

IEEE POWER SYSTEM RELAYING COMMITTEE (PSRC)  
ORGANIZATION AND PROCEDURE MANUAL

IEEE POWER SYSTEM RELAYING COMMITTEE (PSRC)  
ORGANIZATION AND PROCEDURE MANUAL

**TABLE OF CONTENTS**

1.0 INTRODUCTION .....3  
2.0 PURPOSE OF THE ORGANIZATION AND PROCEDURE MANUAL .....3  
3.0 POWER SYSTEM RELAYING COMMITTEE SCOPE AND ORGANIZATION .....4  
4.0 PSRC SUBCOMMITTEE (SC) SCOPES AND ORGANIZATION .....10  
5.0 WORKING GROUPS AND TASK FORCES .....16  
6.0 RESPONSIBILITIES AND DUTIES OF LIAISONS .....19  
7.0 PROCEDURES FOR THE GENERATION OF A PROPOSED IEEE STANDARD, GUIDE OR  
RECOMMENDED PRACTICE.....19  
8.0 PROCEDURES FOR PSRC APPROVAL OF DOCUMENTS OTHER THAN STANDARDS, GUIDES OR  
RECOMMENDED PRACTICES .....28  
9.0 OTHER PSRC PROCEDURES .....30  
10. COMMERCIAL ACTIVITIES RELATED TO PSRC MEETINGS .....31

# IEEE POWER SYSTEM RELAYING COMMITTEE (PSRC) ORGANIZATION AND PROCEDURE MANUAL

## 1.0 INTRODUCTION

The Power System Relaying Committee (PSRC) is a Technical Committee of the IEEE Power Engineering Society (PES). The PSRC functions within the Scope of the Technical Council of the IEEE PES. The PSRC reports to the Technical Council on matters concerning membership, technical publications, recognition, scope and the coordination of Power Engineering Society generated standards. The PSRC, in support of the PES goals and with the direction and coordination of the Technical Council, shall assist in the following activities:

1. Promote the understanding of power system relaying,
2. Hold regular meetings to promote the development of standards, recommended practices, guides, surveys, and technical papers related to power system relaying,
3. Within its scope, initiate and prepare standards, recommended practices, and guides, and cooperate in the preparation of standards with other groups and report on standards activities to the IEEE Standards Board,
4. Review and grade technical papers,
5. Initiate, propose and/or process awards for committee, subcommittee and working group members. Promote Senior Memberships and IEEE Fellow candidates and evaluate proposed Fellow candidates by other than committee sources,
6. Offer cooperation with local sections/chapters of the IEEE PES,
7. Select session Chairs and coordinate technical sessions at meetings designated by PES,
8. Inform the general membership of the PES about the activities of the Committee by submitting news items to the Power Engineering Society publications, as appropriate.

## 2.0 PURPOSE OF THE ORGANIZATION AND PROCEDURE MANUAL

The purpose of this document is to provide information to officers, members and nonmembers about the PSRC and its subcommittees and working groups and to assist them in understanding and working effectively with the PSRC and its superior organizations.

### 2.1 Order of Precedence

#### PSRC Organization and Procedures Manual

This manual provides for the orderly transaction of business of the PSRC. Several documents take precedence in the following order:

- a. New York State Corporation Not-for-Profit Law
- b. IEEE Certificate of Incorporation
- c. IEEE Constitution

## IEEE POWER SYSTEM RELAYING COMMITTEE (PSRC) ORGANIZATION AND PROCEDURE MANUAL

- d. IEEE Bylaws (Includes IEEE Standards Association Bylaws)
- e. IEEE Policy and Procedures Manual
- f. IEEE Board of Directors Resolutions
- g. Standards Association Operations Manual
- h. IEEE-SA Board of Governors Resolutions
- i. IEEE-SA Standards Board Bylaws
- j. IEEE-SA Standards Board Operations Manual
- k. Policy/Procedures of the IEEE Power Engineering Society
- l. Policy/Procedures of the Technical Council
- m. Power System Relaying Committee Organization & Procedures Manual
- n. Robert's Rules of Order (revised)

### **3.0 POWER SYSTEM RELAYING COMMITTEE SCOPE AND ORGANIZATION**

The organizational structure of the PES is shown in the current issue of the IEEE Power Engineering Society Organization and Committee Directory available at the IEEE-PES web site. The Power Engineering Society is Division VII of the Institute of Electrical and Electronics Engineers (IEEE). For operating functions, it is responsible to the IEEE Technical Advisory Board, and for technical activities to the IEEE Technical Activities Board. The Technical Committees function within the Scope of the Technical Council.

#### 3.1 Power System Relaying Committee (PSRC) Scope

Treatment of all matters in which the dominant factors are the application, design, construction, and operation of protective, regulating, monitoring, synchronism-check, synchronizing, reclosing, and auxiliary relays, including all matters necessary to the function of such relays and relaying systems employed in the generation, transmission, distribution, and utilization of electrical energy and including the effects of such relays on system operation. Treatment of techniques and requirements for communications within, between, and among protective relays, to the extent that these communications affect protection functions or performance. Maintenance of liaison and collaboration as required with other committees of the Power Engineering Society and associated Groups and Societies of the IEEE.

#### 3.2 PSRC Officers

##### 3.2.1 Appointment

The Chair, Vice Chair, and Secretary of the PSRC are recommended by the incumbent PSRC Chair with the concurrence of the immediate past Chair of the PSRC and are approved by the Chair of the Technical Council.

## IEEE POWER SYSTEM RELAYING COMMITTEE (PSRC) ORGANIZATION AND PROCEDURE MANUAL

### 3.2.2 Qualifications

PSRC officers shall be members of IEEE, the IEEE Standards Association, PES, and PSRC.

### 3.2.3 Term

The term of office of the Chair, Vice Chair, and Secretary is one year with a one year reappointment, for a maximum of two years. There is an anticipated progression from to Secretary to Vice Chair to Chair unless the current PSRC Chair has reason (or extraordinary circumstances demand) to deviate from this sequence.

### 3.2.4 Duties of the PSRC Officers

#### 3.2.4.1 PSRC Chair

The Chair of the PSRC is responsible for directing the operations of the Committee, assuring conformance with PES and PSRC established procedures, and chairing the Main Committee meeting and the Advisory Subcommittee meeting. The Chair shall be an ex officio member of all of the Committee's subcommittees.

The PSRC Chair, upon recommendation by a Subcommittee Chair and upon the advice of the Advisory Subcommittee, appoints PSRC membership. New PSRC members are then announced by the PSRC Chair.

The Chair represents the PSRC at the Technical Council meetings held during the PES General meetings, provides a report to the Technical Council covering those PSRC activities of interest to other PES technical committees, and keeps PSRC apprised of activities, reported by other committees that may affect PSRC.

