as required.

2.5 *Hydroelectric Power Subcommittee*

- a. Studies and reviews hydroelectric generating station systems and equipment including: hydro station design features (conventional, pumped storage, and mini-hydro), hydro station control systems (in

***Energy Development and Power Generation Committee
Organization and Procedures Manual***

liaison with the Station Design, Operation and Control Subcommittee), hydraulic unit speed governing systems, prime movers, and reservoir management and level control systems.

- b. Develops standards, recommended practices, and guides for hydro generating station systems and equipment.
- c. Coordinates with technical committees, groups, societies, and associations as required.

2.6 Integration of Renewables Subcommittee

- a. Deals with all transmission and distribution matters related to the integration and delivery of renewable energy resources. Provides liaison to and cooperates with other committees, subcommittees, working groups and task forces, including standards making groups, in IEEE and other organizations with similar interests. Areas of interest include, but are not limited to, the following: Analytical studies of engineering, integration, penetration and impact on T&D systems. Engineering design of and experience related to renewable resource integration into T&D systems. Safety-related issues of renewable energy resources integrated into T&D systems. Technologies related to integration such as power electronic conversion, collection systems, and storage. Analytical and design tools, Standards, and education through panel sessions, special publications and tutorials.

2.7 International Practices Subcommittee

- a. Provides and maintains liaison to energy development and power generation professionals worldwide, including associated international technical committees, societies, groups, and associations.
- b. Follows technical developments in the international community and brings appropriate items to the attention of the EDPGC and PES, with the concurrence of the EDPGC Chair.
- c. Plans, coordinates, develops, and sponsors technical panel sessions, conferences, and standards pertaining to international practices, and policies in energy development and power generation.
- d. Promotes the preparation and publishing of technical papers, standards, special feature articles, and special reports pertaining to international practices, standards, and policies in energy development and power generation.

2.8 Renewable Technologies Subcommittee

- a. Studies and reviews the engineering, design, installation, operating practices, and performance of renewable electric generation technologies, including: solar photovoltaic, solar thermal, wind, biomass, geothermal, small hydroelectric, wave and tidal, and other renewable electricity sources.
- b. Identifies and studies research and development criteria needed to develop standards, recommended practices, and guides with respect to renewable generating station systems and equipment.
- c. Coordinates with other technical committees, groups, societies, and associations as appropriate.

*Energy Development and Power Generation Committee
Organization and Procedures Manual*

2.9 Station Design, Operation and Control Subcommittee

- a. Studies and reviews engineering, design, control, operation and installation practices for generating station power systems and equipment including: auxiliary systems (AC/DC), auxiliary equipment (uninterruptible power supplies, electric heating), wire and cable systems, grounding systems, cathodic protection systems, and NESC/NEC practices.
- b. Studies and reviews generating station operational engineering and design techniques, practices and documentation requirements.
- c. Studies and reviews energy assessment for generating station systems, equipment, and components, including audible noise control, unique identification systems, preoperational testing, data base management, economics, life management, availability, and reliability.
- d. Studies and reviews engineering and design, installation, and other features for the integrated control of generating station boiler, turbine, generator, and auxiliary systems. Included are responsibility for alarm monitoring, expert systems, security, reporting and information systems, regulation and control systems, machine governors, and the treatment of computer systems which support them.
- e. Defines electrical and non-electrical protection requirements and integrates them with protective relaying requirements to provide comprehensive protection of generating stations.
- f. Develops standards, recommended practices and guides for generating station systems, equipment, and practices.
- g. Coordinates with other technical committees, groups, societies and associations, as required.

2.10 Technologies for GHG Mitigation & Adaptation Subcommittee

- a. Studies existing and evolving electric and transportation mitigation technologies which reduce greenhouse gas (GHG) emissions throughout the complete power generation, delivery and end-use chain. The technologies considered include renewable generation resources such as solar and wind, distributed energy resources such as energy storage, fuel cells, electric hybrids vehicles, and building and home energy management systems for emission management.
- b. Considers greenhouse gases recognized by the IPCC (Intergovernmental Panel on Climate Change) and those under U.S. climate programs (e.g. non-regulated **ozone depleting substances**), but will focus on CO₂, which prevails in electricity and transportation industries.
- c. Includes, but does not limit itself to, existing and evolving mitigation technologies and adaptations that improve the electric industry's role in climate change abatement, as well as supporting and improving adaptation of the electric industry and communities to be more resilient to climate change.
- d. Contributes to better understanding through standards development, technology assessment, and related technical activities.

