

# **Operations Manual**

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## **Operations Manual of the Dielectrics and Electrical Insulation Society (DEIS)**

30 September 2013

## **Purpose of Manual**

This manual is intended to facilitate the operation of the Society and its various committees. It is intended to be an adjunct document of the Constitution and Bylaws of the Society. As such, it supplements and expands these documents to assure proper functioning of all bodies of the Society.

The first part of the manual describes the overall organization of the Society. This is followed by a section dealing with the functions and membership of the various standing committees. The final section deals with the general policy governing these activities, their funding and their organization.

Obviously, this manual will have to be reviewed periodically by the Administrative Committee (AdCom) to keep up with the dynamic nature of this Society.

# IEEE DIELECTRICS AND ELECTRICAL INSULATION SOCIETY

## ORGANIZATIONAL STRUCTURE

### ADMINISTRATIVE COMMITTEE (AdCom)

18 Elected Members, plus ex-officio members

The AdCom has full responsibility for managing the affairs of DEIS

#### Operational Committees

Awards  
Chapters  
Constitution and Bylaws  
Education  
Fellows  
Finance  
Historian  
Meetings  
Membership  
GOLD Membership  
Nominations and Appointments  
Publications  
Technology  
Website

#### Technical Committees

S32-1 Aging Factors  
S32-2 Biodielectrics  
S32-3 Diagnostics  
S32-4 Discharges in Air at UHV  
S32-5 Electrohydrodynamics  
S32-6 High Field and High Frequency Effects on Insulation  
S32-7 Liquid Dielectrics  
S32-8 Nanodielectrics  
S32-9 Numerical Methods Applied to Dielectrics  
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## **DEIS Operations Manual**

### **I. Administrative Committee: Function and Structure**

The Society is managed by an Administrative Committee (AdCom) consisting of eighteen members-at-large of the Society plus ex-officio members as specified in its Bylaws. The duties of the ex-officio members are specified in detail in the Bylaws or elsewhere in the Operations Manual (OM). Since the ex-officio members are the primary officers of the society, their duties are summarized below.

The President shall supervise the affairs of the Society and shall speak for the Society on all matters not specifically delegated to others. The Administrative Vice-President shall be responsible for the orderly functioning of the Society's operational committees. The Administrative Vice-President shall fulfill the duties of the President in the President's absence or incapacity. The Technical Vice-President shall be responsible for the orderly functioning of the Society's technical committees. The Treasurer shall be responsible for the preparation and execution of the operating budget, assisted by the Finance Committee. The Secretary shall be responsible for keeping the records and documents of the Administrative Committee in the areas commonly ascribable to this function. The duties of the past-President are typically on a task assignment basis from the President, to assist the President and facilitate an orderly transition of Presidential responsibilities when the new President takes office. The day-to-day administrative operations of each publication (Transactions and Magazine) will be conducted by the respective Editor-in-Chief, who will be responsible to the AdCom through the Chair of the Publications Committee.

#### **Members at Large**

Eligibility: AdCom member-at-large candidates shall be an IEEE and a DEIS member at the time of nomination. Non-DEIS members are not eligible to stand for elections. Candidates also expected to attend AdCom meetings in person and should seek their employers support in these activities. Currently there are no travel funds from DEIS for attending such meetings. Because community interactions are important, candidates are advised to be involved at least one of the DEIS sponsored conferences/meetings/workshops. Privileges and duties are described in the Bylaws and are repeated here for convenience: "AdCom members-at-large are elected positions with the privileges of voting and presenting motions to AdCom. The duties of AdCom members-at-large include participating in the management affairs of the Society. This participation means attending meetings in person, and only by exception by telecommunication, or by other electronic means. Participation also includes voting on the decisions and motions presented. AdCom members-at-large are expected to serve on Ad-Hoc committees when needed and to be fully engaged with all Society affairs and business. AdCom members-at-large serve as advisory members representing the general membership of the Society.

### **II. Operational Committees: Their Functions and Membership**

#### **A. Finance Committee**

This committee is appointed to supervise the fiscal affairs of the Society, and for keeping pertinent records, under the direction of AdCom.

##### **Rules Regarding Operating Budget:**

- (1) Operating Budget has to be balanced independent of investment income.
- (2) Reserve to be established to meet the minimum required by the IEEE Technical Activities Board (TAB).
- (3) The Treasurer uses the budgeted pages approved by AdCom, for Transactions and Magazine, and asks for quotations from the printer periodically.

(4) Be concerned with the control of all publications expenses of the Society within the approved budget. The Treasurer ensures that the invoices received from the printers, for Transactions and Magazine, are consistent with the quotations previously received.

#### Rules Regarding Budgets of Fully Sponsored Conferences

(1) The Chair of the Meetings Committee will conduct a detailed review of the submitted budgets of conferences that are fully sponsored by DEIS.

(2) The submitted budgets will also be reviewed by the Treasurer to verify that critical requirements have been satisfied. This review must be completed before the loan for the conference is approved.

**Membership:** The Society President, the two Vice Presidents, and the Treasurer. The Administrative Vice President shall act as Chair.

#### **B. Publications Committee**

The functions of this committee shall be to:

(1) Supervise and otherwise arrange for the publication of the Transactions and the Magazine on a regular schedule.