The Chair is responsible for, but may delegate, providing the PSRC contributions to annual updates of the PES Organization Manual and Membership directory. The Chair or his delegates should also assure timely review of technical papers, provide adequate training for subcommittee and working group leaders, and assure appropriate awards and recognition are presented to deserving members.

The Chair shall monitor the necessity of changing the scope of the Committee and obtain Technical Council approval for such changes. The Chair shall also monitor the desirability of forming new Subcommittees and disbanding them as necessary.

While the inputs of the PSRC Vice Chair, Secretary and the Advisory Subcommittee are necessary and important, the responsibility for meeting locations and PSRC membership additions and deletions rest with the Chair. The Chair is also responsible for stimulating the

## IEEE POWER SYSTEM RELAYING COMMITTEE (PSRC) ORGANIZATION AND PROCEDURE MANUAL

professional bearing of PSRC, for encouraging the highest principles of truth and accuracy in all documents generated by PSRC, and for discouraging commercialism in PSRC publications.

### 3.2.4.2 PSRC Vice Chair

The Vice Chair assists the Chair in all duties, and assumes the Chair's responsibilities in the event of the Chair's inability to perform these duties. The Vice Chair is the PSRC Technical Paper Coordinator. The Vice-Chair appoints PSRC technical session chairs for the PES General meeting and other PES meetings, as appropriate. The Vice Chair should also promote PSRC contributions to and participation in PES meetings.

The Vice Chair is responsible for selecting the hotels and negotiating contracts for future PSRC meetings and, where possible, coordinating with a local PSRC representative. The Vice Chair involves local PES or IEEE chapters in this effort to the extent feasible.

### 3.2.4.3 PSRC Secretary

An important duty of the PSRC Secretary is to prepare complete and accurate minutes of PSRC meetings, including in these minutes reports on the Advisory Subcommittee meeting and information reported during the Main Committee meeting regarding the activities of the subcommittees and their working groups. These minutes are prepared from notes taken by the Secretary during the Advisory Subcommittee meeting and during the Main Committee meeting, and from written reports submitted by SC Chairs, Liaison persons, the PSRC Chair and Vice Chair, and by WG Chairs reporting to the Advisory Subcommittee. The Secretary is responsible for maintaining an accurate list of PSRC members, subcommittee members and working group members.

The Secretary provides a "First Notice" announcing each upcoming meeting about three months in advance of the meeting. The First Notice provides hotel registration information and a procedure to allow attendees and spouses to register for the meeting. The Secretary may use the PSRC e-mail list and web site to expedite the notification process. The Secretary should also coordinate with Subcommittee chairs to determine Working Group and Subcommittee meeting requirements. A proposed agenda should be provided sufficiently in advance of the meeting to allow feedback from members to be incorporated.

The Secretary is responsible for managing the PSRC bank accounts and determining the appropriate registration fees to maintain an adequate balance. At the PSRC meetings, the Secretary is responsible for collecting the meeting registration fee from each person in

## IEEE POWER SYSTEM RELAYING COMMITTEE (PSRC) ORGANIZATION AND PROCEDURE MANUAL

attendance and for paying the hotel bill for PSRC functions. The Secretary should provide annual summaries of bank balances, meeting expenses, and other significant financial items.

The Secretary works closely with hotel management to assure that meeting rooms are available and set up as required, that proper audio visual equipment is provided, and that catering is correct for functions at which refreshments are served.

The Secretary updates the PSRC Committee Membership and Scope report and makes this report available for posting on the web site at the beginning of each year. This report identifies current PSRC Main Committee membership (the "Main Committee list"), subcommittee membership, working group membership, subcommittee scopes, and working group assignments. Honorary PSRC Main Committee members are listed separately on the Main Committee list.

The Secretary updates the Working Group Matrix after each meeting with information provided by each Subcommittee. This matrix provides the status of working groups progress towards completion of assignments.

### 3.2.5 Standards Coordinator

#### 3.2.5.1 Appointment

The PSRC Chair appoints the Standards Coordinator of the PSRC.

#### 3.2.5.2 Qualifications

PSRC Standards Coordinator shall be a member of IEEE, the IEEE Standards Association, the Power Engineering Society and the PSRC.

#### 3.2.5.3 Term

The term of office is yearly, with reappointment for a maximum of five years.

#### 3.2.5.4 Duties

1. Acts as PSRC liaison to the IEEE Standards Board.
2. Acts as PSRC representative on the IEEE PES Standards Coordinating Committee.
3. Reviews PAR's circulated by other PES technical committees.
4. Reports standards activity at each PSRC Main Committee meeting.

## IEEE POWER SYSTEM RELAYING COMMITTEE (PSRC) ORGANIZATION AND PROCEDURE MANUAL

5. Reports changes in liaison personnel to other PES technical committee's standards coordinators.
6. Reviews documents that are agenda items for the IEEE Standards Board NesCom and RevCom.
7. Maintains an awareness of international standards activities that are of interest to PSRC.
8. Works with the WG Chair to coordinate the submission of the PAR to NesCom and conveys approval to NesCom for processing the PAR via the WEB based IEEE process.
9. Keeps a file of all Forms for Submittal of Proposed Standards and all other correspondence sent by PSRC officers and SC Chairs to the IEEE Standard Board (RevCom).
10. When Interpretation of an IEEE PSRC generated standard is requested, forwards PSRC interpretation to IEEE Standards Committee.

### 3.3 Power System Relaying Committee Member

#### 3.3.1 Appointment of a PSRC Member (Also referred to as a "PSRC Main Committee Member")

Appointment is made by the PSRC Chair based on recommendations by the Subcommittee Chair and on the advice of the Advisory Subcommittee. Attendance records and working group participation are verified. Announcements of new members are typically made during main committee meetings.

#### 3.3.2 Qualifications of a PSRC Member

A prospective PSRC member should be a member of the IEEE Power Engineering Society and have demonstrated:

1. Willingness and ability to contribute to the assignments of working groups of the PSRC,
2. Active and knowledgeable participation as a PSRC Subcommittee member for a period of not less than one year,
3. Willingness to review technical papers,
4. Timely completion of PSRC ballots,
5. Regular attendance of PSRC meetings.

## IEEE POWER SYSTEM RELAYING COMMITTEE (PSRC) ORGANIZATION AND PROCEDURE MANUAL

### 3.3.3 Term of office of a PSRC Member:

The term of office is one year, with reappointment contingent upon continuing to meet requirements.

