

IEEE POWER & ENERGY SOCIETY
TRANSFORMERS COMMITTEE
ORGANIZATION AND PROCEDURES MANUAL

Revision: July 2016

IEEE PES Transformers Committee Organization and Procedures Manual
Committee Approved: October 24, 2016
Technical Council Approved: July 19, 2016

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July 2016

Approved by Transformers Committee Ballot: October 24, 2016



Stephen Antosz Chair
IEEE PES Transformers Committee

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1. Introduction

The IEEE PES Transformers Committee is one of the committees under the Technical Council of the Power & Energy Society. The Transformers Committee is organized into 15 subcommittees as described in Clause 3.

2. Purpose of the Organization and Procedures Manual

This manual explains the general operating procedures and organization of the Transformers Committee (the Committee), the scope and operating practices of its subcommittees, and the general responsibilities of the main committee officers, subcommittee chairs and working group chairs. This information supplements the Transformers Committee's Policies and Procedures for Standards Development (Transformers Committee P&P) and the Policies and Procedures for Working Groups (Working Group P&P), which take precedence over this manual and apply in case of conflict.

The Committee administrative year shall begin on January 1, the same as the administrative year for IEEE PES. All appointed officers shall begin their terms on that date and serve for the prescribed terms.

3. Scope

In addition to the scope defined in Transformers Committee's Policies and Procedures for Standards Development (Transformers Committee P&P) The scope of the Transformers Committee encompasses the Committee and its Subcommittees' technical responsibilities. The scope of each of the Committee Subcommittees is provided in the following.

Administrative Subcommittee

The Administrative Committee shall be responsible for the following:

- a) Planning and coordinating the activities of the main committee and its subcommittees
- b) Overseeing, the development of committee-sponsored standards, recommended practices, guides, and position documents (see Clause 9).
- c) Reviewing the scope and duties of all subcommittees every two years.
- d) Maintaining liaisons with other technical committees, societies, groups and associations

Bushings Subcommittee

The Bushings Subcommittee shall be responsible for the following:

- a) Studying and reviewing engineering aspects of apparatus bushings used as components of transformers and reactors.
- b) Developing and maintaining related standards, recommended practices, and guides for such products

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- c) Coordinating with other technical committees, groups, societies, and associations as required

Dielectric Tests Subcommittee

The Dielectric Tests Subcommittee shall be responsible for the following:

- a) Studying, reviewing, and establishing the test requirements necessary to determine that dielectric withstand capabilities are met for liquid immersed transformers and reactors, under normal and transient conditions.
- b) Developing and maintaining related standards, recommended practices, and guides for such criteria
- c) Coordinating with other technical committees, groups, societies, and associations as required

Distribution Transformers Subcommittee

The Distribution Transformers Subcommittee shall be responsible for the following:

- a) Studying and reviewing engineering aspects of overhead, pad mounted, and unit substation, transformers - Evaluation to include enclosure integrity and surface coatings
- b) Developing and maintaining related standards, recommended practices, and guides for such products
- c) Coordinating with other technical committees, groups, societies, and associations as required

Dry-Type Transformers Subcommittee

The Dry Type Transformers Subcommittee shall be responsible for the following:

- a) Studying and reviewing engineering aspects of those transformers and reactors in which a significant component of the internal insulation is air or other insulating gas
- b) Developing and maintaining related standards, recommended practices, and guides for such products
- c) Coordinating with other technical committees, groups, societies, and associations as required

HVDC Converter Transformers and Smoothing Reactors Subcommittee

The HVDC Converter Transformers and Smoothing Reactors Subcommittee shall be responsible for the following:

- a) Studying and reviewing engineering aspects of the requirements, design, testing, and installation of HVDC converter transformers and smoothing reactors
- b) Developing and maintaining related standards, recommended practices, and guides for such products

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- c) Coordinating with other technical committees, groups, societies, and associations as required

Insulating Fluids Subcommittee

The Insulating Fluids Subcommittee shall be responsible for the following:

- a) Studying and reviewing the engineering aspects of electrical insulating liquid properties for use in transformers, consider matters pertaining to acceptance maintenance and handling of such liquids, determine the effect of various treatments, aging in service, gas evolution and other phenomena on the liquids' properties and determine the criteria for serviceability of the equipment
- b) Developing and maintaining related standards, recommended practices and guides for such criteria
- c) Coordinating with other technical committees, groups, societies, and associations as required