*Energy Development and Power Generation Committee
Organization and Procedures Manual*

3.0 Organization

The ED&PGC is comprised of officers of the Committee, the Chairs of its Subcommittees and the general membership of the Committee.

3.1 General Membership

3.1.1 Eligibility

- a. Every member of the ED&PGC shall be a member, in good standing, of the IEEE PES.

Note: There may be occasions when non-members of PES have qualifications which would be beneficial to certain specific activities of a subcommittee and particularly for a working group. For example, it may be desirable to bring in for consultation a physicist, or a mechanical or civil engineer.

- b. The members of the ED&PGC are appointed by the ED&PGC Chair with approval of the TC Chair.
- c. Except as approved by the ED&PGC AdCom, to qualify for Committee membership status, persons shall have spent at least two active years in subcommittee work of the ED&PGC during which technical competence is demonstrated in the technical areas within the scope of the ED&PGC. In these two years, the persons shall have regularly attended subcommittee meetings, or served as a corresponding member, and shall have actively participated in subcommittee activities.
- d. To continue as a member of the Committee, it shall be mandatory that active participation be continued at the subcommittee level.
- e. All committee members are appointed for a term of three years with reappointment as determined by the ED&PGC Chair.

3.1.2 Membership Qualifications

The qualifications for membership shall include at least one of the following:

- a. Knowledge on specific areas of Energy Development and/or Power Generation as covered by the scope and required for the particular subcommittee or working group activity.
- b. Interest in Energy Development and/or Power Generation as expressed by published papers, taking part in discussions of technical papers and presentations thereof.
- c. Willingness to devote time and effort to contribute to the advancement of the art by attending meetings, participating as a transaction paper reviewer, and suggesting, whenever possible, improvements in Committee operations.
- d. Continued participation in Committee functions such as serving as an officer, liaison member, liaison delegate, Subcommittee member, or Working Group/Task Force member.

3.1.3 Attendance Requirements

In order to retain membership, an ED&PGC member is expected to attend at least one out of three consecutive scheduled ED&PGC meetings. Failure to meet this requirement will result in the member being

***Energy Development and Power Generation Committee
Organization and Procedures Manual***

placed on probation with full membership privileges, subject to revocation, pending the member's submittal of *just cause* for not attending and a request for continued full membership. Such *just cause* continuance of membership will be considered by and acted upon by AdCom, whose decision will not be subject to appeal.

Members who, for whatever reason, become ineligible for full membership may, at the Committee's option, be considered as a candidate for Corresponding Membership.

3.1.4 Corresponding Membership

The ED&PGC may, at its option, offer Corresponding Membership to utilize the expertise of those who are not normally able to attend scheduled Committee meetings. Corresponding Members may participate in all Committee activities, including the development, review, and balloting of standards documents if they are members of IEEE SA.

Corresponding Members may be appointed by the Chair of the ED&PGC, with the concurrence of AdCom. The qualifications and eligibility for membership, and continued membership, are the same as for regular members, with the exception of the requirement for regular attendance at meetings. If desired, Corresponding Membership may be offered at Subcommittee, Working Group, and Task Force levels, in which case the appointments are made by the Chair of the respective Subcommittee, Working Group, or Task Force.

3.1.5 Honorary Membership

The ED&PGC may, at its option, name Honorary Members who retain their IEEE/PES membership, but because of extenuating circumstances, are generally unable to meet the other membership requirements.

An Honorary Member shall have first been a regular member generally recognized for his/her technical and administrative contribution to ED&PGC activities. An Honorary Member, however, has no voting privileges. These individuals participate by reviewing and commenting on subjects in their field of expertise and are retained on appropriate and necessary committee mailing lists.

3.1.6 Affirmation, Termination, and Reinstatement of Membership

Committee membership is reviewed and reaffirmed yearly and is contingent upon meeting the qualifications and requirements contained in this manual. A member may discontinue his/her 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 termination of membership may be issued to the affected member. A written appeal for membership reinstatement may be submitted to the Chair specifically stating why she/he should be reinstated.

