



**GWP**

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# **GOOD WORKING PRACTICE**

**IEC/TC10: Fluids for electrotechnical applications**



This draft of TC10 Good Working Practice (GWP) has been prepared on the basis of the one previously prepared by the TC112, which is acknowledged.

# TC10 – GOOD WORKING PRACTICE (GWP)

## CONTENTS

1	Introduction .....	3
2	TC 10 Scope .....	3
3	Terms and Definitions .....	3
3.1	Working Groups .....	3
3.2	Maintenance Teams .....	3
3.3	Convenors .....	3
3.4	Project Teams .....	3
3.5	Project Leaders .....	4
3.6	Projects .....	4
3.7	Expert .....	4
4	Structure of TC 10 .....	4
5	Procedures and technical activities .....	4
5.1	Role of the Convenor of a Working Group in TC 10 .....	4
5.2	Role of the Project Leader in TC10 .....	4
5.3	Role of the experts .....	5
5.4	Project Team organisation .....	5
5.5	Meetings and corresponding work .....	5
5.6	Meeting agenda and invitation at the meeting .....	5
5.7	Minutes .....	6
5.8	Participation .....	6
5.9	Guidance for Convenors/Project Leaders TC 10 GWP Document .....	6
5.10	Other Guides and information .....	6
6	Drafting of standards .....	7
6.1	General .....	7
6.2	Development of International Standards .....	7
6.3	References .....	7
6.4	Notes .....	7
6.5	Comment resolution .....	7
6.5.1	General .....	7
6.5.2	Accepted .....	8
6.5.3	Not Accepted / Rejected .....	8
6.5.4	Partially accepted .....	8
6.5.5	Accepted in principle .....	8
6.5.6	Held for next edition .....	8
6.5.7	Noted .....	8
6.6	Approved CDVs .....	8
6.7	Publication without FDIS - CDVs without negative votes .....	9
6.8	Comments on FDIS .....	9

## **1 Introduction**

This Good Working Practice document contains agreed working practices within TC 10 “Fluids for Electrotechnical Applications”, for Working Groups, Maintenance Teams and Project Teams, for the organisation, communication and the drafting of Standards.

It is intended to clarify the organisation and communication, the role of Working Groups, Maintenance Teams, Convenors and Project Leaders to promote a common approach to the working practices and to the drafting of standards.

This document explains the specific tasks and duties of experts and some specific administrative tasks within TC 10 as well as some basics of the technical management of projects.

Members of TC 10 should inform the Chairman or the Secretary of any ideas they have regarding items that should be included in the good working practice document.

Finally, this document has been prepared on the basis of the one previously prepared by the TC112, which is acknowledged.

## **2 TC 10 Scope**

To prepare International Standards covering product specifications, test methods as well as maintenance and use guides for liquid and gaseous dielectrics.

Also to prepare specifications and maintenance and use guides for lubricants and control fluids for steam turbines, generators and control systems as well as to assist in the preparation of test methods for such fluids

## **3 Terms and Definitions**

### **3.1 Working Groups**

Working Groups (WG) are responsible for developing new specific work and shall report to its Technical Committee (TC10) through a Convenor.

### **3.2 Maintenance Teams**

Maintenance Teams are groups of experts that have the responsibility to maintain original documents. A Maintenance Team is not disbanded on completion of the work. It is a permanent body within the committee and responsible for the maintenance of standards.

### **3.3 Convenors**

The Convenor are the Leader of the Working Groups or Maintenance Teams.

## **3. Project Teams**

Project Teams are responsible for one project related to new work (first edition) which could either be developed inside a WG structure or outside of the WG structure when it will have the designation PT 6XXXX. Project teams outside of the WG structure are automatically disbanded upon publication of the document.

### **3.5 Project Leaders**

The Project Leaders are responsible for a project (preliminary work, new work, maintenance work).

### **3.6 Projects**

A Project are new works, maintenance works or preliminary works. The Projects together with the Project Leaders are usually listed on the IEC web page.

### **3.7 Expert**

An Expert is an active participating member nominated from a NC (P-Member of either TC 10 or a TC/SC in liaison with TC 10) into a Working Group, Maintenance Team or Project Team.