### 3.3.4 Duties of a PSRC Member

Regular attendance of PSRC meetings is considered essential to participation in committee activities. By attending regularly, the PSRC member can participate in the following:

1. Assist in completing working group assignments relating to IEEE Project Authorization Requests, which includes the creation and revision of IEEE standards, recommended practices, and guides,
2. Assist in completing working group assignments not related to PARs, including creation of technical reports, surveys, and special IEEE publications,
3. Review technical papers submitted for IEEE publication,
4. Take an active role in formulation of working group assignments and as chair or vice chair of working groups and subcommittees,
5. Serve as a resource available to all other attendees and to the leaders of PSRC and its activities.

### 3.3.5 Affirmation, Termination and Reinstatement of Membership

Committee membership is reviewed and reaffirmed yearly and is contingent upon meeting the qualifications listed above. A member may discontinue his Committee membership by sending a letter of resignation to the Committee Chair, with a copy to the Committee Secretary. The Chair may elect to discontinue the membership of a continually inactive or non-participating member by sending written notification to the affected member, stating the specific reasons for termination and copying the Committee Secretary. At the Chair's discretion, a warning of impending discontinuation of membership may be issued to the affected member. A written appeal for membership reinstatement may be submitted to the Chair of the Technical Committee specifically stating why the reasons for reinstatement.

## 3.4 PSRC Honorary Member

### 3.4.1 Appointment

Honorary membership is conferred by the PSRC officers, with the concurrence of the Advisory Subcommittee, on PSRC members who have contributed substantially over a long period of time to the advancement of the PSRC.

## IEEE POWER SYSTEM RELAYING COMMITTEE (PSRC) ORGANIZATION AND PROCEDURE MANUAL

### 3.4.2 Qualifications

Honorary membership may be awarded to a PSRC member who can no longer meet the requirements for active membership.

### 3.4.3 Term

This position is honorary and as such does not have a limited term.

### 3.4.4 Duties

Honorary membership permits the expertise and experience of the member to continue to be available to the PSRC, while relaxing the requirements on the member. Honorary membership does not include voting privileges. It is recognized that the member may not be able to attend meetings, participate in working group and subcommittee activities, and in general, closely follow the events and activities of the PSRC. Honorary members should receive, or have access to, PSRC meeting minutes. Should the member so elect, he/she may be sent papers for review and evaluation. PES membership is not required as a condition for PSRC Honorary membership. Honorary members are included on the PSRC Main Committee roster as a separate listing. Registration fees for PSRC meetings will be waived for honorary members.

## **4.0 PSRC SUBCOMMITTEE (SC) SCOPES AND ORGANIZATION**

### 4.1 Subcommittee Scopes

#### 4.1.1 Establishment of Subcommittee Scopes

The scope of a SC is established by the PSRC with the approval of the PES Technical Council. The scope defines in broad terms the technical areas to be covered by the SC. The scopes should be reviewed periodically to assure coverage of changes in the art, new problems, etc.

#### 4.1.2 Advisory SC (AdCom)

The purpose of the Advisory Subcommittee is to assist the PSRC Chair on all matters, as requested, in the functioning, direction, and conduct of the work of the PSRC. The AdCom SC consists of the current PSRC officers, SC Chairs, the Working Group chairs of the Administrative Subcommittee, and past PSRC Chairs.

#### 4.1.3 Administrative [B] Subcommittee

## IEEE POWER SYSTEM RELAYING COMMITTEE (PSRC) ORGANIZATION AND PROCEDURE MANUAL

Seven working groups report to the Administrative Subcommittee: Awards and Recognition WG (B1), IEEE Fellow Selection WG (B2), PSRC Membership WG (B3), and PSRC Organization and Procedure Manual Revision and Working Group Chair Training WG (B4), Bibliography and Publicity WG (B5), Long Range Planning WG (B8), and PSRC Web Site WG (B9).

### 4.1.4. Systems Protection SC [C]

Evaluate protection system responses to abnormal power system states. Evaluate and report on special protection schemes, remedial action schemes, monitoring and control systems and their performance during abnormal power system conditions. Recommend corrective strategies and develop appropriate standards, guides, or special publications. Evaluate and report on new technologies that may have a bearing on protection system performance during abnormal power system conditions.

### 4.1.5 Line Protection SC [D]

Investigate and report on the relaying techniques and systems used for transmission and distribution (T&D) line protection. Develop statistics and recommend protection practices for improving line relaying performance. Develop and maintain standards for line protection.

### 4.1.6 Relaying Communications SC [H]

Evaluate and report on the characteristics and performance of protective relaying communications. Recommend communication requirements and operating and test procedures that assure reliable performance of the overall protective system. Report on new relaying equipment designs tailored to specific communication requirements.

### 4.1.7 Relaying Practices SC [I]

Develop, recommend and establish standards on protective relaying practices which are compatible with the electrical environment, including but not limited to; relay withstand capabilities to electromagnetic interference, characteristics and performance of instrument transformers, testing procedures, applications performance criteria, and definitions of relay and relay systems. Evaluate and report on pertinent aspects of protective relaying not addressed by other PSRC Subcommittees. Maintain applicable protective relaying standards.

### 4.1.8 Rotating Machinery Protection Subcommittee [J]

Evaluate and report on protective relaying concepts and practices applicable to generators, motors, synchronous condensers, associated auxiliary systems, and performance of plant protective systems. Develop and maintain related relaying standards.

### 4.1.9 Substation Protection SC [K]

## IEEE POWER SYSTEM RELAYING COMMITTEE (PSRC) ORGANIZATION AND PROCEDURE MANUAL

Evaluate and report on methods used in protective relaying of substations and the consumer or independent power producer, associated equipment and performance of these protective systems. Develop and maintain relaying standards which relate to this equipment and the utility-consumer interface.

### 4.2 PSRC Subcommittee Chair

#### 4.2.1 Appointment

The Chair appoints the SC Chair, and the Chair of the PES Technical Council is notified of the appointment. Whenever possible, the chair position shall be assumed by the vice chair to promote continuity of experience.

#### 4.2.2 Qualifications

He/she must be a member of the PSRC Main Committee.

#### 4.2.3 Term

A SC Chair is appointed yearly. The general practice is to serve for three years. During this term, the SC Chair also serves as a member of the PSRC Advisory Subcommittee (AdCom).

#### 4.2.4 Duties

1. SC Chair should appoint and re-appoint SC members yearly, following regular review of SC membership.
2. The SC Chair should make a periodic review of the activity and productivity of the individual membership of their SC. Verbal reports will be requested periodically by the PSRC Chair and will serve as a guide toward appointment of PSRC members. The workload of the SC should be organized so that each SC member shares the responsibilities.
3. SC Chairs should regularly provide members with the following:
  - a) The scope of the SC.
  - b) A summary of the activities of the working groups reporting to the SC.
4. The SC Chair should help each SC member who needs support by the PSRC in gaining authorization for trips, reasonable amounts of working time, etc., from the member's employer. Where support is needed, the SC Chair should consult with the PSRC Membership Working Group Chair on the proper methods of implementation.

