

DRAFT

GENERAL RULES

FOR

CIGRE SESSIONS



1

CIGRE
21 rue d 'Artois
75008 Paris

CIGRE Official Document
General rules for CIGRE Session
FM / YM 13/02/13

TABLE OF CONTENTS

1. Definition and general lay-out of sessions	3
2. Principle of group meetings	4
2 3. Poster sessions	5
4. Choice of preferential subjects	5
5. Paper selection	5
6. Tasks of the Special Reporter	7
7. Discussions	8
8. Daily summary of discussions, General Report, Proceedings	8
9. Administrative matters	9

GENERAL RULES FOR CIGRE SESSIONS

In accordance with Article 3 of the statutes, CIGRE organizes biennial conferences called “Sessions”. They are held in Paris, in even number years, at dates set by the Administrative Council. Sessions are open to all, members and non-members of CIGRE; however, CIGRE members benefit from some advantages: they may put forwards papers and are entitled to reduced registration fees.

This document gives general rules for the organization of the Session. It cancels and supersedes the document dated 28/06/2007.

It was approved by the Administrative Council on **XX XX 201X**.

1. Definition and general lay-out of Sessions

3

Usually, a Session is five days long, from Monday to Friday. An Opening Ceremony is held on the preceding Sunday, with addresses from invited guest speakers.

On the Monday, several panels are scheduled:

- The first panel in the morning deals with a subject of general interest –such as electricity business organization, including economic and environmental aspects- focusing on the expectations of the electricity industry management. Speakers outside CIGRE circles may be invited for this event.
- In the afternoon, it is the long-established panel on large disturbances. And we have now, in parallel, the more recent panel on markets incidents, and the EPEE (Electric Power Engineering Education) panel.

Group Meetings, organized by the Study Committees, are dedicated to the discussion of the papers selected. They are scheduled on the other four days, four Meetings being run simultaneously, and constitute the main body of the Session. Since 2012, the authors of papers are requested to be present at the Poster Sessions, one half a day being attributed to each SC between Monday afternoon and Friday morning.

The time table of the Session is approved by the Administrative Council upon proposal by the Technical Committee and recommendation by the Steering Committee.

As an illustration of the technical contents of the Session, a technical exhibition is organized in parallel, on the Session premises.

The present rules concern Group Meetings; other events are run according to a specific pattern with rules being adjusted accordingly.

2. Principle of group meetings

Group Meetings consist in the discussion of papers centered on a limited number of topics – usually 2 or 3- referred to as “Preferential Subjects”, within the scope of each Study Committee.

These Preferential Subjects are selected by each Study Committee, in coordination with the Technical Committee. Also, two or more Study Committees may decide to discuss a broader subject related to their field of concern, in which case a Joint discussion on a particular subject may be organized (a Joint Session in addition is not possible due to the very tight agenda during the week).

The rule is that there is no individual presentation of the papers by the authors. The papers are made available on the website, ahead of the Session, to registered delegates who are therefore acquainted with the content of the papers.

4

The discussion is run on the basis of a Special Report drawn up by a Special Reporter; there may be one Special Reporter for the whole Group Meeting, or more, for instance one for each Preferential Subject. The Special reports are posted on the website well ahead of the Session.

The Group meeting is headed by the Study Committee 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, its scope and on-going work,
- Presentation of Preferential Subject 1 by the Special reporter,
- Discussion of Preferential Subject 1, which runs as follows:
 - ⌘ Prepared contributions,
 - ⌘ Spontaneous contributions,
 - ⌘ General discussion, if time allows,
- Discussion of Preferential Subject 2, then 3 (similarly to Preferential Subject 1),
- Summary of the discussions by the Special Reporter(s),
- General conclusion, drawn by the Chairman.

A summary of the discussions is drawn up and made available to Delegates the day after the Group Meeting.

Under the responsibility of the SC Chairman, a General Report is prepared by the Special Reporter(s) within two months after the Session. It is to be included in the Session Proceedings, alongside with the Special Reports, the contributions to the discussions. These Proceedings are available on the website for registered delegates (the Proceedings will be available for 18 months after the Session, then this set of information will migrate to the e-CIGRE database).

3. Poster sessions

Since 2012, half a day is dedicated to each SC so as to organize its own poster session. Each author whose paper has been selected for the Session has the opportunity to take part and it is of course highly recommended that authors do so.

