

IEEE PES POWER SYSTEM RELAYING AND CONTROL COMMITTEE (PSRCC)

ORGANIZATION AND PROCEDURE MANUAL

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IEEE PES POWER SYSTEM RELAYING AND CONTROL COMMITTEE (PSRCC)
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1.0 INTRODUCTION

The Power System Relaying and Control Committee (PSRCC) is a Technical Committee of the IEEE Power & Energy Society (PES). The PSRCC functions within the Scope of the Technical Council of the IEEE PES. The PSRCC reports to the Technical Council on matters concerning membership, technical publications, recognition, scope and the coordination of Power & Energy Society generated standards. The PSRCC, in support of the PES goals and with the direction and coordination of the Technical Council, shall assist in the following activities:

- a) Promote the understanding of power system relaying and control,
- b) Hold regular meetings to promote the development of standards, recommended practices, guides, surveys, and technical papers related to power system relaying and control,
- c) Within its scope, initiate and prepare standards, recommended practices, and guides, and cooperate in the preparation of standards with other groups and report on standards activities to the IEEE Standards Board (please see the Policies and Procedures for Standards Development),
- d) Review and grade technical papers,
- e) Initiate, propose and/or process awards for committee, subcommittee and working group members. Promote Senior Memberships and IEEE Fellow candidates and evaluate proposed Fellow candidates by other than committee sources,
- f) Offer cooperation with local sections/chapters of the IEEE PES,
- g) Select session Chairs and coordinate technical sessions at meetings designated by PES,
- h) Inform the general membership of the PES about the activities of the Committee by submitting news items to the Power & Energy Society publications, as appropriate.

2.0 PURPOSE OF THE ORGANIZATION AND PROCEDURE MANUAL

The purpose of this document is to provide information to officers, members and nonmembers about the PSRCC and its subcommittees and working groups and to assist them in understanding and working effectively with the PSRCC and its superior organizations for all matters other than standards development, of which is covered in the Policies & Procedures for Standards Development document. Should conflicts occur or exist between this manual, the Technical Council Organization and Procedure Manual, the IEEE Bylaws or the IEEE Standard Manual, then the Bylaws or the Standards Manual shall take precedence followed by the Technical Council O and P Manual.

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3.0 POWER SYSTEM RELAYING AND CONTROL COMMITTEE SCOPE AND ORGANIZATION

The organizational structure of the PES is shown in the current issue of the IEEE Power & Energy Society Organization and Committee Directory available at the IEEE-PES web site. The Power & Energy Society is Division VII of the Institute of Electrical and Electronics Engineers (IEEE). For operating functions, it is responsible to the IEEE Technical Advisory Board and for technical activities to the IEEE Technical Activities Board. The Technical Committees function within the Scope of the Technical Council.

3.1. Power System Relaying and Control Committee (PSRCC) Scope

Treatment of all matters in which the dominant factors are the principles, application, design, construction, testing, and operation of power system protection and control. Protection and control systems include one or more of the following functions: sensing, data acquisition and processing, fault detection, manual or automatic control, and auxiliary operation.

Included are:

- The devices providing these functions such as protective relaying, regulating, monitoring, synchronism-check, synchronizing, and reclosing relays; transducers; and Intelligent Electronic Devices (IEDs).
- The protection and control functions employed in the generation, transmission, distribution, and utilization of electrical energy, and their effects on system operation.
- The environmental phenomena that can adversely affect them.
- The communication, cybersecurity, time synchronization, and related requirements necessary to support protection and control systems, such as the identification and declaration of object modeling, message sizes, latencies, and jitter for satisfying technical and business requirements.

The scope includes liaison and cooperation with other technical committees, societies, groups and associations concerned with various aspects of items herein.

3.2. PSRCC Officers

(Officers are as defined in the IEEE/PES Power System Relaying and Control Committee Policies & Procedures for Standards Development. If any discrepancies arise, the IEEE/PES Power System Relaying and Control Committee Policies & Procedures for Standards Development will take precedence.)

There shall be a Chair, a Vice-Chair, a Secretary, a Treasurer and a Standards Coordinator. A person may simultaneously hold the positions of Secretary and Treasurer.

All officers shall be a member of any grade (except students) of the IEEE/PES and a member of the IEEE-SA. (IEEE-SASB Bylaw 5.2.1). The officers shall manage the Power System Relaying and Control Committee; oversee the Power System Relaying and Control Committee's compliance with these Policies & Procedures for Standards Development; and submit proposed documents approved by the Power System Relaying and Control Committee (with supporting documentation) for appropriate review and approval by the IEEE-SA Standards Board. Officers shall read the training material available through [IEEE Standards Development Online](#).