## IEEE POWER SYSTEM RELAYING COMMITTEE (PSRC) ORGANIZATION AND PROCEDURE MANUAL

5. The SC Chair appoints a Working Group (WG) or Task Force (TF) Chair, with prior approval of PSRC officers. These appointments are often critical to the success of the activity. Care should be taken to assure the Chair can provide effective, unbiased leadership.
  - a) The SC Chair must provide the proposed assignment for the Working Group (WG) or Task Force (TF) Chair describing the WG or TF objectives and charges. After appropriate discussion with the WG or TF, the WG or TF proposes a final assignment, which then must be approved by the SC Chair and PSRC Officers. The SC Chair announces the new working group and its assignment at a PSRC Main Committee meeting.
6. SC Chairs should encourage attendance of nonmembers at their meeting. Guests should be encouraged to participate in the discussions of the SC, within the limits of time, and at the discretion of the SC Chair. Where appropriate, suggestions of guests should be implemented.
7. Each SC Chair, with the aid of the SC Vice Chair, should prepare a report of the SC's activities for presentation at the main committee meeting of the PSRC. This report should be provided to the PSRC Secretary for inclusion in the minutes of the PSRC meetings. The report should be submitted to the PSRC Secretary no later than two weeks following the meeting.
8. The SC Chair should keep records of members' attendance on file. Records of SC meeting attendance is important in the continuing evaluation of existing members and in the consideration of prospective new members.
9. The SC Chair should prepare a meeting Notice and Agenda. The meeting notice and agenda should specify the date and location of the forthcoming meeting. It should be made available to each member of the group, to the web site coordinator, and to the PSRC officers.

### 4.3 PSRC Subcommittee Vice Chair

#### 4.3.1 Appointment

The Vice Chair should be recommended by the Subcommittee Chair and approved by the PSRC Chair.

#### 4.3.2 Qualifications

The SC Vice Chair works harmoniously and closely with the SC Chair. He/she should be a member of the PSRC, preferably with experience in SC work. Demonstrated leadership skills are essential.

#### 4.3.3 Term

Revision: Dec 27, 2005

Page 13

## IEEE POWER SYSTEM RELAYING COMMITTEE (PSRC) ORGANIZATION AND PROCEDURE MANUAL

A SC Vice Chair is appointed yearly. The general practice is to serve for three years, followed by progression to the Chair position.

### 4.3.4 Duties

The SC Vice Chair carries on the work of the SC in the absence of the SC Chair, and should be prepared to take over for the Chair. The SC Vice Chair prepares and makes available the minutes or notes of meetings to all SC members, to all in attendance at the meeting, and to the PSRC officers. All SC Vice Chairs are members of Working Group B1 - Awards and Recognition Working Group.

## 4.4 PSRC SC Members

### 4.4.1 Appointment

The SC Chair, with the approval of the PSRC Chair, appoints members of a SC.

### 4.4.2 Qualifications

Members of a SC must be members of the IEEE Power Engineering Society. Nomination for appointment should recognize:

1. The individual's experience and/or interest in the field of the SC.
2. The extent of the individual's participation in other subcommittees. In general, membership on three SC's is a reasonable limit for any one person.
3. The interests expressed by the individual in the SC and the PSRC.

### 4.4.3 Term

The term of office is one year, with reappointment. The SC Chair should review the attendance and participation of SC membership. Those members not meeting requirements should be contacted to determine if they will be able to meet membership requirements in the future. SC members not willing or able to meet requirements may be removed following notification of the PSRC Chair and Secretary.

### 4.4.4 Duties

A subcommittee (SC) member regularly attends and participates in subcommittee meetings. The SC member reviews subcommittee minutes for accuracy and content. The SC member

## IEEE POWER SYSTEM RELAYING COMMITTEE (PSRC) ORGANIZATION AND PROCEDURE MANUAL

participates in the activities of one or more of the SC working groups, including timely response to assignments and ballots. .

IEEE POWER SYSTEM RELAYING COMMITTEE (PSRC)  
ORGANIZATION AND PROCEDURE MANUAL

## **5.0 WORKING GROUPS AND TASK FORCES**

### **5.1 Establishment of Working Groups (WG) or Task Forces (TF)**

Specific projects or studies are undertaken by WG or TF each acting under its own Chair. A WG may be established by:

1. A SC Chair, when the project involved falls within the scope of its SC. Such a WG reports to the SC.
2. The PSRC Chair, when the project involved does not clearly fall within the scope of an established SC and does not warrant establishment of a new SC. Such a WG reports to the PSRC Advisory Subcommittee.

It is the responsibility of the Chair of the sponsoring SC to determine when and if a WG should be formed. The selection of a WG Chair is made by the SC Chair, after obtaining approval of the PSRC officers.

#### **5.1.1 The WG or TF Assignment**

The Chair of the sponsoring group (the Subcommittee Chair) shall prepare for the Chair of the WG a preliminary assignment describing the objectives and charges to the WG. After appropriate discussion within the working group, the WG Chair should propose a final assignment for approval by the SC Chair and by the PSRC Officers.

Task Forces may be setup by the Chair of the PSRC, or by a SC, or by a WG. Task Forces are established to handle very short, limited projects or studies. Effective use of such groups can be made to simultaneously handle different parts of a major project or to investigate the need for a new Working Group.

#### **5.1.2 Target Dates**

Target dates for interim reports and project completion should be clearly established by the Chair of the sponsoring SC, and every effort should be made to meet them.

### **5.2 WG or TF Chair**

#### **5.2.1 Appointment**

The SC Chair, with approval of the PSRC officers, appoints the WG or TF Chair. SC chairs are encouraged to separate the process of chair selection from the process of WG or TF creation.

## IEEE POWER SYSTEM RELAYING COMMITTEE (PSRC) ORGANIZATION AND PROCEDURE MANUAL

### 5.2.2 Qualifications

The Chair should have experience in the field of the working group assignment and should possess leadership skills. It is also important that the Chair not be the recognized expert in the field, since this often inhibits the contributions of other working group members.

### 5.2.3 Term

The WG or TF Chair is appointed until the assignment is completed.

