

Key Commitments for WGs Conveners at the glance

ACTIVITY	WHO	WHAT
1. Subject for WG	TAG Convener CAG Convener SCB2 Chairman	Complete the form and propose candidat for WG convenership to chairman (cc to CAG convener) check/Indicate the reference to customer need Fine tune with TAG convener and approve the subject
2. New WG (approval)	SCB2 Chairman TC Chairman	Send the TOR to TC Chairman Approve the TOR and the creation of the WG
3. Membership	SCB2 Chairman SCB2 Members WG Conveners	Ask for experts to SCB2 Members and Observers Propose expert to WG Convener an SCB2 Chairman Approve and confirm the nomination(with participation of SCB2 chairman)
4. WG meeting	WG Conveners WG Conveners WG Conveners	Organize (with WG secretary) regular meeting to progress the works Consider to hold tutorials in hosting Country of the WG meeting Send all documents to SCB2 Chairman and secretary(agenda, minutes,...)
5. WG Progress report	WG Conveners	Once a year (one month before the SCB2 annual meeting)
6. WG membership(updated)	WG Conveners SCB2 Secretary	Every half year(in august and in january) Send the SCB2 list of experts to Central office
7. Reviewers assignment	WG Conveners SCB2 Chairman	Ask for reviewers at the Technical meeting(Final draft is ready) Assign reviewers
8. Review of the report	WG Conveners Reviewers	Send the report to reviewers (cc to Chairman and secretary) Review report and send it to convener(cc to SCB2 Chairman and secretary)
9. Acknowledgements to reviewers	WG Conveners	Stating the actions taken about the comments received
10. Remarks/Comments from members	WG Conveners SCB2 Chairman	Send report to SCB2 Chairman before SCB2 meeting and presente the report to member at Technical meeting Ask members to remarks/comments before 6 weeks
11. Documents to provide(with the report)	WG Conveners SCB2 secretary	See check list(on SCB2 website) and send it to SCB2 secretary Pick-up all documents and send it to chairman
12. Send to central office	SCB2 Chairman	
13. Disbanded of the WG	SCB2 Chairman SCB2 Chairman	After all the documents as been accepted by CIGRE Central office and publication confirmed Send a letter to WG Convener (cc P.Adam)