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3.2.1. Appointment of officers

In accordance with the Organization & Procedures Manual of the Technical Council of the IEEE Power and Energy Society [IEEE/PES Technical Council], the Chair, Vice-Chair, Secretary and Treasurer are recommended by the incumbent Chair of the Power System Relaying and Control Committee with the concurrence of the immediate Past Chair and are approved by the Chair of the IEEE/PES Technical Council. The Standards Coordinator is appointed by the Power System Relaying and Control Committee Chair with the concurrence of the immediate Past-Chair.

3.2.1.1. Terms of office

The Chair, Vice-Chair, Secretary and Treasurer serve for terms of one year, with a one year reappointment, for a maximum of two years.

The Standards Coordinator serves for a term of five years, and may be reappointed.

3.2.1.2. Automatic progression of officers

The Committee employs automatic progression of its officers from Secretary to Vice-Chair to Chair, in a six-year time span.

3.2.1.3. Temporary appointments to vacancies

If an office other than the Chair becomes vacant for any reason [such as resignation or removal], a temporary appointment shall be made by the Chair for a period of up to 12 months. An appointment for the vacated office shall be made in accordance with requirements in Clause 3.2 and Clause 3.2.1.

3.2.2. Removal of officers

An officer (other than the chair) may be removed by a two-thirds vote of the voting members of the Power System Relaying and Control Committee. Grounds for removal shall be included in any motion to remove an officer. The officer suggested for removal shall be given an opportunity to make a rebuttal prior to the vote on the motion for removal.

Removal of the Chair shall be by action of the IEEE/PES Technical Council.

3.2.3. Responsibilities of officers

The officers of the Power System Relaying and Control Committee shall manage the day-to-day work of the Power System Relaying and Control Committee. The officers are responsible for implementing the decisions of the Power System Relaying and Control Committee and managing the activities that result from those decisions.

3.2.3.1. Chair

The responsibilities of the Chair include

- a) Leading the activity according to all of the relevant policies and procedures
- b) Forming study groups, as necessary

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- c) Being objective
- d) Entertaining motions, but not making motions
- e) Not biasing discussions
- f) Delegating necessary functions
- g) Ensuring that all parties have the opportunity to express their views
- h) Setting goals and deadlines and adhering to them
- i) Being knowledgeable in IEEE standards processes and parliamentary procedures and ensuring that the processes and procedures are followed
- j) Seeking consensus of the Power System Relaying and Control Committee as a means of resolving issues
- k) Prioritizing work to best serve the Power System Relaying and Control Committee and its goals
- l) Complying with the Chair's responsibility with respect to the IEEE-SA Intellectual Property Policies, including but not limited to the IEEE-SA Patent Policy (see IEEE-SA Standards Board Operations Manual 6.3.2, <http://standards.ieee.org/board/pat/index.html>) and IEEE-SA Copyright Policy (see IEEE-SA Standards Board Bylaws 7, <http://standards.ieee.org/guides/bylaws/sect6-7.html#7>)
- m) Submitting approved Power System Relaying and Control Committee P&P to the IEEE-SA Standards Board Audit Committee (AUDCOM—see <http://standards.ieee.org/board/aud/index.html>)
- n) Ensuring that each working group has a set of P&P approved by the Power System Relaying and Control Committee. The chair will provide the working group P&Ps to AUDCOM upon request
- o) Submitting the Power System Relaying and Control Committee's annual report to the IEEE-SA Standards Board
- p) Presiding at the meetings of the Power System Relaying and Control Committee
- q) Shall be an ex-Officio member of all subgroups of the Power System Relaying and Control Committee
- r) Appoint Main Committee members
- s) Represent the Power System Relaying and Control Committee at the PES General Meeting
- t) Providing the Power System Relaying and Control Committee contributions to the annual updates of the PES Organization Manual and Membership directory , but may delegate
- u) Assuring timely review of technical papers
- v) Providing training for subcommittee and working group leaders
- w) Assuring appropriate awards and recognition are presented to deserving members

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- x) Monitoring the need to change scope of the Committee, with Technical Council's approval
- y) Monitoring the need to form new Subcommittee and disband them as necessary
- z) Stimulating the professional bearing of the Committee
- aa) Encouraging the highest principles of truth and accuracy in all documents
- bb) Discouraging commercialism in any PSRCC publication
- cc) Presiding over the ADCOM meeting

