



External Proposal Management Committee

OPERATIONS MANUAL –2024-04-29

Approved by IEEE PES Technical Council on 2024-06-16

**IEEE POWER & ENERGY SOCIETY
EXTERNAL PROPOSAL MANAGEMENT COMMITTEE
OPERATIONS MANUAL**

Table of Contents

1	EPM Committee Purpose	3
2	EPM Committee Organization	4
3	EPM Committee Meetings	5
4	EPM Committee Operations.....	5
4.1	EPM Proposal Review by the EPM Committee	5
4.2	EPM Proposal Review by the PES Technical Standards Committees	5
4.3	EPM Committee Proposal Decisions	6
4.3.1	Accept Oversight	6
4.3.2	Request Revision	6
4.3.3	Partially in Scope.....	6
4.3.4	Out of Scope	6
4.3.5	In Scope and Reject	7

1 EPM Committee Purpose

The purpose of the IEEE PES External Proposal Management Committee (EPM Committee) is to provide the Technical Council of the IEEE Power & Energy Society (PES) with an internal process utilizing PES Technical Committee representatives to review and assign Technical Standards Committee oversight for standards development project proposals from outside of PES Technical Standards Committees.

Proposals from within IEEE typically may originate or be referred to the EPM Committee via one of these primary channels:

1. IEEE Standards Committees from Councils or Societies other than PES
2. IEEE PES Satellite Committees not aligned with a PES Technical Standards Committee
3. IEEE Standards Association Entity Members
4. IEEE Standards Association Individual Members

The EPM Committee also may review other standards development proposals and documents from within IEEE (e.g., from IEEE SA Industry Connections activities) or external to IEEE for creation or adoption as an industry standard. For example, project proposals may arise from one of these channels:

1. International Council on Large Electric Systems (CIGRE)
2. International Electrotechnical Commission (IEC)
3. IEC Advisory Committee on Electricity Transmission and Distribution (ACTAD)
4. Federal Energy Regulatory Commission (FERC)
5. National Electrical Manufacturers Association (NEMA)

The EPM Committee also may track the status of standards development project proposals submitted from PES Technical Satellite Committees directly submitted to the PES Technical Standards Committee with which they align. If a standards development project proposal is of interest to other PES Technical Standards Committees in addition to, or instead of, the aligned PES Technical Standards Committee, then the EPM Committee may forward the standards development project proposal to those additional PES Technical Standards Committees.

The EPM Committee, as a standing committee within the IEEE PES Technical Council, shall manage the review of standards development project proposals received from the various channels to ensure that relevant technical committees of the IEEE PES Technical Council review these proposals and similar documents.

The EPM Committee shall document the decision of the PES Technical Standards Committees on the standards development project proposal, which may be to accept oversight, to reject oversight, or to request revisions. (See Clause 4.3). The EPM Committee Secretary shall record EPM Committee decisions in the EPM Committee Meeting Minutes and will share the minutes with IEEE PES staff, IEEE Standards Association (IEEE SA) staff, and IEEE PES Technical Committee liaisons and standards representatives.

For project proposals covered within the scope of PES, the EPM review process shall take place prior to IEEE SA New Standards Committee (NesCom) review.

Each PES Technical Standards Committee shall have a liaison to the EPM Committee, which is a role that shall be described in the committee's Organization & Procedures Manual.

The EPM Committee may track the standards development project proposal after a PES Technical Standards Committee has accepted its oversight until the related project authorization request (PAR) has been dispositioned by the Standards Committee. (Note: not all project proposals may be approved, or approved in the form in which the project was originally submitted).

Once the standards development project proposal review has been completed, and standards development activity has begun (as appropriated by the overseeing Standards Committee), then oversight of the new project by the EPM Committee is complete.

If a standards development proposal has been sent directly to a specific PES Technical Standards Committee, and if the standards development proposal is reviewed to have potential scope overlap with another PES Technical Standards Committee, then the PES Technical Standards Committee will send a copy of the proposal to the EPM Committee for tracking and optional coordination with other PES Technical Standards Committees.