(2) Be concerned with the control of the quality of all publications of the Society.

(3) Assist the Editors-in-Chief of the Transactions, and the Magazine in formulating editorial policies and in the preparation of the budget for the Transactions, and the Magazine. The committee must report at least once a year to the AdCom for this purpose.

(4) Assist the Editors-in-Chief with the selection of Associate/Guest Editors.

**Membership:** Administrative Vice President, Technical Vice President, Editors-in-Chief of the Transactions, the Magazine and other publications sponsored by the Society. The Chair shall be appointed by the President for a term of 3 years (with the prospect of renewal), with the consent of AdCom.

#### Rules and Structures of Editorial Activities

(1) The Editor-in-Chief, in consultation with the Publications Committee, will recommend appointment/termination of Associate/Guest Editors to AdCom for approval. The length of term of Associate/Guest Editors should be concurrent with the nominating Editor-in-Chief.

(2) The Senior Associate Editor of the Transactions on Dielectrics and Electrical Insulation is nominated by the Editor-in-Chief and is appointed by AdCom. The Editor-in-Chief will train the Senior Associate Editor such that this person will be able to take on the duties of the Editor-in-Chief should the latter become incapacitated or unwilling to continue. The Senior Associate Editor will not be compensated unless this person needs to assume the duties of the Editor-in-Chief.

(3) The appointed Editor-in-Chief and Associate Editors will form the Editorial Board of each publication.

(4) The day-to-day administrative operations of each publication will be conducted by the respective Editor-in-Chief, who will be responsible to the AdCom through the Chair of the Publications Committee.

#### Duties of the Respective Editorial Board

- (1) DEIS editorial policies will be found on the inside back cover page of the Transactions on Dielectrics and Electrical Insulation. Current IEEE publication policies will be found at <http://www.ieee.org/web/publications/pubtoolsandpolicyinfo/index.html>
- (2) The Editor-in-Chief shall:
  - (a) assign, where appropriate, incoming papers to the Associate/Guest Editors,
  - (b) oversee all editorial matters, and
  - (c) report on the above matters to the AdCom.
- (3) The Associate/Guest Editors shall:
  - (a) forward, where appropriate, assigned papers to the different reviewers of their choice (of established competence).
  - (b) follow-up on all matters relating to the reviewers comments, and
  - (c) on each paper provide the Editor-in-Chief with a recommendation of Accept/Reject/Withdraw concerning the publication of the paper involved.

#### **C. Constitution and Bylaws Committee**

This committee was established by AdCom to keep the Constitution, the Bylaws and the Operations Manual up to date.

Membership: Chair and members are appointed by President for a term of 3 years (with the prospect of renewal), with the consent of AdCom. Administrative Vice President is an ex-officio member. The Committee reports to AdCom.

#### **D. Membership Committee**

This committee handles matters related to membership and insures growth of the Society. The Committee shall:

- (1) Supply information on DEIS, and the advantages of membership in the Society, to all members of IEEE.
- (2) Provide promotional material and plan membership drives.
- (3) Act as liaison with IEEE Section officers and members.

Membership: Chair and members are appointed by the President for a term of 3 years (with the prospect of renewal), with the consent of AdCom. Administrative Vice President is an ex-officio member. The Committee reports to AdCom.

#### **E. GOLD Membership Committee**

This committee promotes DEIS GOLD activities including:

- (1) Special technical sessions at conferences.
- (2) Social/networking events.
- (3) Coordination of activities with the DEIS Membership Committee.

**Membership:** Chair and members are appointed by the President for a term of 3 years (with the prospect of renewal), with the consent of AdCom. The Committee reports to AdCom of which its Chair is a non-voting member. GOLD members are those whose first degree (e.g. B.Sc.) or diploma has been received within the last ten years.

#### **F. Education Committee**

This Committee is appointed by the President with the consent of AdCom to handle all matters related to the advancement of electrical insulating technology. It is also responsible for administering up to five fellowships to be offered to qualified graduate students engaged in research related to the technical interests of the Society. An annual call for proposals is issued through the Magazine and recommendations are made to ADCOM for the award of fellowships based on the perceived quality, relevance and probability of success of the proposals received. Successful applicants are expected to produce a report on their work or publish in a DEIS publication. The budget available for awards is approved annually by AdCom.

**Membership:** Chair and members are appointed by the President for a term of 3 years (with the prospect of renewal), with the consent of AdCom. Administrative Vice President is an ex-officio member. This Committee reports to AdCom.

#### **G. Meetings Committee**

This committee oversees all fully (technically and financially) sponsored Society Meetings (e.g., conferences, symposia, workshops) and assures their staffing, publicity, and financial soundness. The committee checks the scientific and technical quality of such Meetings. It coordinates meeting activities with other non-profit organizations.

**Membership:** The Meetings Committee Chair is appointed by the President for a term of 3 years (with the possibility of renewal), with the consent of AdCom. There should be one appointed representative member from each of the various financially sponsored conferences. The Administrative Vice President and Treasurer are ex-officio members and are responsible for the general activities of this Committee and for the proposed budgets for the meetings, respectively.