3.2.3.2. Vice-Chair

- a) The Vice-Chair shall carry out the Chair's duties if the Chair is temporarily unable to do so or chooses to recuse him- or herself (e.g., to speak for or against a motion).
- b) Biannually, in the second year as Vice-Chair, reviewing the Committee Organization, Policies & Procedures for Standards Development for currency and accuracy. Preparing revision recommendations for review by the Administrative Subcommittee [ADCOM] as required.
- c) Technical Committee Paper Coordinator , to administer the review of technical papers and scheduling at the PES General Meeting and other meetings as appropriate, to appoint PSRCC technical session chairs for the PES General Meeting
- d) Promote PSRCC contributions to and participation in PES meetings

3.2.3.3. Secretary

The responsibilities of the Secretary include

- a) Scheduling meetings in coordination with the Chair and distributing a "First Notice" announcing each upcoming meeting at least 90 calendar days before the meeting, providing hotel registration information and a procedure to allow attendees and spouse to register for 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 and publishing them within 60 calendar days of the end of the meeting
- d) Creating and maintaining the participant roster and submitting it to the IEEE Standards Department annually
- e) Being responsible for the management and distribution of Power System Relaying Committee documentation
- f) Maintaining lists of unresolved issues, action items, and assignments
- g) Recording attendance of all attendees at the Power System Relaying Committee and ADCOM meetings.

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- h) Maintaining a current list of the names of the Power System Relaying Committee voting members and distributing it to the members upon request
- i) Forwarding all changes to the roster of Power System Relaying Committee voting members to the Chair
- j) Managing the PSRCC bank accounts and determine appropriate registration fees to maintain adequate balance
- k) Collecting the meeting registration fee from each person in attendance
- l) Paying the hotel bills for the PSRCC functions
- m) Annually provide summary of bank balances, meeting expenses and other significant financial items
- n) Updates the PSRCC Membership and Scope report and make available for posting on the web site at the beginning of each year, identifying current PSRCC Main Committee membership (the “Main Committee”), subcommittee scope and membership, and working group assignments and membership, with Honorary PSRCC Main Committee members listed separately
- o) Maintain the Working Group Matrix after each meeting, with information provided by each subcommittee, providing status of the working group progress towards completion of assignments

NOTE: As stated in 3.2 above, a person may simultaneously hold the positions of Secretary and Treasurer.

3.2.3.4. Treasurer

The responsibilities of the Treasurer include:

- a) Maintaining a budget for the Power System Relaying and Control Committee
- b) Controlling all funds, including any into and out of the Committee’s bank account
- c) Following IEEE policies concerning standards meetings and finances
- d) Adhering to the IEEE Finance Operations Manual
- e) Submitting appropriate Annual Financial Reports (IEEE SA Form L50-S) to the Business Manager, Business Administration, or assignee, for the operation of the Power System Relaying and Control Committee and all of its subgroups.
- f) Attending ADCOM and presenting the Treasurer’s report.

NOTE: As stated in 3.2 above, a person may simultaneously hold the positions of Secretary and Treasurer.

3.2.3.5. Standards Coordinator

The responsibilities of the Standards Coordinator shall include:

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- a) Preparing the current status for all standards sponsored by the Committee
- b) Coordinating activities with IEEE Standards Board and Standards Coordinators of other Technical Committees
- c) Representing the Committee at the annual Technical Council's meeting of Standards Coordinators
- d) Attending all ADCOM meetings and presenting a report on document status
- e) Assuring all documentation for opening a standards project (PAR) is complete and correct by performing a review prior to submission
- f) Assisting in the creation of Working Groups and authorizing the Working Group chair through the IEEE My Ballot process
- g) Attending all meetings of the Committee and reporting any standards requiring immediate or urgent action by the Committee
- h) Maintaining the PSRCC block of C37 project numbers to be assigned to all PSRCC developed standards, these include C37.90 through C37.250, excluding C37.100.

3.3. Power System Relaying Committee Member

Qualification for Membership in the Main Committee (PSRCC Membership as known as Main Committee Membership) is per the Committee Policies & Procedures for Standards Development.

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

3.3.1. Duties of a PSRCC Member

Additional duties over what is stated in the Committee Policies & Procedures for Standards Development include:

- a) Assist in completing working group assignments not related to PARs, including creation of technical reports, surveys, and special IEEE publications,
- b) Review technical papers submitted for IEEE publication,
- c) Take a leadership role in formulation of working group assignments and as chair or vice chair of working groups and subcommittees,
- d) Serve as a resource available to all other attendees and to the leaders of PSRCC and its activities.
- e) Regular attendance at Main Committee meetings.

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3.3.2. Affirmation, Termination and Reinstatement of Membership

As per Committee Policies & Procedures for Standards Development.