3.2 Committee and AdCom Working Group Officers

3.2.1 Appointment and Qualifications

The Chair, Vice-Chair, and the Secretary of the ED&PGC are recommended by the outgoing ED&PGC Chair, with the concurrence of the immediate past Chair, and are approved by the Technical Council (TC) Chair. The Secretary, Vice-Chair, and Chair shall be senior members of IEEE. Normally there is a sequence of progression of officers from Secretary to Vice-Chair to Chair of the Committee.

*Energy Development and Power Generation Committee
Organization and Procedures Manual*

The Awards Working Group Chair is appointed by the ED&PGC Chair. The Technical Sessions and Conferences Working Group Chair is appointed by the ED&PGC Chair and will serve as the TCPC for ED&PGC. The Standards Coordinator is appointed by the ED&PGC Chair. All Fellow grade members of the IEEE and members of the Committee shall be members of the Fellows Working Group. The Fellows Working Group Chair shall be selected by majority electronic vote of the Fellows Working Group subject to approval by the Committee Chair. The Public Relations and Information Working Group Chair is appointed by the ED&PGC Chair.

3.2.2 Term of Office

The Committee Chair, Vice-Chair, and Secretary appointments shall be for a term of two years. The normal term of office shall be two years. Under extraordinary circumstances the term may be extended for not more than two additional years with the approval of the Technical Council.

The Standards Coordinator shall be for six years and may be reappointed at the discretion of the ED&PGC Chair. All other appointed officers shall be for three years and they may be reappointed at the discretion of the ED&PGC Chair. The Fellows Working Group Chair shall be selected yearly. He/she may be removed from the Chair by a unanimous vote of the AdCom.

3.2.3 Duties of the Committee Chair

The duties of the ED&PGC Chair shall include the following:

- a. Have general supervision of the activities of the Committee, preside at the meetings of the Committee and Administrative Subcommittee and shall be an ex-officio member of all subcommittees.
- b. Supervise the review of conference papers assigned to the Committee. Normally the processing of these reviews will be assigned to the Technical Conferences Program Chair (TCPC).
- c. Automatically be a member of the PES TC and attend their meetings when called.
- d. When requested, submit a written report of the Committee's activities for the current period for inclusion in the minutes of the TC meeting.
- e. In the fall of each year, with the consent of AdCom, make recommendations for appointment of the following as appropriate, based upon their terms of office:
 - ◆ Committee Chair
 - ◆ Committee Vice-Chair
 - ◆ Committee Secretary
 - ◆ Standards Administrator
 - ◆ Subcommittee Chairmen
 - ◆ Technical Conferences Program Chair (TCPC)

*Energy Development and Power Generation Committee
Organization and Procedures Manual*

- ◆ Awards Working Group Chair
- ◆ Fellows Working Group Chair
- f. A letter of appointment shall be issued by the Chair to each person recommended (including AdCom members) except for other subcommittee members and working group members whose letter of appointments will be issued by subcommittee chairs.
- g. Appointments of new members to the Committee, Subcommittees, and Working Groups are usually made annually. A letter of appointment is issued by the appropriate officer at the time of the appointment. The Committee Chair approves new Committee members. Subcommittee chairs may recommend new Committee members to the Committee Chair.
- h. Set date, time, and location of meetings of the ED&PGC and AdCom, and arrange for meeting rooms.
- i. Make sure notices of meetings, with agenda, are issued to the members of the Committee.
- j. Make sure AdCom meeting notices, with agenda, are issued to the members of that subcommittee.
- k. Direct the organization of any special meetings of the Committee and assign the Technical Conferences Program Chair to handle the meeting arrangements and to develop the technical session's program.

