



CIGRE SESSIONS

Responsibilities of Chairmen and Special Reporters

This document defines the contributions of the main players involved in the preparation and the running of the Session: Group Meeting Chairmen, Special Reporters (and Meeting Secretaries), and gives the guidelines governing their actions. It is complemented by the paper “Guide for Discussion Contributors at CIGRE Sessions”, intended for Delegates who want to contribute to discussions.

1. Introduction: Specific character of CIGRE Sessions

At CIGRE Sessions four days are devoted to ‘Group Discussion Meetings’ organised by the 16 Study Committees of CIGRE, four meetings being run simultaneously each day from Tuesday to Friday, under the chairmanship of the SC Chairmen. The purpose of these meetings is the discussion of papers focussed on a number of Subjects – referred to as ‘Preferential Subjects’ – selected in advance by the Study Committees.

Unlike other technical conferences, at the CIGRE Session there is no individual presentation of the papers by the authors. The “**Special Reporter system**” which is ours, implies the following:

-For each Group Discussion Meeting, **the Special Reporter, appointed by the Chairman**, (there may be more than one per Group Discussion Meeting) reads through all the papers relevant to his Group Meeting and **draws up the Special Report**. This involves introducing the subject, extracting the main points in each paper and structuring the discussion through a number of ‘Questions’ directed at the audience. Once ready each Special Report is posted on the CIGRE website, on free access, for use by all potential contributors to the Group Meetings. (All registered delegates receive the set of papers in CD form on registration)

-**The Chairman, together with the Special Reporter(s), meets the contributors** the day before the Group Meeting to review the intended contributions (relevance, clarity, conciseness...) and to decide on the sequence of contributions.

Most of the intended contributions are sent in advance to the Special Reporters by the delegates. (The Special Reporter must provide CIGRE with his e-mail address, to be made available to delegates on the website)

-At the Group Discussion Meeting **the Chairman conducts the discussion of the papers with the assistance of the Special Reporter(s)**.

-A short **Summary of the discussions** is prepared after the Group Meeting and made available to delegates, the day after.

-After the Session, for each Group Meeting, the **Chairman, with the Special Reporter(s), draws up a General Report**, synthesizing the discussions and giving the conclusions reached. The Special Reports, contributions and General Reports will all make up the Session ‘Proceedings’ which are made available to all Delegates, within 3 months after the Session.

2. How is a Group Discussion Meeting run?

The Group Meeting is headed by a Chairman, together with the appointed Special Reporter(s), and a Secretary who is the Study Committee Secretary. Running of a Group Meeting is usually as follows:

- ❖ Short presentation of the Study Committee by the Chairman, covering the scope of the Committee and its current work.
 - ❖ Discussion of the papers pertaining to Preferential Subject 1, as follows:
 - Introduction of the Preferential Subject
 - Prepared contributions, in accordance with the predefined sequence
 - Spontaneous contributions: these contributions can be called by the Chairman after the prepared contributions, or in between, to comment or react
 - General discussion
- It is important to provide adequate time for spontaneous contributions and general discussion to facilitate as much interaction as possible with delegates attending.*
- ❖ Preferential Subjects 2 and 3 (similarly to Preferential subject 1)
 - ❖ General conclusion, drawn by the Chairman.

For each Group Meeting it is recommended that a time schedule for the discussion of the Preferential Subjects be pasted up at the entrance of the conference room, for the information of Delegates wishing to follow discussion of a particular topic.

A short summary of the discussions is prepared under the responsibility of the Chairman, straight after the Group Meeting and made available to Delegates the day after (it is also posted on the CIGRÉ website). Usually it is drawn up by the Secretary, with the assistance of the Special Reporter(s). (For homogeneity of presentation, a sample page will be forwarded to Chairmen and Secretaries)

3. Preparation of the Special Report

3.1. Function of the Special Report

When writing the Special Report, it is important to bear in mind the different ways in which the Special Report is used by delegates:

- ❖ Firstly, as explained in Section 1 above, the Special Report sets the agenda for the discussions at the Group Meeting.
- ❖ Secondly, many delegates use the Special Report as a guide on the papers at the Session, and to help them decide which papers to read in full.
- ❖ Thirdly, delegates use the Special Reports to decide which Group Meetings are likely to be of interest to them, and thus which Group Meetings to attend.

