

Selection of UK Papers for Biennial Paris Sessions Selection Process and Timetable

The main technical event of CIGRE is held every two years in Paris with technical sessions reflecting each Study Committee, a large technical exhibition and numerous associated Working Group and Study Committee meetings. Each Study Committee holds a one day technical session with four technical sessions being held in parallel over four days. Each Study Committee identifies technical topics for discussion during the technical session, which are referred to as 'Preferential Subjects' (PS). These preferential subjects are agreed by the Technical Committee to ensure good coordination between sessions. As a Paris session ends the process of identifying and agreeing the Preferential Subjects for the next session begins i.e subject selection for 2014 begins immediately after the 2012 session.

Once the TC has agreed the Preferential Subjects these will be published on the CIGRE web-site (www.cigre.org). Ideally this happens in the autumn nearly two years in advance i.e. autumn 2010 for the session in 2012. Once these PS's are published each National Committee (or country where no National Committee exists) is invited to submit synopses of papers they plan to submit.

The CIGRE Steering Committee review and manage the allocation rules for papers and the following shows the current position for the 2012 session:

- a) papers can be submitted under the following categories:
 - i) National Committee Allocation (NCA) – for the UK this is 8
 - ii) Additional Allocation (AA) – these are papers that the Technical Committee/Study Committee may accept if they can be accommodated in the technical session
 - iii) International Allocation (IA) – these are papers where there are joint authors are from more than one country

- b) no more than 2 papers per Study Committee to be put forward under the NCA category
- c) the total number of papers from any NC not to exceed 3 times the NCA number i.e. for UK this is 24

Whilst every effort is made to maximise the number of accepted synopses from, or involving, UK authors the total numbers submitted must remain within these rules.

UK synopses (and subsequent papers) are expected to be of the highest quality and are judged against the following criteria:

- a) relevance to the chosen Preferential Subject
- b) technical content
- c) practical application
- d) subject clarity
- e) whether the author plans to attend the session in Paris

In order to ensure that the UK maximises the number of suitable papers that it can put forward in the various categories the following procedure will be applied.

Stage 1 Indication of Intent

- a) Authors send to UK National Committee (CIGRE-UK Secretary) an indication of the preferential topic and subject for a paper by the end JANUARY of the year before the Paris session i.e. January 2011 for the August 2012 session
- b) UK National Committee to nominate within two weeks of receipt of an indication of intent, mentor(s) to give guidance on paper content and ensure focus on chosen Preferential Subject. At this stage closely related papers/topics will be identified and suggestions made for possible combined papers.

Stage 2 Selection of Synopses

- a) Authors, working with mentors (if necessary), submit synopses to a UK Selection Committee chaired by the chairman of the CIGRE-UK Technical Committee
- b) UKNC review and makes decision on selected synopses

- c) Feedback will be given to authors as to whether a synopsis has been selected for submission and, if so, under which category NCA, AA or IA
- d) Final UK paper synopses are submitted to CIGRE Central Office by the UK National Committee by a date given by Central office
- e) The timetable for these steps will be agreed by the Selection Committee to ensure that synopses selected are sent back to Central Office to meet its timetable.

Stage 3 Paper drafting and Completion

- a) Central Office/UKNC will notify authors of acceptance of a synopses
- b) Authors work with appointed mentor(s) to finalise paper
- c) Authors submit final paper to UK National Committee (CIGRE-UK Secretary)
- d) UKNC submit final papers to CIGRE Central Office by a date given by Central Office
- e) The timetable for these steps will be agreed by the Selection Committee to ensure the final papers are sent back to Central Office to meet its timetable.