### 5.2.4 Duties

1. Recruit and motivate WG or TF members. Attempt to balance assignments and actively involve as many members as possible.
2. WG or TF Chair shall prepare standards, guides, recommended practices, reports, papers, and questionnaires in accordance with formats and procedures described in the Procedures section of this O and P manual. It is expected that the WG or TF Chair read, understand and follow these procedures. Two documents are included in the APPENDIX that should provide guidance - Guidelines for Working Group Chair, and Helpful Steps in Completing a WG Assignment.
3. The WG Chair is responsible for completion of the assignment in a timely fashion.

## 5.3 WG or TF Vice Chair

### 5.3.1 Appointment

The WG Chair appoints the WG or TF vice-Chair.

### 5.3.2 Qualifications

Experience in the field of the project and previously volunteered contributions are considered in the appointment of a WG or TF vice-Chair. This person should be knowledgeable and interested in the WG activity and capable of acting as Chair in the absence of the working group or task force Chair.

### 5.3.3 Term

The WG or TF vice Chair is appointed until the project is completed.

### 5.3.4 Duties

## IEEE POWER SYSTEM RELAYING COMMITTEE (PSRC) ORGANIZATION AND PROCEDURE MANUAL

The WG or TF vice Chair aids the WG or TF Chair in the effective and timely completion of the WG assignment. The vice Chair prepares WG or TF meeting minutes and conducts meetings in the absence of the WG or TF Chair.

### 5.4 WG or TF Members

#### 5.4.1 Appointment

Any interested person is eligible to be a working group or task force member. The WG Chair appoints a volunteer who indicates an interest and ability to contribute to the working group assignment.

#### 5.4.2 Qualifications

WG member qualifications include voluntary involvement, expertise or interest in the subject, regular attendance at working group meetings, and timely completion of assignments. A working group member is a participator.

#### 5.4.3 Term

The term of the WG member is the length of time necessary to complete the assignment.

#### 5.4.4 Duties

A WG member participates in discussions and accepts and completes assignments. Each WG member, regardless of experience level, can be an essential contributor in the production of well-balanced, effective output. Each WG member should strive to assure the WG produces high quality work of value to the relaying industry.

### 5.5 Corresponding Members

To encourage participation by PES members, who are not capable of attending regular meetings, a working group Chair may accept volunteers as corresponding members (CM) to the working group. CM are not required to attend WG meetings, and are permitted to conduct their WG activities by correspondence with the WG Chair.

Corresponding members are accorded full right of working group membership, including balloting privileges on the same basis as regular WG members. A CM who does not "correspond" and/or return ballots in a timely manner shall be dropped from membership at the discretion of the WG Chair. A CM shall be listed on the WG roster and noted by an asterisk. The use of electronic correspondence methods should allow the CM to remain fully informed of WG activities and to receive and complete ballots in a timely fashion.

## IEEE POWER SYSTEM RELAYING COMMITTEE (PSRC) ORGANIZATION AND PROCEDURE MANUAL

### **6.0 RESPONSIBILITIES AND DUTIES OF LIAISONS**

The PSRC has agreed with the other technical committees and certain other non-IEEE organizations to appoint liaison representatives. The purpose of these liaisons, as viewed by the PSRC, is to keep the PSRC informed of the activities of the other organizations in areas in which we have an interest, in areas of possible jurisdictional conflict, and in areas where joint efforts might be advisable. Liaison representatives are established to provide communication and coordination between the PSRC and other committees in areas of mutual interest. They act as official spokesmen for the PSRC and report back activities of interest in their assigned area. Once established, these liaison relationships shall be regularly evaluated. If value is not being demonstrated, these relationships will be terminated.

The PSRC liaison representative is assigned to report through a SC where his assignment is technically related to the SC activity, or through the PSRC where the activity is general or not covered by a particular SC.

The following methods are suggested for liaison representatives:

1. A liaison report should be submitted to the subcommittee Chair in advance of the PSRC meeting for review.
2. "No report" will mean that the liaison did not report. "No activity to report" will mean that the organization has not met, nor have minutes been issued, since the last liaison report.
3. An ideal liaison report would attach segments of minutes [perhaps highlighted], to indicate specific items of interest. The report itself should try to convey those items that the liaison feels may be of importance to the PSRC. Liaison impressions are most important when reporting without the benefit of meeting minutes to attach.

The Chair of the PSRC will appoint the liaison representative to other bodies. The liaison should be a member of the PSRC and/or an appropriate subcommittee and be recognized as a member of the other body, at least ex-officio. Liaison representatives from other bodies will be approved by the Chair of the other technical body. He/she will be considered a liaison member of the SC or PSRC.

### **7.0 PROCEDURES FOR THE GENERATION OF A PROPOSED IEEE STANDARD, GUIDE OR RECOMMENDED PRACTICE**

## IEEE POWER SYSTEM RELAYING COMMITTEE (PSRC) ORGANIZATION AND PROCEDURE MANUAL

This section provides instructions and guidance to be used by PSRC groups in the generation of IEEE Standards, Guides, and Recommended Practices (hereafter referred to as “standards”). For the development of these documents, openness and due process must apply, which means that any individual with a direct and material interest has a right to participate by:

- a) Expressing a position and its basis,
- b) having that position considered, and
- c) appealing, if adversely affected.

Due process allows for equity and fair play. In addition to openness, due process requires balance, i.e.; the standards development process should have a balance of interests and shall not be dominated by any single interest category.

This section supplements guidance provided in the IEEE Standards Association (IEEE-SA) Standards Board Operations Manual and the Standards Board Bylaws. This section is intended to supplement the instructions provided in the Organization & Procedures Manual for the PES Technical Council, which takes precedence should conflicts arise. It is essential that the IEEE-SA standards development process be read and understood by the chair and vice chair of any standards development WG sponsored by the PSRC. The relevant website is <http://standards.ieee.org/resources/development/index.html>

The IEEE Standards Department can be reached at:

IEEE Standards Department  
445 Hoes Lane  
PO Box 1331  
Piscataway, NJ 08855-1331

Phone: 908-562-3800

FAX: 908-562-1571

### 7.1 IEEE Standards Board

Refer to the IEEE-SA website <http://standards.ieee.org/board/index.html> that provides most up to date information regarding the Standards Board.

The IEEE-SA Standards Board is established under the [IEEE Standards Association Operations Manual](#). It

- Encourages and coordinates the development and revision of IEEE standards
- Approves the initiation of IEEE standards projects
- Reviews IEEE standards projects for consensus, due process, openness, and balance

## IEEE POWER SYSTEM RELAYING COMMITTEE (PSRC) ORGANIZATION AND PROCEDURE MANUAL

The IEEE-SA Standards Board gives final approval to IEEE standards prior to publication and processes all necessary appeals.

