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FGW e.V. - Fördergesellschaft Windenergie und andere Dezentrale Energien

# Extended Rules of Procedure of the Expert Committee for Electrical Characteristics (CEC)

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## 1. Introduction

The FGW statutes envisage that working panels can impose more extensive regulations on themselves within the framework of the existing Rules of Procedure.

## 2. Validity of the extended Rules of Procedure

This extension of the general FGW Rules of Procedure applies exclusively to the Expert Committee for Electrical Characteristics (CEC) and its panels and is valid within the framework of the general FGW Rules of Procedure. This means that FGW members in the CEC oblige themselves to adhere to the [general](#) and extended Rules of Procedure and the [FGW Compliance Guidelines](#) within the framework of the [FGW statutes](#).

In particular it is the responsibility of the chairpersons and the representatives of the secretariat to ensure that the Rules of Procedure are complied with. Guests are informed about the Rules of Procedure in the invitation to the meeting and are requested to also comply with these rules.

The extended Rules of Procedure were drawn up by the FGW secretariat, discussed and approved in the CEC and confirmed by the Board of the FGW on 07 December 2017.

## 3. Voting entitlement and weighting, interest groups

As a rule, CEC resolutions should be adopted unanimously on a consensual basis. Any objections should be dealt with in advance, in particular in relation to the adoption of technical guidelines. In order to enable this, members of the CEC are responsible for indicating how much time they will require for the provision of information concerning and the discussion of and voting on controversial issues, whilst it shall be the task of the chairpersons and the representatives of the FGW Secretariat to ensure that sufficient time is set aside for meetings. If it is nonetheless not possible to establish unanimity amongst the participants, decisions may be definitively adopted with the approval of a simple majority.

Each FGW member present shall be entitled to vote. Voting rights may only be exercised by employees of the member and may not be transferred to the employees of other institutions. Members who are not present at the meeting shall not be entitled to vote.

With regard to the CEC, the votes of participants shall be counted and weighted according to interest groups (IG). This weighting of votes shall occur within the CEC and its sub-committees; CEC sub-committees may adopt their own rules of procedure that depart from the CEC rules of procedure.

The weighting of votes per participant in each interest group shall be determined at the start of each CEC meeting. Changes shall only be made to the weighting of votes in the event that participants register their arrival or departure with the person chairing the meeting.

The weighting of the votes of the IG shall be determined as specified in Figure 1:

Interest Group (IG)	Weight of vote	Composition of IG
IG Manufacturers	25%	Combustions engine, steam turbine and ORC plant manufacturers
		Photovoltaic inverter manufacturers
		Wind energy converter manufacturers and developers
		Other manufacturers and suppliers
IG Experts	25%	Measuring institutions
		Certification bodies
		Appraisers, experts
		R&D institutions
IG Grid Operators	25%	Transmission system operators
		Distribution network operators
IG Operators	25%	Plant designers (power generating systems and grids)
		Plant operators and managers

Figure 1: IG weighting of votes and membership

The individual weight of a vote shall thus correspond to 25%, divided by the number of participants in the relevant interest group.

- Each participant may vote independently of its interest group. No participant or IG shall have a veto right.
- Whether a person is a member an IG may be derived from the information provided in the FGW membership application form. In the event of doubt, the FGW Secretariat shall decide.
- New IGs may be established by the CEC and taken into account in any future review of these rules of procedure.
- If an IG is not represented by any representative, the IG shall be deemed to have abstained from the relevant votes.
- Votes may not be held after the scheduled end of the meeting. The end of the meeting may be extended for up to one hour after the scheduled end of the meeting by unanimous approval.

Comments shall be voted on after presentation, and as the case may be discussion, in the following order: 1. approval, 2. rejection, 3. abstention.

If a majority of >50% of the weighted votes has already been achieved with the approvals, it will not be necessary to ask concerning rejections and abstentions. If required, rejections and abstentions may be noted in the minutes or in the list of comments without indicating names.

## **4. Public consultations**

### **4.1. Aim of the consultation**

The development of the Technical Guidelines of the CEC requires broad involvement of the expertise of the FGW member companies. The CEC is introducing the following public consultation procedure so that it is possible to develop further the set of rules rapidly, reflect the state of the art and achieve the broad support required for generally accepted guidelines of the experts relying on them.

It has to be possible for the public to comment on draft guidelines of the CEC as part of this consultation procedure prior to adoption as Technical Guidelines.

### **4.2. The consultation stages**

The consultation procedure is divided into the notification, comment and processing stage. The consultation will be held in the manner specified by the secretariat. In case independent extended Rules of Procedure exist for the sub-committees, these apply.

#### **4.2.1. Notification stage**

During the notification stage interested associations and guests contained in FGW distribution lists will be informed about the planned revision and the opportunity of participating in the consultation. Notification will take place at least two weeks before the comment stage, without the draft being required to be available.

#### **4.2.2. Comment stage**

The comment stage generally lasts for four weeks. Within this period, all comments shall be sent to FGW. Afterwards, the FGW prepares a summary of these comments and makes them available to all participants within a period of another four weeks. The CEC may also specify different periods.

Interested participants must register with the secretariat in writing before the end of the comment stage and declare their wish to participate in the consultation in writing recognising any general and extended rules of procedure of the individual committees and the FGW Compliance Guidelines. Participants must purchase the draft of the Technical Guidelines for the comment stage from the FGW. If a full draft of the Technical Guidelines is purchased, this includes the right to receive the final version of the Technical Guidelines published following the consultation.

Participants can subsequently submit comments to the FGW using the comment list provided.

#### **4.2.3. Processing stage**

In the processing stage, first the responsible sub-committee assesses the comments received during the comment stage, votes on them and then submits the draft together with the comments to the CEC for final assessment. The CEC resolution on the revision of Technical Guidelines is final and can be revoked only by the CEC itself.

### **4.3. Participation in votes and options for raising objections**

External commentators are invited to the discussion on comments and may participate in the discussions and put forward their objections. They can take part in the votes on the comments or the resolution adopting a revision in the CEC by acquiring a right to vote (via a FGW membership or paying an annual meeting fee) (see Statutes and general rules of procedure of committees of the FGW). The

outcome of the comment discussion within the framework of the public consultation is to be recorded in writing and will be published by the secretariat (revised comment list).

#### **4.4. Reference to other guidelines and standards**

The Technical Guidelines may refer to other guidelines and standards, where appropriate.