##### **Financially Sponsored DEIS Meetings are:**

1. Conference on Electrical Insulation and Dielectric Phenomena (CEIDP; See Section 14 of the Bylaws)
2. International Conference on Dielectric Liquids (ICDL)
3. International Conference on Solid Dielectrics (ICDS)
4. International Conference on Properties and Applications of Dielectric Materials (ICPADM)
5. International Power Modulator and High Voltage Conference (IPMHVC)
6. International Symposium on Electrets (ISE)
7. Electrical Insulation Conference (EIC)
8. Electric Ship Technologies Symposium (ESTS)

Proposals for new financially sponsored Meetings or changes to the existing financially sponsored Meetings are to be submitted to the Meetings Committee which makes a recommendation for approval by AdCom.

##### **Scope of Financially Sponsored Meetings:**

###### **1. CEIDP**

Annual research-oriented conference on liquid, solid, and gaseous materials. Based in the Americas to minimize competition with ICPADM, ICDL and ICSD. Applied papers will be recommended to EIC with the exception of special invited papers intended to give context for research.

###### **2. ICDL**

Research-oriented conference on dielectric liquids, based in Europe every three years.

**3. ICSD**

Research-oriented conference on solid dielectrics, based in Europe every three years.

**4. ICPADM**

Research-oriented conference on liquid, solid, and gaseous materials, based in Asia every three years.

**5. IPMHVC**

Applied and research-oriented conference on repetitive pulsed power, power modulator, and pertaining high voltage theory, components, diagnostics, subsystems, and based in the Americas every two years.

**6. ISE**

Research-oriented conference on electret materials held anywhere in the world every three years.

**7. EIC**

Annual applied conference on liquid, solid and gaseous materials based in the Americas. Interim work or purely research papers will be recommended to CEIDP. NEMA to continue as a technical co-sponsor and contribute with respect to exhibitors and Golden Omega Award.

**8. ESTS**

The scope of ESTS is on progress and future of electric ship technology in six areas – electric power generation, electric propulsion, power distribution, control and automation, system impact of pulsed power loads, and electric ship system integration. DEIS, IAS, OES, PELS, PES, VTS, Sensors Council and Systems Council are Financial Sponsors.

**Quality of Papers**

All papers to appear in IEEE Xplore must be peer-reviewed according to the "Guidelines and Review Criteria for DEIS Conference Papers in IEEE Xplore" in Section V of this OM, as modified from time to time to be consistent with the "review-guidelines" for IEEE Xplore recommended by the IEEE Conferences Committee.

Research-oriented Meetings, at their discretion, may elect to have a category of papers that are not to be included in IEEE Xplore. These papers do not have to be peer-reviewed and are expected to report on interim research.

The Meetings Chair may audit Meetings to assure compliance with IEEE review guidelines.

**Technically Sponsored Meetings**

Approval process for technically sponsored Meetings is described in the DEIS By-Laws.

**H. Nominations and Appointments Committee**

This is a “special” committee appointed annually by the President. It is dismissed after its report to AdCom. Refer directly to Sections 6 and 7 of the Bylaws for detailed instructions.

**Outline of Requirements**

The typical annual “timeline” is:

- a) 1 March - Society President appoints the Chair and the four members of the Nominations and Appointments (N&A) Committee in accordance with Bylaw 6.
- b) 1 April - The Chair of the N&A Committee initiates the “Call for Nominations” to Society members by e-mail and by notice on website.

- c) 15 July - N&A Committee submits its slate of nominees as members-at-large to the President together with their position statements. The President forwards the list of nominees and their statements to the TAB Secretary who will have the ballots prepared and sent to all members of the Society.
- d) 15 September - N&A Committee submits its slate of nominees as officers. The Committee must include all petitioners in its report to AdCom. The President forwards the list of nominees and their statements to the Secretary for inclusion in the reports that are sent to AdCom in advance of its meeting in October.
- e) Mid October - AdCom meeting held at which officers are appointed.
- f) Within one week of e) the Society President advises TAB Secretary if an additional member-at-large vacancy has resulted from the appointment of officers.
- g) 30 November - TAB Secretary reports results of election of members-at-large to the President who informs AdCom and the candidates.

Society members are advised of election and appointment results by e-mail and by notice on Society's website.

### **I. Awards and Recognition Committee**

The Awards and Recognition Committee is appointed by the President with the consent of AdCom to recommend nominees for the awards established by DEIS, shown below. As requested by AdCom, the Committee will address other potential awards to be established by the Society. AdCom may also request the Committee to consider the establishment of other Professional or Student Awards.

#### **Professional Awards**

##### **1. The Eric O. Forster Distinguished Service Award.**

The award is made in recognition of sustained leadership, support and contributions to the advancement in the field of electrical insulation. It is restricted to DEIS members. The award is made biennially (every two years), generally at the Conference on Electrical Insulation and Dielectric Phenomena. However, the recipient has the prerogative of requesting that the award be made at an alternative DEIS-sponsored event.

##### **2. The Thomas W. Dakin Distinguished Technical Contributions Award.**

The award is for outstanding, original technical contributions in advancing the science and technology of dielectrics and electrical insulation. It is open to DEIS members, members of other IEEE societies, and to qualified scientists and engineers outside of IEEE. The award is made biennially (every two years) at the International Symposium on Electrical Insulation; generally the recipient is invited to present a plenary talk at the symposium.

