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**INTERNATIONAL ELECTROTECHNICAL COMMISSION**

**TECHNICAL COMMITTEE No. 17: SWITCHGEAR AND CONTROLGEAR**

**SUBCOMMITTEE 17A: HIGH-VOLTAGE SWITCHGEAR AND CONTROLGEAR**

**High-voltage switchgear and controlgear – SC17A and SC17C Good Working Practice (GWP)**

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# HIGH-VOLTAGE SWITCHGEAR AND CONTROLGEAR –

## Committee Good Working Practice (GWP)

### INTRODUCTION

This Good Working Practice document's agreed working practices for the organization, communication and the drafting of standards in the subcommittees (SC) of TC 17 in charge of standards for high-voltage switchgear and controlgear: SC 17A and SC 17C.

It is intended to promote a common approach:

- to the drafting of standards;
- to the working practices, organization and communication between Chairman, Secretaries and Convenors of Working Groups (WGs) and Maintenance Teams (MTs).

Members of SC 17A and SC 17C MTs should inform the SC Secretary about any ideas they have regarding items that should be included in the good working practice document.

In the following text the acronym MT is intended to cover also the cases of WGs and PTs. Also the term "Standard" used in this document designates also other deliverables such as Technical Reports (TR), Technical Specifications (TS) and PAS (Publicly Available Specification).

#### Drafting of standards

##### General

The initial electronic text to be used in a revision or amendment shall be the IEC published text of the existing publication, not the FDIS text from the previous edition. This is the actual text to be altered, which will avoid unnecessary editing. This text is to be obtained from the Secretary.

A copy or access to the ISO/IEC Directives handy for reference can be found at:

<http://www.iec.ch/tiss/directives.htm>

Only the Convenor, or a person nominated by him and/or the Secretary shall revise this text electronically to avoid corruption of the template and to maintain control of the changes and avoid copyright issues.

Download the latest IEC Standard Template to your computer from the IEC web site:

<http://www.iec.ch/tiss/templates.htm>

Remember to apply this latest IEC standard template initially and each time you open a document for the first time, for example, when a document is sent to you as Convenor after revision by the Secretary or a person nominated by you. In Word, under "Tools", then "Templates and Add-ins", the box for "Automatically update document styles" should NOT be ticked, as this is to be avoided. When this box is ticked, the Word programme tries to update all the styles every time you open the file, which may be a cause of problem when the document is long, and full of tracked changes.

Before preparing the FDIS the Convenor should use the IEC Central Office 'short edit' version of the CDV, if available, from the Secretary.

## Numbering

Numbering of clauses and subclauses must follow that of IEC 62271-1 “High-voltage switchgear and controlgear – Part 1: Common Specifications”

If the requirements of a subclause are those in 62271–1 without additions, the wording is:

- Subclause xxx of IEC 62271-1 is applicable.

If deviations from the requirements in 62271-1 are necessary in a specific product standard, the wording is:

- Subclause xxx of IEC 62271-1 is applicable with the following addition:

## References

References to other standards should, wherever possible, be of a general nature so that reference to the standard can be an undated reference.

If a specific clause number needs to be identified, the normative reference to the standard must be a dated reference, since the reader may have to reference an earlier version of the standard than the current issue to get the information on which the reference was based.

## Notes

It should be remembered that the notes are informative and cannot contain the word “shall”.

## IEC Guides

At the start of each project, MT members are informed that the following IEC Guides must be followed, where applicable:

- IEC Guide 107: Electromagnetic compatibility – Guide to the drafting of electromagnetic compatibility publications
- IEC Guide 109: Environmental aspects – Inclusion in electrotechnical standards
- Guide 111: Electrical high-voltage equipment in high-voltage substations – Common clauses for product standards

## Comment resolution

Comments received from National Committees on Committee Drafts (CDs) and Committee Drafts for Voting (CDVs) are sent to the MT Convenor by the Secretary of the SC using the IEC Comment form.

From experience it has been found that for efficiency observations on the comments are better prepared by a small group comprising at least the SC Secretary, MT convenor and when justified representative members of the MT. Observations are then sent to MT members for information and feedback.

For consistency, the dispositions of comments shall be as follows (acronyms shall not be used):

### 1) Accepted

The comment was acceptable as presented.

### 2) Not Acceptable

This disposition indicates that the comment will not be incorporated into the document. All rejections shall have the justification for rejection, whether technical or editorial and documented as part of this disposition.

**3) Accepted in part**

This disposition indicates that some parts of the comment will be accepted and incorporated into the document. An explanation of how the accepted part is to be incorporated into the document shall be given. The parts that have not been accepted shall have the justification for doing so, whether technical or editorial, documented as part of this disposition.

**4) Accepted in principle**

This disposition indicates that the principle of the comment was accepted, but is to be incorporated into the document in a different manner than that suggested by the commenter. Explanation of how this is to be incorporated into the document shall be included along with the justification for the decision.

**5) Held for next edition**

This disposition is to be used for major technical comments received for the CDV that has had a positive vote but have merit for consideration, but must be held until the next maintenance cycle of the document if the vote was in acceptance of the CDV.

**6) Noted**

This is used where there is no action required on the comment.

