

*IEEE/PES Risk, Reliability and Probability Applications Subcommittee
Organization, Policies and Procedures*

IEEE

RELIABILITY, RISK AND PROBABILITY APPLICATIONS SUBCOMMITTEE

ORGANIZATION AND PROCEDURES

Approved by the Subcommittee 28 July 2015

1.0 Introduction and Purpose of this Manual

This manual defines the organization of the Risk, Reliability and Probability Applications Subcommittee (the Subcommittee), the scope of the Subcommittee, and the duties of its officers. Membership qualifications are stipulated. In addition, certain relevant operating procedures are defined. Refer to the IEEE Power Engineering Society "Technical Council Organization and Procedures Manual" on the IEEE PES web site for further information about the PES technical activities.

This manual supplements the IEEE/PES Technical Council Organization and Procedures Manual, the PSACE Committee Organization and Procedures Manual, and the PSACE Policies and Procedures Manual, all of which take precedence over this document. In the event that the RRPA O+P and the PSACE O+P and P+P are not consistent with each other, the PSACE documents shall be regarded as definitive.

2.0 Responsibilities and Duties of the Power System Analysis, Computing and Economics Committee

The responsibilities and duties of the Risk, Reliability and Probability Applications Subcommittee shall include the following:

- a. Promote and coordinate activities in its field.
- b. Sponsor technical sessions.
- c. Assist on development and maintenance of IEEE standards as requested by the PSACE Committee.
- d. Review and grade technical conference papers.
- e. Propose awards for subcommittee, subcommittee and working group members. Promote Senior Memberships, and assist PSACE in promoting IEEE Fellow candidates.
- f. Offer cooperation with local sections/chapters of the IEEE PES.
- g. Select session chairmen and be responsible for presentation of papers at meetings designated by PES.
- h. Encourage all that are qualified to seek membership in the Power Engineering Society and the Power System Analysis, Computing and Economics Committee.
- i. Carry out other duties as delegated or requested by the PSACE Committee.

3.0 Scope of the RRPA Subcommittee

- Study, review and foster the development, application and dissemination of probabilistic and other methods for dealing with reliability, uncertainty and risk assessment in the planning, design, operation and management of all phases of electric power systems. Review technical papers and conduct paper sessions, organize panel sessions, update or develop industry guides, and develop position papers. Cooperate with other IEEE Committees and other professional and technical organizations in these activities.

This scope is reviewed annually by the PSACE Committee. In addition, all technical subcommittees of PSACE, in addition to their technical responsibilities, will have direct responsibility for remaining cognizant of social implications, the environment, ethics, increased employment, and other matters as related to the practice of electrical power engineering.

4.0 Subcommittee Membership

4.1 Voting membership

Each voting member is expected to attend meetings as defined in this clause. The voting members of the RRPA Subcommittee are approved by the Chair. Attendance at a meeting via teleconferencing and/or electronic means (e.g., Internet conferencing) shall count towards the attendance requirements.

4.1.1 Eligibility and qualifications

Selection and continuation of committee membership shall be determined by meeting all of the following qualifications:

- a) Member in good standing of the IEEE Power & Energy Society.
- b) A demonstrated interest and knowledge of the field of RRPA as expressed by working on standards, publishing papers, taking part in presentation and discussion of technical papers.
- c) Technical competence in one or more particular branch(es) of engineering as specified in the scope of the Subcommittee.
- d) Willingness to devote time and effort to contribute to the advance of the art by:
 - (i) Regular attendance at meetings and participation at the Subcommittee, Working Group and Task Force level.
 - (ii) Committing to timely return of Subcommittee ballots.
 - (iii) Continued participation in Subcommittee functions such as serving as an officer, liaison representative, or Working Group or Task Force member.
 - (iv) For IEEE Standards Association members, actively participating in

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- balloting on the IEEE standards with which RRPA is associated.
- e) Members are expected to attend a minimum of 1 of every 3 meetings to qualify for and retain membership. When a member is absent for three consecutive scheduled regular meetings and fails to participate by correspondence, the member may be removed from subcommittee membership, subject to a review of the circumstances by the subcommittee officers. Attendance at a meeting via teleconferencing and/or electronic means (e.g., internet conferencing) if available shall count towards the attendance requirements. The Chair shall review the voting membership list annually.
 - f) Members are not entitled to vote at the first meeting of the Subcommittee which they attend, though they may speak at their first meeting.

