

AEIC®

ASSOCIATION OF EDISON ILLUMINATING COMPANIES



U.S. and International Affiliates



ADMINISTRATIVE GUIDELINES

FOR THE OPERATION OF

AEIC COMMITTEES

2017

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1. ABOUT AEIC

AEIC is an association of electric utilities, generating companies, transmitting companies or distributing companies – *including investor-owned, federal, state, cooperative and municipal systems* – in the United States, or its possessions; as well as any electric utility, generating company, transmitting company or distributing company outside the United States or its possessions – *regardless of ownership form* – engaged in the generation, transmission or distribution of electric service for sale to the general public. The Association is incorporated in the State of Alabama.

Associate membership is open to the following entities responsible for providing technical research related to the generation and delivery of electricity and/or for promoting, coordinating and ensuring the reliability, integrity and efficient use and operation of the bulk power supply systems, but not meeting the requirements of regular membership: *Electric Power Research Institute (EPRI), Regional Transmission Organizations (RTOs) and Independent System Operators (ISOs)*.

2. AEIC COMMITTEES

Through a committee structure, the Association addresses technological problems associated with planning, building and operating an electric utility system. The AEIC's seven committees, staffed with experts from management of member companies, work with manufacturers and suppliers to solve problems of mutual concern and to ensure that manufacturers are prepared to meet the needs of the industry. Committees meet regularly during the year to explore problems in their particular areas. The AEIC's committees are:

Power Generation Committee

Power Delivery Committee

Load Research & Analytics Committee

Meter and Service Committee

Electric Power Apparatus Committee

Cable Engineering Committee

Customer Service Committee

3. INTRODUCTION TO THIS GUIDELINE

These administrative guidelines are for the guidance of AEIC committee officers and members. They recognize the fact that among the committees there are differences in organization, meeting format, and other aspects of committee operation, and there is no intent to standardize over and above the guidelines presented herein.

4. DESCRIPTION OF AEIC COMMITTEES

The operation of the seven standing technical committees is of great value to member companies because of their interchange of information, their encouragement of new developments and contacts with other organizations such as manufacturers, national and international codes and standards groups and industry bodies such as EPRI, INPO, ANSI and NERC.

Objectives and scope of each committee and section are contained in Section 4. Committees are urged to review and revise these statements from time to time as their operations may change. Cooperation among Association committees and with other industry organizations and their committees is encouraged to avoid unnecessary duplication of activities.

The AEIC Cable Engineering Committee provides technical specifications and guides relating to the quality, physical design, testing requirements, operating conditions and new developments for underground cables. These documents cover medium and high voltage underground cables and cable accessories that are used for electric utility power delivery systems.

The Committee publishes these specifications and guides in the interest of promoting safe, economical and reliable power cable and accessories.

The AEIC Electric Power Apparatus Committee provides communication between electric utilities and manufacturers of major electric utility power apparatus to encourage the availability of the highest quality and most economical products, consistent with utility needs. The Committee also meets with those organizations responsible for research, specifications, standards and safety.

The AEIC Load Research & Analytics Committee promotes responsible Load Research and Analysis in the electric utility industry. The Committee develops and disseminates source materials on the conduct of Load Research and its appropriate application through annual reports, workshops and seminars, as well as through biannual conferences.

The AEIC Meter and Service Committee provides direction for the industry by studying new technology and reporting operating experience of electric metering equipment, software and the introduction of service entrance conductors into customer facilities. The committee maintains representation on ANSI, EPRI, UL, and other industry committees to identify, create and promote metering standardization and research.

The AEIC Power Delivery Committee identifies and assesses technological, economic, political, and regulatory issues that will affect the planning, design, construction, maintenance and/or operation of electric utility power delivery systems. It provides a forum for exchanging ideas and exploring changes to improve the delivery of electric power from the generating station to the customer.

The AEIC Power Generation Committee promotes technological, safety and operating performance advances in the power generation field by providing a forum for dialogue between manufacturers and users to exchange industry needs, lessons learned, industry best practices and technology developments. The Committee addresses or causes industry resources to be applied to areas of concern.

