



IEEE/PES Power System Relaying and Control Committee

EMAIL USE GUIDELINE FOR LEADERS AND PARTICIPANTS

By becoming an active participant (active participants and members) in the Power System Relaying and Control Committee, participants (interested individuals, active participants, and members) share their contact information with other active participants of the committee with the understanding that it will be used for conducting business of the committee.

Broadcast Communications

Leaders (e.g. Chairs, Vice-Chairs, and Secretaries) should use the 123signup listserv function for the purpose of broadcasting information to members and guests (e.g. agendas, meeting notices, minutes, etc.) to reduce exposure of contact information. Use of the listserv function is required in cases of sending messages to distribution lists that include guests in addition to members.

In cases where files larger than 2MB must be distributed to members (e.g. a draft for ballot), the 123signup listserv function cannot be used. It is permissible for leaders to send such communications from their personal email system provided that the distribution list is in the blind carbon copy (bcc) line.

Email Discussions

It is permissible for leaders of groups sponsored by the committee (e.g. subcommittees, working groups, task forces, and other subgroups) to initiate discussion emails with all voting and non-voting members in the carbon copy (cc) line to facilitate participants contributing to the discussion by use of the “reply all” function. This method of sharing contact information should be used with caution to prevent excessive exposure of contact information outside the group members.

In some cases, it may be desired to bring a subject matter expert (SME) or other interested individual into the conversation regarding the business of the group. The person bringing the SME into the conversation should first ensure that the SME understands that they will be joining a conversation to contribute to conducting the business of the subgroup and that their contact information will be provided to other members of the group for that purpose only.

Participant Directory

A Participant Directory is available on the pes-psrc.org website. Participants may access this directory to contact fellow participants for the sole purpose of conducting IEEE PSRC Committee business. Interested individuals cannot access this directory nor should participants access the list for anything other than conducting IEEE PSRC Committee business.