Each Committee and Subcommittee shall be governed by a Charter, which is a brief statement of goals, purpose, deliverables and schedule. It is anticipated that each Committee shall have at least 2 members. ***A Chairperson and Co Chair shall be selected as the individual responsible to carry out the Committee/Subcommittee work***. Of the Chair and Co Chair, one shall be from a utility and the other from a vendor. Each Subcommittee shall report to either the Executive Committee or Technical Oversight Committee depending on the nature of the work in the given Committee charter.

**5.7.2 CIM Technical Subcommittee**

The CIM Technical Subcommittee is responsible for handling all technical and maintenance issues concerning the CIM and related standards. Responsibilities include:

* Facilitate a forum for all CIM users by fielding all requests for information regarding the CIM and related standards
  + Handle requests for information and provide response or assign to proper person/task force/group to prepare response
  + Manage the CIM issues process
  + Compile and categorize issues
  + Develop proposed resolutions
  + Obtain agreement on resolutions from CIM Technical Subcommittee and IEC TC57 WG 13 and 14.
* Provide version management of the CIM UML model as well as derived files in other formats (e.g., XML, RDF, etc.)
* Maintain oversight of support tools for the CIM and related standards
  + Tools for generation of CIM RDF and XML schema
  + Tools for compliance testing and validation of files/products for conformance to the standards
  + Test suites for interoperability testing
* Provide oversight of Web site to ensure objectives of CIM Technical Subcommittee are met
  + Maintain repositories for
    - User experiences to facilitate sharing of lessons learned
    - Artifacts produced by individual projects implementing the CIM and related standards, such as private CIM extensions, message payload definitions, tools, and training materials Sample CIM/XML/RDF power system model files White papers and other papers/presentations References for CIM standards References for tutorial material on modeling, XML, semantic models, etc.
* Provide liaison with other UCAIug Technical Subcommittees
* Provide liaison with other standards groups and assessing impact of other standards on the form, scope and content of the CIM.
  + o For each standards group, a responsible person to communicate with that group is identified. A member of the committee can represent more than one recognized group.
  + o Determine if proposed changes to CIM need to have concurrence from other standards groups. Communicate with other standards groups for resolution of issues.
  + o Obtain answers to questions about other standards
* Research methods and tools used by other standards groups and determine adaptability to maintain CIM
* Conduct teleconferences to discuss technical issues and resolutions
* Meet at least once/year or more if work warrants additional meetings Charter special purpose task forces to facilitate resolution of issues, development of test suites, etc.

**5.7.2.1 CIM Model Manager**

The concept of a CIM Model Manager (CMM) is to provide the services needed by both CIM users and the standards working groups responsible for the CIM standards (i.e.,IEC TC57 WG13, 14, and others).The CIM Model Manager (CMM) is a volunteer position that is held by an individual for one year. At least six months before the current CMM is to leave the position their replacement is appointed to ensure a training period and a smooth transition. The person appointed is nominated by the Executive Committee upon recommendation by the CIM Technical Subcommittee. The appointment must be ratified by a vote of IEC Working Groups 13 and 14.

The primary objective of the CMM is to ensure a central management authority for coordinating all the changes made to the CIM so the CIM UML model remains a single, cohesive, integrated, normalized model independent of the specific applications that use it. This helps ensure that the CIM can be used as a semantic model for messaging and information exchange between any applications with data integrity and consistency in terms and units. Specific responsibilities include:

1. Compile CIM issues identified by the CIM User Group, IEC WGs, and others toensure there is a single non-redundant list of outstanding issues. This list is the first place any CIM user can come to determine if his new issue is already on the list, has been resolved or not, and if it has, what the resolution is. If it is not on the list, then the CMM adds it to the list.
2. Work with the IEC WGs to determine resolution of each issue. Note that the final resolution of CIM matters resides with the IEC WGs.
3. Maintain tracking history of all issues, their resolution, and all the changes made to the CIM for each issue including a cross reference to the issues list
4. Update and maintain official version control on CIM UML model files
5. Provide centralized access to the CIM UML models and other formats agreed upon, such as XML