4.1.2 Honorary Members

Honorary members are appointed by the Chair in consultation with the other officers. Recommendations for Honorary member can be submitted by any member of the Subcommittee. Submissions should be sent to the Subcommittee Chair for consideration. The Honorary Member classification is intended to apply to individuals who have made longstanding and notable contributions to the Subcommittee, but because of extenuating circumstances, are generally unable to meet the other membership requirements. An Honorary Member shall have first been a member and shall have demonstrated a high level of participation and be generally recognized for his/her contribution. These individuals participate by reviewing and commenting on subjects in their field of expertise and are retained on appropriate and necessary committee mailing lists.

4.2 Membership roster

A current and accurate RRPA Subcommittee roster shall be maintained. Due to privacy concerns, the roster shall not be distributed except to the IEEE-SA Board of Governors, IEEE-SA Standards Board, PSACE Committee Officers, and RRPA Officers and Members, unless all RRPA Committee members have submitted their written approval for such distribution. The roster shall include the following:

- a. Title of the Committee and its designation
- b. Scope of the Committee
- c. Officers: Chair, Vice Chair, Secretary, Technical Program Chair and Standards Officer
- d. Members: for all, name, e-mail address, affiliation and category of membership.
- e. For each subgroup: subgroup title, Chair, and names, e-mail addresses, and affiliations of all members

4.3 Membership public list

A current and accurate Committee membership list shall be maintained. The membership list may be posted on the RRPA Subcommittee web site and may be publically distributed. The membership list shall be limited to the following:

- a. Title of the Subcommittee and its designation
- b. Scope of the Subcommittee
- c. Officers: Chair, Vice Chair, Secretary, Technical Program Chair and Standards Officer
- d. Members: (for all) -- name, and affiliation

4.5 Corresponding Membership

The Chair may offer Corresponding Membership to make use of the expertise of those who are not normally able to attend the Subcommittee meetings. The qualifications and eligibility for membership, and continued membership, are the same as for Subcommittee members, with the exception of the requirement of regular attendance at meetings. Corresponding Members may participate in all Committee activities, including the development and review of standards documents.

4.6 Participation by Non-Members of IEEE

Non-members of IEEE may be appointed as consultants to the RRPA Subcommittee, and its Task Forces and Working Groups. For example, physicists and mathematicians are frequently called upon, in the basic science fields, to supplement the work of IEEE PES technical groups. Therefore, experts and liaison representation from other organizations are encouraged where appropriate. Where appropriate such non-IEEE members may attend meetings of the RRPA Subcommittee, though they are not eligible for voting membership.

5 Subcommittee Officers

5.0 Officers

There shall be a Chair, a Vice Chair and a Secretary. The Officers shall each be IEEE members of any grade, except Student grade, or IEEE Society affiliates. In addition, the Chair must appoint the following:

- a. A Technical Program Chair for papers within the Subcommittee's scope. This shall normally be the Subcommittee Vice Chair.
- b. A Standards Officer, who manages day to day the Subcommittee's standards duties as delegated by the PSACE Committee. This shall normally be the Subcommittee Chair.

Exceptionally these specific duties may be performed by a Subcommittee member who is not one of the three main Subcommittee Officers.

5.1 Election or Appointment of Officers

Officers shall be elected in accordance with the following procedures:

- a. There shall be a biennial vote of the Working Group, at the Subcommittee Meeting at the IEEE PES General Meeting, to elect the Secretary.
- b. The incumbent Subcommittee Chair at the time the election takes place shall act as the Elections Officer whose function is to gather nominations and conduct the election.
- c. Voting members shall nominate to the Elections Officer one or more voting members for the Secretary Office to be filled at the election. Self-nominations are permitted.
- d. Nominees shall be eligible to hold the office of Secretary, and there should be a reasonable expectation that they will be suitable for the offices of Vice Chair and Chair at the times they enter those offices by rotation. Nominations are further subject to approval by the Subcommittee Chair, in consultation with the other Officers and the PSACE Chair. Upon written notification, the nominee shall, within 14 calendar days, indicate acceptance or rejection of the nomination. If no nomination is received or accepted for the office of Secretary, a temporary appointment shall be made in accordance with Clause 5.2.
- e. The Elections Officer shall prepare and conduct the election by in-person ballot at a meeting of the Subcommittee with absent voting members being given the opportunity to submit letter or electronic votes in advance. The quorum for the election shall be a third of the current voting membership (fractions being rounded up). Brief CVs of nominees shall be circulated to voting members no less than 14 calendar days before the meeting. Each voting member may cast a vote for one and only one nominee. The nominee with the greatest number of votes shall win the election.
- f. The term of office for each officer shall be two years, but an officer may serve until a successor is appointed.