### 7.2 The IEEE and its Relations with the American National Standards Institute (ANSI)

The IEEE is an accredited organization of ANSI. ANSI functions as a coordinating body for the activities of the standards developing organizations in the United States, and recognizes documents as American National Standards. New and revised IEEE Standards may be submitted to ANSI for review and recognition as American National Standards. IEEE standards, which are developed all over the world by IEEE members, may be submitted to any national standards body for recognition by that national body as a national standard.

### 7.3 PSRC Procedure for Standard Generation or Revision

#### 7.3.1 Creation of a new project

All new standards development work sponsored by the PSRC shall be reviewed and approved by the relevant subcommittee within the PSRC. Within six months of starting work on a new or revised standard, the WG chair shall submit a project authorization request (PAR) through the PSRC Standards Coordinator to the New Standards Committee (NesCom) of the IEEE-SA.

#### 7.3.2 Participation

##### Advertising

The IEEE SA Standards Department staff is responsible for advertising the start of work on all PARs in the appropriate media..

##### Invitation to Participate Form

The IEEE SA is responsible for sending an Invitation to Participate form both to interested parties who contact the chair directly and to the listing of interested parties supplied by the IEEE SA Standards Department staff. A list of upcoming Working Group and Task Force meetings shall be included. Any other pertinent information regarding status of the document, qualifications of Working Group and Task Force members, etc., shall also be sent.

The returned Invitation to Participate forms shall be evaluated by the Working Group or Task Force chair for inclusion of the responder in its membership. In general, all who respond and who are technically qualified should be invited to participate unless specific reasons exist for excluding them. (Example: Adding them would provide one organization or company an undue influence on the content of the document.)

## IEEE POWER SYSTEM RELAYING COMMITTEE (PSRC) ORGANIZATION AND PROCEDURE MANUAL

Working Group members need not be a member of the Power Engineering Society, but are encouraged to be members in good standing of the Society. Working Groups members are appointed by the Chair of the Working Group, with notification to the Chair of the Subcommittee.

Documentation Required by the PSRC in the Generation or Revision of a Proposed Standard:

The WG should keep adequate records of the technical data submitted in preparing a proposal for possible publication. The material may be used for education of individuals using the published standard.

### 7.3.2 Balloting

#### 7.3.2.1 Standard Motions

At a Main Committee meeting of the PSRC, the subcommittee Chair reports the completion of the proposed document indicating its designation (project) number, effective date, and document title. The SC Chair requests approval for its transmittal to the IEEE SA for balloting and one of the following actions provided the ballot is favorable:

1. That the proposed document be sent to the IEEE Standards Board for approval and for transmittal to ANSI for adoption as an American National Standard.
2. That the reaffirmed document be sent to the IEEE Standards Board for approval and for transmittal to ANSI for adoption as an American National Standard.
3. That the proposed document be sent to the IEEE Standards Board for approval as an IEEE Trial Use Standard.
4. That the proposed document be sent to the IEEE Standards Board for approval to replace an existing IEEE Standard and for transmittal to ANSI for adoption as an American National Standard.

An example of a motion using action 1) would be read as follows:

Mr. Chair, the (name of SC) subcommittee requests approval for transmittal of (the document name), (document number with date), to the IEEE SA for balloting. Provided the ballot is favorable, the proposal will be sent to the IEEE Standards Board for approval and transmittal to ANSI for adoption as an American National Standard.

#### 7.3.2.2 IEEE SA Balloting Body

## IEEE POWER SYSTEM RELAYING COMMITTEE (PSRC) ORGANIZATION AND PROCEDURE MANUAL

The procedures for forming a balloting body for a standard are maintained by the IEEE Standards Association. Approximately 6 months in advance of completion of the standards document, the PSRC Standards Coordinator should be contacted to begin the process of formation of a balloting body.

### 7.3.2.3 One Ballot

Informal balloting of members of the working group or task force may be used to assure consensus and to elicit comments. However, to expedite the completion of the standard, only one formal ballot shall be conducted. The balloting body for this one ballot shall be as described in the above paragraph. Follow-up ballots (to the same balloting body) will be necessary when substantive technical changes are made as a result of negatives or by comments received.

### 7.3.2.4 Balloting

Ballots shall contain three classifications of votes:

Approved, with or without comments

Disapprove with comments

Abstain

### 7.3.2.5 Validity of Sponsor Ballot

For the Sponsor Ballot to be valid, at least 75% of the ballots sent must be returned. The WG Chair must attempt to resolve all comments submitted with the ballots. Where the resolution results in substantive changes to the document, the revised document must be recirculated to the balloting body. (Substantive comments involve technical changes in the proposed standard.) When all comments are resolved, or when no further resolution of comments seems possible within a reasonable time, the document will be considered approved by the PSRC if at least 75% of those balloting have approved the document.

### 7.3.2.6 Addressing Ballots with Comments

A "Disapproval With Comments" ballot may require further review by the working group. All comments either with "approved" or "disapproved" ballots, must be resolved or explained either by letter from the WG Chair to the person submitting the comment or by personal contact or by action in the WG. All requests for changes, alternate proposals and suggestions for revisions to the WG document must be in writing with adequate substantiating data provided to the SC membership in order to assure understanding of the issues involved.

### 7.3.2.7 Length of Time Allotted for Balloting

Based on previous experience, it is suggested that 45 days be allowed for the return of the ballot.

## IEEE POWER SYSTEM RELAYING COMMITTEE (PSRC) ORGANIZATION AND PROCEDURE MANUAL

### 7.3.2.8 PSRC Ballot Summary Report for a Proposed Standard

The SC Chair, following successful balloting, next prepares a summary report, to include:

1. tabulation showing the results of the balloting
2. a statement of the reasons given for negative votes
3. the steps taken to resolve any objections.

Changes other than editorial must be re-circulated. Copies of this report should be transmitted to the PSRC Chair, Vice Chair, Secretary, and Standards Coordinator. Results of the ballot should be reported at the next meeting of the PSRC. The SC Chair should recommend in the report either acceptance of the ballot or continuation of development work. The recommended action shall be subject to a majority approval of the PSRC members present.

### 7.3.3 Other Process Steps

#### 7.3.3.1 Terminology WG Review of Proposed Standards

Concurrent with the SC ballot, the draft should be submitted to the chair of the Terminology WG for review and comment.

#### 7.3.3.2 Submittal of Documents to the IEEE Standards Board

If PSRC procedures result in an approved standards document, the SC Chair should send the IEEE Standards Board the IEEE Standards Board Form for Submittal of Proposed Standard, with a letter of transmittal. The proposed standard should be sent to the Secretary of the Standards Review Committee (REVCOM). In addition, the PSRC Secretary and Standards Coordinator should be provided a copy of the proposed standard. The proposal must be submitted at least 40 days before the IEEE Standards Board meeting. The proposal must be submitted in strict accordance with the requirements of the IEEE Standards Operations Manual and the Submitter's Working Guide for IEEE Standards Submittals. Both of these documents are contained within the IEEE Standards Submittal Kit.