For each Session, a specific organization document will be issued.

4. Choice of preferential subjects

At the Technical Committee meeting just after a Session, Study Committees put forward their choice of Preferential Subjects for the following Session, as well as suggestions for the other meetings such as panels and Workshops. When the choice of Preferential Subjects is finalized by the Technical Committee, the “Call for Papers” is drawn up and circulated to National Committees and members of CIGRE; it is issued on the CIGRE website. Finally, it is also included in the December issue of ELECTRA.

5. Paper selection

A paper proposal must refer to one Preferential Subject (only), so as to avoid too general a discussion.

Papers must contribute to technical progress and contents of already existing literature must not be quoted. They should be of interest to a wide international audience and not deal with purely local subjects.

Authors should of course refrain from any commercial advertising.

The author(s) must be present, or represented, during the sessions. If it is not the case, the corresponding paper will not be introduced in e-CIGRE. It is the responsibility of each National Committee to take the appropriate measures.

The lead author of a paper must be a member of CIGRE, individual member or representative of a collective member. In the case of papers prepared by several co-authors, the name of the lead author should be clearly indicated.

The selection is based on synopses, but a full paper may still be rejected if considered of poor quality, in which case justification for rejection is supplied.

The papers are copyrighted to protect the interests of CIGRE as well as their authors. Authors who submit a paper for publication agree to assign to CIGRE the copyright of the paper. The same rules apply for contributions and posters.

The selected papers fall under four allotments as follows:

- **National Committee Allotment (NCA):** each National Committee is allocated a set number of paper proposals, to be put forward under their National Committee Allotment. This allotment is based on the National Committees membership figures. It is revised every other year, on the basis of the National Committee membership over the two previous years.

National Committees have responsibility for the choice of papers they wish to present, they must see to their high quality and compliance with the Preferential Subjects.

The synopses of papers put forward under the NCA are sent by the National Committees to the Central Office. These synopses are then examined by the Study Committee Chairmen who check that they are within the scope of the Preferential Subjects.

- **Additional Allotment (AA):** National Committees may choose a number of papers to be put forward, in addition to their NCA, under the Additional Allotment.

Individual authors from countries where there is no National Committee can of course also propose papers; these will be considered under this allotment.

Papers proposed under this allotment must be sent to CIGRE Central Office by the National Committees or by individual authors if they are from a country with no NC.

Synopses of papers put forward under this allotment are subjected to selection by the Chairman of the Technical Committee, following advice of Study Committee Chairmen.

- **International Allotment (IA):** Under this allotment are papers written by authors from different countries, with a clear contribution of each one of the authors required.

Synopses of these papers are chosen and sent to the Central Office by the lead author's National Committee or directly to the Central Office when none of the authors are from a country with a National Committee.

These papers are selected by the President on the advice of the Technical Committee Chairman and Study Committee Chairmen.

- **Study Committee Allotment (SCA):** As Study Committees can have papers published through other channels, Technical Brochures and Electra, and the website, only exceptionally are papers proposed under this allotment, the purpose of which is to present Study Committee and Working group activities. Synopses of these papers are put forward directly by Study Committees to the Central Office and are selected by the Chairman of the Technical Committee.

Remark: for the AA and IA Allotments, there is no set limit of the number of papers selected, but there should be some correlation between the NCA and the other allotments.

Paper synopses should be between 500 and 1000 words to be considered and the Preferential Subject to which they refer must be clearly indicated. Author(s) name and coordinates must be given. National Committees may decide to base their choice on a full paper, but they must still submit a synopsis and the deadline is the same in all cases.

Deadline for reception of synopses at the Central Office is given in the "Call for Papers", usually mid-May, uneven number-year.

After the selection process, authors are notified of acceptance or non-acceptance of their proposal by the Central Office, with a copy to the National committee when appropriate; they are given information for preparation of the papers as well as the deadline after which papers will be rejected.

All full papers must be sent to the Central Office who will forward them to the relevant Chairmen and Special Reporters.

6. Tasks of the Special Reporter

The Special Reporter is required to:

- Prepare the Special Report. For this task, he may be assisted by experts, whose names should be mentioned in the Special Report. General principles and rules for the preparation and presentation of the Special Report are given in a specific document,
- Handle the discussions on the Preferential Subject(s) for which he has been appointed. This covers the selection and the organization of the delegates contributions, the running of the discussions and the elaboration of the conclusions,
- Contribute to the Daily Summary of discussions,
- Under the authority of the SC Chairman, prepare his part of the General report, if necessary with the other Special Reporters for the Group Meeting.