5.1.1. Terms of office

The Chair, Vice-Chair and Secretary normally serve for terms of two years (see 5.2 below).

5.1.2 Automatic progression of officers

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The Committee employs automatic progression of its officers from Secretary to Vice-Chair to Chair, over a six-year time span.

5.2 Temporary Appointments to Vacancies

If an office becomes vacant for any reason (such as resignation, removal, lack of nomination at an election), where possible this office shall be filled by early progression from a more junior office (i.e. Vice Chair to Chair, Secretary to Vice Chair).

If following the vacancy only a Chair and Vice Chair are in office by automatic progression, then the Subcommittee Chair shall make a temporary appointment to Secretary for a period of up to 12 months until the next meeting of the subcommittee, in consultation with the Vice Chair and the PSACE Chair.

If, following multiple vacancies, the only incumbent officer is the Chair, temporary appointments to Vice Chair and Secretary shall be made by the Chair in consultation with the parent committee's Chair. If, following multiple vacancies, there are no subcommittee officers, temporary officer appointments shall be made by the PSACE Chair.

Following temporary appointments by this mechanism, elections for the posts to which temporary appointments have been made shall be held at the next meeting of the subcommittee, by procedures to be agreed between the RRPAC Chair and the PSACE Chair, which are to the greatest extent possible consistent with the normal election procedures. Following temporary appointments, the RRPAC Chair shall decide in consultation with the Officers whether the regular committee roles shall be for one or two years following the next Subcommittee meeting.

5.3 Removal of Officers

An officer may be removed by approval of two-thirds of the members of the Subcommittee, or in accordance with the procedures of the PSACE Committee, parent body of the RRPAC Subcommittee. Removal of the Chair or Vice Chair requires affirmation by the Parent Committee. Grounds for removal shall be included in any motion to remove an officer of the Subcommittee. The officer suggested for removal shall be given an opportunity to make a rebuttal prior to the vote on the motion for removal.

5.4 Responsibilities of Subcommittee Officers

Elected and appointed officers of the Subcommittee have a fiduciary duty to the IEEE when acting in their officer role and thus are required (a) to act in the best interest of the IEEE, its members and the general public and not on behalf of any individual, entity or interest group, (b) to comply with all applicable policies and

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procedures, and (c) to see that participants of the Subcommittee conduct themselves in accordance with the applicable policies and procedures.

The officers of the Subcommittee shall manage the day-to-day operations of the Subcommittee. The officers are responsible for implementing the decisions of the Subcommittee and managing the activities that result from those decisions.

5.4.1 Chair

The responsibilities of the Chair or his or her designee shall include

- a) Leading the activity according to all of the relevant Policies and Procedures.
- b) Being objective.
- c) Entertaining motions, but not making motions.
- d) Not biasing discussions.
- e) Delegating necessary functions.
- f) Ensuring that all parties have the opportunity to express their views.
- g) Setting goals and deadlines and adhere to them.
- h) Being knowledgeable in parliamentary procedures and ensuring that the procedures are followed.
- i) Seeking consensus as a means of resolving issues.
- j) Prioritizing work to best serve the group and its goals.
- k) Fulfilling any financial reporting requirements of the IEEE.
- l) Participating as needed in meetings of the PSACE Committee to represent the Subcommittee.
- m) Presiding at the meetings of the RRPA Subcommittee, or delegating this role to another RRPA Officer.

