GWP

Edition 2.0 2011-02

GOOD WORKING PRACTICE

IEC/TC 112: Evaluation and qualification of electrical insulating materials and systems

IECC Central Office
3, rue de Varembé
CH-1211 Geneva 20
Switzerland
Email: inmail@iec.ch
Web: www.iec.ch

TC 112 Good Working Practice (GWP)

CONTENTS

TC 112 Good Working Practice (GWP)

INTRODUCTION

This Good Working Practice document contains agreed working practices within TC 112 “Evaluation and Qualification of Insulating Materials and Systems”, for Working Groups, Maintenance Teams and Project Teams, for the organization, communication and the drafting of standards.

It is intended to clarify the structure of TC 112, its organization 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 112 as well as some basics of the technical management of projects.

TC 112 is organized in consideration of the limited resources in TC 112 and is structured in order to keep together the experts who otherwise would be dispersed after a project is finished and would be difficult to recruit at the inception of any subsequent projects. This was one of the ideas of leading experts of TC 112 when the committee was established. Moreover this structure will enable the Chairman and the Secretary to perform their duties more efficiently.

Members of TC 112 should inform the Chairman or the Secretary of any ideas they have regarding items that should be included in the good working practice document.

1 TC 112 Scope

To prepare International Standards covering methods of evaluation and qualification for electrical and electronic insulating materials, and electrical insulation systems.

Horizontal Safety Function:
Test methods for resistance to tracking.

NOTE: An electrical insulating material has negligibly low electric conductivity, used to separate conducting parts at different electrical potentials. An electrical insulating system is an insulating structure containing one or more electrical insulating materials together with associated conducting parts employed in an electrotechnical device.

2 Terms and Definitions

2.1 Working Group

is responsible for developing new work and shall report to its parent technical committee through a Convenor.

NOTE in TC 112 maintenance work is done for most of the publications in TC 112 Working Groups which are permanent bodies.

2.2 Maintenance Team

is a Working Group which is not disbanded on completion of the work. It is a permanent body within the committee and responsible for the maintenance of standards.

2.3 Project Team

is responsible for one project related to new work (first edition) or a complete revision which could either be developed inside or outside of the TC 112 WG structure.

2.4 Convenor

is heading a Working Group or Maintenance Team

2.5 Project Leader

is responsible for a project (preliminary work, new work, maintenance work)

2.6 Expert

is an active participating member delegated from a NC (P-member of either TC 112 or a TC/SC in liaison with TC 112) into a Working Group, Maintenance Team or Project Team.

3 Structure and policy of TC 112

3.1 Working Groups

TC 112 is structured corresponding to its task into 8 Working Groups which are permanent bodies (see Annex B). The Convenors of the Working Groups have been approved by vote of the P-members in the Plenary Meeting. These are:

- WG 1 Thermal Endurance
- WG 2 Radiation
- WG 3 Electric Strength
- WG 4 Dielectric / Resistive Properties
- WG 5 Tracking
- WG 6 General Methods of Endurance of Electrical Insulation
- WG 7 Statistics
- WG 8 Various Material Properties.

Working Groups handle all projects (new work and maintenance work) belonging to their field of activities. The work is usually organized as a project.

3.2 Maintenance and projects

Convenors of Working Groups and Maintenance Teams have the technical overview and background on the subjects dealt with. On completion of its task(s), normally at the end of the enquiry stage, the Working Group status will be reviewed. The Convenor will be retained.

The maintenance work or project work in TC 112 is designated and assigned from the Working Group internally. A reference number should be given to the maintenance work, preferably using the IEC publication number e.g.” WG 6 MT 60085” but the precise form may be chosen by the experts. Externally the project work is an output of the Working Group.

NOTE 1 In addition to the definition of Project Teams by the CO, which define Project Teams to work on the development of one new project (in other words, the first edition of a new publication), TC 112 has extended the definition to any project within a Working Group of TC 112 (new projects and maintenance work) and to projects outside the Working Groups. If a project belongs to one of the 8 working areas it will be developed within a Working Group

NOTE 2 The internal infrastructure of a WG in TC 112 is not recorded in the IEC EMS data base.

If a project does not belong to one of the 8 areas it will be developed in a new Working Group, a Maintenance Team or a new Project Team, e.g. Electrotechnical Vocabulary.

New Working Groups and Maintenance Teams outside the 8 permanent Working Groups may also develop more than one new project (e.g. a series of standards). Working Groups and Maintenance Teams are numbered in sequence in the order in which they are established. On completion of the projects, the status of the Working Group responsible for the new work will be reviewed and if necessary a Maintenance Team will be established.

The initiation of projects is the responsibility of the P-members or of the Plenary Meeting.

New projects are designated by a project number assigned to the project concerned. Each project team should normally have only one project in its work programme.

Progress in projects or maintenance work which is developed in one of the 8 permanent bodies is reported to the WG Convenor. Progress in projects which are developed independent of this WG structure is reported directly to the committee. An independent project team is disbanded once the project has been completed.