The AEIC Customer Service Committee identifies and explores key and emerging customer functions, shares insights, and addresses the connected customer's changing expectations of their electric utility. Customer trends are impacting utilities today and include the following:

Broad Focus: Digital everything plus continued service via traditional communication channels, active consumerism, tailored customer service experiences, employee as customer/customer as employee, advertising via TV, radio, print, internet, etc.

Energy Focus: Changing energy sources, emerging energy management technologies, new entrants, growing interest in energy data, shifting roles for consumers in distribution markets

5. MEMBERSHIP ON AEIC COMMITTEES

A. Committee personnel should include representation from the highest level in the member companies consistent with the activity of the committee.

B. Membership on a committee should be justified by the individual's ability, experience, and willingness to contribute.

C. Certain committees have traditionally included in their meetings a limited number of **advisory** members who can make a significant contribution due to their affiliation with major firms serving the electric power industry. Such practice should be reviewed from time to time to assure that it serves the best interest of the committee.

D. Committees are urged to seek diverse geographic representation. In determining new members, special attention should be given to member companies represented on few or no committees.

6. SELECTING NEW COMMITTEE MEMBERS

A. Each committee will review prospective members to fill vacancies on the committee as they occur. This review may include having the prospective member attend committee meetings as a guest. Any prospective member should indicate a willingness to actively participate in

committee task groups or subcommittees and attend meetings regularly. Furthermore, the individual should have support of his or her company in meeting committee obligations.

When a committee wishes to offer a **committee officer position** to a prospect, a recommendation from the committee Chair will be given to the Executive Director of the Association. The Executive Director will correspond with the prospect's executive officer, requesting approval of the appointment. The Executive Director will provide a copy of the executive officer's response to the committee Chair, who will then inform the potential officer candidate.

When the Executive Director receives a request from a company chief executive officer or other senior executive requesting an employee be placed on a committee, the Executive Director will request the committee Chair to offer that employee the opportunity for membership on the committee. The committee Chair will either offer membership to this individual or inform the individual that his/her CEO/senior executive has requested that this individual become a member of the committee and will be invited to attend future meetings. In this event, the employee will be placed on the mailing list to receive committee reports and meeting minutes, and will be given member status upon meeting the committee's individual membership requirements. Membership requirements vary among the seven AEIC Committees.

B. Where a committee wishes to add a representative from a company that is not an AEIC member, that company must first join the Association.

C. Guests from non-AEIC member companies may be invited to meetings by the committee Chair, but should not attend meetings on a continuing basis.

7. MAINTAINING ACTIVE COMMITTEES

The strength of the AEIC is its active, working committees. Committee members are expected to attend committee meetings. When attendance by the member is not possible, an alternate from that company is encouraged to attend. Upon failure to attend, or to be represented by an alternate for two consecutive meetings the member will be requested by the committee officers to re-confirm his/her willingness or ability to attend meetings, or allow his/her place on the committee to be filled by another individual.

8. ORGANIZATION OF COMMITTEES

A. Each committee shall have a Chair, Vice Chair and such other officers and subcommittee Chairs as is deemed appropriate for the operation of the committee. Committee officers normally serve for two years. Some committees choose to have a 1st and 2nd Vice Chair, and this practice is encouraged.

B. The Vice Chair serves for two years and then progresses to Chair for two years. All aspects of leadership qualities being equal, the Vice Chair should be chosen from among those companies who have had the fewest or no Chairs in recent years. In selecting a new Vice Chair it should be determined that the person chosen is willing to serve, has company support, and is able to devote the necessary time to the leadership of the committee over the next four years.

C. Qualifications for serving as Vice Chair include: (1) Leadership capabilities, (2) Past attendance and participation in committee activities, (3) Attitude, willingness, ability and company support to serve for a four-year commitment in both the Vice Chair and Chair responsibilities.