## **4 Structure of TC 10**

The structure of the TC10 can be found on the IEC web site.

## **5 Procedures and technical activities**

### **5.1 Role of the Convenor of a Working Group in TC 10**

The Convenor of a Working Group has the overview on the field of work and is responsible for progress of all the projects allocated to that Working Group. The Convenor, in agreement with the TC10 Secretariat, arranges meetings to discuss the projects and upcoming duties within the Working Group and manages the communication between the Experts and the Secretary and Chairman of TC 10. The Working Group Convenor, in agreement with the TC10 Secretariat, reports to the Plenary Meeting of TC 10 about the projects and their progress. The Convenor may delegate this task to the Project Leaders.

### **5.2 Role of the Project Leader in TC10**

The Project Leader cooperates with other members of his Working Group and forms a Project Team. She/He is responsible for his/her project and is listed as Project Leader on the IEC Web page in the work programme of TC 10. The project is allocated to the Working Group in the work programme. The Working Group is responsible for how to proceed within a project. It is imperative that there is a consensus within the Working Group prior to documents being submitted to the TC secretary for circulation to the P-members. In any case close co-operation with the Convenor of the Working Group is useful. The Convenor shall have an overview on the schedule of the projects and if necessary shall remind the Project Leader to proceed in her/his activities.

During the kick-off meeting of a project, the scope of work shall be clearly defined and understood by all participating members. This activity is normally made in agreement with the Secretary.

Once set up, the PT is under the responsibility of the Project Leader who is expected

- to manage the development of the project;
- to organise and chair the meetings;

- if the PT is within one WG to report on progress or delays to the WG Convenor and, possibly, to the TC Secretary; if the PT is outside of the WG to report on progress or delays directly to the TC Secretary;
- to report to the Working Group Convenor and TC Secretary on any significant problem(s) affecting the project;
- to follow through the project until circulation of the FDIS.

A project can also be developed by the whole Working Group. In this case the Project Team is identical to the Working Group. There should be a consensus between the WG-members on how to work together.

It is recommended that all Project Leaders follow the “Survival Kit for Convenors” ([www.iec.ch](http://www.iec.ch)). This guidance document has been specially written to complement the more comprehensive ISO/IEC Directives.

### **5.3 Role of the experts**

Individually appointed experts come together to deal with the specific task allocated to the Working Group, Maintenance Team or Project Team. The experts act in a personal capacity and not as the official representative of the organisation by which they were appointed.

However, it is recommended that they keep close contact with their organisation (National Committee or other International Organisation in liaison) in order to inform them about the progress of the work.

### **5.4 Project Team organisation**

Project Leader and Project Teams can devise a way of managing its appointed experts. If for example a Project Team is becoming too large, it can be internally organised to be more manageable. The Project Team 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 Project Team via a single expert input, thus saving time and making decisions easier to reach.

### **5.5 Meetings and corresponding work**

It is convenient, in agreement with the timing of each work in progress, to organize the WG/PT/MT meetings in terms of group in the same place. This may lead at a general save of resources, being in several cases of the TC10 the Experts the same in the different WG/MT/PTs.

Also reminding that the full responsibility of the organization of a meeting is the hands of each Convenor or Project Leader, it is advisable when they need to organize such events keep informed the TC10 Secretary with the aim to try to have more meetings in the same place and in a timely sequence.

Every effort should be made by the Convenor or the Project Leader to progress the work by correspondence.

### **5.6 Meeting agenda and invitation at the meeting**

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

In general, the announcement of the meeting and the Agenda must be delivered at least six weeks before the event.

It is also recommended to the Convenor or Project Leader to spread out with the same timing also information for venue and hotel reservations.

## **5.7 Minutes**

Minutes shall be made at each meeting and sent to Members of the WG/MT/PT by the Convenor or the Project Leader and to TC Officers.

The minutes of each meeting must be prepared and circulated not later than 2 months after each meeting.

The Minutes of each meeting must be discussed and approved during the following meeting or by correspondence.

## **5.8 Participation**

If it becomes necessary to manage the membership of WGs/PTs/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.

It is the responsibility of the Convenors and Project Leaders to ensure that only Experts who are listed in the EMS of the Central Office are allowed to participate in the WG/MT/PT unless invited to attend by the Convenor.