Members of DEIS are invited to submit nominations for these awards to the Chair of the Awards and Recognition Committee via timely announcements in the IEEE Electrical Insulation Magazine, and/or on the DEIS web site, and/or via other appropriate electronic forums. The procedures for doing so are outlined below. For both awards, travel and living expenses of the recipient that are not otherwise reimbursable may, on a case by case basis, be reimbursed by the Society, according to IEEE policy, after recommendation by the Committee to, and approval by, the President. The Thomas W Dakin Award also carries an honorarium, which is available from a kind gift by Dr. Dakin's widow.

### Procedures for Nomination and Selection of Award Recipients

The Awards and Recognition Committee will solicit the nominations of candidates from members of the society, including timely announcements in the IEEE Insulation Magazine, and/or on the DEIS website, and/or via other appropriate electronic forums.

For a nominee to be considered by the Awards and Recognition Committee, their nomination must be supported by at least two Society members, who are required to submit supporting material to the Committee. The Committee will then make recommendations to AdCom for approval. If no suitable candidates can be found by the Awards and Recognition Committee, AdCom will be so informed.

One or more candidates may be selected by the Awards and Recognition Committee. If more than one is selected, a ranking will be given in submitting the recommendation to AdCom. AdCom may elect to grant no awards in a particular year. AdCom may also recommend that one or several nominees be reconsidered at a later date.

Each award shall be granted only once to a specific individual.

### Certificates of Recognition

The Awards and Recognition Committee will prepare certificates to recognize service to the Society for departing Officers, AdCom Members-at-large, Chairs of any Administrative or Technical Committee, and Chairs of DEIS financially sponsored meetings, who have served their terms and/or fulfilled their responsibilities. The Secretary will inform the Awards and Recognition Committee when Officers, Committee Chairs or AdCom Members-at-large retire or leave their post. The presentation of this certificate can occur at any DEIS financially sponsored meeting of the recipient's choosing. The Meetings Chair will inform the Awards and Recognition Committee of Conference Chairs who have fulfilled their roles. For Conference Chairs, the President should award the certificate at the conference that they have presided over. Alternatively, it can be presented at another DEIS financially sponsored meeting of their choosing. In the event that one cannot attend a DEIS financially sponsored event within the following year, the President shall mail the certificate to them.

### Distinguished Lecturer Program

The Awards and Recognition Committee is responsible for administering the DEIS Distinguished Lecturer Program. This Committee will maintain an active listing of Distinguished Lecturers, to be posted on the DEIS website. These Distinguished Lecturers shall be prepared to visit a local DEIS Chapter meeting and deliver a lecture on a topic of interest. Additionally, the Distinguished Lecturer may be invited to talk by the local Chapter of a different Society with complementary interests; in which case, the other Society or its Chapter must bear full responsibility for the lecturer's expenses.

Nominations for Distinguished Lecturers to be added to the listing shall meet the following criteria:

- (1) A DEIS member can self-nominate or be nominated by another DEIS member. A Nomination Form must be submitted to the Chair of the Awards and Recognition Committee for consideration of addition to the list of Distinguished Lecturers. This form is posted on the DEIS website and it must be submitted electronically to the Chair, as indicated therein.
- (2) A one-page biography, preferably with photograph, must be submitted with the Nominations Form. The biography should include education, positions held, areas of expertise and five significant publications.

(3) Distinguished Lecturer qualifications: Distinguished Lecturers are members of the Society, recognized by fellow peers as experts in a particular field of dielectrics and electrical insulation, and are acknowledged as being experienced speakers.

In order for an active Chapter to request a Distinguished Lecturer, a Chapter Representative or Officer must submit the request electronically to the Chair of the Awards and Recognition Committee, using the Distinguished Lecturer Request Form posted on the DEIS website. All requests must be made at least 6 weeks prior to the proposed date of the lecture.

Membership: The Chair of the Awards and Recognition Committee and three or more members are appointed by the President for a term of 3 years (with the prospect of renewal), with the consent of AdCom. The Administrative Vice President is an ex-officio voting member of the committee.

#### **J. Fellows Committee**

The President appoints this Committee with the consent of AdCom to review and recommend nominees for the grade of Fellow in IEEE.

Membership: The Chair and members are Fellows of IEEE and are appointed by the President for a term of 3 years (with the prospect of renewal), with the consent of AdCom.

Procedures: The Committee will use IEEE Forms and procedures in selecting candidates.

#### **K. Chapters Committee**

The Chapters Committee shall support and encourage the chapter activities, thereby providing Society members with valuable opportunities to network at a local level. This may be accomplished through guest speakers, workshops and seminars as well as social functions, thus enabling the personal and professional growth of the members.

The Chair and members shall be appointed by the President for a term of 3 years (with the prospect of renewal), with the consent of AdCom.

#### **L. Historian**

The Historian will collect, archive and catalog all important documents of the society which typically include: minutes of all relevant meetings of DEIS AdCom and Conference Boards, previous versions of the Constitution and Bylaws of DEIS and CEIDP, previous versions of the Society's Operations Manual, and memoranda of agreement (MOA) with other organizations. These documents will be posted on the DEIS Members-Only section of the DEIS Website. Also collected, archived and cataloged are conference proceedings sponsored or co-sponsored by DEIS, all regular DEIS publications, texts on insulation and dielectrics (especially those authored by active Society members or published through IEEE). In addition, the Historian will solicit and coordinate the publication of relevant historical articles and the display of items of historical interest via conference booths, web page(s), etc.