Proposals submitted to the EPM Committee shall follow the *IEEE PES EPM Guidelines for Project Proposal Submission*, which describes the requirements for an EPM Proposal Submission Package consisting of a Draft Project Authorization Request Form and Standards Project Proposal Summary Presentation.

2 EPM Committee Organization

The Chair of the EPM Committee is the immediate Past Chair of the IEEE PES Technical Council.

The Vice Chair of the EPM Committee is appointed by the current Chair of the IEEE PES Technical Council to serve a term of 5 years. The Vice Chair shall be a past Chair of an IEEE PES Technical Standards Committee.

The Secretary of the EPM Committee is a member of the IEEE PES staff and is appointed by the IEEE PES Executive Director.

The EPM Chair shall appoint six (6) members of the EPM Committee from the PES technical committees to each serve a term of three (3) years. The members should have staggered terms so that their terms do not overlap. A member may be reappointed to the EPM Committee once, but no one individual shall serve more than six (6) consecutive years as an EPM Committee member.

The six EPM Committee members should represent a grouping of committees of the technical committees.

- One EPM Committee member should represent the Energy Storage & Stationary Battery (ESSB) Committee, the Nuclear Power Engineering Committee (NPEC), the Smart Buildings, Loads and Customer Systems (SBLCS) Committee, and the Power System Operation, Planning, & Economic (PSOPE) Committee.
- One EPM Committee member should represent the Power System Relaying & Control (PSRC) Committee, the Power System Communications & Cybersecurity Committee (PSCCC), and the Analytic Methods for Power Systems (AMPS) Committee.
- One EPM Committee member should represent the Transformers (TR) Committee, Power System Instrumentation & Measurements (PSIM) Committee, and the Insulated Conductors (ICC) Committee.
- One EPM Committee member should represent the Transmission & Distribution (T&D) Committee and the Surge Protective Devices Committee (SPDC) Committee.
- One EPM Committee member should represent the Switchgear (SWG) Committee and the Substations (SUB) Committee.
- One EPM Committee member should represent the Electric Machinery Committee (EMC), the Energy Development & Power Generation (EDPG) Committee, and the Power System Dynamic Performance (PSDP) Committee.

The EPM Committee meetings are open to observers including, but not limited to, these groups:

- IEEE PES Technical Council Standards Coordinating Committee Chair and/or a Designate
- IEEE PES Governing Board President and/or a Designate

- IEEE SA Liaison to the EPM Committee assigned by IEEE SA
- IEEE PES Technical Activities Program Managers
- IEEE SA Distributed Generation, Energy Storage and Interoperability Standards Committee (BOG/SC21) Chair and/or a Designate

3 EPM Committee Meetings

The EPM Committee shall meet by teleconference once every 2 months or at the discretion of the chair. The EPM Committee may meet in person at a PES conference but shall include a teleconference option.

The EPM Committee Secretary should distribute the EPM Committee Meeting Agenda at least 2 weeks prior to the EPM Committee Meeting.

Proposals to be reviewed during an EPM Committee Meeting should be submitted no later than 4 weeks before the meeting. The EPM Committee Meeting Minutes shall be prepared by the EPM Committee Secretary and submitted to the EPM Committee Chair and Vice Chair for review. The EPM Committee Secretary shall have the meeting minutes prepared and distributed no later than 2 weeks after the EPM Committee Meeting.

4 EPM Committee Operations

The EPM Committee shall utilize a shared workspace (e.g., on the Smartsheet platform) provided by IEEE PES to organize its work. Each proposal and any supplemental material shall be submitted via that platform.

IEEE PES shall maintain forms and a connected spreadsheet to manage the standards development proposal submissions. The submitter's contact information and the date of submission shall be recorded in the spreadsheet.

An IEEE email alias shall be maintained for use by the EPM Committee at PES-EPM@ieee.org.

4.1 EPM Proposal Review by the EPM Committee

The EPM Committee Secretary shall email the EPM Committee when a new standards development proposal is received and shall add the proposal to the next meeting agenda. Proposals received longer than 4 weeks before the next EPM Committee Meeting shall be placed on the next meeting agenda.

The EPM Committee Vice Chair shall chair the EPM Committee Meeting and lead discussions of all new standards development proposals received during that review cycle. The EPM Committee shall determine which PES Technical Standards Committees may have an interest in each proposal. The EPM Committee Secretary will assign review of the proposal to those committees.