D. Commitment to serving as an officer of a standing AEIC committee is critical to the overall success of both the committee and the Association. Therefore, the standing committee Chair and Vice Chair, who are responsible for leadership development of the committee, should communicate the following points to a candidate being considered for the office of Vice Chair:

(1) In most committees, the services of a committee Secretary are required from the same company as the incoming Chair. In some committees the Vice Chair is responsible for committee secretarial duties.

(2) Specific duties of the Chair and Vice Chair should be clearly understood by the prospective Vice Chair.

(3) Approval for the appointment should be obtained from a high enough level within the prospective Vice Chair's company to insure that the prospect's chief executive officer will have no difficulty in making a positive response to the appointment letter sent from the Executive Director of the Association, requesting approval of the appointment.

(4) Since an attempt is made to rotate the Chairship among a wide number of companies, each company is asked to contribute the time and administrative support necessary to assist the Vice Chair and Chair, recognizing the many benefits for the entire electric utility industry that are received from committee work.

E. Once the prospect has received informal company approval of his/her role as Vice Chair, a letter will be sent from the Executive Director of the Association to the Chief Executive Officer of the prospective Chair's company, seeking formal approval of the appointment to Vice Chair and continued service as Chair.

9. COMMITTEE ANNUAL REPORTS PRESENTED BY THE COMMITTEE CHAIRS AT THE AEIC ANNUAL MEETING

Each committee Chair is expected to present a summary of the activities and industry contributions of his/her committee at the Annual Meeting of the Association. Senior officers of the member companies attend the Annual Meeting, and the committee presentation is the most important communications opportunity available for each committee during the year. These committee annual report presentations should focus upon committee accomplishments and bring to the AEIC membership the committee's observations that may potentially affect the member companies and the industry.

The Manager-AEIC Services will coordinate with each committee Chair the logistics of the committee presentation, and is available to assist in presentation development.

10. SCHEDULING AEIC COMMITTEE MEETINGS

Meeting dates and locations should be established well in advance. In establishing dates, consideration should be given to other meetings which AEIC members may attend, such as other industry organizations, other committees and company board and staff meetings.

Committee meeting dates should not be scheduled too closely to the dates of the AEIC Annual Meeting to avoid an attendance conflict for AEIC members. The 2017 Annual Meeting dates are:

October 18–20, 2017 – The Breakers, Palm Beach, FL

(Consult the AEIC website at www.aeic.org for information about the Annual Meeting.)

Minutes of each committee meeting should be distributed to the committee members with a copy to the Executive Director and Manager - AEIC Services.

11. AEIC STAFF

Executive Director/Secretary/Treasurer

Terry H. Waters
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The Director and Manager may also be emailed through the AEIC's website at www.aeic.org.

In addition to these administrative guidelines, committees are urged to maintain a notebook containing detailed information on the operation of the committee. The notebook can be passed along to incoming officers.

12. COMMITTEE OBJECTIVES AND SCOPE

CABLE ENGINEERING COMMITTEE

Staffed with specialists in power cable engineering from member companies, the Cable Engineering Committee provides a forum for the exchange of ideas and experiences regarding utility power cable. This includes technical data relating to the quality, physical design, operation, maintenance and new developments of medium voltage and high voltage underground cables used in electric energy power delivery systems.

This committee provides information that allows its members:

- To develop reliable and cost-effective underground cable systems.
- To be aware of the very latest technological developments within the industry.
- To assist each other through the exchange of operational experiences.

In order to advance the underground cable industry, the Cable Engineering Committee publishes specifications and guides in the interest of promoting safe, economical and reliable power cable. It is the only U.S. organization to produce cable specifications used by electric energy companies worldwide.

The documents and information provided by this committee are important tools that can greatly assist any electric energy company in being successful in a competitive market.

ELECTRIC POWER APPARATUS COMMITTEE

The Electric Power Apparatus Committee meets with manufacturers of major electric power apparatus to ensure the availability of high-quality, cost effective equipment that meets the operating and maintenance needs of the electric industry. The Committee also meets with those organizations responsible for research, specifications, standards and safety.

