

## **Policies and Procedures**

### **Draft V1, May 2018**

#### IEEE ComSoc Smart Grid Communications Emerging Technologies Initiatives

##### 1. Name

IEEE Communications Society Emerging Technologies Initiatives for Smart Grid Communications (ETI-SG)

##### 2. ETI-SG Charter

The mission of ETI-SG is to promote IEEE Communications Society (ComSoc)'s position in the development and promotion of smart grid and related technologies, and particularly ensure that ComSoc members will play a decisive technological role in smart grid communications, control, and computing. The transformation of the electricity grid into a smart grid is among the most extensive and ambitious undertaking in electrical engineering of today. Information and communication technologies are the essential enablers of such a transformation. In the context of electricity grid, communication systems need to be seen as part of a larger system of systems, including in particular energy, control, and information processing systems. The important performance requirements include support for low-latency real-time communication, reliable communication with a massive number of sensors and actuators, grid security, tight interaction with computing and control, efficient support of the system and market operation through integration of heterogeneous elements.

The broad topics of interest include:

- Cyber-physical wide-area monitoring, protection & control
- The whole picture – sense, communicate, compute, control
- Smart grid cyber security and privacy
- Support for storage, renewable resources and microgrids
- Demand side management, demand response, dynamic pricing
- Communications and networks for smart grids and smart metering
- Smart grid services and management models
- Smart grid standards, co-simulation, testbeds, and field trials
- Data management, big data analytics, and machine learning techniques for smart grid.

##### 3. Membership Requirements

Anybody can be a member of ETI-SG. To become a member, it is necessary to subscribe to the ETI-SG mailing list as specified on the ETI-SG web page. A member becomes an Active Member if he/she has attended (physically present or by teleconference) two or more of the prior five regularly scheduled ETI-SG meetings. The ETI-SG Secretary shall maintain both an attendance list for each such meeting and a list of Active Members. All meetings of the ETI-SG are open to the general public.

In the case of an ETI-SG member who has rendered significant service but is not on the Active Member List, an active member must submit the ETI-SG member's name and description of ETI-SG service to the ETI-SG Chair for review. The ETI-SG member will be added to the Active Member List with the approval of the ETI-SG Chair.

##### 4. Elected and Appointed Officers

ETI-SG has three categories of elected officers: Chair, Vice Chair, and Secretary, each of whom must be an IEEE ComSoc member. Student members are not permitted to serve as elected officers.

The Chair reports directly to the Vice President of Technical Activities (VP-TA), in accordance with the IEEE ComSoc Bylaws. The Chair represents ETI-SG to ComSoc Technical Activity Council (TAC).

The Vice Chairs assume the duty to support the Chair and take responsibility of the Chair in his/her absence. The other responsibilities of Vice Chairs include participating in ETI-SG meetings, supporting the Chair as required, and advising Chair on issues related to ETI-SG.

The Secretary takes a role to assist the Chair and Vice Chairs. His/her duties include maintaining and overseeing the ETI-SG mailing list, maintaining the list of Active Members, maintaining the ETI-SG website, and keeping meeting documents and meeting minutes.

If position of an officer becomes vacant prior to the normal conclusion of his/her term, the position will be filled for the remaining term through a special election by the committee membership. Positions filled shall be for completion of the interrupted term.

The elected officers appoint appointed officers (e.g., Advisory Committee, Member Relations Chair, Web Coordinator, Standards Liaison, etc.) at their discretion. The term of an appointment officer is coincident with that of the elected officers.

#### 5. Nomination and Election Procedures

**Nomination and Election (N&E) Committee:** Chair: Current ETI-SG Chair; Members: Past ETI-SG Chair, 2<sup>nd</sup> Past ETI-SG Chair, an ETI-SG Advisory Board member appointed by the current Chair, an ETI-SG member representative appointed by the current Chair. Members of the nomination committee are not eligible to become a candidate. The nomination committee will be automatically dissolved after the election and installation of new committee officers.

**Term:** The nominal term of Chair, Vice-Chair and Secretary shall be two years. ETI-SG discourages an individual seeking more than one nominal term for the same position. However, an officer can be elected to a different officer position within the ETI.

**Eligible Candidates for Officer Positions:** Eligible candidates shall be members of the ETI-SG and IEEE ComSoc, and shall indicate willingness to serve if elected. He/she must maintain the required membership throughout the time period when he/she serves as an officer.

