



## **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 for presentation at the Session 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 14<sup>th</sup>, 2003.

## 1. DEFINITION AND GENERAL LAY-OUT OF SESSIONS

The main body of the Session consists of Group Meetings managed by the CIGRE Study Committees (SCs).

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.

As a general rule, panels and workshops are scheduled on the Monday, and Group Meetings, within which specific panel discussions may be held, are scheduled on the other four days. At least one of the Monday panels 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.

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 Executive 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 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. As a general rule, there is no presentation of the papers by the authors. The papers are sent to registered Delegates before the Session; the Special Reports are posted on the CIGRE website.

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.

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 Report(s), 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 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**

As a rule, 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 leading 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.

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

The selected papers fall under four allotments as follows:

- **National Committee Allotment:** A number of papers are selected by the National Committees and put forward under their allotment. Number of papers allocated to National Committees are revised regularly taking into account National Committees' participation to CIGRE. National Committees have responsibility for the selection, compliance with the Preferential Subjects and quality of the papers they wish to present.  
The synopses of National Committee papers put forward under the National Committee Allotment **are forwarded by the National Committees** to the Central Office. In the case of papers prepared by several co-authors, the name of the leading author should be clearly indicated.  
These synopses are still examined by the Study Committee Chairmen who check that they are within the scope of the Preferential subjects.

**Additional Allotment:** A number of papers are **put forward to the Central Office by National Committees** in addition to their allotment, and by individual authors from countries where there is no National Committee. Synopses of papers put forward under the Additional Allotment are selected by the Chairman of the Technical Committee following advice of the Study Committee Chairmen.

- **Study Committee Allotment:** The object of papers under this allotment 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 selected by the Chairman of the Technical Committee.
- **International Allotment:** Under this allotment are International papers written by authors from different countries. The contribution of each one of the authors must appear clearly in the text for the paper to qualify as an 'International' paper. Synopses of these papers are sent to the Central Office **through the leading 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.

Paper synopses should be at least 500 words to be considered and the Preferential Subject to which they refer must be clearly indicated. Authors full name and coordinates must be given. As regards the National Committee Allotment, National committees may decide to base their selection on a full paper but submission deadlines are the same in all cases.

Deadlines for Session papers submission are given in the "Call for Papers", usually end of April , odd-year, at CIGRE Central Office.

After the selection process authors are informed of acceptance or refusal of their papers by the National Committees, or directly if they are from a country where there is no National Committee, and are given information for preparation of the papers: presentation, 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:

- Prepare the Special Report
  - For this task he may be assisted by experts, whose names should appear on 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 contributions, running 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 Speakers". All contributions must be supplied in electronic format so that they can be included in the Proceedings 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.

The Session Technical Secretariat is to be supplied with copy of the contributions the day before the Group Meeting at the latest.

## 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), 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 session time, at the latest 3 weeks after.

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. They 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. Copies are 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.
- If there is no CIGRE National Committee in the registrant's country, registration and payment are sent to the CIGRE Central Office.

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 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 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 relevant material is dispatched to them.

A special programme is organised for accompanying visitors during the Session. They can also register for excursions and tours (against payment). They are invited to any reception organised by CIGRE or by the French National Committee on the occasion of the Session. Accompanying visitors are not allowed to attend Group Meetings or other technical meetings.

### ***b) Services for Delegates***

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

- Set of Session papers, in the original language + set of Summaries , in CD-ROM form
- Session Proceedings in CD-ROM form, after the Session
- Participation in all Group Meetings and other technical events

Session Delegates may also:

- Register one or more accompanying visitors, against payment
- Take part in the social events organised by CIGRE and the French National Committee
- Take part, against payment, in the technical and tourist visits.

## SESSION COUNT-DOWN

- \* End November N-2 Year : Issue of Call for Papers
- \* End April N-1 Year : Deadline receipt of synopses
- \* End July N-1 Year : Acceptance letters /information
- \* Mid-January N Year : Deadline receipt of full papers
- \* End March N Year : Deadline receipt of Special Reports
- \* End April N Year : Editing CD of Session papers

## *S E S S I O N*

- \* End September N Year : Deadline receipt spontaneous contributions
- \* End October N Year : Deadline General Reports
- \* End December N Year : Issue of Proceedings

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- \* March N Year : Issue of General Programme
  - \* April/ mid-August N Year : Processing of registrations at Central Office