3.2. Structure of the Special Report

- ❖ The introduction to the Special Report recalls the scope of the Study Committee, the Preferential Subjects, the number of papers to be discussed and any general comment which can help (for instance a paper may be discussed under 2 Preferential Subjects).

❖ Preferential Subject 1:

The Preferential Subject should be set forth, recalling the state of the art with respect to the particular topic, and with reference, where need be, to the activities of the Study Committee. The introduction to the preferential subject should explain why the topic is of particular interest and why it was selected for discussion by the Study Committee.

It may be desirable to organise the discussions, and therefore the Special Report, around a number of sub-topics. If so, the division into sub-topics should be introduced and explained.

Sub-topic a)

The papers on the sub-topic should be described briefly, highlighting any key points. The description should be followed by questions relevant to the sub-topic. The questions should be addressed to the delegates. However, it is desirable that the questions give each author some opportunity to make a contribution arising from the paper. The questions should be framed so as to stimulate a broad discussion with contributions from delegates and authors. Questions should not simply seek clarification of a detail in a particular paper.

Question 1.1

Question 1.2 (if necessary)

Sub-topic b).....

❖ Preferential Subject 2:

Follow same pattern...

Sub-topic a)

Question 2.1

Question 2.2

.....

3.3. Rules to be followed

- ❖ The paper reference (as printed on the paper) should be accurately quoted.
- ❖ Numbering of the Questions: first number to refer to the Preferential Subject, followed by chronology order, e.g. Question 2.4.
- ❖ The optimum total number of questions (including sub-questions) for the entire Group Discussion Meeting is 15. There may be up to 20, but exceeding this number is detrimental to the discussions. Where there is more than one Special Reporter, the Chairman and Special Reporters must agree on the number of questions for each subject.

3.4. General Recommendations

- ❖ A wider audience than that of specialists to be addressed: The main motivation of Delegates is information. The contents of the Special Report must be understandable for a wide audience, although the questions in this Report concern specialists.

- ❖ The subject to be discussed should be precisely defined avoiding as far as possible cross-reference with papers to be discussed in other Group Meetings. Such papers should be mentioned only if they contain definitely new information likely to enhance discussions.
- ❖ Wording of the questions should be concise and not comprise many sub-questions. They should be formulated in such a way as to open dialogue and allow expression of controversial views.

4. Presentation of the Special Reports

Special Reports will not be available on paper. They will be posted on the CIGRÉ website and recorded in the Session Proceedings. The requirements are as follows:

- Length: about 8 pages
- Lay-out: typing across the full page (no columns), single spacing, for easier reading on computer
- Character: Times Roman or Helvetica, size 12.

(The sample page for presentation of the Special Report will be forwarded to Special Reporters)

5. Practical Information

5.1. Appointment of Special Reporters

Special Reporters are appointed by SC Chairmen, who may decide to appoint one or more for their Group as they see fit. When more than one is appointed, one of them (or the Chairman) should act as coordinator, each Special Reporter being usually in charge of one Preferential Subject. Full contact details of appointed Special Reporters (as well as the PS they in charge of) are to be given to the Central Office.

5.2. Distribution of the Papers to the Special Reporters

The full papers, once received at the Central Office, are forwarded to the relevant Special Reporter in electronic format only. Consequently, email boxes must be of sufficient capacity to accommodate a collection of full Papers. Some coordination between Special Reporters for the same Group Meeting is recommended as some papers may touch upon two Preferential Subjects within the one Group.

The Special Reporters' contact details and relevant Preferential Subjects will appear on the website.

5.3. Approval and Submission of the Special Report

After completion by the Special Reporter (and possibly review by the coordinator) the Special Report is sent to the SC Chairman for approval.

With the present practice Special Reports are available in English only and not translated in the other CIGRE official language. Considering the highly technical character of these documents, it is preferable that the final draft be reviewed by a native English speaker.

The final version of the document is to be sent to the Central Office, in electronic format, by the SC Chairman only, by the deadline specified (usually mid-May). Therefore the Chairman must specify an earlier deadline to the Special Reporter(s).

5.4. Contribution of Experts

Special Reporters may find it helpful to call on the assistance of experts. In this case the name of these experts should be mentioned in the Special Report. Also, Special Reporters may contact authors, if need be.

