

Cigre SC B4 – HVDC and Power Electronics

Advisory Groups

Terms of Reference

Document Reference:	AGB4.01 – December 2009
AG/TF Number	AGB4.01
Name of Advisory Group:	Strategic Advisory Group
Objectives:	To create and maintain the B4 Strategic Plan and Action Plan. To monitor SC activities. To organise Tutorials. To support the SC Chairman on administrative tasks, on liaison tasks with Standard and other organisations, and to support TC activities.
Reporting To:	SC B4 Chairman, Bjarne Andersen
Convenor: Bjarne Andersen Secretary: Stig Nilsson	
Responsibility:	The AG will discuss and make strategic and detailed proposals impacting on the SC's direction and actions, these proposals being put to the general membership of the SC before implementation.
Description of work:	The AG focus on overarching SC goals, including the needs of the target groups, environmental issues, and the TC projects in which B4 is involved. The AG will create and maintain the Strategic and Action plans. The Strategic plan covers a rolling ten-year period and is reviewed and updated as necessary but as a minimum at least every three years. The Action plan covers a three-year period and shall be updated every year, and will be presented at each SC meeting. The AG will also monitor the SC's performance against the approved plans. This includes but is not limited to monitoring WG and Tutorial activities and making recommendations to the SC Chairman for changes to these activities as needed. The AG will keep track of changes in the technology and markets within the scope of B4, as well as of environmental issues. Task Forces reporting to this AG will be created to address specific tasks and issues, e.g. tutorials, environmental, website, action plan, WG monitoring, and surveys.
Deliverables (To be provided for each SC Meeting):	Strategic Plan , Action Plan
Membership of Advisory Group:	The members of the AG will be selected by the SC Chairman, and will include active contributing members of the B4 community, who will be chosen to represent as far as possible all aspects of the B4 community.
Prepared by: Bjarne Andersen Date: December 2009	Approved by: TC Chairman Date:

Formatted: English (U.K.)