In cases c), d) and e), the justification provided should clearly convey the specific reasons why the comment was not acceptable. This will allow the commenter the opportunity to provide additional information and justification at the next stage of review for those cases where, perhaps because of language barriers or interpretation difficulties, the commenter believes that the M T did not fully understand the proposal.

Resolution on comments on a Final Draft International Standard (FDIS) are the responsibility of the Convenor and Secretary and since changes can be minor editorial only at the FDIS stage, the entire MT is not involved in reviewing and resolving them. This is also the case if at CDV stage, with no negative votes, the Chairman, Secretary and Convenor agree to publish the document without passing the FDIS stage.

**MT meetings****Scope of work**

During the kick-off meeting, the scope of work must be clearly defined and understood by all MT members.

**Role of the convenor**

Once set up, the MT is under the responsibility of the convenor who is expected to:

- manage the development of the project;
- organize and chair the working group meetings;
- report to the TC/SC secretary and chairman on the progress/delays;
- report to the TC/SC secretary and chairman on any significant problem affecting the project;
- follow through the project until circulation of the FDIS.

**Role of the experts**

Individually appointed experts are brought together to deal with the specific task allocated to the MT. The experts act in a personal capacity and not as the official representative of the organization by which they were appointed. However, it is recommended that they keep close contact with their organization (National Committee or other International Organization in liaison) in order to inform them about the progress of the work.

**MT organization**

Convenor and MTs can devise a way of managing its appointed experts. If, for example, a MT is becoming too large, it can be internally organized to be more manageable. The MT could, for example, have small specialist groups of experts having a particular knowledge that could tackle those issues delegated to the group and report back to the MT via a single expert input, thus saving time and making decisions easier to reach.

**Meeting agenda**

To help the issue of meeting agendas, Annex A gives an example of a MT Draft Agenda which can be used to suit the particular meeting.

**MT internal documents**

To keep track of internal documents, they should be numbered in the following way and listed in a document continuously updated by the convenor:

17A/MTxx(name)yy, where name is the surname (family name) of the expert and yy is a sequence number assigned by the expert that has circulated the document.

**Minutes**

Minutes shall be made at each meeting and sent to MT members and the SC officers.

**Participation**

If it becomes necessary to manage the membership of WGs/MTs, Clause 8.2 of the convenors' kit "Guidance for Project Leaders and for Convenors of Working Groups, Maintenance Teams and Project Teams" provides some guidelines. In addition to the recommendation, where WGs or MTs are large enough, it may be decided, in conjunction with the TC/SC Secretary and the relevant National Committee, to remove any non-participating expert from the WG/MT.

Convenors should review the participation of the WG/MT experts at regular intervals and in particular at the end of each maintenance cycle. The review should be communicated to the Secretary for action.

Observers wishing to attend a meeting must have prior approval from the Convenor. In some cases the number of observers may be restricted due to meeting room constraints. The convenor decides the level of participation of observers at the meeting.

**Forums of discussion**

It is reminded that forums of discussion dedicated to MTs are available on the TC 17 web site. Access is restricted to members of a given MT and the SC officers. In addition to existing forums, new forums can be created; request must be made to the SC officers.

**Guidance for Chairman, Secretaries and Convenors****SC 17A and SC 17C GWP Document**

The Secretary should send a copy of this GWP document to the Convenor at the start of each project and/or maintenance cycle.

This document is available for viewing and downloading on the IEC TC 17 website

<http://iec.tc17.ch>

### **IEC Guide for Chairman**

<http://www.iec.ch/tiss/iec/chairman.pdf>

### **IEC Guide for Secretaries**

<http://www.iec.ch/tiss/iec/survkit2005.pdf>

### **IEC Guide for Convenors**

<http://www.iec.ch/tiss/iec/convkit2005.pdf>

### **Use of editing marks**

All CDs that are revisions of documents should be circulated as complete texts including editing marks, not just as a list of changes to be made to the existing text, for ease of understanding.

It is useful to circulate CDV texts including editing marks within the MT, prior to submission to the SC Secretary, to allow a final review prior to circulation to NCs.

### **CDV publication without FDIS**

If at CDV stage there are no negative votes it is the responsibility of the Chairman and Secretary to decide if publication without an FDIS is appropriate. They will take into account advice from the Convenor before deciding to publish with or without an FDIS stage. Only the Chairman and the Secretary may decide to have the document published without an FDIS stage if CDV comments are only of minor editorial nature.

### **IEC supporting information**

Guidance by Role is a useful place to start:

<http://www.iec.ch/tiss/role/guidance-by-role.htm>

IEC technical support information including forms and templates can be found and downloaded from the IEC website:

[http://www.iec.ch/tiss/tiss\\_entry-e.htm](http://www.iec.ch/tiss/tiss_entry-e.htm)

## **Annex A**

### **Example of MT Agenda**

Meeting of MT XX at YY Date.

#### Agenda

Beginning of the meeting                      time and date

End of the meeting                              time and date

- 1) Welcome, announcements from the Host
- 2) Approval of the agenda
- 3) Approval of minutes of last meeting
- 4) Membership, address list, list of documents
- 5) Working items
- 6) Any other business
- 7) Date and venue of the next meeting