



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 Technical Brochure should start with an **Executive Summary** explaining the purpose of the Brochure, the main results and use made of these, the suggested follow-up if any. **1 000 to 1 500 words is a suitable size** (2000 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 store.

A TB has to be validated by the members of the SC and is released upon decision of the SC Chairman only. The Chairman (or the SC Secretary, on his behalf) has to send a letter to the Central Office to request the publication. If it is the case this letter will also inform of the official disbanding of the WG.

The TC Chairman sends a letter thanking the contributors and each of them receives a 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.

The objective is to have the issue of ELECTRA ready for mailing by the middle of the month, so as to guarantee that most of the members will have it before the end of the month.

The whole material (**TB, Executive Summary and Abstract**) must be available at least 12 weeks ahead of issue of the journal: mid-March for publication in the June issue of ELECTRA; the Brochure and its presentation in ELECTRA (Executive Summary and Abstract) will then be available at the same time, mid-June. (The time for the translation of the Executive Summary is within the 12 weeks)

-Requested material

- *For the TB:* The final electronic version of the full TB (WORD A4 Format) - CD has to be sent from either the Chairman or the Secretary of the SC to CIGRE. The Brochure must be as follows:
 - Title page is p1 – *CIGRE will add copyright ,disclaimer and ISBN - ;*
 - Table of Contents starts page 2;
 - Main text follows, with pictures set in the appropriate space. No blank pages are inserted.

The Central Office (CO) produces the PDF format of the electronic version as well as of the printed version

- *For ELECTRA:* The Executive Summary of the TB 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 printing company), with the same title as the TB.
The figures can be incorporated in the file, preferably, or supplied separately: they must be of sufficient definition for printing (300 dpi); all figures and tables must be numbered.

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 pictures/tables within the TB, 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 is at least 300 dpi, with the smaller size being at least 11 cm (4 inches). If not supplied by the author, they will be selected by CIGRE.

Abstract must be in **Word** format.

- Structure of Brochures

A TB Comprises:

A cover page added by the Central Office; (Cover page is not numbered)

A Page 1, the top part of which 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, disclaimer statements and ISBN number are printed below the list of WG members.

The Table of Contents will start on page 2.

The Body of the text follows starting on top of a page on the right side, with the Executive Summary

-Presentations of TBs are different between electronic and printed versions

In electronic format a TB starts with the cover page, followed by page 1, page 2 (Table of Contents) and so on. The last page of the TB is the last page of the file. (Page numbers will be at the bottom of the page, centred)

The printed TB starts with the cover page. Page 1 follows. A blank page without number is added so as to start the Table of Contents, page 2, on right side. If necessary another blank page is added to make the Executive Summary start on right side. It ends with the back cover (with additional blank page if necessary). If needed blank pages are added to start the appendices on a right side.

Numbering of the pages is exactly the same as for the 2 formats

-Postal addresses of contributors

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

This list must be restricted to real contributors only, and should not comprise names of “past members” and so on

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 the TB, after addition of cover page and additional details (Copyright..), setting a selling price, consistent with the cost of printing. (TB shorter than 25 pages will be available only in electronic)

-Updating of the catalogue – The “Publications catalogue” includes the reference number, the Abstract, the origin (WG, TF, Author), the price and other details (pages, file size, date of issue...)

-Uploading of the electronic file the Brochure on the webstore (**e-cigre**), with the related information

-Sending of “Thank you” letters + complimentary issues, on behalf of the TC Chairman.

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Appended: First pages of the final electronic version of the TB

- Cover page (added by the Central Office)
- Page 1 (drawn up by the Central Office)
- Table of Contents
- Beginning of the main text

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**INTEGRATED MANAGEMENT INFORMATION
IN UTILITIES**

**Working Group
D2.17**

February 2008



WG D2.17

Integrated Management Information in Utilities

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1. Introduction

The objective of the present brochure is to assist utilities to define, specify and evaluate the high-level management systems that form the information infrastructure and to describe the integration of the different components. The considered scope includes not only the telecommunication networks, but also information processing platforms and system components, as well as intelligent devices incorporated into the automation architecture of the power substations (programmable controllers, Intelligent Electronic Devices (IEDs), etc.).

The document covers the technical and business reasons leading to the adoption of such an Integrated Management Information (IMI) approach. It does it by identifying the services that are required, bearing in mind different utility organisations, different utility business models and different management information user demands.

A general survey of managed equipment and systems is given together with their potential management interfaces in section 3, followed by the different ways for gathering management information in section 4.

Section 5 describes a number of typical utility management applications that must be implemented through or in association with an IMI approach.

Section 6 describes the different data communication networks and protocols that may be employed jointly or separately in order to bring management information from the field to the network management centre and to the different management facilities dispersed across the network.

The last section highlights the business and technical issues related to the implementation of an integrated management system.

A case study has been included in appendix B in order to show a practical approach to the use of the some of the concepts and technologies depicted in this brochure.

1.1. *The role of a modern Network Management Centre*

The Network Management Centre (NMC) constitutes the core entity for day-to-day operation, administration, maintenance and security monitoring of the network, medium term extension and enhancement planning as well as an advisory entity for long term and strategic decision making through a synthetic and statistical view of the information network, systems and services.

The technological evolution has widened the scope of the network beyond the limits of telecommunication equipment. The information exchange system includes all communicating entities from the substation IED to the different management platforms of the power utility (power network management, energy management, enterprise applications, etc.). A more general concept of integrated management information can therefore become attractive. In this case, the NMC need not be a single geographical entity but a distributed platform serving the different functional layers of the infrastructure and the different functions in the utility organization (cable monitoring, system administration, telecommunication network management, security monitoring, etc.).

The following tasks are to be performed through the NMC: