

Procedure for KPI-based activity monitoring and application of commendations

Preamble

Resolution of the session of RNC CIGRE Technical Committee of June 5, 2018 (minutes no. 09.02-11(16) established the Procedure for Assessment of Activity of RNC CIGRE Subcommittees and Members using KPI (hereinafter the Activity Assessment Procedure).

Regular activity monitoring using KPI begins in 2018.

End date of the collection of information on activity monitoring in 2018: December 3, 2018.

Reporting period: September 1, 2016 to September 1, 2018.

Same procedure is established for subsequent periods, with possible adjustment of the activity monitoring end date, but no earlier than October 1 of the year of the CIGRE Session. The activity monitoring end date shall be determined by resolution of RNC CIGRE Technical Committee but no later than December 1 of the year of the CIGRE Session, unless decided otherwise by the Technical Committee.

Terms and concepts

Acting Individual RNC CIGRE Member is a Community Member who has paid membership fees over the reporting period (2 years).

Acting Collective RNC CIGRE Member is a Community Member who has paid membership fees over the reporting period (2 years).

RNC CIGRE Subcommittee is leading scientific and engineering partner of RNC CIGRE acting in the reporting period.

Reporting period is a period of activity accounted for in the analysis of the activity monitoring. The reporting period is 2 (Two) years.

Certificate is the document stating full name and member ID of the Community Member submitted for commendation/Company name/RNC CIGRE Subcommittee, year of issue and validity period of the certificate. The certificate grants a possibility to use commendation one time.

Reporting document is document that confirms the performance of an activity.

1. Activity monitoring: basic provisions

1.1. The end date for collecting information on the results of activity of RNC CIGRE Subcommittees and Members using KPI shall be established by resolution of the session of the Technical Committee.

1.2. In order to provide to Community Members continuous possibility to reflect their activity, a reporting form has been developed in the Online Account on RNC CIGRE website (www.cigre.ru) for acting RNC CIGRE Members. The electronic form has been created in accordance with the approved Procedure for Assessment of Activity of RNC CIGRE Subcommittees and Members using KPI.

1.3. Reporting documents may be attached for the confirmation of activity.

1.4. RNC CIGRE Technical Committee reserves the right to selectively check the reporting documents and cancel the indicators whose reporting documents fail to confirm participation in respective activities, with mandatory notice to the responsible person/Individual Member.

1.5. In order to identify most active members of the Community, 3 (three) reporting types are suggested: for Individual Members, for Collective Members, and for Subcommittees of RNC CIGRE.

1.6. Community Members may introduce their suggestions to the list of KPI and the reporting collection system by forwarding written applications to RNC CIGRE Technical Committee Manager, or via Online Account on RNC CIGRE official website (www.cigre.ru). Suggestions and additions so received will be reviewed by RNC CIGRE TC.

2. Reporting of acting Individual Members of RNC CIGRE

2.1. For an Individual Member to fill in the reporting form, it is possible to assign an activity indicator to activity of Subcommittee and/or Collective Member if that indicator is similar to the activity indicator of such Subcommittee and/or Collective Member.

2.2. Individual Member may assign their activity indicator to RNC CIGRE Subcommittee's activity indicator if the Individual Member performed that activity as RNC CIGRE Subcommittee Member/on behalf of RNC CIGRE Subcommittee/at the account of RNC CIGRE's leading scientific and engineering partner on whose base the Subcommittee was created.

2.3. Individual Member may assign their activity indicator to RNC CIGRE Collective Member's activity indicator if the Individual Member participated in that activity as representative of the Company/on behalf of the Company/at the account of the Company.

2.4. The system allows to specify that an Individual Member belongs to several Collective Members specified at the step of entering the CIGRE member ID.

3. Reporting of acting Collective Members of RNC CIGRE

3.1. Collective Members of RNC CIGRE shall fill in the activity indicators not overlapping with indicators of Individual Members of RNC CIGRE.

3.2. In case of overlapping activities of a Collective Member that is the basic organization of RNC CIGRE Subcommittee and that Subcommittee, such activities shall be filled-in in the reporting form of the Subcommittee specifying the Collective Member of the leading scientific and engineering partner of RNC CIGRE. In summing up, the activity data will be accounted in the results of both the Subcommittee and the Collective Member of RNC CIGRE.