The Historian shall be appointed by the President for a term of 3 years (with the prospect of renewal), with the consent of AdCom.

#### **M. Other Society Liaisons**

The Society is represented on several non-DEIS committees/operational units within IEEE. Representatives are appointed by the President.

- DEIS is a member of the Superconductivity Council and the Sensors Council.
- DEIS is represented on the Energy Policy Committee of IEEE-USA.

#### **N. Website**

The Web Editor-in-Chief is appointed by the President with the consent of AdCom. The selection process is similar to that for the Editors-in-Chief of the Transactions and the Magazine as specified in the Bylaws. The Web-Editor-in-Chief is responsible for:

- all contacts with website designers
- accuracy and appropriateness of the technical content
- production of IEEE DEIS Web Pages
- interaction with DEIS Webmaster regarding website structure and all technical aspects
- soliciting and obtaining website content
- interacting with Associate Editors of the DEIS Website Editorial Board, the reporters, the WIKI and blog editors.
- interacting with industry to obtain website content reflecting state-of-the-art developments
- collaboration with the Co-editors of the IEEE Electrical Insulation Magazine to include news items from the Magazine on the Website
- collaboration with the Editor-in-Chief of the IEEE Transactions on Dielectrics and Electrical Insulation to include abstracts of papers from the Transactions on the Website
- reaching young people via the website

The Website is intended to:

- open the Society to the outside world and to attract more members
- function as a showcase for new developments in industry and science
- present a platform for education in the Field of Interest of the Society
- create one single portal to all Society activities

### **III. Technical Committees: Their Functions and Membership**

**Purpose:** To provide support in all technical matters, and in standards activities of concern to the Society as defined in the Constitution and Bylaws, AdCom has set up appropriate technical committees.

**Appointments:** The Chair of technical Committees shall be nominated by the Technical Vice President and shall be appointed by the President of AdCom. The members of the Committee shall be appointed by the Chair of the Technical Committee in consultation with the Technical Vice President, and after approval by the President. Places vacated by resignation or lack of attendance, or for cause, shall be filled as needed on recommendation of the Committee Chair in consultation with the Technical Vice President

The performance of each Technical Committee will be annually reviewed and reported to AdCom by the Technical Vice President. AdCom may dismiss a committee for cause, or when it no longer functions, or the need no longer exists.

The Technical Committee may appoint sub-committees when the work load warrants. It is often more effective to break the work down into smaller segments. Such sub-committees are responsible directly to the Technical Committee.

**Membership:** All members of DEIS are eligible for membership on technical and operational committees. Affiliates may be appointed to membership provided such affiliates meet and abide by the requirements as

set forth in Section 3 of the Bylaws. Non-members of IEEE or DEIS may also be invited to participate in Technical Committee work to provide particular expertise or balance.

#### List of Technical Committees and Their Respective Scopes

S32-1 Aging Factors Gathering knowledge on insulation aging and failure mechanisms; helping to develop IEEE standards for evaluating material and insulation life under different stress factors. Providing leadership, information and coordination through organization of technical meetings, workshops, sessions and publications. Develop or revise guides for the use of statistics in the evaluation of electrical insulation properties.

S32-2 Biodielectrics Providing information on the electric properties of biological cell membranes and on bioengineering applications of electrical membrane effects; topics include measurements of electrical properties of natural and artificial biomembranes, studies on electrical conduction and breakdown of biomembranes, and applications of stimulated electrical membrane effects, such as electroporation and intracellular electro-manipulation in bioengineering. This will be achieved by arranging special sessions on biodielectrics at DEIS meetings, organizing workshops on this topic, generating review articles, and publishing special issues in the journals of DEIS.

S32-3 Diagnostics Highlighting developments of new diagnostic techniques and stimulating research and education on diagnostic methods for stronger and smarter grid solutions. This will be achieved by arranging special sessions on diagnostics and measurements at DEIS meetings, organizing dedicated workshops, generating review articles, publishing special issues in the journals of DEIS and promoting diagnostics related topics on DEIS web portal.

S32-4 Discharges in Air at UHV Promoting the development of knowledge concerning the phenomena and mechanisms involved in the initiation and propagation of discharges in air with respect to AC and DC UHV as well as to propose appropriate solutions to suppress the discharges. This includes gathering test methods and available solutions currently proposed by various researchers and institutes, and surveying newly developed materials used on UHV systems to prevent discharges. This will be achieved by arranging special sessions on this topic during DEIS activities, organizing workshops on this subject, generating review articles, and publishing special issues in DEIS publications.

S32-5 Electrohydrodynamics Promoting the study of electrohydrodynamic flow phenomena in dielectric gas, dielectric liquid, gas-powder and liquid-powder media and providing help to practitioners through establishing standards for electrohydrodynamics and through publication of guides or handbooks, as appropriate.