3.3.3. PSRCC Honorary Member

As per Committee Policies & Procedures for Standards Development.

4.0 PSRCC SUBCOMMITTEE (SC) SCOPES AND ORGANIZATION

4.1. Subcommittee Scopes

4.1.1. Establishment of Subcommittee Scopes

The scope of a SC is established by the PSRCC with the approval of the PES Technical Council. The scope defines in broad terms the technical areas to be covered by the SC. The scopes should be reviewed periodically to assure coverage of changes in the art, new problems, etc.

4.1.2. Advisory SC (ADCOM)

The purpose of the Advisory Subcommittee is to assist the PSRCC Chair on all matters, as requested, in the functioning, direction, and conduct of the work of the PSRCC. The ADCOM SC consists of the current PSRCC officers, SC Chairs, the Working Group chairs of the Administrative Subcommittee, and past PSRCC Chairs.

4.1.3. Administrative [B] Subcommittee

The Administrative subcommittee is made up of Awards and Recognition, IEEE Fellow Selection, Membership and Publicity, Organization and Procedure Manual Revision, Working Group Chair Training, Long Range Planning, and Web Site maintenance. Other groups can be added at the discretion of the Chair.

4.1.4. Systems Protection SC [C]

Evaluate protection system responses to abnormal power system states. Evaluate and report on special protection schemes, remedial action schemes, monitoring and control systems and their performance during abnormal power system conditions. Recommend corrective strategies and develop appropriate standards, guides, or special publications. Evaluate and report on new technologies that may have a bearing on protection system performance during abnormal power system conditions.

4.1.5. Line Protection SC [D]

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Investigate and report on the relaying techniques and systems used for transmission and distribution (T&D) line protection. Develop statistics and recommend protection practices for improving line relaying performance. Develop and maintain standards for line protection.

4.1.6. Relaying Communications and Control SC [H]

Evaluate and report on the characteristics and performance of protective relaying communications and control systems. Recommend communication requirements, operating and test procedures which assure reliable performance of the overall protection and control system. Report on new relaying equipment designs tailored to specific communication requirements. Included are matters necessary to the function of such systems employed in the generation, transmission, distribution, and utilization of electrical energy, and their effects on system operation. Control systems include data acquisition and processing from devices such as transducers, Intelligent Electronic Devices (IEDs), and Human Machine Interfaces (HMIs) including the low-level interfaces to these systems. Power System control issues associated with Power System Dynamics are excluded from this scope.

4.1.7. Relaying Practices SC [I]

Develop, recommend and establish standards on protective relaying practices which are compatible with the electrical environment, including but not limited to; relay withstand capabilities to electromagnetic interference, characteristics and performance of instrument transformers, testing procedures, applications performance criteria, and definitions of relay and relay systems. Evaluate and report on pertinent aspects of protective relaying not addressed by other PSRCC Subcommittees. Maintain applicable protective relaying standards.

4.1.8. Rotating Machinery Protection Subcommittee [J]

Evaluate and report on protective relaying concepts and practices applicable to generators, motors, synchronous condensers, associated auxiliary systems, and performance of plant protective systems. Develop and maintain related relaying standards.

4.1.9. Substation Protection SC [K]

Evaluate and report on methods used in protective relaying of substations and the consumer or independent power producer, associated equipment and performance of these protective systems. Develop and maintain relaying standards which relate to this equipment and the utility-consumer interface.

4.2. PSRCC Subcommittee Chair

4.2.1. Appointment

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The PSRCC Chair appoints the SC Chair, and the Chair of the PES Technical Council is notified of the appointment. Whenever possible, the chair position shall be assumed by the existing vice chair to promote continuity of experience.

4.2.2. Qualifications

He/she must be a member of the PSRCC Main Committee.

4.2.3. Term

A SC Chair is appointed yearly. The general practice is to serve for three years. During this term, the SC Chair also serves as a member of the PSRCC Advisory Subcommittee (ADCOM).