3.2.4 Duties of the Committee Vice-Chair

The duties of the ED&PGC Vice-Chair shall include the following:

- a. Preside at all ED&PGC and AdCom meetings not attended by the Chair.
- b. Automatically is a member of the PES Technical Council Organization and Procedures Committee.
- c. Review the ED&PGC and its subcommittee's scopes and propose revisions to ED&PGC AdCom as appropriate.
- d. With designated subcommittee and working group representatives, prepare a long range plan with the objectives of attracting new members to the ED&PGC, enhancing the professional development of the ED&PGC members, and advancing power systems engineering as it relates to energy development and power generation.
- e. Develop goals for future ED&PGC programs and work with the ED&PGC AdCom to plan program implementation.
- f. Develop public information programs to disseminate information about ED&PGC activities throughout the PES organization, IEEE web site, and to other organizations as appropriate.
- g. Keep the official copy of the "ED&PGC Organization and Procedures" document and revise and reissue as directed by the ED&PGC Chair. Revisions to the manual must be approved by AdCom prior to issuance to the membership. See Section 9.0 for revision procedures.

*Energy Development and Power Generation Committee
Organization and Procedures Manual*

3.2.5 Duties of the Committee Secretary

The duties of the ED&PGC Secretary shall include the following:

- a. Record minutes of the Committee meetings and distribute these to members of the Committee, PES TC, liaisons and those present at the meeting. In reporting an official action of the Committee, the minutes shall, on request of dissenters, contain a record of the dissenting votes.
- b. Record minutes of AdCom meetings and send these to members of AdCom.
- c. Submit revised and up-to-date membership lists to IEEE PES for inclusion in the annual PES Organization Manual and Membership Directory.
- d. In conjunction with the update of the IEEE PES directory each year, bring the roster of the ED&PGC, its subcommittees, and working groups up-to-date.
- e. Keep a record of attendance at the Committee meetings and at AdCom meetings.
- f. Keep an up-to-date record of the scopes of the ED&PGC, its subcommittees and its working groups. A copy of all the scopes shall be issued to each committee officer and to each subcommittee Chair.
- g. Compile a record of the activities of ED&PGC members, identifying attendance at meetings sponsored by the Committee, and issue this record to Committee members at the direction of the ED&PGC Chair.
- h. Make official stationery in electronic or paper form available to officers, subcommittee chairs, and others conducting committee business, as required.
- i. Make mailing lists available to committee officers, and others conducting committee business, as required.
- j. Issue notices of meetings, with agenda, to members of the Committee after receiving the master copy from the ED&PGC Chair.
- k. Issue AdCom meeting notices, with agenda, to members of that subcommittee after receiving the master copy from the ED&PGC Chair.

3.2.6 Duties of the Committee Standards Coordinator

The duties of the ED&PGC Standards Coordinator shall include the following:

- a. Provide guidance to the subcommittees and working groups of the ED&PGC on procedures and sources of information for the preparation of standards documents.
- b. Encourage standards work in the ED&PGC in areas where it is needed.
- c. Review and report regularly on the status of standards projects sponsored by the ED&PGC, including new projects being initiated.

***Energy Development and Power Generation Committee
Organization and Procedures Manual***

- d. Through liaison representatives of other PES committees and the PES Standards Coordinating Committee (SCC), effect coordination and report to the ED&PGC on standards activities in these committees which are of interest to the membership of the ED&PGC.
- e. Advise and coordinate with the PES SCC and other PES Committees on standards activities in the ED&PGC and keep the members of the ED&PGC informed on these matters.
- f. Where standards which effect ED&PGC are being developed by another IEEE group(s), as in the case of documents developed by the Industry Applications Society, notify ED&PGC members that the appropriate balloting group is being formed by IEEE SA.
- g. Act as the official liaison representative of ED&PGC to the IEEE PES SCC to perform the following:
 - ◆ Keep PES SCC advised of progress on ED&PGC sponsored standards projects.
 - ◆ Submit reports as required (normally twice a year), to PES SCC on standards activities in ED&PGC.
 - ◆ Receive information from PES SCC members on standards activities in their committee and keep ED&PGC informed of these activities.
- h. Act as the official liaison representative of ED&PGC to the IEEE PES SCC to perform the following:
 - ◆ Review the meeting agenda and mailing(s) from the New Standards Committee (NesCom), to ensure ED&PGC membership is aware of standards activities, as required.
 - ◆ Review the meeting agenda and mailing(s) from the Standards Review Committee (RevCom), to ensure ED&PGC membership is aware of standards activities, as required.
 - ◆ Notify NesCom, RevCom or STB of any comments or objections ED&PGC has to any standards project on their agenda.
 - ◆ Provide response as required, to NesCom, RevCom or STB on comments on ED&PGC sponsored standards documents.
- i. Advise the appropriate Subcommittee Chair whenever a standard developed by their subcommittee is within a year of its five-year review.
- j. Process all Standards Project Authorization Requests (PARs) for ED&PGC sponsored documents, for submittal to NesCom.
- k. Process all standards submittals to RevCom.