3.3. Responsibility for reflecting the activity of RNC CIGRE Collective Member rests with the Collective Member's representative determined as per clause 3.3.

3.4. Collective Member of RNC CIGRE shall notify the Executive Directorate of RNC CIGRE (cigre@cigre.ru) by an official letter about the appointed responsible person specifying his/her contact details (name, e-mail, telephone).

3.5. To ensure nondiscriminatory approach, in accordance with the equivalent members counting procedure adopted at CIGRE (1 Collective Member equals to 6 Individual Members), reporting on behalf of a Collective Member may be accepted from no more than 6 employees who are not Individual Members of RNC CIGRE.

3.6. The list of 6 employees shall be determined by the representative of the Collective Member responsible for reflecting the Collective Member's activity as per clause 3.2. These employees shall fill in reporting forms for Individual Members as employees of Collective Member using the Collective Member's ID for logging in. The automated system will allow entering reporting data of no more than 6 representatives of a Collective Member of RNC CIGRE.

3.7. Indicators of employees who are Individual Members are counted in the indicators of Collective Members if the Individual Member was acting as representative of the Company/on behalf of the Company/at the account of the Company.

3.8. The Collective Member employee determined as per clause 3.4 may assign their activity indicator to RNC CIGRE Subcommittee's activity indicator if the Collective Member employee performed that activity as RNC CIGRE Subcommittee Member/on behalf of RNC CIGRE Subcommittee/at the account of RNC CIGRE's leading scientific and engineering partner on whose base the Subcommittee was created.

3.9. Collective Member representatives who are leading scientific and engineering partners of RNC CIGRE shall enter the data on activities not entered by representatives of respective Subcommittees.

4. Reporting of RNC CIGRE Subcommittees

4.1. Subcommittees of RNC CIGRE shall fill in the indicators not overlapping with indicators of Individual Members of RNC CIGRE.

4.2. In case of overlapping activity of a Subcommittee of RNC CIGRE and activities of a Collective Member that is the basic organization of that Subcommittee, such activities shall be reflected in the reporting form of the Subcommittee specifying the respective Collective Member of the leading scientific and engineering partner of RNC CIGRE. In summing up, the activity data will be accounted in the results of both the Subcommittee and the Collective Member of RNC CIGRE.

4.3. Responsibility for reflecting the activity of RNC CIGRE Subcommittee shall rest with the responsible representative appointed by the Subcommittee.

4.4. The Subcommittee of RNC CIGRE shall notify the Executive Directorate of RNC CIGRE (cigre@cigre.ru) by an official letter about the appointed responsible person specifying his/her contact details (name, e-mail, telephone).

4.5. Indicators of Individual Members are counted within the indicators of Subcommittees if such Individual Members were acting as Members of the Subcommittee/of behalf of the Subcommittee/at the account of the leading scientific and engineering partner of RNC CIGRE on whose base the RNC CIGRE Subcommittee was created.

5. Processing of results

5.1. Results of the activity monitoring using KPI shall be processed in an automated manner by summing up the entered indicators subject to the coefficients approved by the session of the RNC CIGRE Technical Committee dated June 5, 2018 (minutes no. 09.02-11(16)).

5.2. The activity monitoring results shall be approved at a session of the RNC CIGRE Technical Committee.

5.3. In case of identical results of 2 or more Individual Members, the priority for commendation (in descending order) shall be given to the following Community Member who:

- is an Honored Member of CIGRE;
- took part in international working groups in the reporting period;
- took part in national working groups in the reporting period;
- is co-author of a paper approved to be presented from Russia to the CIGRE Session held in the reporting period;
- voted on the agenda of the RNC CIGRE Assembly in the reporting period.

5.4. In case of identical results of 2 or more Collective Members, the priority for commendation (in descending order) shall be given to the following Community Member:

- whose employees took part in international working groups in the reporting period;
- whose employees took part in national working groups in the reporting period;
- whose employees are co-authors of papers approved to be presented from Russia to the CIGRE Session held in the reporting period;
- whose employees took part in events/conferences held by RNC CIGRE in the reporting period;
- who voted on the agenda of the RNC CIGRE Assembly in the reporting period as a Collective Member of RNC CIGRE.