Within one week of the EPM Committee Meeting, the EPM Committee Secretary shall send the EPM Proposal Submission Package for each proposal to the IEEE PES Committee member or members who represent the interested IEEE PES Technical Standards Committees.

4.2 EPM Proposal Review by the PES Technical Standards Committees

The IEEE PES EPM Committee member or members should forward the EPM Proposal Submission Package to the liaison and/or Chair and Standards Representative of the interested IEEE PES Technical Standards Committees. The liaison should provide a response within 6 weeks to these questions:

- “Is the proposal within the scope of your committee?”
- “Are there similar/overlapping standards?”
- “Is your committee willing to take oversight of the proposal?”

The response from the PES Technical Standards Committee to each question may include optional comments.

If there is no response, the EPM Committee member shall follow up with the PES Technical Standards Committee.

The IEEE PES Technical Standards Committee should submit a response on the EPM Proposal via the EPM Committee Smartsheet workspace no later than 2 weeks before the next EPM Committee Meeting.

IEEE SA staff may assist in organizing virtual meetings to discuss the proposal if the IEEE PES Technical Standards Committee or EPM Committee members have questions.

The PES Technical Standards Committee should provide a response on the EPM Proposal to the EPM Committee within two months but it shall not be later than twelve months of first notification of the proposal by the EPM Committee.

4.3 EPM Committee Proposal Decisions

During the EPM Committee Meeting, the EPM Committee will recommend that one of the following actions be taken with proposals for which responses have been provided by the PES Technical Standards Committees that were assigned a review in a prior EPM Committee Meeting:

4.3.1 Accept Oversight

The IEEE PES EPM Committee shall ask IEEE SA to assign the proposal to a PES Technical Standards Committee for management as a Standards Committee.

One or more PES Technical Standards Committees may be asked to assist in managing the proposal as a Co-Standards Committee.

The Chair and/or Standards Coordinator of the Standards Committee will coordinate with the proposer to finalize the details associated with the PAR. This activity will be completed before PAR submission to IEEE SA myProject for consideration by IEEE SA New Standards Committee (NesCom) and subsequent final approval by IEEE SA Standards Board (SASB).

4.3.2 Request Revision or Clarification

The IEEE PES EPM Committee should ask IEEE SA to provide feedback to the proposer with recommendations for revision or clarification before resubmission to IEEE PES for reconsideration.

The proposer may review the feedback and consider if the proposal will be amended before resubmission to the EPM Committee. If it is to be amended, the proposer will detail the changes.

4.3.3 Partially in Scope

The IEEE PES EPM Committee should inform IEEE SA that the proposal is partially in the scope of one or more IEEE PES Technical committees and that one or more committees is interested in oversight but only as a Co-Standards Committee.

The proposer may review the feedback and may submit the proposal to other Standards Committees in other IEEE societies, in other IEEE councils, or under the IEEE SA Board of Governors (BOG). If another Standards Committee agrees to manage the project as a Standards Committee, then IEEE SA should provide each IEEE PES Technical Standards Committee with a copy of the draft PAR to allow the PES Technical Standards Committees an opportunity to approve a Co-Standards Committee role.

4.3.4 Out of Scope

The IEEE PES EPM Committee should inform IEEE SA that the proposal is not in the scope of any IEEE PES Technical committees.

The proposer may review the feedback and may submit the proposal to other Standards Committees in other IEEE societies, in other IEEE councils, or under the IEEE SA Board of Governors (BOG). If another Standards Committee agrees to manage the project as a Standards Committee, IEEE SA is not required to contact the EPM Committee nor any IEEE PES Technical Standards Committees.

4.3.5 In Scope and Reject

The IEEE PES EPM Committee should inform IEEE SA that the proposal is in the scope of one or more IEEE PES committees, but the proposal does not satisfy the need for a new standard. The IEEE EPM Committee Member(s) representing the IEEE PES Technical Standards Committee(s) shall provide an explanation.

The proposer may review the feedback and consider if/how the proposal will be amended before resubmission to the EPM Committee.