3.2.7 Committee Awards Working Group Chair

The duties of the ED&PGC AdCom Awards Working Group Chair shall include the following:

- a. Call, plan, and chair the Awards Working Group meetings.

***Energy Development and Power Generation Committee
Organization and Procedures Manual***

- b. Maintain liaison with all ED&PGC subcommittees and with all other PES committees through participation as the ED&PGC representative on the PES TC awards subcommittee.
- c. Provide guidance to Awards Working Group members regarding awards and the activities of this working group.

3.2.8 Technical Conferences Program Chair (TCPC)

The duties of the ED&PGC AdCom Technical Conferences Program Chair shall include the following:

- a. Represent the ED&PGC at Technical Conference and Sessions of the PES and serve as the TCPC.
- b. Develop programs for future technical conferences and sessions and coordinate programs with conference technical program committees.
- c. Automatically serve as a member of the Technical Council Technical Sessions Improvement Task Force.
- d. For general meetings, upon receipt of a tentative technical session's schedule from the Technical Council, plan the number of sessions to be sponsored by the ED&PGC alone or jointly with other committees.
- e. Prior to the deadline date, submit the final ED&PGC session's programs on the forms provided. Confer with the appropriate subcommittee Chair, and agree on the identity of the Session Chair for each session. Include this information on the form sent to IEEE Headquarters.
- f. At each meeting of the AdCom, develop the information necessary for forecasting the number of sessions to be sponsored by ED&PGC for future general meetings, summarized specific topics for future invited paper sessions and panels, and provide the report to the main committee.
- g. About six months prior to the next IEEE PES general meeting or before the next Technical Conference in which the ED&PGC will participate, request information from subcommittee chairs on technical papers which may become available for presentation. This is covered in more detail in the TC O&P Manual.

3.2.9 Fellows Working Group Chair

The duties of the Fellows Working Group Chair shall include the following,

- a. Chair meetings of the Fellows Working Group.
- b. Select a Vice-Chair to act as Chair in his/her absence and perform other duties as may be assigned by the Chair and assist the Chair with members' communications.
- c. On a yearly basis, solicit all subcommittees to identify potential Fellow Grade candidates, act as facilitator and distribute deadlines information.
- d. Sufficiently in advance, each year select and assign one Fellow member to perform the ordering of Committee nominees to be presented in a timely manner to the PES Fellows selection committee.

***Energy Development and Power Generation Committee
Organization and Procedures Manual***

(No person who has acted as nominator, reference, or endorser in any IEEE Society committees for the same year nominations round is eligible to be assigned for the ordering.)

- e. Report the activities of the Fellows Working Group at the Committee meeting at each General Meeting of the PES

3.2.10 Public Relations and Information Working Group Chair

- a. Chair meetings of the Public Relations and Information Working Group.
- b. Select a Vice-Chair to act as Chair in his/her absence and perform other duties as may be assigned by the Chair and assist the Chair with members' communications.
- c. On a yearly basis, solicit all subcommittees to identify potential publishable information for the overall benefit to the Committee, act as facilitator and distribute deadlines for such publications.
- d. Review all incoming information to assure it is of a technical as opposed to political or of a position type nature.
- e. Submit to and coordinate with the Editor of Power and Engineering for appropriate publications.
- f. Assure that all requirements of Articles 6.0-6.2, 'Communications' and of Articles 7.0-7.5, 'Position Statements' in this manual are fully adhered to.
- g. Report the activities of the Public Relations Working Group at the Committee meeting at each General Meeting of the PES.
- h. On a yearly basis contact Subcommittees Chairs to verify that each has appointed representation in the Working Group.