Insulation Life Subcommittee

The Insulation Life Subcommittee shall be responsible for the following:

- a) Studying and reviewing methods to determine maximum recommended insulation temperatures, ambient temperatures, insulation aging characteristics, recommended duration of loads in excess of nameplate (including short circuits) and to determine methods of calculating or measuring temperatures reached during both transient and steady state loads
- b) Developing and maintaining related standards, recommended practices, and guides for such criteria
- c) Coordinating with other technical committees, groups, societies, and associations as required

Instrument Transformers Subcommittee

The Instrument Transformers Subcommittee shall be responsible for the following:

- a) Studying and reviewing the engineering aspects of instrument current transformers, instrument air core transformers, inductively coupled instrument voltage transformers, and capacitively coupled instrument transformers rated 115 kV and above.
- b) Developing and maintaining related standards, recommended practices, and guides for such products
- c) Coordinating with other technical committees, groups, societies, and associations as required

Meetings Subcommittee

The Meetings Subcommittee shall be responsible for the following:

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- a) Organizing committee meetings and associated meeting schedule. Preparing agenda and program and distributing notifications of Committee meetings.
- b) Maintaining a current "Invitation List" of Committee members and others who, by virtue of active participation or expressed interest should be contacted regarding committee meetings
- c) Maintaining the Committee Website and domain registration
- d) Overseeing on-line meeting registration, attendance tracking, and reporting tools

Performance Characteristics Subcommittee

The Performance Characteristics Subcommittee shall be responsible for the following:

- a) Studying and reviewing the treatment of loss, impedance, exciting current, inrush current audible sound and vibration, and other performance characteristics and their methods of application, measurement, or test for liquid filled transformers and liquid filled and dry type reactors.
- b) Studying and reviewing the treatment of the performance characteristics of other special use transformers e.g. photovoltaic, wind, and rectifier transformers.
- c) Developing and maintaining related standards, recommended practices, and guides for such criteria
- d) Coordinating with other technical committees, groups, societies, and associations as required

Power Transformers Subcommittee

The Power Transformers Subcommittee shall be responsible for the following:

- a) Studying and reviewing engineering aspects of liquid filled power transformers, including transmission transformers, primary unit substation transformers, generator step-up transformers, and phase angle regulating transformers.
- b) Developing and maintaining related standards, recommended practices, and guides for such products
- c) Coordinating with other technical committees, groups, societies, and associations as required

Recognition and Awards Subcommittee

The Recognition and Awards Subcommittee shall be responsible for the following:

- a) Promoting individual and committee recognition of significant achievements in the Committee. Initiating, proposing, and/or processing awards for committee, subcommittee, and working group members,
- b) Reviewing the performance of working groups and individuals within the Committee and the quality of technical papers sponsored by the Committee to determine if IEEE or PES Recognition or Awards are justified

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- c) Recommends recognition and awards with approval of the Transformers Committee officers.
- d) Coordinating activities with the PES Awards and Recognition Department as required

Standards Subcommittee

The Standards Subcommittee shall be responsible for the following:

- a) Develop and maintain transformer standards, recommended practices, and guides that are general in nature and do not fit under any other specific technical subcommittee; but apply to all transformers and reactors. This includes, but is not limited to transformer terminology, transformer nameplates, field diagnostic testing, and the Transformers Committees baseline standards, C57.12.00 and, C57.12.90.
- b) Coordinating revision work of base standards by maintaining a list of requested changes and assigning them to the appropriate Technical Subcommittees, and coordinating inputs into a complete and logical standard.
- c) Developing and maintaining related standards, recommended practices, and guides for such products
- d) Coordinating with other technical committees, groups, societies, and associations as required

Subsurface Transformers and Network Protectors Subcommittee

The Subsurface Transformers and Network Protectors Subcommittee shall be responsible for the following:

- a) Studying and reviewing the engineering aspects of secondary network protectors, secondary network transformers (liquid filled and dry-type) and vault or subsurface type distribution transformers.
- b) Developing and maintaining related standards, recommended practices, and guides for such products
- c) Coordinating with other technical committees, groups, societies, and associations as required

3.1 Changes in Scope of the Transformers Subcommittees

- a) Each sub-committee scope is reviewed every two years by the subcommittee and any proposed changes are submitted to the Administrative Subcommittee (AdCom). Changes recommended by AdCom are submitted to the next meeting of the Transformers Committee for approval by a majority vote.

