



## **CIGRÉ – B2 Overhead Lines NEW MEMBER HANDBOOK**

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### **1- OUR FIELD OF ACTIVITIES**

Design, study of electrical and mechanical characteristics and performance, route selection, construction, operation, service life, maintenance, refurbishment uprating and upgrading of overhead lines and their components including: conductors, earth wires, insulators, towers, foundation and earthing systems.

### **2- OBJECTIVES OF THE STUDY COMMITTEE**

- Promote exchange of information on all aspects within the field of our field of activities.
- Organize and carry out of studies for the progress of technique and knowledge.

### **3- COMPOSITION OF A STUDY COMMITTEE**

- A chairman
- 24 regular members ( each one representing a National Committee (NC) )
- A secretary
- 12 observers members

(Each of the above persons should be a registered individual member of CIGRÉ.)

### **4- REGULAR MEMBERS**

- Appointments are proceeded to by the Central Office every 2 years (Paris session year).
- Term of office is 2 years, to be renewed no more than twice.
- Should attend every meeting of the SC.
- If unable to attend at the SC meeting, he may be replaced by an appropriate expert from his country.
- Members who are replaced too often or his contribution is considered insufficient, he may not be reappointed at the end of his 2 year term.

### **5- ACTIVE PARTICIPATION OF REGULAR MEMBERS IN SC WORK**

- Participate in the regular SC meeting and activities and contribute to the discussions.
- Conveying the views, concerns and needs of his NC and presenting proposals for new work based on this.



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- Communicating the activities, outcomes of studies, availability of technical papers throughout their NC.
- Evaluating and commenting upon the draft documents which are circulated among SC members.
- Ensuring his NC efficient processing of questionnaires issued by the working bodies of the SC.
- Joining at least one working bodies of the SC.
- Recruit experts from his NC to recommend as members of working bodies.
- Actively assisting in the preparation and conducting of Symposia, Colloquia organized by NC.
- Write or encourage others to write papers for the sessions in Paris.

### **6- OBSERVERS MEMBERS**

- Appointments are proceeded to by NC not already represented by a regular member.
- Term of office is 2 years, to be renewed no more than twice.
- Attendance at SC meeting is not compulsory.

### **7- ACTIVE PARTICIPATION OF OBSERVERS MEMBERS IN SC WORK**

- Are expected to contribute actively to the SC.
- No right of vote.
- Receive information of the work of the SC in the same way as any regular member.

### **8- ORGANISATIONAL STRUCTURE OF SC B2 (September 2006)**

- THREE ADVISORY GROUPS
  - Strategic AG
  - Customer AG
  - Publication and tutorial AG

They assist the chairman in the definition of the direction to be followed by the SC B2.



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- WORKING BODIES

- Working Groups (WGs) are the main working bodies.
- A WG is lead by a convenor assisted by a secretary. A WG is composed of experts in the field of the WG activities.
- The "Terms of Reference – TOR" of the working bodies cover the following information:
  - Description of the issue
  - Brief statement on the state of knowledge
  - Objectives of the work
  - The deliverables
  - An agenda and work schedules
  - Tutorials are prepared by the WGs to be presented at SC meeting to spread the SC knowledge and work results.

SC B2 have 7 WG's.

- Task Forces (TFs) are set up when the scope of the work does not justify the creation of a WG. A TF will cover only one study or project and will be disbanded when the study is completed.

SC B2 has 1 TF.

- Joint WGs or TFs are set up to work on interdisciplinary subjects of common interest to more than one SC.

SC B2 is involved in 1 JTF and 2 JWGs.

## 9- COMMUNICATION DOCUMENTS AND PUBLICATION

- COMMUNICATION

- SC members and experts communicate mainly by e-mail.
- SC directory must contain e-mail coordinates of national members, WG and TF members.

- SC INTERNAL WORKING DOCUMENTS

- Are not circulated outside the SC.



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- No mention of these documents in publication
- Minutes of SC meetings are internal documents.
- GENERAL INFORMATION FOR MEMBERS
  - Annual report on technical activities of CIGRÉ is published in the June issue of Electra.
  - Annual report on SC activities is made available on the SC website, in April.
- TECHNICAL INFORMATION OF MEMBERS
  - Papers presented at SC sessions.
  - Papers presented at Symposia.
  - Papers presented at Paris sessions.
  - Papers published in Electra.
  - Papers published on CIGRÉ website.
  - Documents published as Technical Brochure (TB).
- SC WEBSITES
  - Website has a public section and a private section
  - [www.cigre-b2.org/](http://www.cigre-b2.org/)
    - This private area, protected by a password "SCB2-pwd", is dedicated to SC regular and Observers Members, Conveners and Secretaries.
    - After entering your password in the private access to members area, this page is displayed and the different chapters available are visible:
      - WGs and TFs terms of reference and activities
      - Decision list and SC B2 Procedures;
      - Situation of papers going to be published;
      - SC Meetings Minutes;
      - Pictures;
      - Tutorials;
      - SC Documents in preparation, ...
- LANGUAGES
  - French and English are the two official languages of CIGRÉ.
  - The technical meetings are held in english



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### **10-FREQUENTLY ASKED QUESTIONS**

**Am I expected to join one working body (WG, TF, AG) or is my role purely representative?**

Join at least one AG, WG or TF appropriate to your expertise and experience. You can be member or corresponding member to those working bodies. You can also be a reviewer for technical document or special reporter for the Paris session.

**How do you join a WG?**

In certain case, you need to approach the convenor of the WG individually. Normally, now with the new rules, the life of a WG will not exceed 3 years. When a new WG will start his activities, the SC chairman will ask national members if they want to participate to this WG or propose experts from their countries.

**As a national committee member, do I get access to "members only" internet sites of each WG?**

No, the password is reserved only to the respective WG members. Their provisional working documents that may not be distributed, they are considered as confidential and not to be circulated.

**How can I recommend an expert as members of working bodies?**

When the SC start a new WG on a topic, the SC chairman will ask members which countries are interested to be in the WG. If you are interested, you will assign an expert from your country. It is important for you to know the experts of your country. Before to appoint this expert you have to be sure that he is supported by his management to be able to attend WG meetings and participate to WG studies. A national member should built a network of experts in his country to inform them of SC activities, to define the needs of CIGRE participants from his country and to get experts to participate to WG activities.

**How can I prepare my participation to sessions?**

A practice recommended for SC members is to organize a pre-session meeting (call or e-mail) in their country to prepare efficiently the national contributions to the session. Similarly, a post-session activities (meeting, e-mail) could be useful to report on the main information which emerged from the SC meeting.