

## **Policies and Procedures**

**Oct. 2021**

### **IEEE ComSoc Smart Grid Communications Technical Committee**

#### **1. Name**

IEEE Communications Society Technical Committee on Smart Grid Communications (TCSGC)

#### **2. TCSGC Charter and Objectives**

The mission of TCSGC 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.

On these topics, the TCSGC provides technical support to the development of ComSoc conferences, publications, standards and educational activities.

#### **3. Membership Requirements**

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

In the case of a TCSGC member who has rendered significant service but is not on the Voting Member List, to become a Voting member, he/she must submit the TCSGC member's name and description of TCSGC service to the TCSGC Chair for review. The TCSGC member will be added to the Voting Member List with the approval of the TCSGC Chair.

Members can participate in TC meetings and assist in the conduct of TC business. Voting members can cast informed votes on TC business. Individuals who are not ComSoc members are welcome to participate in TC activities as Collaborators. Collaborators are not entitled to vote, run for election, or serve in appointed positions.

#### **4. Elected and Appointed Officers**

TCSGC has three categories of elected officers: Chair, one or more Vice Chairs, and Secretary, each of whom must be an IEEE ComSoc member and a Voting Member of TCSGC. Student members are not permitted to serve as elected officers.

The Chair of the TCSGC represents the TC on the Technical Committees Board, and provides guidance and directions to Technical Committee members in the conduct of their responsibilities. The Chair reports directly to the Chair of the IEEE ComSoc VP-TEA within the guidelines of ComSoc, and coordinates with ComSoc Staff in the conduct of his/her responsibilities.

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 TCSGC meetings, supporting the Chair as required, and advising the Chair on issues related to TCSGC.

The Secretary takes a role to assist the Chair and Vice Chairs. His/her duties include maintaining and overseeing the TCSGC mailing list, maintaining the list of Voting Members, maintaining the TCSGC website, and keeping meeting documents and meeting minutes. The secretary also assists the Chair in coordinating the logistics of TC meetings, preparing reports for the TC and Technical Committees Board meetings, preparing annual written reports that shall be distributed to the VP-VEA, the Director-Technical Committees, and TC members prior to each meeting held at ICC.

If the 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 Chair appoints Appointed Officers (e.g., Advisory Committee, Member Relations Chair, Web Coordinator, Standards Liaison, etc.) at his/her discretion. Both TC Members and Collaborators are eligible to be Appointed Officers. The term of an Appointed Officer is coincident with that of the Elected Officers. The Chairs of the Subcommittees and Special Interest Groups are also appointed by the TCSGC Chair.

#### **5. Nomination and Election Procedures**

**Nomination and Election (N&E) Committee:** The N&E Chair is the Current TCSGC Chair unless the Current TCSGC Chair is a candidate for a second term. Besides the Chair, the N&E Committee will consist of no less than another two members from Past TCSGC Chair, 2<sup>nd</sup> Past TCSGC Chair, and two TCSGC member representatives 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. An officer can seek no more than one additional consecutive term for the same position. An officer can be elected to a different officer position within the TC, with the limit of six consecutive years as an officer within the TC.

**Eligible Candidates for Officer Positions:** Eligible candidates shall be Voting Members of the TCSGC and IEEE ComSoc, and shall indicate willingness to serve if elected.

**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 the Call for Nominations via the TCSGC mailing list at least six weeks before the election. The open call for nomination is closed about two weeks before the election. Nominations for the three officer positions shall be sent by email to all N&E Committee members. Once a slate of candidates has been identified, biographies of the candidates will be made available to all TCSGC members for review before the election. For each elected officer, there must be at least two candidates on the ballot. If there are not enough nominations, the TCSGC N&E Subcommittee shall identify additional candidates.

**Election:** The election is held electronically. Each Voting Member of TCSGC has one vote. The list of Voting Members shall be announced before the election. The Chair of the N&E committee will not participate in the voting. For each position, the candidate who receives the highest number of votes is elected. In the event of a tie, the Chair of the N&E committee will vote to break the tie.

**Post-Election:** The outgoing TCSGC Chair shall provide an Election Report to the Director-Technical Committees and the VP-TEA within two weeks from when the elections were held. The election results shall be authorized by the Director-Technical Committees upon consultation with the VP-TEA. If the TEA-C does not approve the election results, the Director-TCSGC shall organize a new election. The new officers will take office on the 1st date of January after the election.