5.4 In case of identical results of 2 or more RNC CIGRE Subcommittees, the priority for commendation (in descending order) shall be given to the following Subcommittee whose Members:

- took part in international working groups in the reporting period;
- took part in national working groups in the reporting period;
- are co-authors of papers approved to be presented from Russia to the CIGRE Session held in the reporting period;
- voted on the agenda of the RNC CIGRE Assembly in the reporting period.

5.6 The results of the activity monitoring analysis by the KPI of the Community Members shall be communicated to the management of RNC CIGRE by the head of the Technical Committee.

5.7 The results of the activity monitoring analysis by the KPI of the Community Members shall be voiced by the RNC CIGRE Chairman at the annual final meeting (on even years) with chief executives of the leading scientific and engineering partners of RNC CIGRE and also at the reporting conference of RNC CIGRE upon the CIGRE Session and shall be posted on RNC CIGRE website (Russian and English versions) publicly available.

6. Commendations:

6.1. The Community Members who have demonstrated the greatest activity over a period shall be granted Certificates for the following commendations:

6.1.1. For acting Individual Members:

1st place: Certificate for the payment of the CIGRE Session registration fee for 1 person.

2nd place: Certificate for the payment of 50% of the CIGRE Session registration fee for 1 person.

3rd place: Certificate for the payment of 30% of the CIGRE Session registration fee for 1 person.

4th to 10th place: compensation for the membership fee for 2 (Two) years following after the Session.

6.1.2. For acting Collective Members of RNC CIGRE:

1st place: Certificate for the payment of the CIGRE Session registration fee for one delegate from the company (Collective Member's employee).

2nd place: Certificate for the payment of 50% of the CIGRE Session registration fee for one delegate from the company (Collective Member's employee).

3rd place: Certificate for the payment of 30% of the CIGRE Session registration fee for one delegate from the company (Collective Member's employee).

6.1.3. For RNC CIGRE Subcommittees:

1st place: Certificate for the payment of the CIGRE Session registration fee for one RNC CIGRE Subcommittee member.

2nd place: Certificate for the payment of 50% of the CIGRE Session registration fee for one RNC CIGRE Subcommittee member.

3rd place: Certificate for the payment of 30% of the CIGRE Session registration fee for one RNC CIGRE Subcommittee member.

7. Rules for provision of commendations

7.1. The certificate grants a possibility to use commendation one time.

7.2. The Individual Member of RNC CIGRE eligible for commendation as per clause 5.2 shall be entitled to transfer their Certificate to other acting Individual Member by notifying the RNC CIGRE Executive Directorate (cigre@cigre.ru) in writing on their decision and specifying the name and the member ID of the Community Member to whom the Certificate is transferred.

7.3. The Collective Member eligible for commendation as per clause 5.2 may nominate any employee of the Company for the commendation as per clause 6.1.2 by notifying the RNC CIGRE Executive Directorate (cigre@cigre.ru) in writing on behalf of the Collective Member's chief executive on its decision specifying that company employee's contact details (name, e-mail, telephone).

7.4. The RNC CIGRE Subcommittee eligible for commendation as per clause 5.2 may nominate any Subcommittee Member who is an acting Community Member to receive the Certificate of commendation from clause 6.1.3 by notifying the RNC CIGRE Executive Directorate (cigre@cigre.ru) in writing on behalf of the Subcommittee's head specifying the name and the member ID of the Subcommittee Member to whom the Certificate is transferred.

7.5. Payment of the registration fee of the Community Member nominated for commendation as per clause 5.2, 7.2, 7.3, and/or 7.4 to the CIGRE Session shall be made at the early bird rate, provided that the filled-in registration

form and the Certificate are forwarded to the RNC CIGRE Executive Directorate (cigre@cigre.ru) by April 10 of the year of the CIGRE Session. Subsequent registration rates are not covered by the Certificate.

7.6. If by April 11 of the year of the CIGRE Session the RNC CIGRE Executive Directorate (cigre@cigre.ru) does not have the registration form of the Community Member nominated for commendation as per cl. 5.2, 7.2, 7.4, and/or 7.5, that Certificate shall be cancelled.