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4. Organization

The Transformers Committee shall consist of the officers, subcommittee and working group chairs, liaison representatives, emeritus members, and its voting members. An organization chart is provided in Annex A of this document.

5. Responsibilities of the Transformers Committee

- a) In addition to those stated in the Transformers Committee's Policies and Procedures for Standards Development and Working Group Policies and Procedures manuals, the Transformers Committee responsibilities include the following:
- b) Promoting and coordinating activities in its field
- c) Sponsoring technical sessions either alone or jointly with other committees of PES or with other technical organizations
- d) Reviewing and grading technical papers
- e) Offering cooperation with local sections/chapters of the IEEE PES
- f) Selecting session chairs and be responsible for presentation of papers at meetings designated by PES
- g) Informing the general membership of the PES about the activities of the Committee by submitting news items to the Power & Energy Society Newsletter or to the Power & Energy Review, as appropriate
- h) Encouraging all who are qualified to seek membership in the Power & Energy Society and the Transformers Committee

6. Officers

A full description of the requirements, roles, and responsibilities of the committee can be found in the Transformers Committee's Policies and Procedures for Standards Development on the Transformers Committee website. In addition to the responsibilities described there, the following items summarize additional roles of the officers that are not focused on standards development.

6.1 Supplementary Responsibilities of Officers

6.1.1 Chair

The supplementary responsibilities of the Chair shall include:

- a) Providing general supervision of the affairs of the Transformers Committee
- b) Monitoring the necessity of Committee scope changes and obtain Administrative Subcommittee approval for such changes
- c) Monitoring the desirability of forming new or disbanding subcommittees as necessary. The formation or disbandment of Subcommittees requires a Transformers Committee

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vote; see Clause 5.1 of the Transformers Committee's Policies and Procedures for Standards Development.

- d) Being a member of the PES Technical Council and submitting a written report of Committee activities at each Technical Council meeting for inclusion in the minutes.
- e) Following progress of work in Subcommittees and expedite as necessary to meet the goals of the IEEE Power & Energy Society
- f) Encouraging members of the Transformers Committee to schedule and participate in technical sessions at General and Regional meetings, and seek suitable subjects for Special Technical Conferences to promote advances in technology within the Committee's scope.
- g) Encouraging the development of standards within the scope of the committee documents in accordance with the IEEE-SA Standards Board Bylaws, Operations Manual, and Board resolutions; the Power & Energy Society Constitution, Bylaws, Technical Council Organization and Procedures Manual, and the Transformers Committee Policies and Procedures Manual for Standards Development.
- h) Promoting power engineering education within the scope of the Committee
- i) With the aid of the Power & Energy Education Committee, plan tutorial sessions, publications, working group, subcommittee, and committee educational reports,
- j) Preparing data of use and interest to colleges and universities regarding the state of the art of power engineering, request (through the Power & Energy Education Committee) information from colleges and universities that would aid in problem solution
- k) Maintaining an effective liaison with the Power & Energy Education Committee.
- l) Furnishing planning support to the Technical Council in the assigned technical areas
- m) The Chair will be also be responsible for the following activities, but may reassign them to other Committee members:
 - Reviewing IEEE position papers as assigned by the Chair of the Technical Council
 - Providing training for new working group chairs and orientation for new members

6.1.2 Vice Chair

The supplementary responsibilities of the Vice Chair shall include the following in addition to those required in the Transformers Committee's Policies and Procedures for Standards Development:

- a) Being a member of the Technical Program Committee for PES Meetings
- b) Performing the function of Technical Publications Coordinator for the Committee; duties including:
 - processing the review of technical papers sent to the committee by PES Special Activities
 - planning the number of technical paper and panel sessions for PES sponsored meetings

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- planning joint sessions with other Technical Committees, and coordinate these plans with PES Special Activities or the designated PES meeting room coordinator for the specific meeting
 - arranging for a Session Chair for each session sponsored by the Committee
- c) Representing the Committee on the Organization and Procedures Committee of the Technical Council

6.1.3 Secretary

The supplementary responsibilities of the Secretary shall include the following in addition to those required in the Transformers Committee's Policies and Procedures for Standards development:

- a) Reviewing attendance records for Committee meetings to identify, for the Chair, any inactive members whose status should be reviewed.