3.3 Subcommittees

3.3.1 Qualifications and Eligibility of Subcommittee Members

Subcommittee members shall be members in good standing of the IEEE PES. The members of the Subcommittees are appointed by the Chair of the Subcommittee with notification to the Chair of the ED&PGC.

Subcommittee membership is reviewed and reaffirmed yearly by the Subcommittee Chair and is contingent upon meeting the qualifications listed above.

A subcommittee member may discontinue her/his membership by sending a letter of resignation to the Subcommittee Chair. The Subcommittee Chair may elect to discontinue the membership of a continually inactive or nonparticipating member by sending written notification to the affected member.

Subcommittee members are appointed for a term of three years with reappointment as determined by the subcommittee Chair.

*Energy Development and Power Generation Committee
Organization and Procedures Manual*

3.3.2 Officers

3.3.2.1 Appointments

The Chairs of the subcommittees are appointed by the ED&PGC Chair. A copy of the appointments is sent to the TC Chair. The vice-Chair and/or secretary of a subcommittee (if required by the subcommittee) are appointed by the subcommittee Chair with approval of the ED&PGC Chair.

The Subcommittee Standards Coordinator (if required by a subcommittee), is appointed by the Chair of the respective subcommittee.

3.3.2.2 Duties of Subcommittee Chair

The duties of a Technical Subcommittee Chair shall include the following:

- a. Supervise the affairs of their subcommittee, under the general direction and guidance of the ED&PGC Chair. Monitor and supervise the activities of the Task Forces and Working Groups under the direction of the Subcommittee.
- b. With the approval of the ED&PGC Chair, select one or more persons, such as a vice-Chair and/or secretary, to assist with the administration of the subcommittee.
- c. Call and preside at the meetings of their subcommittee.
- d. Promote technical papers pertaining to the objectives of their subcommittee and its working groups.
- e. Be alert to new technical problems that need to be worked on by their subcommittee.
- f. Recommend the establishment of new working groups and the dissolution of old ones when they have served their purpose.
- g. Process the review of technical papers sent to the subcommittee by the Technical Conferences Program Chair.
- h. Recommend an appropriate number of papers each year to the ED&PGC Awards Working Group.
- i. Report on the activities of the subcommittee and its working groups, either verbally at meetings of ED&PGC or in writing to the ED&PGC Chair when so requested.
- j. Submit minutes, including meeting attendance lists, of the meetings of their subcommittee and its working groups, for inclusion in the ED&PGC meeting minutes.
- k. Recommend members of their subcommittee for membership on the main committee. The Committee Chair approves new Committee members.
- l. Recruit and induct new subcommittee members and retire members who do not perform.
- m. Canvass members annually to determine the member's continued interest in the subcommittee.

*Energy Development and Power Generation Committee
Organization and Procedures Manual*

- n. Maintain up-to-date rosters for the subcommittee and all working groups and task forces and furnish these rosters annually to the ED&PGC Secretary in accordance with the schedule for updating the IEEE PES Organization Manual and Committee Directory.
- o. With the concurrence of the ED&PGC Chair, issue a letter of appointment when required, to each member continuing to serve on the subcommittee. A letter of appointment to a new member of a subcommittee is made at the time of the appointment.
- p. Request the Awards Working Group Chair to prepare committee certificates of appreciation for subcommittee members who have provided outstanding service for the subcommittee as working group chairs or have provided other outstanding services for the subcommittee.
- q. Submit technical papers, working group reports and/or standards sponsored by the subcommittee for consideration as committee prize papers and for possible sponsorship by the committee as a candidate PES or IEEE prize paper.
- r. Meet and work with the Awards Working Group Chair on selection of candidates for committee awards, PES awards and IEEE awards such as; prize paper awards, distinguished service awards, standards medallions and fellow awards, etc. The subcommittee chairs may designate a subcommittee member as the subcommittee representatives to the Awards Working Group.

3.4 Subcommittee Working Groups

3.4.1 Qualifications and Eligibility of Working Group Members

Working Group members need not be a member of the Power and Energy Society but are encouraged to be members in good standing of the Society. The members of Working Groups are appointed by the Chair of the Working Group with notification to the Chair of the Subcommittee.

