Specifications for Technical Brochures

1.General

There is no specification as to the length of **Technical Brochures**, as it depends on the subject dealt with. But the lifetime of WGs is now limited and downloading becomes hazardous when size increases: 50 pages with a few photos is a good average. Shorter is OK, longer is a possibility.

The text of a Technical Brochure should start with an **Executive Summary**: purpose of the Brochure, main results and use made of these, follow-up if any. 2000-2500 words is a suitable size (3600 is the upper limit). This Executive Summary will be reproduced as it stands to introduce the Brochure in ELECTRA. (Information such as names of the WG experts, etc. is added).

A 5-line **abstract** (around 60 words) is also requested: for the ”Abstracts” section of ELECTRA and also as the abstract of the Brochure in the “catalogue of Publications” and on the e-cigre webstore.

Key words are useful when searching for papers (webstore).

The Brochure is released upon **decision of the SC Chairman only**, and he (or the SC secretary) has to send a letter to the Central Office to request the publication. In such case this letter will also inform officially of the disbanding of the WG.

The TC Chairman sends a letter thanking the contributors and each of them receives a complimentary copy of the Brochure: **the list of the contributors** to the Brochure is to be provided on a standard format provided by CIGRE - names and full postal address.(A complimentary copy is also sent to the SC Chairman and Secretary)

2.Detailed requirements

-Deadlines

Publications of TBs have to be planned in advance as this will help balance the contents of ELECTRA: SCs should produce a publication agenda for the coming year as a result of their SC meeting.

The whole material (**TB, Executive Summary and abstract**) must be available at least 10 weeks ahead of issue of the journal: mid-April for publication in the June issue of ELECTRA; the Brochure and its presentation (Executive Summary and abstract) in ELECTRA will then be available at the same time, end of June. (The time for the translation of the Executive Summary is within the 10 weeks)

-Requested material

- *For the TB*

The final electronic version of **the full TB** (WORD A4 format) sent from either the Chairman or the Secretary of the SC to CIGRE. The Brochure must be formatted by the WG: final text with pictures set in the appropriate space. The Central Office (CO) will only add the cover page and items i.e. Copyright and Disclaimer statements, then translate the TB to PDF and have it copied.

- *For ELECTRA*
  - ✓ The **Executive Summary** of the Brochure has to be provided as a separate file for publication in ELECTRA. It must be a WORD file (as required by the software of the printer).
  - ✓ The **figures** can be incorporated in the file or supplied separately: They must be of sufficient definition for printing (300 dpi) ; all figures or tables must be numbered (as the document is translated, figures are shifted around in the French and English versions and number is useful).
  - ✓ **Name and country of the contributors** are to be given, as they will be mentioned in ELECTRA (no company name).
  - ✓ *Whenever possible the WG should provide a **French version** of the Executive Summary.*
  - ✓ **Photos**: Further to the figures/tables, a few high quality photos will illustrate the Executive Summary issued in ELECTRA ; these are to be supplied by the authors in electronic format. Requested definition: at least 300 dpi, with the smaller size being at least 11cm (4 inches). (If not supplied by the author they will be selected by CIGRE)
  - ✓ **Abstract** must be in Word format.

-Standard presentation of Brochures

✓ **The cover page and back page** are added by the Central Office; (Cover page and back page are not numbered)

✓ **The top part of Page 1** displays the title of the Brochure and the WG number; the list of WG members is given in the bottom half of the page. Copyright and disclaimer statements are printed below the list of WG members

✓ **The table of contents** will start on next page on right side

✓ **The body of the text** starts with the Executive Summary, on a right side page also

-Postal addresses of contributors

List and full postal address of contributors to be given. (Use the postal labels format provided by CIGRE - second-file for the addresses)

3.Central Office contribution

- ✓ **Publish** the TB Executive Summary and abstract **in ELECTRA**, in 2 languages. The Central Office will decide on the lay out of the presentation, as it is translated and illustrated with photos.
- ✓ **Printing of TB**, after addition of cover page and additional details (Copyright..). Setting selling price taking in regard of the cost of printing.
- ✓ **Updating of the catalogues** - “Publications” and “Full catalogue” - The abstract is included in the “Publications” catalogue, as well as the price and other details (pages, file size, date of issue…).
- ✓ **Uploading** of the TB on the webstore, with the related information.
- ✓ **Sending** of “Thank you” letters + complimentary issues on behalf of the TC Chairman.

Appendix 1
(this is the cover page)

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STRATEGIES FOR UTILITY COMPANIES SEEKING TO MOVE TO IMPROVED MOBILITY

Task Force

D2.09

February 2005

(*First page provided by the WG ,Copyright and Disclaimer added by CO)*

STRATEGIES FOR UTILITY COMPANIES SEEKING TO MOVE TO IMPROVED MOBILITY

Task Force D2.09

Members:

Peter Moray - UK (Convenor)
Pat Cooney - Ireland (Secretary)
Friedrich Rockenbauer - Austria
Matz Tapper - Sweden
Vincent Audbert - France
Werner Dupont - Belgium

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Executive Summary

Introduction

Utility companies have to provide what are now considered to be essential services within a wide range of social, geographic and economic pressures that are created from differing technical/economic surroundings. The population they serve may be dense or scattered, technical solutions may be mandatory or optional, the pressure to give up frequency spectrum may be more or less intense, initiatives for public communication and emergency services communication may be strong or weak.

The technical and operational aspects of different mobile communication solutions have already been analysed by Cigré Study Committee SC35. The choice of technology, however, is also affected by the strategy that a utility uses, directly or indirectly, to improve the effectiveness of its mobile workforce. If the strategy is to safeguard emergencies at all costs a utility may well end up funding and launching its own network. If the strategy is to move towards mobility as quickly as possible, due to economic pressures a public standard GSM service may be the most effective solution. If a national emergency services network is established a utility may have an option to use this for everything or to have the emergency network for voice and a public network for normal operation.

Such choices are leading companies to break new ground in the provision of their telecommunications services by moving to the outsourced/managed service environment for their mobile systems.

This report, the work of Task Force SCD2.09 seeks to determine the different strategies, consider why they are worthy of consideration and the risks, understand the current expectations of utilities and identify the success stories.

Industry context

In the last 15 years the utility sectors in many countries in the world has been subject to massive change in two key areas, ownership and the regulatory environment.

The ownership structure has been changed through the process of privatisation, the selling of utilities out of government ownership and into the private sector. This process changed significantly the aims of those companies and created a profit led philosophy.

The energy sectors in most countries are subject to the scrutiny and control of a regulatory body. The role of such organisations is the protection of the interests of customers by promoting competition and through regulation of some areas of the industry.

The need for Mobile Communications

As the power networks increased in size and complexity, telecommunications played an increasing role in the management and support of the infrastructure. Electricity companies in particular, evolved working practices in the control and management of the electricity network and field based operational staff came to rely upon effective, resilient mobile communication systems which had, by their nature the capability to continue…….

Appendix 2
(Example for abstract)

N_2/SF_6 mixtures for gas insulated systems

The Brochure presents the insulating properties of N2/SF6 mixtures, and the techniques for using such mixtures in gas insulated lines (GIL). Since the presentation is based on fundamental physical principles, it gives the reader the in-depth knowledge of gas breakdown needed to understand the problems which may arise during the manufacture or operation of N2/SF6 insulated equipment, and to develop new applications for gaseous insulation.