6.1.4 Treasurer

The supplementary responsibilities of the Treasurer shall include the following in addition to those required in The Transformers Committee's Policies and Procedures for Standards Development:

- a) Maintaining the Transformers Committee checking account
- b) Maintaining and controlling the Transformers Committee credit card

6.1.5 Standards Coordinator

The Standards Coordinator, a committee officer, and the Standards Subcommittee chair are two different committee positions, and can be held by two different individuals; however, a single person can perform both roles.

The supplementary responsibilities of the Standards Coordinator shall include:

- a) Managing the initial development of new standards/guides within Transformers Committee. To accomplish this, the standards coordinator must:
 - Review the title, scope & purpose of any new PAR request with the prospective WG chair, and the cognizant Subcommittee chair, to consider if it is appropriate to proceed.
 - Resolve any technical clarifications, grammatical corrections, etc. with WG Chair and Subcommittee chair.
 - If appropriate, recommends approval to Administrative Subcommittee.
 - Creates the WG in MyProject; and assign a standard number.
 - Accept or Reject the PAR when it is uploaded to MyProject
 - Monitor the status of PAR, until it is approved by NESCOM.

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- b) Managing the initial steps for Revisions, Amendments, and Corrigenda of existing standards/guides within Transformers Committee. To accomplish this, the standards coordinator must:
 - Create a WG in MyProject; (if one does not exist).
 - Accept or Reject the PAR when it is uploaded to MyProject
 - Monitor the status of PAR, until it is approved by NESCOM.
- c) Manage the status of all Committee standards/guides, ballots and PARs, to assure that they do not expire unexpectedly.
- d) Produce a Committee Standards Report, at least semi-annually, to disseminate the status of all standards/guides, ballots and PARs
- e) Being a member of the ‘PES Technical Council’ Standards Coordinating Committee. This committee coordinates and harmonizes all of the standards under the scope of PES, and is responsible for resolving any conflicts between the Technical Committees. This committee is also responsible for reviewing any coordination / liaison requests that are submitted to PES from other IEEE Societies.

7. Membership

The requirements for membership are explained in detail in Clause 4.0 of the Transformers Committee’s Policies and Procedures for Standards Development. To facilitate a request for membership, a membership application form is provided in Annex B of this document, and shall be used by all applicants.

8. Subcommittees

The scope and duties delegated to the subcommittee shall be approved at the time it is formed, and subsequent changes in scope or duties shall require approval by a majority vote of the Transformers Committee.

Meetings of subcommittees shall at a minimum be held at every Spring and Fall meeting of the Committee

All officers of a subcommittee shall be IEEE members, PES members, and individual members of the IEEE-SA. The duties of the officers of the Subcommittee are the same in context as that for the Committee officers.

8.1 Appointment of Subcommittee Officers

The Subcommittee Chair shall be a member of the Transformers Committee. The Chair of a Subcommittee is appointed by the Chair of the Committee with notification given to Administrative Subcommittee of the Transformers Committee. The Subcommittee Chair may make recommendations for his/her successor; but he/she does not make the final selection.

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The appointment decision is made by the Committee Chair. The Subcommittee Chair's term of office is two years with reappointments as appropriate.

The Subcommittee Chair, with approval of the Committee Chair, and with notification to the Administrative Subcommittee, shall appoint a Subcommittee Vice Chair and Secretary. The Subcommittee Vice Chair and Secretary terms of office are two years with reappointments as appropriate. While it is preferable and recommended to have both a Vice Chair and a Secretary, if necessary, these offices can be combined into the roles of a single officer other than the Chair.