4 PT and MT meetings

4.1 Role of the Convenor

The Convenor of a Working Group has the overview on the field of work and on projects running. The Convenor arranges meetings to discuss the projects and upcoming duties within the Working Group and manages the communication between the experts of the Working Group, the Secretary, and the Chairman of TC 112. The Working Group Convenor reports to the Plenary Meeting of TC 112 about the projects and their progress. The Convenor may delegate this task to the Project Leaders.

4.2 Role of the Project Leader

The Project Leader cooperates with other members of the Working Group and forms a Project Team. The Project Leader is responsible for the project and is listed as Project Leader on the IEC Web page in the work programme of TC 112. The project appears outwards as workload of the Working Group. The Working Group is responsible for how to proceed within a project. The Project Leader should circulate a developed draft of the project team within the Working Group before the draft is submitted to the secretary. There should be a close cooperation between the Project Leader and the Convenor of the Working Group. The WG Convenor shall have an overview on the schedule of the projects and if necessary shall remind the Project Leader to proceed with the project team's activities.

During the kick-off meeting of a project, the scope of work shall be clearly defined and understood by all participating members.

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

- to manage the development of the project,
- to organize and chair the meetings,
- to report to the Working Group Convenor, Secretary, and Chairman on progress or delays;
- to report to the Working Group Convenor, Secretary, and Chairman on any significant problem affecting the project;
- to follow through the project until circulation of the FDIS.

A project can also be managed by the Convenor of the Working Group and 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 in each case.

Project Leaders and Working Group / Maintenance Team Convenors shall inform their members on the content of this guidance document.

4.3 Role of the experts

Individually appointed experts are brought 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 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. Only experts of TC 112 who are listed in the Expert Management System (EMS) of Central Office are allowed to participate in meetings of Working Groups or Maintenance Teams or Project Teams unless invited to attend by the Convenor. At WG meetings, the expert status as "invited guest" or "observer" must be recorded in the minutes.

4.4 Project Team organization

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 organized 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.

4.5 Meetings and corresponding Work

It is convenient if the Working Groups meet in the week before the Plenary Meeting takes place and discuss the Projects. The Convenor of the Working Group should give a report to the Plenary Meeting. Project Teams should decide if meetings are necessary or if the work could be done by correspondence. If necessary Project Teams should meet also within the time between two Plenary meetings.

4.6 Meeting agenda

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.

4.7 Internal documents

To keep track of internal documents, it is recommended a numbering in the following way and should be listed in a document updated continuously by the Project Leader:

112 / (WG n,MT n,PT n) / MT/PTxx (name) yy.

where n is the Working Group number, MT/PTxx is e.g. the project number and name is the surname (family name) of the expert and and yy is the sequential number assigned by the expert that has circulated the document.

Examples:

112 / WG 6 / MT 60085 (Project leader name) 05

112 / WG 3 / MT 61934 (Project leader name) 01

112 / WG 1/ PT Analytical Tests (Project leader name) 03

112 / MT 9 / 60050-212 (Project leader name) 01

112 / MT 10 / 62039 (Project leader name) 03

4.8 Minutes

Minutes shall be made at each meeting and sent to PT members, Working Group Convenor and TC officers.

4.9 Participation

If it becomes necessary to manage the participation it may be decided, in conjunction with the Secretary and the relevant National Committee, to remove any non-active expert from the PT/MT. It is in 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. Invited guest" or "observer" must be recorded in the minutes. The activity level of the experts should be reported to the Secretary on a regular basis so that corrective actions can be taken e.g. the Membership of a non-participating Member of a WG or MT should be reviewed in conjunction with their NC and the TC Secretary.

Convenors and Project Leaders should review the participation of the WG/PT/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.

4.10 Guidance for Convenors/Project Leaders TC 112 GWP Document

This GWP document shall be pointed out at the start of each project and/or maintenance cycle.

This document is available for viewing and downloading on the IEC TC 112 website

5 Drafting of standards

5.1 General

The initial electronic 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 by 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/standardsdev/resources/docpreparation/forms_templates/

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 you open the file, 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

5.2 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: Standardization and related activities — General vocabulary

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

5.3 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.

5.4 Notes

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

5.5 Comment resolution

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

The Secretary can make some proposals for the solution of editorial comments; the technical comments should be resolved by the Project Leader and the Project Team. It may be necessary that the Working Group Convenor and the Secretary could also be involved.

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

5.5.1 Accepted

The comment was acceptable as presented.

5.5.2 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.

5.5.3 Partly 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.

5.5.4 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.

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

5.5.6 Noted

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

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 Working Group or Maintenance Team did not fully understand the proposal.

5.6 Approved CDVs

In case of an approved CDV, the Chairman and Secretary agree to publish the document as FDIS. To resolve the comments on a Committee Draft for Vote (CDV) is in the responsibility of Secretary. In practice the Convenor will undertake the changes in collaboration with the Secretary.

5.7 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 Secretary to decide if a publication without an FDIS is appropriate. The secretary will take into account advice from the Chairman, the Project Leader and the CO before deciding to publish with or without an FDIS stage.

5.8 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 112/WG n /XX at YY 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) Working items
7) Any other business
8) Date and venue of the next meeting

Annex B Working Groups/Maintenance Teams - Publication Responsibilities