Originally appointed in 1927 to work with the manufacturers to improve switch equipment, the Committee on Electric Switching and Switchgear was instrumental in driving the industry to gain major reliability improvements in circuit breaker design. By 1960, circuit breakers were among the most reliable components of the power system. Now known as the Electric Power Apparatus Committee, or EPAC, this group has expanded its focus and is a potent working group to insure that transformers, breakers, capacitors, arresters and other similar equipment remain on the industry's leading edge.

LOAD RESEARCH & ANALYTICS COMMITTEE

The Load Research & Analytics Committee promotes responsible load research & analytics activities in the electric utility industry. To accomplish this mission, the Committee develops and disseminates source material on the conduct of load research and its appropriate applications through a variety of means such as reports, workshops, seminars and conferences.

The Committee's objectives are to promote improvements in the collection, analysis and application of load research data and associated information; to educate the industry about load research; and to encourage the use of load research in utility management decision-making.

The Committee actively:

- Identifies best practices, procedures and technologies.
- Recommends guidelines for successful load research activities.
- Supports seminars and conferences to provide training for load research personnel, and promotes new and effective research methods.
- Sponsors workshops to explore in-depth load research topics of concern to the industry.
- Communicates load research activities, technical information and applications to a wide range of industry problems through various media.
- Provides a forum for the industry to discuss load research topics.
- Encourages the active participation of member and non-member utilities in the work of the Committee to advance load research.

METER AND SERVICE COMMITTEE

The Meter and Service Committee promotes quality and accurate metering operations in the electric energy industry. It provides AEIC member company metering management an effective means for exchanging ideas, experiences and issue solutions that contribute to the best design, quality, accuracy and operations of metering systems and efficiency of business operations. AEIC's Meter and Service Committee meetings provide the only metering forum of its kind in the United States – a forum that draws participants from all over the country.

The Committee provides direction for the industry by:

- Leading the development and deployment of new metering and communication technologies.
- Improving performance of meter systems and associated equipment.
- Improving the efficiency of metering services business operations.
- Increasing the knowledge and development of metering personnel.
- Providing increased value to the utilities and their stockholders.

The Committee actively:

- Maintains representation in ANSI, EPRI, UL, NCEA, EEI and other industry committees to promote standardization and research.
- Identifies and shares best practices, processes and technologies.
- Sponsors working groups to address industry issues.
- Provides a forum for the meter industry to discuss metering issues and topics.
- Encourages members and vendors to work together to advance metering activities.
- Provides a vehicle for networking among metering industry professionals.
- Provides an avenue for problem resolution and development input with metering equipment manufacturers.
- Provides a communications network for metering businesses and suppliers.

The Committee delivers documents and resources in the form of guidelines, specifications and other related data that are important tools for the improvement of metering operations of the member companies. The AEIC Meter and Service Committee works in all of these areas to benefit the member companies and their suppliers, customers and shareholders.

POWER DELIVERY COMMITTEE

The Power Delivery Committee deals with the issues associated with the transmission and distribution business. In order to improve the delivery of electric power from generating station to the customer, it focuses on identifying and assessing technological, economical, political and regulatory issues that will affect the planning, design, construction, maintenance, and/or operation of electric energy power delivery systems.

This committee provides member company management an effective means for exchanging ideas, experiences and solutions to broad engineering, operating and customer service aspects of delivering electric power. This exchange contributes to the optimum design, reliability and operation of the power delivery system – all to the benefit of the consumer and investor.

The Committee actively:

- Provides a forum for discussing management concerns related to power delivery systems such as regulation, effective utilization of resources, environmental matters, and customer and public relations.
- Addresses matters relating to facilities integral to the delivery of electric power, which will normally include transmission lines, transmission and distribution substations, distribution lines, relay and communication systems and control centers.
- Discusses and reviews the general engineering aspects of power delivery including planning, design of facilities, economics, system losses, and other related items.
- Affords the opportunity for committee members to share information and experiences on operating matters related to power delivery including control of operating facilities, system operations, emergency repairs and service, periodic or

routine repair of facilities, safety to employees and the public, labor relations issues, and other related matters.