A Working Group member may discontinue his/her membership by sending a letter of resignation to the Working Group Chair. The Working Group Chair may elect to discontinue the membership of a continually inactive or non-participating member by sending written notification to the affected member.

3.4.2 Qualifications and Eligibility of Working Group Chairs

The Chair of a Working Group shall be a member in good standing of the Power and Energy Society, the Energy Development and Power Generation Committee, and the IEEE Standards Association. Furthermore, the Working Group Chair should possess the following:

a. Technical Ability

The Working Group Chair should have demonstrated technical ability through participation in Subcommittee and Working Group activities and discussions. He/she must have a reasonable level of expertise within the Working Group's subject of assignment.

b. Procedural Experience

***Energy Development and Power Generation Committee
Organization and Procedures Manual***

The Working Group Chair should have been actively participating in Technical Committee activities and should have demonstrated the willingness to accept and complete assignments and follow through until finished.

c. **Personal Characteristics**

The Working Group Chair should be articulate and an innovative contributor. She/he should have leadership qualities as demonstrated by thoughtful engagement in debate and discussion. He/she should have excellent verbal and written communication skills.

d. **Administrative Support**

The Working Group Chair should have access to electronic and web-based media and to appropriate reproduction and mailing facilities for the distribution of drafts as well as the final document.

3.4.3 Appointment of Working Group Chairs

The Chair of a Working Group is appointed by the Chair of the respective subcommittee with notification to the Chair of the ED&PGC. The Chair of a Working Group shall be a member of the respective subcommittee and a member of IEEE SA. General practice is for the Working Group Chair to serve for the duration of the Project Authorization Request.

3.4.4 Duties of the Working Group Chair

The duties of the Working Group Chair shall include the following:

- a. The Chair shall maintain and keep current the scope of the working group. Any changes that evolve over the duration of the working group shall be handled in accordance with the requirements for PAR revision.
- b. The Chair shall be responsible for maintaining a current roster of the working group membership and submitting the roster to the IEEE-SA.
- c. The Chair shall be responsible for recording the minutes of its meetings complete with a listing of those in attendance. The minutes shall be transmitted to the Subcommittee Chair.
- d. The Chair shall be responsible for the distribution of working drafts of the documents under development and shall submit the final balloted drafts to the Standards Coordinator for submittal to the IEEE-SA Standards Board for the Standards Board's approval. The Chair or the Chair's designated representative shall be the Official Reporter for standards projects of the working group and shall be responsible for the content of the drafts.

4.0 Quorum and Voting Requirements

The rules for a committee quorum and requirements for voting on a motion in a committee meeting shall be similar to the appropriate sections of the Technical Council Organization and Procedures Manual, except they shall involve the membership of ED&PGC. The ED&PGC shall be allowed to conduct committee business between meetings at the discretion of the Chair by use of a letter or electronic ballot.

***Energy Development and Power Generation Committee
Organization and Procedures Manual***

5.0 *IEEE Standards Development*

- a) If any subcommittee or working group of the Energy Development & Power Generation Committee is involved in any phase of development for IEEE standards, the policies and procedures for IEEE standards as set forth in the Technical Council's Organization and Procedures Manual and the Energy Development and Power Generation Committee Policies and Procedures Manual for Standards Development shall apply to the subcommittee or working group.

6.0 *Communications*

All ED&PGC officers should use the committee letterhead, or email notification, when corresponding on behalf of committee activities.

6.1 *Formal Internal Communications*

If correspondence between subcommittees or between working groups of different subcommittees involves issues or decisions (that is, non-routine matters) affecting other subcommittees, copies shall be sent to all affected subcommittee chairs, the Secretary, and the committee officers.

6.2 *External Communication*

Inquires relating to the ED&PGC should be directed to the Chair, and members should so inform individuals who raise such questions. All replies to inquires shall be made through the Chair.

7.0 *Position Statements*

7.1 *Position Statements on Standards*

All communications shall comply with the IEEE-SA Standards Board Operations Manual. These procedures apply to communications with government and inter-governmental bodies.

7.2 *Committee Position Statements*

Committee position statements shall not be released without prior approval by the Committee.