5.4.2 Vice Chair

The responsibilities of the Vice Chair(s) shall include:

- a) Carrying out the Chair's duties if the Chair is temporarily unable to do so or chooses to recuse himself or herself (i.e., to give a technical opinion) or chooses to delegate specific duties.
- b) Being knowledgeable in parliamentary procedures and assisting the Chair in ensuring that the procedures are followed.

5.4.3 Secretary

The responsibilities of the Secretary include:

- a) Scheduling meetings in coordination with the Chair and distributing meeting notices.

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- b) Distributing meeting agenda (as per 6.0). Notification of the potential for action shall be included on any distributed agendas for meetings.
- c) Recording minutes of each meeting, and publishing them within 60 calendar days of the end of the meeting.
- d) Creating and maintaining the participant roster.
- e) Maintaining lists of unresolved issues, action items, and assignments.
- f) Recording attendance of all attendees.
- g) Maintaining a current list of the names of the voting members and distributing it to the members upon request.
- h) Forwarding all changes to the roster of voting members to the Chair.

5.4.4 Standards Officer

The responsibilities of the Standards Officer shall include the following, to be carried out in cooperation with the PSACE committee as appropriate:

- a) Forming Study Groups, as necessary.
- b) Being knowledgeable in IEEE standards processes, and ensuring in cooperation with the Chair that the processes are followed.
- c) Complying with the IEEE-SA Intellectual Property Policies, including but not limited to IEEE-SA Patent Policy (see *IEEE-SA Standards Board Operations Manual* 6.3.2, <http://standards.ieee.org/board/pat/index.html>) and IEEE-SA Copyright Policy (see *IEEE-SA Standards Board Bylaws* 7, <http://standards.ieee.org/guides/bylaws/sect6-7.html#7>).
- d) Being familiar with training materials available through [IEEE Standards Development Online](#).
- e) Ensuring that each Standards Working group has a set of P&P approved by the PSACE Committee. The chair will provide the Working group P&Ps to AudCom upon request.

6 Other organizational matters

6.1 Working Groups (WGs) and Task Forces (TFs)

6.1.1 Qualifications and Eligibility of WG and TF Members

WG and TF members need not be a member of the PES, but are encouraged to join the Society. The members of WGs and TFs are appointed by the WG/TF Chair with notification to the Chair of the Subcommittee.

A WG/TF member may discontinue his membership by sending a letter of resignation to the WG/TF Chair. The WG/TF Chair may elect to discontinue the membership of an inactive or non participating member by sending written notification to the affected member. The returning of ballots and active contribution are the prime criteria for determining participation and continuation of Working Group membership.

6.1.2 Qualifications and Eligibility of WG and TF Chairs

The Chair of a WG or TF shall be a member of the PES and the RRPA Subcommittee. Furthermore, the Working Group Chair should possess the following:

a. Technical Ability

The WG or TF Chair should have demonstrated technical ability through participation in Subcommittee and WG/TF activities and discussions. He must have a sufficient level of expertise within the WG/TF's subject of assignment.

b. Procedural Experience

The WG/TF Chair should have been actively participating in Subcommittee activities and should have demonstrated the willingness to accept and complete assignments and follow through until finished.

c. Personal Characteristics

The WG/TF Chair should be articulate and an innovative contributor. He should have leadership qualities as demonstrated by thoughtful engagement in debate and discussion. He should have excellent verbal and written communication skills.

6.1.3 Appointment of Working Group Chairmen

The Chair of a Working Group is appointed by the Chair of the RRPA Subcommittee with notification to the Chair of the PSACE Committee. The Chair of a RRPA Working Group shall be a member of the RRPA subcommittee. In the case of standards WGs, the normal practice is for the Working Group Chair to serve for the duration of the Project Authorization Request.

6.2 Liaison Representatives

6.2.1 Eligibility and Qualification of Liaison Representatives

The Subcommittee will, at various times, wish to establish a close affiliation with other select bodies. On such occasion the Chair, in consultation with the other Officers, will designate one or more members as official liaison from the RRPA Subcommittee. The person selected will have demonstrated an ability and willingness to serve in this capacity.

The member selected will normally serve for the term of the liaison requirement.

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The member will submit an annual written report to the Chair and Secretary of activity resulting from the liaison assignment, which will be included in the minutes of the annual Subcommittee meeting.