The Standards Coordinator of the PSRC should write to the Secretary of the Standards Board confirming approval of the proposal by the PSRC. Copies of this letter of transmittal should be sent to the Chair, Vice-Chair, and Secretary of the PSRC .

#### 7.3.3.3 Standards Board Action

As determined by the Standards Board process.

#### 7.3.3.4 Standards of Other Organizations

## IEEE POWER SYSTEM RELAYING COMMITTEE (PSRC) ORGANIZATION AND PROCEDURE MANUAL

Proposed standards submitted by other organizations to the IEEE for approval shall be transmitted by the IEEE Standards Board to Technical Committees having allied scopes for their recommendations. All PSRC recommendations must be in writing and must be approved by the PSRC Advisory Subcommittee.

### 7.3.3.5 Trial-Use Standards

In the event that consensus cannot be achieved on a proposed IEEE standard, it may be possible for the document to be approved as an IEEE Trial-Use Standard. A change to the type of standard will require a revision to the Project Authorization Request. The trial use document shall have the following paragraph inserted after the Foreword:

### 7.3.3.6 Notice of Trial-Use

Comments on this Trial-Use Standard are welcomed and should be addressed to the Secretary, IEEE Standard Board, 445 Hoes Lane, Piscataway, NJ 08855-1331.

Trial-Use Standards shall be effective for not more than two years from the date of publication. In the absence of comments received in the trial period, the document is subject to adoption as a full-status standard by the Standards Board, upon recommendation of the PSRC. Trial-use standards shall contain a scheduled cutoff date for receipt of comments and for further revision and approval action.

### 7.3.3.7 Committee Reports on Standards Work In Progress

Standards writing committees often arrive at a stage in their work on a project where they feel it would be useful to generate input from members of the profession that would help them with the implementation of their project. To generate such input, it may be useful to publish a Committee Report on standards work in progress.

Publication in IEEE Transactions on Power Delivery may be appropriate when there is substantial progress to report on a complicated, developing project. The report should take the form of a discussion of the progress made to date, the areas where more information is needed before the committee can go forward, and the unresolved issues still in contention. The report may quote extensively from current drafts of the standard, but this should always be done in the context of accompanying discussion material. The purpose of such a Report, beyond just being informative, is to elicit a response in the form of comments or other useful input to the committee, which will speed the work towards its completion.

Another alternative is to publish Emerging Practices in Technology papers through the Standards Press. Papers within the technological scope of the IEEE that propose a practice to industry may have the potential for future standardization. The IEEE Standards Board works to acquire,

## IEEE POWER SYSTEM RELAYING COMMITTEE (PSRC) ORGANIZATION AND PROCEDURE MANUAL

review, publish and disseminate these papers through the IEEE Standard Press. For additional information contact:

Managing Editor  
IEEE Standards Press  
445 Hoes Lane  
Piscataway, NJ 08855-1331  
908-562-3829

### 7.3.3.8 Draft Document Format

#### Designation (Project) Number

The designation (project) number is assigned by the PSRC Standards Coordinator from a predefined block of numbers established and approved by the IEEE Standards Board to identify protection related standards. This block of numbers and its sub-numbers (e.g. 37.90, 37.90.1, and 37.90.2) have been set aside to identify protection related standard documents. This number should be used on all draft documents and in all references to the project in committee minutes, reports, and ballot. Draft of the document shall be identified by this number, followed by a "/", the letter "D", and the number "1" for the first draft, "2" for the second, etc. The date of preparation of the draft should be shown immediately below the number where practicable.

Example: P37.108/D1 - 199X  
June 8, 2003

In those cases where a project results in more than one standard, the number shall be created by adding a decimal point followed by sequential numbers for each additional document.

Example: P37.90.1/D3 - 199X  
March 17, 2003

#### Titles

Draft documents should not carry the letters IEEE before the designation number, nor should IEEE be included in the title. The title should be exactly the same as that on the approved Project Authorization Request (PAR).

Example:

Guide for Protective Relay Applications to Power Transformers

## IEEE POWER SYSTEM RELAYING COMMITTEE (PSRC) ORGANIZATION AND PROCEDURE MANUAL

Do not begin title of drafts with phrase, such as: IEEE Proposed Standard, IEEE Draft Standard; IEEE Trial-Use Method; etc.

IEEE identification on the title page of the draft standard should be limited to the following statement:

Sponsor  
IEEE Power System Relaying Committee of the  
IEEE Power Engineering Society

### Copyright Statement

Refer to the IEEE Standards Style Manual (August 1992) Section A2 for proper inclusion of copyright statements.

### 7.3.3.9 Explanation or Interpretation of Standards

From time to time official requests for explanation or interpretation of a particular standard are received by the PSRC via the IEEE Standards Department. The differences between explanation and interpretation of a standard is explained in the “Interpretations and Explanations” section of the IEEE-SA Standards Board Operations Manual. The appropriate subcommittee Chair will appoint two subcommittee members to review the document and develop a response for approval by the subcommittee chair. This proposed response is then sent to the Advisory Committee members for comment. If no negative comments are received within 21 days, the subcommittee Chair will forward the interpretation to the PSRC Standards Coordinator who forwards it to the party initiating the request. The Standards Coordinator will also forward a copy to the Secretary of the IEEE-SA Standards Board, together with a list of the members of the designated interpretations group for IEEE records. If there are negative comments, then it is the responsibility of the Subcommittee Chair to work with the particular Advisory member to resolve the issues. The resolution should be discussed with the PSRC Chair before forwarding to IEEE Standards. If a resolution cannot be achieved, then the Chair of the PSRC will make the final decision as to how the response is to be handled.

IEEE POWER SYSTEM RELAYING COMMITTEE (PSRC)  
ORGANIZATION AND PROCEDURE MANUAL

## **8.0 PROCEDURES FOR PSRC APPROVAL OF DOCUMENTS OTHER THAN STANDARDS, GUIDES OR RECOMMENDED PRACTICES**

Working Group reports are created to provide the industry with information on subjects directly relating to the technology and applications of protective relaying. This information may stimulate industry interest for further research, for improved relay applications and for product development. It is a requirement that these reports be written in IEEE format. The References Section in the Appendix includes publications on style and procedure that will prove helpful in completing your assignment.