7.3 *Subgroup (groups under the main committee) Position Statements*

Subgroup position statements shall not be released without prior approval of the subgroup. Such position statements may proceed unless blocked by a Committee vote at a Committee meeting. For position statements not presented for review at a Committee meeting, members shall be provided a review period of at least five (5) days. If, during that time, a motion to block the position statement is made, release of the position statement will be withheld [pending failure of the blocking motion].

Subgroup position statements shall be identified in the first paragraph of the position statement as being specifically the position of the subgroup. These statements shall be issued by the Subgroup Chair and shall

***Energy Development and Power Generation Committee
Organization and Procedures Manual***

include the Sponsor Chair in the distribution. Such statements shall bear neither the IEEE nor the IEEE Sponsor logos.

7.4 Informal Communications

Informal communications shall not imply that they are a formal position of the Committee, subcommittee, nor the working group.

7.5 Position statements to be Issued by Other Entities

If the Committee wishes to go to another IEEE entity (as defined in of the IEEE Policy and Procedures) to have that entity offer a position statement on a standards matter, they shall do so after agreement from the IEEE-SA Standards Board and after informing the IEEE-SA Board of Governors. Therefore, proposed position statements that need to be issued by other IEEE entities shall be forwarded to the IEEE-SA Standards Board Secretary for further action.

8.0 Special Technical Conferences

8.1 Special Meetings of the Energy Development and Power Generation Committee

Special meetings may be called by AdCom, to allow the entire program to be devoted to predefined special topics or activities. Also, at those meetings, papers of a more controversial nature can be presented with open and free discussion since neither the papers nor the discussions would necessarily be published.

Special meetings are held as designated by AdCom with the approval of ED&PGC members (normally by voice vote at an ED&PGC meeting). It is suggested that the meetings run for three or four days, starting on Tuesday or Wednesday morning and continuing until Friday or Saturday. Working groups are encouraged to meet before, and generally in preparation for, subcommittee meetings. Wednesday morning is reserved for meetings of subcommittees. The technical papers are usually presented at a session on Thursday afternoon and an additional session may be scheduled for Friday afternoon. Frequently, this session includes technical presentations coordinated with inspection trips. None of these papers need be submitted for any preliminary review. The ED&PGC meets on Friday morning. Inspection trips can be scheduled for Thursday evening, Friday afternoon or evening, or on Saturday. The schedule can be altered to suit local conditions.

The location of the special meeting depends on invitations received from committee members who feel that their area has something of unusual and current interest to show the other committee members during an inspection trip. The location has varied over the years to give maximum geographical coverage. Meeting locations should be selected at least one year in advance.

The meeting is designated by the ED&PGC Chair, and is organized by the Technical Conferences Working Group, which arranges local hotel accommodations, registration, inspection trips, and the technical session's program. The Working Group also arranges for the luncheons and the luncheon speakers, if any.

It is important that early and adequate notice of the meeting be given to all main committee, subcommittee and working group members in order to ensure good attendance. A separate program for the spouses of the members is encouraged.

The local chapter or section should be advised of the meeting and encouraged to attend.

***Energy Development and Power Generation Committee
Organization and Procedures Manual***

A registration fee is generally charged to cover inspection trip, transportation, meeting rooms, and general costs of the meeting. All those attending the meeting, including working group members, should register.

A financial report of the meeting, prepared by the Technical Conferences Working Group Chair, should be submitted within two months of the meeting to the ED&PGC Chair.

A working fund for this meeting is maintained in a savings account by the IEEE. AdCom should review the balance in this account at the General Meeting and decide if the balance should be reduced and returned to the membership through reduced registration fees at subsequent meetings.

9.0 Revisions to this Manual

Suggested changes to this manual may be submitted by the ED&PGC membership to the Vice-Chair. The Vice-Chair will submit proposed changes to the Chair for concurrence. Upon receipt of concurrence, the Vice-Chair will distribute copies of the suggested changes to the members of AdCom for review and comment. If judged appropriate, AdCom will approve the changes. The Vice-Chair will then incorporate the changes into the manual and re-distribute it to the membership through the Chair. The Vice-Chair will then submit the revised manual to the IEEE-SA Standards Board Audit Committee (AudCom) for review and acceptance. See section 3.2.4 for the Vice-Chair duties and responsibilities.