**Nomination:** To facilitate the election of the new officers (Chair, Vice Chair and Secretary) in every two years, at the second year of their nominal term, the current officers are responsible to announce first call for nominations at the ETI-SG semi-annual meeting at ICC. The second call, which is also final call, for nomination is announced, via ETI-SG mailing list, at least four weeks before IEEE SmartGridComm starts. The open call for nomination is closed about two weeks before SmartGridComm starts. The N&E committee shall collect nominations of individuals for the three officer positions. Once a slate of candidates has been identified, biographies of the candidates will be made available to all ETI-SG members for review one week before the election is to take place at the ETI-SG meeting in IEEE SmartGridComm.

**Election:** Each Active Member of ETI-SG has one vote. The candidate who receives the most number of votes is elected. In the event of a tie, votes shall be casted among the N&E committee. There is no quorum for election.

**Post Election:** The current/outgoing ETI-SG Chair shall keep a list of the members who attended the meeting. The outgoing ETI-SG Chair shall report the results of the election to the ETI-SG membership and the VP-TA. The new officers will take office following the election at the SmartGridComm meeting.

## 6. Conduction of ETI-SG Meetings

The ETI-SG meetings are held twice a year, one at IEEE ICC and the other at IEEE SmartGridComm. The ETI-SG Chair is responsible to schedule with ComSoc for the time and place of the meeting. The meeting agenda items should be sent to the membership via ETI-SG mailing list at least one week prior to the meeting. Meetings are open to any conference attendees. The ETI-SG Secretary or a designated substitute will take minutes. The meeting presentation slides and meeting minutes shall be made available on the ETI-SG website after the meeting. Should voting occur at the ETI-SG meeting, only Active Members physically present or attending by teleconference have voting rights.

## 7. Supporting Activities

As appropriate, ETI-SG will be active in all of ComSoc's activities. This will include ComSoc conferences (such as ICC, GLOBECOM, SmartGridComm, etc.) by providing representatives to their respective Technical Program Committees, by providing for professional review of submitted papers (by soliciting such assistance from among its membership) and by organizing mini-conferences, symposia, panels, short courses, tutorials, etc., as deemed appropriate by the Society and the ETI-SG. Further, the ETI-SG can individually organize workshops and conferences. Also, because of the broad nature of committee activities, collaborative sessions with other committees will be sponsored and heartily encouraged. As new technologies and application areas emerge, the ETI-SG will seek to address aspects of these topics relative to its charter, and work with both the Strategic Planning Committee and Emerging Technologies Committee. The ETI-SG will further support ComSoc journals, magazines, and standards activities by soliciting volunteers as authors and editors, submitting proposals, and identifying committee members from its membership. The ETI-SG will seek ways to increase active participation of its members in information exchange related to the charter of this Committee, such as: stimulating Feature Topics and Special Issues of ComSoc journals and magazines; and by sponsoring workshops, tutorials, short courses, panel sessions, etc. on special topics.

## 8. ETI-SG Internal Awards

As part of the ETI activities, the ETI-SG will give out Outstanding Service Award and Technical Achievement Award.

- The Outstanding Service Award will recognize members of the ETI-SG who have a distinguished record of service to the ETI-SG community, including leadership roles within the ETI-SG, and promoting ETI-SG activities and interests in the broader research community.
- The Technical Achievement Award will recognize members of the ETI-SG who have been involved with ETI-SG, have don't outstanding work in the field of Smart Grid, and have achieved a high degree of visibility in the field.

The awards will be given once a year during the ETI-SG meeting at SmartGridComm, or by request of the recipient at ICC.

**Awards Committee:** The awards committee will consist of a total of no less than 3 Active Members as appointed by the ETI-SG Chair. The ETI-SG Chair appoints the Chair of the Award Committee, and the Awards Committee Chair appoints the other two members. The term of the Awards committee is one year, renewable for a maximum of one year.

**Nomination and Selection:** Nominations will be solicited by emails from ETI-SG members and will also be generated by the committee. All nominations must be sent to the Awards Committee Chair. The nomination should include a concise description of the candidate's accomplishments as related to the ETI-SG. No Awards Committee members can be nominated while they are in service. If no nominations are received or if the Awards

Committee deems that no nominated candidates are suitable, then no award will be given for that year.

9. ETI-SG Information Dissemination

The ETI-SG will maintain an Internet Web page. This Web page will be accessible from the main ComSoc Web page. Announcements distributed to the ETI-SG's membership, notably meeting agendas and meeting minutes, opportunities for membership participation in ETI-SG-sponsored activities, as well as election-related issues, will be made available on their Web page.