### **8.1 Working Group Report Approval:**

- 8.1.1 WG reports must be approved by at least 75% of the WG members before being submitted to the sponsoring Subcommittee. It is recommended the WG attempt to satisfy or reconcile all negative ballots prior to moving the report forward. Ballots may be taken by voice or in writing. However, negative ballots should be documented and included in the WG minutes.
- 8.1.2 WG reports must then be approved by at least 75% of the members of the sponsoring Subcommittee. Ballots may be taken by voice or in writing. However, negative ballots should be documented and included in the SC minutes.
- 8.1.3 For Distribution to the PSRC Committee mailing list, for posting on the PSRC Web Site, or for distribution to the North American Relay Engineer's mailing list, the report shall be approved by each of the PSRC Officers.
- 8.1.4 For presentation at an IEEE Power Engineering Society meeting and for publication as a transaction paper in the Transactions of Power Delivery, the report shall:
  - a) Be submitted to the Terminology Review Working Group of the Relaying Practices Subcommittee for review and comments.
  - b) Be approved by each of the PSRC officers. The PSRC Secretary shall document the approval of the PSRC officers.
  - c) Be sent to PSRC members by the WG Chair for their information and for comments of substance. Any comments must be forwarded to the WG Chair within two weeks after receipt of the report. After comments are resolved by the WG, the revised document must be re-approved by the officers of the PSRC, if the changes were other than editorial in nature.

## IEEE POWER SYSTEM RELAYING COMMITTEE (PSRC) ORGANIZATION AND PROCEDURE MANUAL

- d) Be sent by the Chair of the sponsoring SC to the PSRC Technical Paper Coordinator (the PSRC Vice- Chair) along with a properly completed PES Declaration of Intent Form.

The PSRC Technical Paper Coordinator will then forward the paper and the form to the PES Special Activities Office at IEEE Headquarters. The PSRC Vice-Chair provides final approval during this paper review process.

### 8.2 Task Force or Working Group Survey Approval

A survey may be generated by a WG or TF to ascertain current industry practices.

After the survey has been completed, it should be tried out on the members of the sponsoring Subcommittee. This trial is used to assure the questions are easily interpreted. A letter ballot should be included with the questionnaire so that each Subcommittee member may vote for approval or rejection with comments.

Following SC approval, the survey should be provided to the PSRC officers for approval. The PSRC Secretary shall document the officers' approval in writing. The survey can then be distributed to the appropriate industry representatives.

### 8.3 Special Publications Approval

- 8.3.1 Special Publications must be approved by at least 75% of the WG members before being submitted to the sponsoring Subcommittee. It is recommended the WG attempt to satisfy or reconcile all negative ballots prior to moving the report forward. Ballots may be taken by voice or in writing. However, negative ballots should be documented and included in the WG minutes.
- 8.3.2 Special Publications must then be approved by at least 75% of the members of the sponsoring Subcommittee. Ballots may be taken by voice or in writing. However, negative ballots should be documented and included in the SC minutes.
- 8.3.3 The Special Publications shall be submitted to the Terminology Review Working Group of the Relaying Standards Subcommittee for review and comments. All documents should be returned to the Working Group for final approval.
- 8.3.4 The Special Publication must be approved by each of the PSRC officers. The PSRC Secretary shall document officer approval in writing.
- 8.3.5 The Special Publication is then sent to the PSRC members for their information and comments of substance. Any comments must be forwarded to the WG Chair within two weeks after receipt of the report. After comments are resolved by the WG, the revised

## IEEE POWER SYSTEM RELAYING COMMITTEE (PSRC) ORGANIZATION AND PROCEDURE MANUAL

document must be approved again by the PSRC officers, if the changes were other than editorial in nature.

8.3.6 The Special Publication is then transmitted by the Secretary of the PSRC to the Chair of the PES Technical Council and to the Chair of the PES Publications Department, with copy to the PES Special Services Office at IEEE Headquarters. The letter of transmittal must provide:

- a) the rationale and justification for publication, and
- b) an indication of the need and potential for sale of the proposed Special Publication. (Note: except in exceptional circumstances, 600 copies will be considered an adequate supply.)

### 8.4 Summary Paper Approval

Summaries of Guides, Standards, and Special Publications may be presented at a regularly scheduled PES meeting or an appropriate regional conference or meeting as a "Summary Paper". This provides an opportunity for publicizing these documents as well as providing a forum for minority opinions and additional discussions. They must be:

- Approved by at least 75% of the members of the sponsoring SC.
- Approved by each of the PSRC officers.
- Submitted to the IEEE/PES Special Services in IEEE/PES format as described in "Publication Guide for Power Engineers."

The normal approval process required for other PES papers will be waived since approval is tacit in the SC ballot. Only subsequent approval to PES headquarters by the PSRC Vice-Chair/Technical Paper Coordinator is required.

The Summary Paper should give full credit to all of the working group members who participated in the development of the document being summarized. It should not be presented until the document has been published by IEEE or has a near term committed publishing date.

## 9.0 OTHER PSRC PROCEDURES

### 9.1 Amendments to the PSRC Organization and Procedure Manual

Any member of the PSRC Advisory Committee (AdCom) may propose an amendment to the Organization and Procedure Manual at an AdCom meeting. After discussion, if AdCom and the

## IEEE POWER SYSTEM RELAYING COMMITTEE (PSRC) ORGANIZATION AND PROCEDURE MANUAL

PSRC officers are in agreement that an amendment should be drafted, the PSRC Chair will direct Working Group B4 [PSRC Organization and Procedure Manual Revision and Working Group Chair Training WG] to draft the proposed amendment for approval of each PSRC officer. Upon approval, the amendment is included into the Organizational and Procedure Manual.

Changes to the O&P Manual must be submitted to the Chair of the PES Technical Council for approval.

### **10. COMMERCIAL ACTIVITIES RELATED TO PSRC MEETINGS**

It is the policy of the Power Engineering Society to discourage commercial activities (sales of equipment or services) immediately prior to, during, and through the completion of Technical Committee meetings. This policy is not meant to curtail scheduling of special events where all are invited, such as field trips, factory tours, or tutorials which may be conducted with prior approval of the Technical Committee Administrative Subcommittee. It should be noted that the informal interchanges that occur after hours or between meeting sessions are very valuable, and the PSRC does not wish to discourage this activity.

#### References

1. Technical Council O&P Manual ([to follow/](#))
2. **IEEE-SA Standards Board Standards Development**  
(<http://standards.ieee.org/stdsdev/index.html>)
3. IEEE Project Authorization Request ([https://standards.ieee.org/cgi-bin/NesCOM/ePAR05?prt\\_blank](https://standards.ieee.org/cgi-bin/NesCOM/ePAR05?prt_blank))
4. IEEE Standards Style Manual (<http://standards.ieee.org/guides/style/index.html>)
5. **IEEE Standards Development Online**  
(<http://standards.ieee.org/resources/development/index.html>)