S32-6 High Field and High Frequency Effects on Insulation Advancing the technology of power modulators and repetitive pulsed systems and pertinent high voltage effects on insulation including theory, technology development, and applications. This encompasses phenomena such as high electric field stress, high magnetic flux, and high frequency issues relating to the performance of all insulating media. This will be achieved by accomplishing professional scientific and technical meetings, along with publications to disseminate the information to the power modulator and high voltage community. This committee will work closely with the International Power Modulator and High Voltage Conference (IPMHVC) Executive Committee, by supporting IPMHVC activities, generating review articles, and publishing special issues in the journals of DEIS.

S32-7 Liquid Dielectrics Coordinating technical activities and communicating knowledge concerned with use and evaluation of new liquid dielectrics. The evaluation of liquids includes assessment of long-term performance capabilities as well as of health and safety hazards associated with the use of liquids in electrical equipment. This will be achieved by arranging special sessions at DEIS meetings, organizing workshops on this topic, generating review articles, and publishing special issues in the journals of DEIS.

S32-8 Nanodielectrics Following the emergence of knowledge in the field of nanodielectrics and assessing of the potential of these materials and material systems for enhanced performance of existing electrotechnical applications. The knowledge will be disseminated by arranging special sessions at DEIS

meetings, organizing workshops on this topic, generating review articles, and publishing special issues in the journals of DEIS.

S32-9 Numerical Methods Applied to Dielectrics Reviewing the state of knowledge on the numerical modeling of physical phenomena occurring in dielectrics including gas, liquids and solids, and to assess the progress accomplished with numerical simulation in the field of dielectrics over the past two decades. This will enable the anticipation and suggestion of future trends and the facilitation of collaborative actions. This will be achieved through arranging special sessions at DEIS meetings, organizing workshops on this topic and launching joint research initiatives.

S32-10 Outdoor Insulation Providing a scheduled forum for the discussions of phenomena and evaluation methods specific to the use of materials as high voltage electrical insulation in the outdoors. To study test methods currently used by various laboratories and to survey a variety of available materials. This will be achieved by arranging special sessions at DEIS meetings, organizing workshops on this topic, generating review articles, and publishing special issues in the journals of DEIS.

S32-11 Smart Grids Defining the role of electrical insulation and dielectrics in the Smart Grid concept and bringing the material/component related issues on the agenda of Smart Grid communities outside of DEIS. Stimulating the construction of funding schemes for projects that contribute to Smart Grids on the component/material level. This will be achieved by arranging special sessions and panel discussions at DEIS meetings, organizing workshops on this topic, generating review articles, and publishing inputs and activating discussions at DEIS web page.

S32-12 HVDC cable systems Developing IEEE Standards for testing HVDC extruded cable systems (cables, joints and terminations). This effort will focus on relevant subtopics such as:

1) Lightning and switching impulse tests; 2) Load cycle tests; 3) Cable characterization in prequalification and type tests including protocols for space charge measurements, crosslinking by-products evaluation, and other effective diagnostic parameters; 4) Polarity reversal tests; 5) Weathering tests on composite terminations. This will be achieved by arranging special sessions at DEIS meetings, organizing working groups on this topic, publishing review articles and/or documents coordinated through the Standards Committee of DEIS.

### S32-13 Standards

The scope of the Standards Committee encompasses all technical functions and is concerned with the origination, development and publishing of consensus standards which fall within the general scope and responsibility of DEIS. It requires the coordination of these standards with other organizations, both nationally and internationally, in the preparation of such standards of interest and concern of DEIS. A policy and procedures document for the committee's activities can be found at

<http://standards.ieee.org/board/aud/DEIS.pdf>

A Standards liaison representative is a member of this Committee with specific duties as described below.

#### Standards Liaison Representative

- (1) The Standards Liaison Representative coordinates all Standards activities within the DEIS and functions as the interface between the IEEE Standards Board and the Technical Committees and sub-committees of the Society.
- (2) The Standards Liaison Representative prepares, maintains, and distributes annually a current listing of the status of IEEE Standards which are the direct responsibility of or delegated to the DEIS.
- (3) With the approval of the Committee Chair, the Standards Liaison Representative recommends DEIS delegates to ANSI Committees to be appointed by the IEEE Standards Board.
- (4) The Standards Liaison Representative attends meetings of the IEEE Standards Board, as appropriate, to represent the interest of the DEIS.

### Liaison Representative to Other Committees and Standardizing Bodies

Liaison Representative represents the DEIS and its Technical Committees and subcommittees in other technical societies, committees, and standardizing bodies whose interests have a direct bearing on electrical insulation activities. The Liaison Representative reports annually to the appropriate DEIS Committee the activities of these groups, bringing attention to matters of interest and to any actions that may require closer coordination.

### **Funding of Technical Committee Work**

The costs of Committee members' participation in meetings, conferences discussions are normally covered by the individual member or by the member's employer.

However, when the work and circumstances require special funding for rooms, mailings, data analysis, or other unusual expense, a request for funds may be made to AdCom by the Committee Chair involved. Such requests should first be reviewed with the Technical Vice President, who will evaluate it and forward it to AdCom if it is deemed appropriate.

All such requests must be submitted in writing, and must show the amount of funds requested, plus the reasons and justification for the expense.