4.2.4. Duties

- a) SC Chair should appoint and re-appoint SC members yearly, following a regular review of SC membership.
- b) The SC Chair should make a periodic review of the activity and productivity of the individual membership of their SC. Verbal reports will be requested periodically by the PSRCC Chair and will serve as a guide toward appointment of PSRCC members. The workload of the SC should be organized so that each SC member shares the responsibilities.
- c) SC Chairs should regularly provide members with the following:
 - a. The scope of the SC.
 - b. A summary of the activities of the working groups reporting to the SC.
- d) The SC Chair should help each SC member who needs support by the PSRCC in gaining authorization for trips, reasonable amounts of working time, etc., from the member's employer. Where support is needed, the SC Chair should consult with the PSRCC Membership and Publicity Working Group Chair on the proper methods of implementation.
- e) The SC Chair appoints a Working Group (WG) or Task Force (TF) Chair, with prior approval of PSRCC officers. These appointments are often critical to the success of the activity. Care should be taken to assure the Chair can provide effective, unbiased leadership.
- f) The SC Chair should provide the proposed assignment to the Working Group (WG) or Task Force (TF) Chair describing the WG or TF objectives and charges. After appropriate discussion with the WG or TF, the WG or TF proposes a final assignment, which then must be approved by the SC Chair and PSRCC Officers. The SC Chair announces the new working group and its assignment at a PSRCC Main Committee meeting.
- g) SC Chairs should encourage attendance of nonmembers at their meeting. Guests should be encouraged to participate in the discussions of the SC, within the limits of time, and at

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the discretion of the SC Chair. Where appropriate, suggestions of guests should be implemented.

- h) Each SC Chair, with the aid of the SC Vice-Chair, should prepare a report of the SC's activities for presentation at the Main Committee meeting of the PSRCC. **This report should be provided to the PSRCC Secretary for inclusion in the minutes of the PSRCC meetings. The report should be submitted to the PSRCC Secretary no later than two weeks following the meeting.**
- i) The SC Chair should keep records of members' attendance on file. Records of SC meeting attendance are important in the continuing evaluation of existing members and in the consideration of prospective new members.
- j) The SC Chair should prepare a meeting Notice and Agenda. The meeting notice and agenda should specify the date and location of the forthcoming meeting. It should be made available to each member of the group, to the web site coordinator, and to the PSRCC officers at least two weeks prior to the forthcoming meeting.

4.3. PSRCC Subcommittee Vice-Chair

4.3.1. Appointment

The Vice-Chair should be recommended by the Subcommittee Chair and approved by the PSRCC Chair.

4.3.2. Qualifications

The SC Vice-Chair works harmoniously and closely with the SC Chair. He/she should be a member of the PSRCC, preferably with experience in SC work. Demonstrated leadership skills are essential.

4.3.3. Term

A SC Vice-Chair is appointed yearly. The general practice is to serve for three years, followed by progression to the Chair position.

4.3.4. Duties

The SC Vice-Chair carries on the work of the SC in the absence of the SC Chair, and should be prepared to take over for the Chair. The SC Vice-Chair prepares and makes available the minutes or notes of meetings to all SC members, to all in attendance at the meeting, and to the PSRCC officers. All SC Vice-Chairs are members of Working Group B1 - Awards and Recognition Working Group.

4.4. PSRCC SC Members

4.4.1. Appointment

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The SC Chair, with the approval of the PSRCC Chair, appoints members of a SC.

4.4.2. Qualifications

Members of a SC must be members of the IEEE Power & Energy Society. Nomination for appointment should recognize:

- a) The individual's experience and/or interest in the field of the SC.
- b) The extent of the individual's participation in other subcommittees. In general, membership on three SC's is a reasonable limit for any one person.
- c) Particular experience of the individual, which should be valuable to the SC work.
- d) The interests expressed by the individual in the SC and the PSRCC.

4.4.3. Term

The term of office is one year, with reappointment. The SC Chair should review the attendance and participation of SC membership. Those members not meeting requirements should be contacted to determine if they will be able to meet membership requirements in the future. SC members not willing or able to meet requirements may be removed following notification of the PSRCC Chair and Secretary.

4.4.4. Duties

A subcommittee (SC) member regularly attends and participates in subcommittee meetings. The SC member reviews subcommittee minutes for accuracy and content. The SC member participates in the activities of one or more of the SC working groups, including timely response to assignments and ballots.

5.0 WORKING GROUPS AND TASK FORCES

5.1. Establishment of Working Groups (WG) or Task Forces (TF)

Specific projects or studies are undertaken by WG or TF each acting under its own Chair. A WG may be established by:

- a) A SC Chair, when the project involved falls within the scope of its SC. Such a WG reports to the SC.
- b) The PSRCC Chair, when the project involved does not clearly fall within the scope of an established SC and does not warrant establishment of a new SC. Such a WG reports to the PSRCC Advisory Subcommittee.

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It is the responsibility of the Chair of the sponsoring SC to determine when and if a WG should be formed. The selection of a WG Chair is made by the SC Chair, after obtaining approval of the PSRCC officers.