7. Discussions

As soon as they are ready, the Special Reports are made available on the website for registered and intended delegates. The coordinates of the Special Reporters are also given.

Contributions to the questions raised in the Special Report follow rules defined in the “Guide for Discussion Contributions”. All prepared contributions must be supplied in electronic format on the Preview System of the Palais des Congrès, at least 1 week in advance (the system being opened one month in advance), before the Opening Ceremony of the Session.

Unless clearly specified, the contributors agree to assign to CIGRE the copyright of their presentation (text, slides) and to allow CIGRE to publish them.

8. Daily summary of discussions, General Report, Proceedings

8 After the Group Meeting, the Secretary draws up a short summary of the discussions, highlighting the main points. It is usually available for Delegates to collect it the day after the Group Meeting and is posted on the CIGRE website.

The General Report is a synthesizing document giving the main results of the Group Meeting discussions, in continuation of the Special Report. It is drawn up by the Special Reporter(s), under the responsibility of the Chairman, on the basis of the contributions and an audio recording of the discussions.

The Session Proceedings consist of the Special Reports, the prepared and spontaneous contributions, the General reports. For this purpose, contributors have to provide an electronic version of their contribution, right at the time of the Session, at the latest 2 weeks after the end of the Session. Also included in the Proceedings are the reports and contributions presented at the Panel sessions, the Opening addresses, the presentations made during the different panel sessions. The Proceedings will remain available on the website 18 months after the Session; then they will be available through e-CIGRE.

A brief presentation of the Session is issued in the journal ELECTRA. The Session papers and the Session Proceedings are available for sale after the Session.

9. Administrative matters

a) Registration of delegates

A Session Programme, including Registration Forms, is inserted in the journal ELECTRA and is issued on the website a few months before the Session.

Registrations are proceeded to as follows:

- If the registrant's National Committee is handling Session registrations, the registration and payment are sent to this National Committee,
- If there is no National Committee in the registrant's country, or if the NC has decided not to be involved, registrations are sent to the CIGRE Central Office, using the on-line registration system.

The registration fees are set in advance by the Administrative Council. Individual members having paid their membership fee for the year before and for the Session year are entitled to the same reduced member fee. In the case of Collective I members, the Company may have 6 delegates register at the member fee. In the case of Collective II members (educational bodies), 3 delegates may register at the member rate.

Registration well ahead of the event is strongly recommended; however, registrations are processed up to and during the Session.

b) Services to delegates

Upon payment of the registration fee, Delegates benefit from the following:

- Access to Session papers and Session Proceedings on the website,
- Participation in all Discussion meetings and other technical events of the Session,
- Taking part in the social events organized by CIGRE,
- Taking part, against payment, in the visits.

c) Accompanying visitors

Session Delegates may register one or more accompanying visitors, against payment. Registered visitors are entitled to the "Welcome Tea", to taking part in the evening event organized by CIGRE, and to joining (against payment) the visits planned by the Session Travel Agents. Accompanying visitors cannot attend Group Meetings or other technical meetings.

d) SC and WG attendants

All SCs hold their annual meeting during the Session; many Working Groups also take the opportunity of the Session to hold a meeting.

Such meetings are referred to as “private meetings” and are attended only by the members concerned. Study Committee and Working Group members are not compelled to register to the Session. However, if they are not registered as delegates, they do not have access to the Group Meetings and Panel sessions.

SESSION COUNTDOWN

December N-2 year	Publication of the preferential subjects (call for papers)
Mid May N-1 year	Deadline receipt of synopses
August N-1 year	Acceptance letters/information
December N-1 year	Issue of Technical and General Program
Mid-January N year	Deadline receipt of full papers
Mid March N year	Session papers available on the website

REGISTRATIONS

October/November N-1	Elaboration of the General Programme
November N-1/January N	Preparation of Registrations
February/ August N	Registrations
End August N	Final lists of participants
September N	Regularizations

POST-SESSION

End September N year: reception of spontaneous contributions

End October N year: deadline General Reports

End December N year: issue of proceedings on the website