Funding for support of dielectric research, education, and conferences, like all other funding, must be approved by the full AdCom. There are definite organizational practical limits for such funding. IEEE is a global non-profit organization and cannot, therefore, fund specific research projects closely tied to national or commercial interests. Only in very special cases where the dielectric research work has general value for the global insulating materials industry (and users) can DEIS sponsor a research project. When such general needs are discovered, the responsibility of defining the problem and suggesting a research project to find a solution rests with specific Technical Committee. The Technical Committee must explore other avenues to solve problems and document clearly why the responsibility of such a research program rests with DEIS. When the project is defined and approved by AdCom, technical organizations and universities are invited to bid for the work. No specific company or organization represented in the Technical Committee can be directly given such a research project.

## **IV. DEIS Travel Policy**

All requests for funding of travel must be initiated by the appropriate DEIS Technical Committee or DEIS Operational Committee. The recommendations received from these committees will be submitted to the Finance Committee for review. The Finance Committee shall then submit a budget to the AdCom for approval.

A Technical or Operational Committee in forwarding a request for travel funds to the Finance Committee shall:

1. Document how alternative funding has been explored.
2. Document what other sources of partial funding have been obtained.
3. Include the following information in the request:
  - a) Name of person requesting travel
  - b) Name of committee supporting the travel
  - c) Estimate of the total cost showing breakdown into categories
  - d) Amount of funding being sought

- e) Time schedule and location of the meeting
  - f) Objectives of the meeting to be attended
4. Individuals qualifying for funds must meet and abide by the following criteria:
- a) Be a member of IEEE and DEIS.
  - b) Be a recognized authority in the area and subject of the meeting.
  - c) Show that travel funds are not otherwise available. (This would include delegates from the academic world, or individuals who, for valid reasons, are unable to obtain support from their employer.)
  - d) Should not have received more than four previous travel grants.
  - e) Indicate source and amount of funds from other agencies, i.e. ASTM, NEMA, ACS or others.
  - f) Provide a detailed estimate of anticipated expenses.
  - g) Submit vouchers and ticket stubs along with a trip report to appropriate vice-president within 30 days after returning from the schedule meeting.

## **V. Guidelines for DEIS Publication Activities**

The IEEE Dielectrics and Electrical Insulation Society (DEIS) is responsible for leadership, coordination, and communication among those who are concerned with dielectric phenomena and measurements; and with electrical insulating materials, including their behavior as it impacts on their use in electrical and electronic apparatus. The DEIS is specifically concerned with the development and characterization of the dielectric, chemical, mechanical and environmental properties of all vacuum , gaseous, liquid and solid electrical insulation, and with utilization of these materials in circuits and systems under conditions of use. The society offers two publications that are relevant to the dissemination of information within its scope: the IEEE TRANSACTIONS ON DIELECTRICS AND ELECTRICAL INSULATION (TDEI) and the IEEE ELECTRICAL INSULATION MAGAZINE (EIM). In each publication, every paper is reviewed and evaluated for acceptability in terms of its relevance, its technical contribution and, for the TRANSACTIONS, its continuing value as part of the permanent literature.

Due to the importance of publication activities in the society, the following sections provide guidance for certain related issues.

### **Publication Dispute Resolution Process**

#### A. Purpose

This is to provide guidance on the process to be taken to resolve disputes between prospective authors and the Editors-in-Chief of TDEI or EIM concerning the editorial decision to reject a paper submitted for publication.

#### B. Background

Many papers or articles are submitted for publication in DEIS publications. Prior to being published, each paper/article must be subjected to regular peer-review process. The Editor-in-Chief of the publication normally has the final say on whether a paper/article will be accepted for publication. Occasionally the author of a rejected paper, or a paper where substantial modifications are required by referees, feels that the decisions are unfair. The following process is to be followed in such circumstances.

#### C. Process

This process has been ratified by AdCom and its Publication Committee, and is incorporated within the Society's Governing Policies and Procedures. This process will be followed in good faith by all parties involved on any dispute. The procedure is as follows:

1. The dissatisfied author is to submit in writing to the Editor-in-Chief the reasons for disagreeing with the rejection/modifications.
2. The Editor-in-Chief within 4 weeks shall explain in writing the reasons for rejections or modifications to the author.
3. If the author is still dissatisfied, the author may request a new hearing by submitting in writing to the Chair of the DEIS Publications Committee the reasons for rejections for disagreeing with the rejection/modification.
4. The Chair of the DEIS Publications Committee will circulate the author's submission to all members of the committee. The Chair shall also circulate referee reports and comments from the Editor-in-Chief with the names of the reviewers blanked out to preserve their anonymity.
5. The Publications Committee will vote to accept or reject the author's position. A simple majority will determine the outcome. The ballot may be done at a meeting or by Mail/FAX or e-mail.
6. The Chair of the DEIS Publication Committee shall communicate the decision to the author and the Editor-in-Chief in writing. The decision will also be communicated to AdCom.
7. If the author of the Editor-in-Chief disagrees with the findings of the DEIS Publication Committee, the author or the Editor-in-Chief may appeal to the IEEE Publications Board under IEEE Policy 622. The decision of the IEEE Publications Board is final and binding.

#### **Guidelines for Selecting Special Issues of the Transactions on Dielectrics and Electrical Insulation**

Requests are sometimes made to the Transactions Editor-in Chief to devote all or part of an issue of the Trans. DEI to a single topic. The procedure for selecting and implementing special issues will be as follows:

1. Proposed topics for a Special Issue of TDEI will be made to the Editor-in-Chief. The Editor-in-Chief will then notify the Chair of the Publications Committee of the topics selected for a Special Issue.
2. Papers in special issues must follow normal Transactions refereeing procedures.