5.1.1. The WG or TF Assignment

The Chair of the sponsoring group (the Subcommittee Chair) shall prepare for the Chair of the WG a preliminary assignment describing the objectives and charges to the WG. After appropriate discussion within the working group, the WG Chair should propose a final assignment for approval by the SC Chair and by the PSRCC Officers.

Task Forces may be setup by the Chair of the PSRCC, or by a SC, or by a WG. Task Forces are established to handle very short, limited projects or studies. Effective use of such groups can be made to simultaneously handle different parts of a major project or to investigate the need for a new Working Group.

5.1.2. Target Dates

Target dates for interim reports and project completion should be clearly established by the Chair of the sponsoring SC, and every effort should be made to meet them.

5.2. WG or TF Chair

5.2.1. Appointment

The SC Chair, with approval of the PSRCC officers, appoints the WG or TF Chair. If the appointee is not presently a member of the SC, upon approval of the PSRCC officers, the appointee becomes a member of the SC. SC chairs are encouraged to separate the process of chair selection from the process of WG or TF creation.

5.2.2. Qualifications

The Chair should have experience in the field of the working group assignment and should possess leadership skills. It is also important that the Chair not be the recognized expert in the field, since this often inhibits the contributions of other working group members. If the product output from the working group is a PAR controlled document (i.e. proposed Standard), then the working group chair must be a member of the PES and IEEE-SA.

5.2.3. Term

The WG or TF Chair is appointed until the assignment is completed.

5.2.4. Duties

- a) Recruit and motivate WG or TF members. Attempt to balance assignments and actively involve as many members as possible.

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- b) WG or TF Chair shall prepare standards, guides, recommended practices, reports, papers, and questionnaires in accordance with formats and procedures described in the Procedures section of this O and P manual. It is expected that the WG or TF Chair read, understand and follow these procedures.
- c) The WG Chair is responsible for completion of the assignment in a timely fashion.

5.3. WG or TF Vice-Chair

5.3.1. Appointment

The WG Chair appoints the WG or TF Vice-Chair with approval of the SC Chair.

5.3.2. Qualifications

Experience in the field of the project and previously volunteered contributions are considered in the appointment of a WG or TF Vice-Chair. This person should be knowledgeable and interested in the WG activity and capable of acting as Chair in the absence of the working group or task force Chair.

5.3.3. Term

The WG or TF Vice- Chair is appointed until the project is completed.

5.3.4. Duties

The WG or TF Vice-Chair aids the WG or TF Chair in the effective and timely completion of the WG assignment. The Vice- Chair prepares WG or TF meeting minutes and conducts meetings in the absence of the WG or TF Chair.

5.4. WG or TF Members

5.4.1. Appointment

Any interested person is eligible to be a working group or task force member. The WG Chair appoints a volunteer who indicates an interest and ability to contribute to the working group assignment. The WG Chair also may revoke the appointment of a working group member or task force member due to lack of attendance, interest or contributions.

5.4.2. Qualifications

WG member qualifications include voluntary involvement, expertise or interest in the subject, regular attendance at working group meetings, and timely completion of assignments. A working group member is a participator.

5.4.3. Term

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The term of the WG member is the length of time necessary to complete the assignment.

5.4.4. Duties

A WG member participates in discussions and accepts and completes assignments. Each WG member, regardless of experience level, can be an essential contributor in the production of well-balanced, effective output. Each WG member should strive to assure the WG produces high quality work of value to the relaying industry.

5.5. Corresponding Members

To encourage participation by PES members, who are not capable of attending regular meetings, a working group Chair may accept volunteers as corresponding members (CM) to the working group. CM are not required to attend WG meetings, and are permitted to conduct their WG activities by correspondence with the WG Chair.

Corresponding members are accorded the full right of working group membership, excluding voting privileges, on the same basis as regular WG members. Voting privileges may be granted by the WG chair in some circumstances. A CM who does not "correspond" and/or return ballots in a timely manner shall be dropped from membership at the discretion of the WG Chair. A CM shall be listed on the WG roster and noted by an asterisk. The use of electronic correspondence methods should allow the CM to remain fully informed of WG activities and to receive and complete ballots in a timely fashion.

6.0 RESPONSIBILITIES AND DUTIES OF LIAISONS

The PSRCC has agreed with the other technical committees and certain other non-IEEE organizations to appoint liaison representatives. The purpose of these liaisons, as viewed by the PSRCC, is to keep the PSRCC informed of the activities of the other organizations in areas in which we have an interest, in areas of possible jurisdictional conflict, and in areas where joint efforts might be advisable. Liaison representatives are established to provide communication and coordination between the PSRCC and other committees in areas of mutual interest. They act as official spokesmen for the PSRCC and report back activities of interest in their assigned area.

