# Establishment and Authority

The Relay Work Group (RWG) was established by the Technical Operations Subcommittee (TOS) under the Operating Committee (OC). At its December 6, 2016, meeting the WECC Board of Directors (Board) approved the OC Organizational Structure Review Task Force (OSRTF) White Paper, moving the RWG under the newly formed Event and Performance Analysis Subcommittee (EPAS).

# Purpose/Responsibilities

The purpose of the RWG is to provide technical support to EPAS and other work groups in the areas of system protection and Remedial Action Schemes (RAS) relating to the operation of the Western Interconnection. The RWG will assist WECC members in maintaining and improving the reliability of electrical service in the Western Interconnection by recommending the adoption of protection practices and procedures for the installation and coordination of protective equipment.

The RWG shall:

1. Develop principles; evaluate reliability impacts; and recommend appropriate practices, guidelines, and criteria for the application of equipment for system protection and RAS.
2. Maintain liaison with the Telecommunications Work Group (TELWG) for all areas of telecommunication in use for system protection. Evaluate and recommend levels of reliability of communications facilities required for the operation of system protection and RAS.
3. Review the performance of protective relays related to misoperations and events and analyze for trends, observations, or conclusions that will assist WECC members in maintaining and improving reliability. Prepare an annual misoperations analysis report for WECC members.
4. Participate by providing technical input for WECC system disturbance and event analysis reports.
5. Develop, revise (as necessary), and distribute WECC system protection papers.
6. Consolidate and submit RWG comments to drafting teams on protection systems issues in proposed reliability standards, criteria, guidelines, definitions, etc.
7. Promote the exchange of system protection knowledge, experiences, and maintenance practices within the Western Interconnection.
8. Perform other tasks as appointed by the Reliability Risk Committee (RRC) or EPAS.

# Committee Composition and Governance

1. **Membership**
	1. The RWG shall be composed of members and alternates representing WECC members with four or more years of experience in the design or application of protection systems, or the analysis of protection system operations.
	2. Members shall be selected by their organization’s EPAS representative or by their organization’s RRC representative.
	3. Members shall serve until they resign or a successor has been selected.
	4. Members shall be acknowledged by the chair (or designee).
	5. The RWG may also include as a member a liaison appointed by WECC management, provided the person has the experience and qualifications required of other members.
2. **Leadership**
	1. The chair of the EPAS shall appoint one of the RWG members to serve as the chair.
	2. The chair of the RWG shall appoint one of the RWG members to serve as the vice chair.
	3. The chair and vice chair shall each hold office for a term of two years, or until a successor chair or vice chair has been duly appointed. The chair and vice chair may serve multiple terms.
	4. The chair shall manage the committee and its meetings with assistance from the WECC liaison.
	5. The vice chair shall perform the duties of the chair in the chair’s absence or in case of a vacancy in the office of chair.
	6. The chair shall assign a committee member or WECC staff member to prepare minutes of RWG meetings for the committee’s approval.
	7. The committee chair may appoint a steering committee that shall assist with meeting agendas and action recommendations.
3. **Meetings**
	1. The RWG shall meet at least four times per year or as often as required to carry out its responsibilities. Meetings will be held according to the WECC Meeting Policy.
	2. A quorum for meetings shall be a third of committee members.
	3. Action taken by the RWG shall require a majority vote of the members present. Voting may be by any means the chair determines appropriate. RWG members may not vote by proxy or absentee ballot.
	4. RWG meetings may be in person, by webinar, or by conference call, as determined by the chair.
	5. The chair (or designee) shall give notice by email to each member of the RWG of the time and place of all meetings, and shall post notice of all meetings on the WECC website. Notice shall be given no less than:
* 21 days before in-person meetings.
* 10 days before a webinar.
	1. An agenda, containing the items for which action may be taken, shall be posted according to the meeting notice time frame.
	2. Any person who wants notice of RWG meetings may notify the chair by email. The chair (or designee) shall then email a copy of the notice and agenda of future meetings to that person when the notice and agenda are given to the committee members.
	3. The RWG has been approved by the Board to hold closed sessions. Closed sessions must be held according to the procedures and requirements set forth in the Board Policy on Closed Sessions.

# Reporting

The RWG shall report to the EPAS on its activities and any recommendations.

The RWG shall annually review each subcommittee, task force, or work group that reports to the RWG to determine whether that group is still necessary or should be dissolved.

# Review and Changes to the Charter

The RWG shall review this charter annually and recommend any changes to the EPAS.

**Approved by the EPAS:**

**Last reviewed by the RWG: June 9, 2022**