5.5 Posting of the Special Reports on the CIGRE Website

The Special Reports are posted on the website as soon as available, on the Page “Session”.

On the website will be a Table giving the following for each Group Meeting:

- ❖ contact details of Special Reporters and SC Chairmen.
- ❖ date and place for contributors to meet with Chairman and Special Reporter.
- ❖ any additional information required.
- ❖ location of the Technical Secretariat on the Session premises.

6. Special Reporters’ role with respect to discussion contributors

- ❖ Intended contributors send their contributions to the Special Reporters ahead of the Group Meeting (2 weeks in advance if possible). Special Reporters may contact contributors to suggest amendments to their contributions...
- ❖ The day before the Group Meeting the Special Reporter(s) and SC Chairman meet the contributors (Room number indicated on the website), to discuss contents, set sequence of contributions and speaking time.

7. Daily Summary

For all Group Meetings, the Daily Summary is prepared under the responsibility of the Chairman, usually by the Group Meeting Secretary, with the assistance of the Special Reporter(s). Its purpose is to complement the delegates’ personal notes and to provide general information to all CIGRE members.

The Daily Summaries – 300 to 500 words – must be drawn up straight after the Group Meeting, as they are to be available to delegates the day after. They are handed in to the Technical Secretariat for photocopying and posting on the CIGRE website.

8. Preparation of the Session “Proceedings”

The Session Proceedings, issued after the Session, record the discussions at the Session and draw the main conclusions. They comprise, for each Group Meeting, the Special Reports, the various contributions to the discussions and a “General Report” giving the learnings of the discussions.

8.1 Contributions

8.1.1 What is recorded

The Proceedings record the contributions to the discussions, both prepared and spontaneous contributions.

- ❖ For a prepared contribution, the delegate usually prepares a written contribution and a separate visual presentation. **The written contribution is recorded**, as the visual presentation is not self-explanatory.

- ❖ For a spontaneous contribution, the delegate is requested to produce, immediately after the Session and send to the Special Reporter in charge, a short text of his/her presentation for inclusion in the Proceedings.

8.1.2. Collecting the contributions

After the Session the Group Meeting Chairman has the responsibility of collecting the contributions to the Discussion Meeting and handing them to the person in charge of the Proceedings at the Central Office:

- ❖ The contributions must be in electronic format, with one contribution per file.
- ❖ The contributions must be identified, validated, and ranked. Each file must be named as follows: SC_PS*_Question_Contributor (capital)_Country (official short name)
(ex: A1_PS2_Q1.05_HIROITO_JP)
- ❖ The set of files must be handed, on a memory stick or a CD at the Technical Secretariat (if possible, during the Session) or sent by e-mail to the Central Office after the Session, after reception of the text of the spontaneous contributions.

8.2 General Report

The General Report is prepared by the Special Reporter(s) under the responsibility of the Chairman of the Group Meeting.

After the 'state of the art' presented in the Special Report, this General Report is intended to be a synthesising report giving the results of the Session, pointing to uncertainties and pending controversies, to the areas still to be covered to reach certain aims, and possibly stating whether or not the corresponding Study Committee will include this action in its programme.

It is the Special Reporter's task to draft the General Report, or the part of the Report with which he is concerned with (if there is more than one Special Reporter). To help him/them in this task, a copy of the contributions will be made available for them as well as the audio-tape recording of the discussions.

The Chairman will approve the General Report of his Group Meeting and forward it to the Central Office. This should be done within one month after the Session.

8.2.1. General Recommendations

The General Report should be seen as a continuation from the Special Report.

- ❖ It is suggested that Special Reporters adopt a synthesising approach rather than report on the individual contributions.
- ❖ Reference to earlier conclusions mentioned in the Special Report may be useful.
- ❖ Points may be developed which were raised in the discussions.

8.2.2. Material Presentation and Timing

- ❖ Length should be about 8 pages, (approx. 3,000 words). A shorter text would probably be too dense; on the other hand, depending on the wealth of new information, a longer text would be acceptable.
- ❖ Sample page for presentation of the General Report will be provided to the Special Reporter(s).
- ❖ The General Reports should be forwarded electronically: email or CD, PDF format, by the SC Chairman.