## 6. Conduction of TCSGC Meetings

The TCSGC meetings are held at least twice a year, at IEEE ICC, IEEE SmartGridComm or IEEE GLOBECOM, or another appropriate venue. The meetings may be held also virtually should it become necessary. All TC meetings shall be conducted in compliance with Clause 2.0 of ComSoc's P&Ps. The TCSGC 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 TCSGC mailing list at least one week prior to the meeting. Meetings are open to any conference attendees. The TCSGC Secretary or a designated substitute will take minutes. The meeting presentation slides and meeting minutes shall be made available on the TCSGC website after the meeting. Should voting occur at the TCSGC meeting, only Voting Members physically present or attending by teleconference have voting rights.

## 7. Supporting Activities

As appropriate, TCSGC 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 TCSGC. Further, the TCSGC 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. The TCSGC 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 TCSGC can form Subcommittees and Special Interest Groups (SIGs). The TCSGC 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. TCSGC Internal Awards

As part of the TC activities, the TCSGC will give out Outstanding Service Award and Technical Achievement Award.

- The Outstanding Service Award will recognize members of the TCSGC who have a distinguished record of service to the TCSGC community, including leadership roles within the TCSGC, and promoting TCSGC activities and interests in the broader research community.
- The Technical Achievement Award will recognize members of the TCSGC who have been involved with TCSGC, have done outstanding work in the field of Smart Grid, and have achieved a high degree of visibility in the field.

The awards will be given during an TCSGC meeting.

**Awards Committee:** The Chair of TCSGC shall appoint an Awards Committee consisting of a Chair and four-to-six Members, including at least one TCSGC elected officer (excluding the Chair) unless conflicts of interest exist for all elected officers. The members of the Awards Committee are proposed by the Chair and confirmed by the TC Voting Members through an election. Note that any “TCSGC member” can be an Awards Subcommittee member, not just “TCSGC voting members.” Furthermore, “TCSGC members” are voting members of the Subcommittee even if they are not “TCSGC voting members.” The term of the Awards Committee is two years concurrently with the nominal term of the TC Chair, with reappointment to at most one additional two-year term. The Subcommittee members shall not serve simultaneously on the Awards Subcommittee of more than two TCs. The roster of the Awards Subcommittee, including members’ affiliations, shall be posted on the TCSGC webpage as soon as approved by the TEA-C. The TEA Council has the authority to change one or more of the Subcommittee members when needed, e.g., to satisfy diversity criteria.

**Nomination and Selection:** Nominations will be solicited by emails from TCSGC members once a year. Self-nominations are allowed. Nominations cannot come from the Awards Committee members. No Awards Committee members can be nominated while they are in service. All nominations must be sent to all Awards Committee members. The nomination should include a concise description of the candidate’s accomplishments as related to the TCSGC. 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.

Real or perceived conflicts of interest between Awards Committee members and those TC members receiving awards shall be disclosed. In case of a real or perceived conflict of interest, the Awards Committee member shall not participate in the selection of award recipients. Subcommittee members shall always meet in Executive Session and its deliberations, as well as all documents submitted to or created by the Subcommittee, shall be strictly confidential.

**Post Selection:** The Awards Committee deliberations for each award, and all documents submitted to or created by the Awards Committee shall be strictly confidential. Only the final award recipients shall be openly announced.

The Chair of the Awards Committee shall prepare an Awards Selection Report containing the process conducted to select the award recipient, the names of all candidates for the award, and the name of the recipient of the award and associated justification. The TC Chair shall send the Awards Selection Report to Director-Technical Committees for approval. Only when the Awards Selection has been approved by the TEA Council, and

only then, the final award recipients may be notified and the selection outcome publicly announced.

#### **9. TCSGC Information Dissemination**

The TCSGC will maintain an Internet Web page. This Web page will be accessible from the main ComSoc Web page. Officers names and contacts, the scope of the TCSGC, the TCSGC's P&P, announcements distributed to the TCSGC's membership, notably meeting agendas and meeting minutes, opportunities for membership participation in TCSGC-sponsored activities, as well as election-related issues, will be made available on their Web page.