The PSRCC liaison representative is assigned to report through a SC where his assignment is technically related to the SC activity, or through the PSRCC where the activity is general or not covered by a particular SC.

The following methods are suggested for liaison representatives:

- a) A liaison report should be submitted to the subcommittee Chair in advance of the PSRCC meeting for review.
- b) "No report" will mean that the liaison did not report. "No activity to report" will mean that the organization has not met, nor have minutes been issued, since the last liaison report.

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- c) An ideal liaison report would attach segments of minutes [perhaps highlighted], to indicate specific items of interest. The report itself should try to convey those items that the liaison feels may be of importance to the PSRCC. Liaison impressions are most important when reporting without the benefit of meeting minutes to attach.

The Chair of the PSRCC will appoint the liaison representative to other bodies. The liaison should be a member of the PSRCC and/or an appropriate subcommittee and be recognized as a member of the other body, at least ex-officio. Liaison representatives from other bodies will be approved by the Chair of the other technical body. He/she will be considered a liaison member of the SC or PSRCC.

7.0 PROCEDURES

7.1. Generation of IEEE Standards

All Standards, Guides, Recommended Practices and Trial Use Standards fall under the governance of the Policies & Procedures for Standards Development.

7.2. Procedures for PSRCC Approval of Working Group Documents Other Than Standards, Guides, or Recommended Practices

Working Group reports are created to provide the industry with information on subjects directly relating to the technology and applications of protective relaying. This information may stimulate industry interest for further research, for improved relay applications and for product development. The References Section in the Appendix includes publications on style and procedure that will prove helpful in completing your assignment.

7.2.1. Working Group Report Approval:

- 7.2.1.1. WG reports must be approved by at least three-quarters (3/4) of the WG members before being submitted to the sponsoring Subcommittee. It is recommended the WG attempt to satisfy or reconcile all objections prior to moving the report forward. Approval may be taken by voice or in writing. However, objections should be documented and included in the WG minutes.
- 7.2.1.2. WG reports must then be approved by at least three-quarters (3/4) of the members of the sponsoring Subcommittee. Objections may be taken by voice or in writing. However, objections should be documented and included in the SC minutes.
- 7.2.1.3. For Distribution to the PSRCC mailing list, or for posting on the PSRCC Web Site, the report shall be approved by each of the PSRCC Officers.
- 7.2.1.4. For presentation at an IEEE Power & Energy Society meeting and for publication as a transaction paper in the Transactions of Power Delivery, the report shall:

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- a) Be submitted to the Terminology Review Working Group of the Relaying Practices Subcommittee for review and comments.
- b) Be approved by each of the PSRCC officers. The PSRCC Secretary shall document the approval of the PSRCC officers.
- c) Be sent to PSRCC members by the WG Chair for their information and for comments of substance. Any comments must be forwarded to the WG Chair within two weeks after receipt of the report. After comments are resolved by the WG, the revised document must be re-approved by the officers of the PSRCC, if the changes were other than editorial in nature.
- d) Be sent by the Chair of the sponsoring SC to the PSRCC Technical Paper Coordinator (the PSRCC Vice-Chair) along with a properly completed PES Declaration of Intent Form.
- e) The PSRCC Technical Paper Coordinator will then forward the paper and the form to the PES Special Activities Office at IEEE Headquarters. The PSRCC Vice-Chair provides final approval during this paper review process.

7.2.2. Task Force or Working Group Survey Approval

- 7.2.2.1. A survey may be generated by a WG or TF to ascertain current industry practices.
- 7.2.2.2. Surveys must be approved by at least three-quarters (3/4) of the WG members before being submitted to the sponsoring Subcommittee. It is recommended the WG attempt to satisfy or reconcile all objections prior to moving the survey forward. Approval may be taken by voice or in writing. However, objections should be documented and included in the WG minutes.
- 7.2.2.3. After the survey has been completed, it should be tried out on the members of the sponsoring Subcommittee. This trial is used to assure the questions are easily interpreted. A letter ballot should be included with the questionnaire so that each Subcommittee member may vote for approval or rejection with comments. The survey must be approved by at least three-quarters (3/4) of the SC members.
- 7.2.2.4. Following SC approval, the survey should be provided to the PSRCC officers for approval. The PSRCC Secretary shall document the officers' approval in writing. The survey can then be distributed to the appropriate industry representatives.

7.2.3. Special Publications Approval

- 7.2.3.1. Special Publications must be approved by at least three-quarters (3/4) of the WG members before being submitted to the sponsoring Subcommittee. It is recommended the WG attempt to satisfy or reconcile all objections prior to moving the report forward. Objections may be taken by voice or in writing. However, objections should be documented and included in the WG minutes.

