



CIGRE TECHNICAL INFORMATION

Table of Contents

1. What is the kind of information available at CIGRE?.....	2
2. Access to Technical Brochures and Reports.....	3
3. Documents from TC and SCs.....	3
4. Documents from CIGRE events.....	4
5. ELECTRA.....	4
6. Tutorials.....	4
7 . Catalogues.....	5
8. Intellectual ownership of CIGRE documents / Copyright.....	5
9. Special Provisions	6
10.Disclaimer.....	6

CIGRE TECHNICAL INFORMATION

The present document defines the policy of CIGRE as regards technical information: what kind of information is made available by CIGRE, how it can be accessed, by whom, and under what conditions.

The document was approved as a CIGRE official document by the Administrative Council at its meeting of 28th August 2004.

1. What is the kind of information available at CIGRE ?

CIGRE information can be classified as follows:

a. CIGRE Publications

These are the result of the collective work of CIGRE, through its Study Committees, their Working Groups (WGs) and Task Forces (TFs).

Two main types of publication are contemplated, namely:

- comprehensive technical reports denominated Technical Brochures;
- shorter technical reports denominated WG or TF reports.

The above publications do not differ in terms of quality but only in terms of volume

b. Study Committee and Technical Committee papers

These papers concern the activities of the TC and SCs:

- Strategic Plan: main directions of the activities (nature and implementation) over a set period , typically ten years
- Action Plan: targets to be reached in the mid-term (typically 3 years), with a planned schedule
- Annual Report: for TC and SCs, a report on the main results achieved, respectively at CIGRE and at SC level, as well as on the new activities launched
- Minutes of meetings for TC and SCs (internal documents)
- Other internal SC documents such as terms of reference, interim & progress reports, questionnaires

c. Papers related to CIGRE events – Session, Symposia, Regional Meetings, Colloquia...

- Papers for presentation or discussion,
- Session Special Reports,
- Other Special Reports, when available,
- Discussion material and/or General Reports.

d. ELECTRA

ELECTRA is the journal of the Association. Its main purpose is to inform CIGRE members on the life of the Association and to supply information on new publications. ELECTRA also includes "invited papers", which vary in character from one issue to the next.

New publications are usually introduced through an Executive Summary, which presents the purpose of the work, its main results and the foreseen applications. When the publication is short enough – 6 pages- it may be published in full.

e. Tutorials

The contents of tutorials are defined/updated by the SCs and remain under the control of these bodies.

2. Access to Technical Brochures and Reports

- CIGRE Technical Brochures and Reports are numbered and recorded in the CIGRE Technical Library. The "Catalogue of Publications" lists them; it gives a short summary and the selling price. This catalogue is on free access on the CIGRE website. ELECTRA informs members about new publications available.

-In the future Members will be able to download these publications free of charge, *when the new online library will be available**.

-Non members do not have access to downloading.

-Members and non members can order paper copies (from the CIGRE Central Office only): cost is different for members and non members.

- Exceptionally, a report may be singled out and made available on free access to members and non members from the CIGRE website.

3. Documents from TC and SCs

- Strategic Plans, Action Plans

After approval the Strategic Plans of the TC and SCs are made available on free access, on the websites, to members and non members of CIGRE: CIGRE website (Technical Activities) or SC websites (Technical Activities)

For TC and SCs "Action Plans", the access is limited to the members of the structure, i.e. members of the TC or members of the SC respectively.

- Annual Reports

The TC Annual Report, is published in ELECTRA (See below for access to ELECTRA papers).

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** The new online library implies a rearrangement of the catalogues, the implementation of a logic to discriminate members and non members and an improved downloading mechanism. It will not be available before middle of 2006*

4. Documents from CIGRE events

- Sessions

Papers and Proceedings from Sessions are intended for Session delegates only: the Papers for presentation are sent to registered delegates prior to the event and the Proceedings are sent out after the Session to all delegates. [The contents of the Proceedings are detailed in the official document "General Rules for CIGRE Sessions"].

After the Session sets (CDs) of the Papers and Proceedings may be purchased from the Central Office (difference in price for members and non members).