#### **Guidelines for Reimbursement of Associate Editors**

Associate Editors who incur out-of-pocket expenses (those not covered by their employers or otherwise reimbursed) in the course of their editorial activities, such as phone bills, postage, duplication fees, etc., shall be reimbursed from the Society, up to a maximum of \$200.00 per year. The actual amount of this reimbursement for such expenditures shall be determined on a case-by-case basis, subject to the approval of the Society's Treasurer.

#### **Guidelines for Safeguarding of Privileged Information During the Manuscript Review Process for DEIS Publications**

All DEIS publications have established procedures to ensure that there will be no unauthorized access to privileged information, during the manuscript review process. In the course of administering the review process for DEIS publications, all Editors may have access to the information relevant to the manuscripts for which they are responsible. The procedures effectively ensure that the identities of reviewers for papers authored by editors or publication volunteers are not divulged to the authors and cannot be accessed by them. In particular, manuscripts submitted by editors are handled by a different member of the editorial

board. Reports and recommendations for volunteer-authored papers shall omit the names and other identifying information of the reviewers, when submitted to the corresponding author. Access restrictions to ensure reviewer privacy from authors are also enforced in the electronic publication management systems used for DEIS publications.

### **Guidelines and Review Criteria for DEIS Conference Papers in IEEE Xplore**

A. For all Conference Chairs and Technical Program Chairs: Papers in DEIS-sponsored conferences will only be included in IEEE Xplore if the following criteria are met.

1. The paper must have been deemed to be relevant to the conference by the technical committee.
2. The paper must have been reviewed by at least two reviewers before acceptance. These reviewers will normally be chosen by the technical program chair via the session chairs.
3. The reviewers will remain unknown to the authors. All comments from reviewers will be sent to the Technical Program Chair who will in turn communicate with the authors.
4. At least one author must have registered and paid the conference registration fee. Authors must be advised at the time the paper is accepted that [the paper will not appear in the Conference Proceedings unless the author has paid the registration fee in advance of the publication deadline.](#)
5. The paper must have been presented at the conference unless a waiver is granted by the conference chair for valid reasons. Authors must be advised at the time the paper is accepted that [the paper will not appear in IEEE Xplore unless the paper is presented at the conference.](#)
- 4.6. The paper must not appear elsewhere on Xplore.
- 5.7. The conference chair will ensure that 'no show' papers will be removed from the electronic version of the Proceedings, by the publication contractor, before it is sent to IEEE for inclusion in Xplore.
- 6.8. After the conference, either the Conference Chair, the Publications Chair, or the Technical Program Chair will report on the final status of all paper acceptance or non-compliance (ie, no-shows) to the DEIS Meetings Chair. A copy of the proceedings or conference record will be sent to the DEIS Meetings Chair for archival purposes.

B. For all Reviewers:

- Approximate review time: 30 minutes/paper
- Blind reviews – the reviewer must not contact the author at any time.
- Your comments should be sent to the Technical Program Chair who will communicate with the authors.

In reviewing a conference paper, the reviewer must make sure that the paper satisfies the following criteria for acceptance into the technical program.

1. The abstract summarizes the paper, and covers the same items as the conclusions.
2. The paper is relevant to the conference topic.
3. The paper says something that is new.
4. The paper is factual and/or theoretically valid, i.e. experimental results are realistic, the analysis is correct and the theory is mathematically and scientifically sound.
5. The paper avoids blatant commercialism, and logos are absent.
6. The English is readable and the work is presented in a clear and logical order.
7. There are sufficient references, which are referred to appropriately in the text.
8. The paper follows the recommended format provided (i.e. IEEE and/or Conference paper template).
9. The Figures and Tables are legible and clear when printed in black & white, with readable legends.
10. The paper is limited to the number of pages specified for the conference.

### **VI. DEIS Sponsored Conferences and Registration Fee Discounts for Members**

See the appropriate web pages on the IEEE web site. Presently these are at  
<http://www.ieee.org/web/conferences/home/index.html>

All conferences that are fully sponsored by the Society will offer a discount to IEEE members (in accordance with IEEE-HQ policy). Society members are to obtain an additional discount at least equal to the annual DEIS membership fee. The discounts will apply to conferences beginning in 2009.

## **VII. Electronic Voting Guidelines for the Conduct of AdCom Business**

The period to respond to an electronic transmission (i.e., e-mail) request for a vote shall not exceed 3 weeks and will be specified in the request. (This timing does not apply to Constitutional amendments or Bylaw revisions; see Constitution article VIII and Bylaw 1.) After the voting period has closed, non-responses will be counted as abstentions.

E-mail voting response percentage will be included in the Nomination Bios for AdCom members that are being considered for a second term. In addition, after the first year of at-large membership in AdCom, an annual e-mail voting response percentage below 75% (for the previous calendar year) will be counted as one missed meeting for the member. This statistic will be kept by the Chair of the N&A Committee (from the meetings' minutes) and reported to the Admin VP, as required. After 3 missed AdCom meetings, a member can be removed from AdCom membership. (See Bylaw 5.4.)