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- 7.2.3.2. Special Publications must then be approved by at least three-quarters (3/4) of the members of the sponsoring Subcommittee. Objections may be taken by voice or in writing. However, objections should be documented and included in the SC minutes.
- 7.2.3.3. The Special Publications shall be submitted to the Terminology Review Working Group of the Relaying Practices Subcommittee for review and comments. All documents should be returned to the Working Group for final approval.
- 7.2.3.4. The Special Publication must be approved by each of the PSRCC officers. The PSRCC Secretary shall document officer approval in writing.
- 7.2.3.5. The Special Publication is then sent to the PSRCC members for their information and comments of substance. Any comments must be forwarded to the WG Chair within two weeks after receipt of the report. After comments are resolved by the WG, the revised document must be approved again by the PSRCC officers, if the changes were other than editorial in nature.
- 7.2.3.6. The Special Publication is then transmitted by the Secretary of the PSRCC to the Chair of the PES Technical Council and to the Chair of the PES Publications Department, with a copy to the PES Special Services Office at IEEE Headquarters. The letter of transmittal must provide:
 - a) the rationale and justification for publication, and
 - b) an indication of the need and potential for sale of the proposed Special Publication. (Note: except in exceptional circumstances, 600 copies will be considered an adequate supply.)

7.2.4. Summary Paper Approval

Summaries of Guides, Standards, and Special Publications may be presented at a regularly scheduled PES meeting or an appropriate regional conference or meeting as a "Summary Paper". This provides an opportunity for publicizing these documents as well as providing a forum for minority opinions and additional discussions. They must be:

- a) Approved by at least three-quarters (3/4) of the members of the sponsoring SC.
- b) Approved by each of the PSRCC officers.
- c) Submitted to the IEEE/PES Special Services in IEEE/PES format as described in the "PES Author's Kit".

The normal approval process required for other PES papers will be waived since approval is tacit in the SC approval. Only subsequent approval to PES headquarters by the PSRCC Vice-Chair/Technical Paper Coordinator is required.

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The Summary Paper should give full credit to all of the working group members who participated in the development of the document being summarized. It should not be presented until the document has been published by IEEE or has a near term committed publishing date.

8.0 OTHER PSRCC PROCEDURES

8.1 Amendments to the PSRCC Organization and Procedure Manual

Any member of the PSRCC Advisory Committee (ADCOM) may propose an amendment to the Organization and Procedure Manual at an ADCOM meeting. After discussion, if ADCOM and the PSRCC officers are in agreement that an amendment should be drafted, the PSRCC Chair will direct Working Group B8 [PSRCC Organization and Procedure Manual Revision and Working Group Chair Training WG] to draft the proposed amendment for approval of each PSRCC officer. Upon approval, the amendment is included into the Organizational and Procedure Manual.

Changes to the O&P Manual must be submitted to the Chair of the PES Technical Council for approval.

8.2 Interpretation of Standards

Refer to the Policies & Procedures for Standards Development.

9.0 COMMERCIAL ACTIVITIES RELATED TO PSRCC MEETINGS

It is the policy of the Power & Energy Society to discourage commercial activities (sales of equipment or services, vendor suites) immediately prior to, during, and through the completion of Technical Committee meetings. This policy is not meant to curtail scheduling of special events where all are invited, such as field trips, factory tours, or tutorials which may be conducted with prior approval of the PSRCC Advisory Subcommittee. It should be noted that the informal interchanges that occur after hours or between meeting sessions are very valuable, and the PSRCC does not wish to discourage this activity.

10.0 REFERENCES

- a) Technical Council O&P Manual (http://www.ieee-pes.org/images/pdf/pes_%20tccop_sep08-3.pdf)
- b) IEEE/PES/PSRCC Policies & Procedures for Standards Development
http://standards.ieee.org/about/sasb/audcom/pnp/PE_PSR.pdf
- c) IEEE-SA Standards Board Standards Development
(<http://standards.ieee.org/about/sasb/index.html>)
- d) IEEE Project Authorization Request (<https://development.standards.ieee.org/my-site>)
(Requires credentials to log in.)

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- e) IEEE Standards Style Manual (<http://standards.ieee.org/guides/style/index.html>)
- f) IEEE Standard Development Online
(<http://standards.ieee.org/resources/development/index.html>)
- g) IEEE PES Author's Kit (<http://www.ieee-pes.org/templates-and-sample-of-pes-technical-papers>).