8.2 Duties of the Subcommittee Chair

The responsibilities of a Subcommittee chair shall include the following:

- a) Supervising the affairs of their subcommittee, under the general direction and guidance of the Committee Chair
- b) Being knowledgeable in IEEE standards processes and parliamentary procedures and ensuring that the processes and procedures are followed
- c) Performing tasks delegated to the Subcommittee by the Transformers Committee.
- d) Monitoring and supervising the activities of the Working Groups under the direction of the Subcommittee
- e) Calling and presiding at the meetings of their subcommittee
- f) Promoting technical papers pertaining to the objectives of their subcommittee and its working groups
- g) Being alert to new technical problems that need to be worked on by their subcommittee
- h) Establishes a new working group when a new PAR, (which had been previously approved by the Administrative Subcommittee for submittal to the IEEE-Standards Association), receives approval from the IEEE-SA. At that point, per Clause 5.2 of the Transformers Committee Policies and Procedures for Standards Development, the Subcommittee Chair appoints the Working Group Chair.
- i) Recommending appropriate papers for award consideration
- j) Reporting verbally on the activities of the subcommittee and its working groups at meetings of the Committee
- k) Annually reviewing committee membership, and removing members and retiring members who no longer meet membership requirements. Canvassing members as necessary to determine the member's continued interest in the subcommittee.
- l) Submitting minutes of the meetings of their subcommittee and its working groups, for inclusion in the Committee meeting minutes and publish them within 60 calendar days of the end of the meeting
- m) Recommending members of their subcommittee for membership on the Committee
- n) Recruiting and inducting new subcommittee members

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- o) Notifying new subcommittee members of their appointment to the Subcommittee

8.3 Duties of the Subcommittee Vice Chair

The responsibilities of a Subcommittee Vice chair shall include the following:

- 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) Being knowledgeable in IEEE standards processes and parliamentary procedures and ensuring that the processes and procedures are followed
- c) Attending all Subcommittee meetings
- d) If the Vice Chair and Secretary are combined as a single officer, this officer is responsible for the duties of both the Vice Chair and Secretary.

8.4 Duties of the Subcommittee Secretary

The responsibilities of a Subcommittee Secretary include the following:

- a) 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
- b) Recording minutes of each meeting and publishing them within 60 calendar days of the end of the meeting
- c) Creating and maintaining the participant roster and submitting it to the IEEE Standards Association annually
- d) Being responsible for the management and distribution of Transformers Committee documentation
- e) Maintaining lists of unresolved issues, action items, and assignments
- f) Recording attendance of all attendees
- g) Submitting minutes of the meetings of their subcommittee and its working groups, for inclusion in the Committee meeting minutes and publish them within 60 calendar days of the end of the meeting
- h) Being knowledgeable in IEEE standards processes and parliamentary procedures and ensuring that the processes and procedures are followed
- i) Attending all Subcommittee meetings
- j) If the Secretary and Vice Chair are combined as a single officer, this officer is responsible for the duties of both the Secretary and Vice Chair.

8.5 Eligibility and Qualifications of Subcommittee Members (other than Administrative Subcommittee)

Subcommittee members shall be active participants, and it is recommended that they be members of the IEEE Power & Energy Society and the IEEE-SA. The members of a

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subcommittee are appointed by the Chair of the Subcommittee upon receipt of an expression of interest and indication of ability to participate from the candidate.

Subcommittee membership is reviewed and reaffirmed yearly by the Subcommittee Chair and is contingent upon the following:

- a) Attending three out of five Subcommittee meetings
- b) Returning and participating in surveys and ballots of the subcommittee
- c) Contributing to Subcommittee and its working groups.

The Subcommittee Chair may elect to discontinue the membership of a continually inactive or non-participating member by sending written notification to the affected member. A member may discontinue Subcommittee membership by sending a notification of resignation to the Subcommittee Chair.

9. Liaison Representatives

9.1 Eligibility and Qualification of Liaison Representatives

The Committee will, at various times, wish to establish a close affiliation with other select bodies. On such occasion the Chair, with the concurrence of the Administrative Subcommittee, will designate one or more members as official liaison from the Transformers Committee. The person selected will have demonstrated an ability and willingness to serve in this capacity.

The term of office for liaisons is at the discretion of the Chair, with the concurrence of the Administrative Subcommittee.

The member will submit a written report to the Chair and Secretary of activity resulting from the liaison assignment for inclusion in the Main Committee Spring and Fall Minutes.

10. Meetings

Transformers Committee meetings shall be held every Spring and Fall. Additional details are found in Clause 6.0 of the Transformers Committee Policies and Procedures for Standard Development.

