

# **SWITCHGEAR COMMITTEE MEETING CHAIRMAN'S REPORT**

Ken Edwards

October 4, 2012

## **Tech Council Notes, GM2012:**

1. Incoming Secretary determined: Ken Edwards
2. 2013 GM Structure and Planning
  - a. Paper length 4 pages, changed to 5 pages
3. Criteria for the selection of proceedings papers
4. Annual report process and plans (Meetings & Marketing meeting)
5. TC/ Technical Committee web pages
  - a. Listing Technical Committee Working Groups on PES Website
6. TC Retreat

## **TC Tech Sessions Notes: (TCPC Report)**

1. 2014 T&D: Technical Committees are encouraged to sponsor technical sessions and tutorials.
2. 2013 General Meeting
  - a. Theme: Shaping the Future Energy Industry
  - b. Location: Vancouver, British Columbia Canada
3. Task Force on timeline of Conference Paper reviews
  - a. Add initial deadline for TCPCs to identify papers that should be transferred to another committee, determine if paper is in standard template format, and determine if paper exceeds 4 page limit
  - b. Improve descriptions on committees (subject areas) to help authors better select the committee to where to submit their paper.
4. Task Force on guidelines for reviewing conference papers
  - a. Emphasis that proper use of English grammar must be used (Suggest that they have the paper reviewed for English grammar prior to submittal)
  - b. Need to have better understanding of requirements for review of papers for authors (i.e. grammar, technical content, commercialism, etc.) Revise Authors Guide to provide consistent guidelines. Would include tools for comparing paper submittals to prior published papers
5. Quality and consistency of papers and presentations
  - a. Struggles with use of English language in papers from various authors and with understanding people during technical sessions

- b. Answer the question: What is it that we want the attendees to take away?
  - c. Is there some training needed on how to set up panel/paper sessions
  - d. Need better instructions for paper forums
  - e. Need to track attendance of sessions. Can a form for session chairs be created?
  - f. TCPCs for each committee need to evaluate if panel and paper sessions have proper forms and attention. Identify if this is a PES problem to solve at the TCPC level.
6. Paper Review System
- a. Deadlines in email to reviewers for conference papers are confusing. It lists both the initial review date and the final deadline. The reviewers think the final date is their date to work to. Suggestion to list only one date in each email
  - b. Letter on revision has grammatical errors
  - c. Request to have one more category for reviewers to utilize in paper reviews. (Accept with Minor Revisions)
  - d. Email comes from the system and not from the TCPC that sometimes ends up in spam filters

## **TC O&P Committee**

Reviewed Switchgear P&P changes, copies later sent out for templates..

The TC level WG P&P draft was presented

Looking for volunteers to review and provide comments to this draft.