An invited "guest" or "observer" must be recorded in the minutes.

The working group convenors and project leaders should systematically report to the TC secretary any non-participating experts. The TC Secretary will then contact the NC concerning requesting corrective actions or removal of the non-participating experts

## **5.9 Guidance for Convenors/Project Leaders TC 10 GWP Document**

Convenor and Project Leader should be aware of the GWP at the start of each project and/or maintenance cycle.

This document is available for viewing and downloading on the IEC TC 10 website.

## **5.10 Other Guides and information**

**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>

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).

A copy or access to the ISO/IEC Directives handy for reference can be found at <http://www.iec.ch/tiss/directives.htm>.

## 6 Drafting of standards

### 6.1 General

The initial text to be used in a revision or amendment shall be the IEC 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.

Only the Convenor, or a Project Leader 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>.

Do not use "Automatically update document styles" in Microsoft Word, under "Tools", "Templates and Add-ins". The box for "Automatically update document styles" should not be ticked. When the box is ticked, the Word programme tries to update all the styles every time the file is opened, which may cause problems when the document is long, and full of tracked changes.

Before preparing the FDIS the Project Leader should use the IEC Central Office edited version of the CDV, if available, from the Secretary.

### 6.2 Development of International Standards

The development of International Standards has to follow **ISO/IEC Directives Part1**. At the start of each project, the following IEC Guides should be taken in to consideration, where applicable:

**IEC Guide 108:** Guidelines for ensuring the coherency of IEC publications – Application of horizontal standards;

**IEC Guide 109:** Environmental aspects – Inclusion in Electrotechnical Standards;

**ISO/ IEC Guide 2:** Standardisation and related activities — General vocabulary;

**IEC 60050-212:** International Electrotechnical Vocabulary - Chapter 212: Insulating solids, liquids and gases.

### 6.3 References

References to other documents may be specific in nature and it is important therefore to remind the reader that the most up-to-date version should be used. Publications in the Normative References clause should be undated.

### 6.4 Notes

It should be remembered that the notes are only informative and cannot contain the word "shall". (see IEC Guides).

### 6.5 Comment resolution

#### 6.5.1 General

Editorial comments and technical comments received from National Committees on Committee Drafts (CDs) and Committee Drafts for Voting (CDVs) are sent to the Working Group/ Maintenance Team convenor or Project Team/ Project Leader by the Secretary using the IEC Comment form.

The Secretary can make proposals for the solution of editorial comments. The technical comments should be resolved by Working Group/ Maintenance Team convenor or the Project Team/Project Leader with the approval of the Secretary.

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

#### **6.5.2 Accepted**

The comment was acceptable as presented.

#### **6.5.3 Not Accepted / Rejected**

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.

#### **6.5.4 Partially accepted**

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.

#### **6.5.5 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.

#### **6.5.6 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 shall be held until the next maintenance cycle of the document if the vote was in acceptance of the CDV.

#### **6.5.7 Noted**

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

### **6.6 Approved CDVs**

To resolve the comments on a Committee Draft for Vote (CDV) is the responsibility of Secretary.

In practice this is completed in cooperation with the Working group/ Maintenance Team Convenor or Project team/ project leader.

## **6.7 Publication without FDIS - CDVs without negative votes**

If a CDV is approved with no negative votes and only minor editorial comments it is the responsibility of the Chairman in cooperation with the secretary and project leader to decide if a publication without an FDIS is appropriate.

## **6.8 Comments on FDIS**

The only changes made after the FDIS approval and prior to publication are the correction of obvious errors which are to be submitted to the IEC CO by the TC Secretary before the closing date of vote.

## **Annex A Example Agenda**

**Meeting of TC 10/WGGxx – Place and Date.**

**Project Leader:** Name (NC), Email-address

### **Agenda**

Beginning of the meeting time and date

End of the meeting time and date

- 1) Welcome, announcements from the Host
- 2) Apologies for absence
- 3) Approval of the agenda
- 4) Approval of minutes of last meeting
- 5) Membership, address list, list of documents
- 6) Technical discussion
- 7) Working items
- 8) Any other business
- 9) Date and venue of the next meeting (if available).