11. Vote

In addition to Clause 7 of the Transformers Committee Policies and Procedures for Standard Development (Transformers Committee P&P), approval of non-standard related action requires approval by a majority vote of the Committee. Notification of the potential for action should be included on any distributed agendas for meetings.

12. Technical Papers and Publications

12.1 Responsibility for Evaluation of Technical Papers

The responsibility for all matters related to the evaluation of technical papers and their presentation at the various IEEE general meetings and conferences throughout the year resides with the Vice Chair of the Committee.

12.2 PES Transactions

The Vice Chair of the Committee serves as the editorial board member (editor) for transaction paper review. It is preferable that the Vice Chair of the Committee designates a member to serve this function.

12.3 Other Technical Papers

The Vice Chair of the Committee is responsible for the review of PES Proceedings papers (abstracts and papers), panel session and special educational session summaries, and other IEEE Conference papers. The Vice Chair of the Committee may draw upon the expertise of the committee members for paper review. The Vice Chair may designate a member to serve as a review coordinator for a conference.

12.4 Technical Paper Submittal

IEEE Transaction papers are submitted on the IEEE Transactions on Power System Manuscript submissions site. The site which contains the process, instructions and tutorials can be found at <https://mc.manuscriptcentral.com/tpwrs-pes> .

12.5 Technical Paper Presentations

The Vice Chair of the Committee serves as a Technical Committee Program Chair (TCPC) for all IEEE general meetings and conferences. This function includes the paper review of Clause 11.2.4 and scheduling and conducting of technical and panel sessions at these meetings. The Vice Chair of the Committee may designate a member to serve as TCPC for each meeting. TCPC may designate session chair for each session.

13. Task Force, Working Group, & Subcommittee Publications

This procedure applies to documents developed by Task Forces, Working Groups, or Subcommittees of the IEEE Transformers Committee that are not balloted. These may be technical papers or special publications.

The document may list in its title the name of the group preparing the document. i.e. "IEEE Task Force Report on ...," or "IEEE Working Group Report on" The document shall not name the document as an IEEE Transformers Committee report unless a draft is mailed and a ballot is conducted of the IEEE Transformers Committee members.

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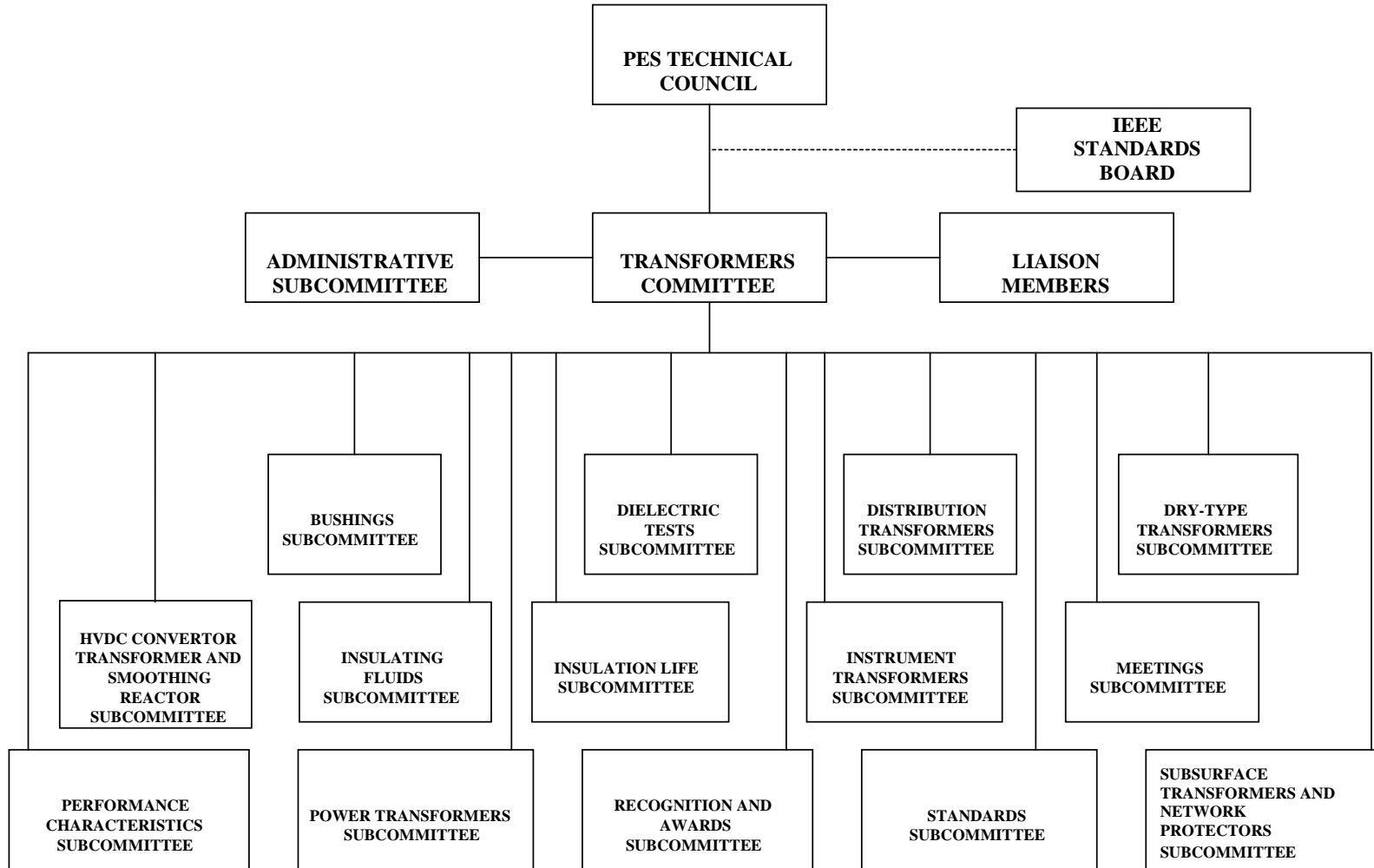
Technical papers to be published in the IEEE PES Transactions on Power Delivery shall follow procedures for PES technical papers.

