



GENERAL RULES FOR CIGRE SESSIONS

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GENERAL RULES FOR CIGRE SESSIONS

In accordance with Article 3 of the statutes CIGRE organises 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 forward papers and are entitled to reduced registration fees.

This document gives general rules for the organisation of the Session. It cancels and supersedes the document dated November 2000.

It was approved by the Administrative Council on October 14th, 2003.

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1. DEFINITION AND GENERAL LAY-OUT OF SESSIONS

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

On the Monday, panels and workshops are scheduled: at least one of the Monday meetings deals with a subject of more general interest - such as electricity business organisation including economic and environmental aspects - focussing on the expectations of the electricity industry management. Speakers outside CIGRE are invited for these events.

Group Meetings, organized by the Study Committees, are dedicated to the discussion of the papers. They are scheduled on the other four days and constitute the main body of the Session.

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

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

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 centred around 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 Group Meeting" is held.

The rule is that there is no individual presentation of the papers by the authors. The papers are sent ahead of the Session to registered Delegates who are therefore acquainted with the contents of the papers.

The discussion is organised referring to 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 CIGRE 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, in some cases
- Discussion of Preferential Subjects 2 and 3 (similarly to Preferential Subject 1)
- General conclusion, drawn by the Chairman.

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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. It is to be included in the Session Proceedings, alongside with the Special Reports, the contributions to the discussions and the names of the contributors. These Proceedings are sent to registered Delegates.

3. CHOICE OF PREFERENTIAL SUBJECTS

At the first Technical Committee meeting after a Session Study Committees put forward their chosen 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 finalised by the Technical Committee the "Call for Papers" is drawn up and circulated to National Committees and members of CIGRE, and issued on the CIGRE website.

4. 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 lead author of a paper must be a member of CIGRE, individual member or representative of a collective member, but co-authors may be non-members. 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 qua-

lity, 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 in the paper.

The selected papers fall under four allotments as follows:

- **National Committee Allotment:** National Committees are allocated a set number of paper proposals, to be put forward under their National Committee Allotment (NCA).

The number of papers allocated to a National Committees is revised every other year, on the basis of the National Committee membership over the 2 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.

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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:** National Committees may choose a number of papers to be put forward, in addition to their allotment, under the Additional Allotment (AA). Individual authors from countries where there is no National Committee can propose papers as well , which will fall under this allotment.

Papers proposed under this allotment must be sent to CIGRE Central Office by the National Committee.

Synopses of papers put forward under the Additional Allotment are subjected to selection by the Chairman of the Technical Committee following advice of the 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 come 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 SCs can have papers published through other channels: Technical Brochures and ELECTRA, 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.

For these 3 latter 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 at least 500 words to be considered and the Preferential Subject to which they refer must be clearly indicated. Author's name(s) 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, odd-year.

After the selection process authors are notified of acceptance or non acceptance of their papers by the Central Office, with a copy to the National Committee, and 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 CIGRE Central Office who will forward them to the relevant Chairmen and Special Reporters.



5. TASKS OF THE SPECIAL REPORTER

The Special Reporter is required to:

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- 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: selecting and organising the delegate's contributions, running of the discussions, synthesising 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.

6. 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 on the questions raised in the Special Report follow rules defined in the "Guide for Discussion Contributors". All contributions must be supplied in electronic format and a submission timing is indicated for contributions: for prepared contributions which are to be forwarded to the corresponding Special Reporters and Group Meeting Chairmen, and for spontaneous contributions.

7. DAILY SUMMARY OF DISCUSSIONS - GENERAL REPORT - PROCEEDINGS

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 the day after the Group Meeting and is left on the CIGRE website up to the publication of the Proceedings.

The General Report is a synthesising 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 and the list of contributors. 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 meetings and Workshops scheduled during the Session, as well as the Opening Addresses. The Proceedings are available four months after the close of the event.

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.



8. ADMINISTRATIVE MATTERS

a) Registration of Delegates

A Session Programme with Registration Forms inserted is issued a few months before the Session and sent to members, National Committees and main authors, as well as to delegates who attended the previous Session. It is also put on the CIGRE website. Anyone planning to attend the Session is required to fill in a Registration Form and to proceed as follows:

- If there is a CIGRE National Committee in the registrant's country, registration and payment are sent to this Committee. (unless otherwise specified by the National committee)
- If there is no CIGRE National Committee in the registrant's country, registration and payment are sent to the CIGRE Central Office.

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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 a reduction on the registration fee. Similarly, collective members who have paid the membership fee for the year before and for the Session year are entitled to the same reduced fee for registration of up to 5 delegates, or 2 delegates in the case of collective Members II (Educational Bodies).

Registration well ahead of the event is strongly encouraged to allow session papers to be sent in advance; however registrations are processed up to and during the Session. Upon receipt of registration and payment, a letter confirming registration is forwarded to Delegates and the relevant material is dispatched to them.

b) Services for Delegates

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

- Set of Session papers, in CD-ROM form
- Session Proceedings in CD-ROM form
- Participation in all Group Meetings and other technical events of the Session
- Taking part in the social events organised 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 organised 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.



SESSION COUNT-DOWN

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End November N-2	Issue of 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 & General Programme
Mid-January N Year	Deadline receipt of full papers
End March N Year	Editing CD of Session papers
End April N Year	Deadline for Special Reports

REGISTRATIONS

February/ mid-August N Year	Processing of registrations at Central Office
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POST- SESSION

End Sept N Year	receipt spontaneous contributions
End October N Year	Deadline General Reports
End December N Year	Issue of Proceedings