- Oversees the activities of committee work groups that are established from time to time to address specific areas of interest within power delivery.
- Meets with representatives from other AEIC committees, member companies not represented on the committee, manufacturers, academia, consulting firms and others as required to inform them of power delivery system developments and needs and/or receive input for committee purposes.

POWER GENERATION COMMITTEE

The Power Generation Committee focuses on technical issues and technology for generation, including associated systems. It keeps abreast of and helps shape current technology, and promotes advances in technology.

The Committee provides feedback on operational/technical issues, performance improvements and new technology needs through regular interaction with industry manufacturers and suppliers.

The Committee shares knowledge and operating experience on subjects of common interest or subjects important to the industry as a whole.

Although not directly engaged in the political arena, the Committee will take positions on policy issues. It will act as an independent, unified voice based on its technical knowledge and expertise. It will act through position papers to identify and communicate to policymakers the implication of policy actions on the generation, reliability and capability of existing and future technology.

The Committee actively:

- Promotes technological advances in the power generation field in order that the industry be strengthened and positioned to meet society's needs.
- Encourages the development of technology related to new equipment, systems and processes. It provides feedback on existing equipment and systems to improve performance.
- Maintains an organization of sufficient influence and significance to address or to cause industry resources to be applied to areas of concern.
- Provides the opportunity for committee members to share information and experiences on significant industry issues and on programs underway to address those issues.
- Represents the views of a limited but diverse membership (utilities, independent power producers and international generators), balancing geographics, fuel and fleet.

CUSTOMER SERVICE COMMITTEE

The Customer Service Generation identifies and explores key and emerging customer functions, shares insights, and addresses the connected customer's changing expectations of their electric utility. Customer trends are impacting utilities today and include the following:

Broad Focus: Digital everything plus continued service via traditional communication channels, active consumerism, tailored customer service experiences, employee as customer/customer as employee, advertising via TV, radio, print, internet, etc.

Energy Focus: Changing energy sources, emerging energy management technologies, new entrants, growing interest in energy data, shifting roles for consumers in distribution markets.

13. COMMITTEE REPORTS AND PUBLICATIONS

Publications of the Cable Engineering Committee

The Cable Engineering Committee prepares, edits, and sends to the Association office its specifications and guidelines for underground, high-voltage power cables. Specifications and guidelines are distributed without charge to member companies and are sold to non-member parties. Revisions to specifications and guidelines are made approximately every five (5) years. AEIC specifications and guides are available through AEIC's website at www.aeic.org.

Load Research & Analytics Committee Reports and Publications

Most Load Research & Analytics Committee publications are available at no charge to member companies. Non member companies may purchase LR&A Committee publications by contacting through AEIC's website at www.aeic.org.

14. AEIC'S INFORMATIONAL WEBSITE



The AEIC operates a website that is located at www.aeic.org. The site contains information and research papers that can be helpful to AEIC members, as well as members of the Association's seven active committees.

The website is updated regularly, and offers the following features:

- **Committee meeting dates and activities for 2017-2018**

- **Contact phone numbers and email addresses for AEIC's Executive Director and Manager-AEIC Services**
- **Historic information about AEIC**
- **Information about AEIC's organization**
- **Listing of AEIC Cable Specifications and Guidelines for distribution and sale**
- **Listing of AEIC LR&A Publications for distribution and sale**
- **Listing of AEIC member companies**
- **Names, phone numbers and email addresses of Committee members**
- **News about AEIC activities and accomplishments**
- **Papers and reports by AEIC committees**
- **Works in progress by AEIC committees**

The AEIC web page is updated weekly and contains the most recent contact information. Committee members are encouraged to regularly visit the website at www.aeic.org to contact other committee members. Most committee members can be reached by email directly from each committee membership page. For questions about the website, contact the [Manager-AEIC Services](#).

AEIC'S NEWSLETTER

AEIC publishes two newsletters, the *AEIC Update* and the *AEIC Committee Connection*, which are made available online at www.aeic.org as well as emailed to AEIC members, committee members and organizations interested in the work of the Association of Edison Illuminating Companies and its committees.

End