Special publications shall follow procedures that allow for prior review and discussion of the contents by interested parties, as follows:

- Announcement of the availability of a draft for review and a deadline for written discussions shall be published with the applicable subcommittee minutes and minutes of the IEEE Transformers Committee.
- A draft copy for review shall be made available at the registration desk for the next IEEE Transformers Committee meeting.
- Draft copies shall be made available to those requesting copies for a charge equal to reproduction and mailing expenses.
- Written discussions of the special publication shall be mailed to the Chair of the group preparing the document. The discussion and a closure shall be published with the final document.

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Annex A IEEE Transformers Committee Organization Chart



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Applicant Name _____

Check the classification most appropriate for your position:

- Producer or Manufacturer Interests - Those directly concerned with the production of products which are covered by documents prepared by the Transformers Committee.
- Consumer or User Interests - Those who apply or use products which are covered by documents prepared by the Transformers Committee.
- General Interest - Those who have interests other than those described above.

Signed _____ Date _____

Membership Eligibility Requirements

- a. Member in good standing of the IEEE Power & Energy Society and IEEE Standards Association.
- b. A demonstrated interest and knowledge of the fields of Distribution, Power and/or Regulating transformers as expressed by working on standards, publishing papers, taking part in discussions of technical papers and presentations thereof.
- c. Technical competence in one or more particular branch(s) of engineering as specified in the scope of the Committee.
- d. Contributing regularly as a member of Subcommittee(s) and Working Group(s) during a two-year apprenticeship period.
- e. Willingness to devote time and effort to contribute to the advance of the art by:
 - Regular attendance at meetings and participation at the Subcommittee and Working group level
 - Reviewing technical papers for presentation and publication, as may be assigned by the Vice Chair of the Committee.
 - Committing to timely return of Committee ballots.
- f. Continued participation in Committee functions such as serving as an officer, liaison representative, Subcommittee member, or Working Group member.
- g. Actively participating in balloting of Technical Committee issues. SA membership is required for balloting.
- h. Regular attendance at meetings. When a member is absent for two consecutive scheduled regular meetings and fails to participate by correspondence, the member will be removed from committee membership, subject to a review of extenuating circumstances by the Administrative Subcommittee. The designation of a representative (non-Transformers will count as attendance for the member).