- Symposia

The set (CD) of Papers are sent to registered delegates prior to the event. After the event they can be purchased from the Central Office.

- Regional Meetings / Colloquia

Papers are usually dispatched by the SC or the NC in charge, before the event. For Colloquia the practice is for SCs to keep the Papers presented; conditions for access are decided by the SC Chairman. Usually a set of the papers is transmitted to the Central Office.

- Availability of individual papers of Sessions or symposia

Individual papers from the events can be ordered from the Central Office, as a special service reserved to members.

5. ELECTRA

- As the journal of the Association, ELECTRA is reserved for CIGRE members. It cannot be sold to non members.
(Exception for the CDs "30 years of ELECTRA", and for the free distribution of ELECTRA to Students selected by the National Committees)
- Papers issued in ELECTRA cannot be purchased separately. Exceptionally, a particular issue or article may be ordered from the Central Office. as a service reserved to CIGRE members.
- In some cases, ELECTRA papers produced by SCs may be made available from the SC websites, if the SC Chairman so decides, (in agreement with the Secretary General).

6. Tutorials

CIGRE Tutorial documents are private documents:

-They are communicated under the responsibility of the SC to persons registered for the Tutorial, and are protected by copyright.

- They cannot be sold or copied.
- By delegation of an SC, but still under its responsibility, an NC can organise a Tutorial and use the documents.

7. Catalogues

CIGRE maintains two main catalogues of its technical documents

- Technical Brochures, WG Reports and sets of Session and Symposia Papers and Discussions, as well as a few special publications as the set of ELECTRAs 1967-2000, are listed in a catalogue, with a short abstract and the selling price: ***Catalogue of Publications***
- ELECTRA papers and Session papers after 1968 are listed in a catalogue, with their title et a short reference. They can be ordered by members only: ***"Catalogue of ELECTRA and Session Papers"***.
- These catalogues are on free access on the website. Order Forms are also available to order papers from the Central Office.

8. Intellectual ownership of CIGRE documents / Copyright

- **ISBN and ISSN:** Main CIGRE publications get an ISBN reference (ISSN for ELECTRA): this reference is printed on the sets of Session or Symposia papers, on the CD itself and on the jacket.
- CIGRE Publications are protected by copyright, and cannot be reproduced outside the following conditions:

-For a CIGRE individual member, copying of a CIGRE publication is allowed only for personal use.

-For a CIGRE Collective member copying is allowed for use only by staff of the collective member Company. Commercial use or transfer outside the company is prohibited.

-For a non member copying is allowed only for the buyer's personal use.

- The following statement is printed on CIGRE publications:

"Ownership of a CIGRE publication, whether in paper form or on electronic support infers right of use for personal purposes. Are prohibited, except if explicitly agreed by CIGRE, total or partial reproduction of the publication for use other than personal and transfer to a third party; hence circulation on any intranet or other company network is forbidden"

- Papers from CIGRE events

Copying follows the same rule as for CIGRE publications. Specific conditions apply in the case of authors of papers, for use by their Companies.

- ELECTRA and ELECTRA papers

Copying is limited to personal use.

9. Special Provisions

- Translation of CIGRE Publications

NCs are allowed to translate under their responsibility CIGRE publications and to sell them. However,

- they have to include in the first page the mention: "Translated by... National Committee" (CIGRE does not guarantee the accuracy of the translation)
- they are not allowed to sell CIGRE publications in the original language.

- Use of Session or Symposium Papers

To enhance diffusion of CIGRE information CIGRE allows NCs to use Session or Symposium documents to organise local events once the main CIGRE events are over.

10. Disclaimer

CIGRE aims to provide the most comprehensive and up-to-date information, but does not accept any responsibility or liability as to its accuracy or exhaustiveness.

A "**disclaimer**" notice is therefore printed on CIGRE publications, jointly with the Copyright mention:

"CIGRE gives no warranty or assurance about the contents of this publication, nor does it accept any responsibility, as to the accuracy or exhaustiveness of the information. All implied warranties and conditions are excluded to the maximum extent permitted by law"