



Guidelines for Study Committee

Working Groups (WGs) and Advisory Groups (AGs)

1. POLICY

The General rules governing the work of Study Committees are given in Rules 11 and 12 of the “Rules for Study Committees”.

Working Groups (WGs) and Advisory Groups (AGs) are the main working bodies of the SCs.

AGs are set up as staff functions to assist the Chairman; they may be of indefinite duration but must not have any line management responsibilities.

WGs make up the largest part of an SC's working bodies. They are set up to perform specific technical activities, which they are expected to carry out within limited and pre-determined periods of time. There can be no Working Groups of indefinite duration.

All WGs and AGs report directly to the respective SC Chairman. WGs must be approved by the TC Chairman; for AGs only information of the TC chairman is required.

Exceptionally joint WGs can be set up, to work on interdisciplinary subjects of common interest to more than one SC.

The number of WGs can vary over time depending on requirements but should never exceed the “firepower” of the SC.

WGs may occasionally set up internal TFs. As internal sub-divisions of the WG they are not counted as separate working bodies of an SC and will not report to the SC Chairman. Similarly Ad Hoc TFs can be set up by the SC Chairman or an AG for a specific task, as drawing up Terms of Reference (TORs) of a Working Group. They are not recorded as working bodies neither.

2. GUIDELINES FOR THE INITIATION OF NEW WORKING BODIES

2.1. New study proposals

The Study Committee is corporately responsible for the studies it undertakes.

Studies arise from concerns, problems, practices and views that require international discussion, examination, review or standardisation. A new work subject submission usually emanates from an Advisory Group of the SC. It must be discussed by the SC and supported by the SC Chairman who will transmit it to the TC chairman, for approval. In some cases the SC may establish a specific TF to develop the subject and draw up the proposal.

A new work proposal should contain a description of the issue, a brief statement on the state of knowledge on the subject, the objectives of the work, the deliverables and an agenda; life time of a Working Group should be 3 to 4 years, never more. This information makes up the

“Terms of Reference –TORs–” of the Working Group. A standard form, appended hereafter, is to be used for this. As far as possible the name of the convener should be mentioned and a list of participating countries should be appended. (For an AG, the TC Chairman is informed and has not to approve the creation.)

The form is sent to the Secretary of the TC. The latter circulates it to all other SC Chairmen for comments, to be returned within a 2 week period. After agreement is reached, the final version is approved by the TC Chairman, who notifies his approval by sending back the form to the SC Chairman - with copies to the TC Secretary and the Central Office. This approval will be usually issued without waiting for the following TC meeting; only in case of problem will the matter be discussed at the TC meeting.

The Central Office will inform the NCs of the launching of the new WG, requesting eventual candidate experts.

The work can start only after approval by the TC Chairman.

The whole process is carried out by e-mail.

2.2. Membership of the Working Body - Duties and Responsibilities

The convener is usually chosen from the country which promotes the subject.

When the proposal is discussed within the SC, members are asked if their country is interested in participating and if so should propose experts. They can also be experts named from other sources. The choice of the experts should be supported by the NC concerned and the common rule is to have no more than one expert per country. Acceptance of the candidates to act as experts is the responsibility of the Study Committee Chairman, upon recommendation of the Convener, who must check the adequacy of the profile of the expert.

Experts work as full members, attending the meetings, or as corresponding members.

Experts are expected to be members of CIGRE, but it is not a prerequisite.

The convener may appoint a Secretary to support him, but it is not compulsory.

Best efficiency of a WG rests on the involvement of members, who are expected to participate as follows:

- Contribute to the discussion in meetings or by correspondence,
- Seek the assistance of known specialists, possibly in their country,
- Contribute to the collection of material necessary for the study,
- Contribute to the redaction of the reports, and comment on drafts,
- Answer questions and any other communication.

2.3. Numbering of the Working Bodies

The newly created WG or AG will be given a number consisting of 2 parts, the first refers to the SC (or SCs) involved, the second is a numerical order reference. There is a dot between the 2 parts.

Examples: **C1.03**

C4.03

C1/C3.05

As the number is an efficient search key in the Library, it is recommended **not to use the same number twice**: not the same number for a WG or an AG, nor reuse the same number after the disbanding of the Working Body.

“WG”, “JWG “, “AG” ...are also given to identify the type of the Working Body.

Numbers like WG C1.02.05, must be avoided as far as possible as they suggest a kind of two tier structure in the SC.

The SC and CO will update the respective websites (list of Working Bodies, uploading of the TORs, drawing up of the list of experts - Private section...). The Central Office will be sent the list of experts at given intervals.

3. OPERATION

WG or AG activities are carried out by correspondence or through meetings organized, upon request of the convener, by one of the members of the WG or AG.

In accordance with the practice in all other areas of CIGRE, the expert, or his supporting organization, is responsible for all travel, accommodation and incidental expenses.

Companies or NCs hosting meetings of the WG are responsible for all costs of staging the meeting and any associated activities.

The WG or AG will report through its convener on the progress of the work at the SC annual meeting. This report will especially point out and explain any significant departure from the expected course as given in the TORs. It can also produce an interim report for publication in ELECTRA, if a significant milestone is reached and deemed worth publishing before issuing the final result. (As the lifetime of the WGs is short this should be exceptional.)

4 PUBLICATION and DISBANDING

The product of a WG is usually a Technical Brochure, or a Report if the material is regarded as not sufficient for a Brochure. The contents can vary in character: state of the art, recommendations...

The Brochure must be approved by the SC before it is released. For a report the approval can be restricted to approval by the SC Chairman.

When the work is completed, the SC Chairman, or the SC Secretary on his behalf, will forward the material produced, for publication, and at the same time, if it happens, he will officially inform the TC Chairman and the Central Office of the disbanding of the group. (It may happen that a small editorial team is set up for a very short duration, after the disbanding of the WG, to draft the final report, taking into account the comments made by the SC.)

No communication of the documents, including drafts, to third parties is permitted from WG/AG members. The policy is to distribute complimentary issues of the final publication to members of the WG, as well as to the SC Chairman and Secretary. Exceptionally additional issues can be forwarded to a few selected persons, upon request from the SC Chairman.



WORKING GROUP FORM

Study Committee:

WG number:	Name of Convener:
Title:	
Terms of reference	
Background:	
Scope:	
Deliverables and time schedule:	
SCs /Target Groups concerned	
Approval by TC Chairman	Date: