

GUIDE FOR NATIONAL COMMITTEES
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14 May 2016

1. INTRODUCTION

The formation and running of National Committees is not often fully understood and best practices from other well established committees is often not shared. This document aims to provide a brief outline of how National Committees may operate.

It was compiled as a request from the Administrative Council at their meeting on 19 August 2015. The working group dealing with the topic is Doug Aberle, Ole Gjerda, Michelle Augonett, the author and Philippe Adam.

2. ROLE AND PURPOSE OF NATIONAL COMMITTEES

In order for Cigre to function effectively, it is imperative that the functioning of Cigre is decentralised in form of National committees to ensure local functioning of Cigre is realised. It is not possible to conduct all activities of Cigre from the Paris Central Office.

The members of CIGRE in any one country, or grouping of countries in a geographical area, may set up a National Committee.

A National Committee must be officially recognised by the Administrative Council, and it can be so only if its membership is at least forty individual members or some numerically equivalent combination of collective and individual members, as specified in the "Rules of Procedure". A collective member is equivalent to 5 individual members. This is irrespective of the number of employees the collective member has. An equivalent number of members is therefore the sum of the collective members multiplied by 5 plus the number of individual members. Student members do not count in the determination of equivalent members.

The rights and functions of National Committees will be effective only once a National Committee is officially recognized. In general National Committees are set up to make CIGRE better known and further its interests in the country concerned. Examples of the particular functions which these Committees can perform are as follows:

- a) To act as an agency for the collection of members' fees, for forwarding to the Central Office;
- b) To propose papers for presentation at the Sessions (in accordance with the rules given in the "General Rules for Sessions");
- c) To encourage membership of CIGRE, to organise the representation of their country at Sessions and Symposia;
- d) To recommend persons for membership of Study Committees and to encourage expert collaboration within their respective countries, to support their Study Committee members through the formation of Panels of experts which reflect the work of the Study Committees;
- e) To encourage the organisation of meetings;
- f) To put forward members for election to the Administrative Council and the Steering Committee in accordance with the "Rules of Procedure".

In no case may the rules of a National Committee be in conflict with these Statutes.

3. STRUCTURE OF NATIONAL COMMITTEE

The structure of the National committee is dependent on the size of the National committee, resources at its disposal and so on. There is no fixed set of rules that prescribe the structure of the national committee. The following is a set of suggestions:

3.1 SMALL NATIONAL COMMITTEES

These are National Committees with membership of between 40 and 100 members. There is normally a Board or Exco which consist of elected members with a Chairman and treasurer appointed from the elected members. The Study Committee members may form a Technical Committee. These normally chair the local panel or Regional activity group.

There may be a secretary to manage the invoices, correspondence, etc. This is normally not a full time employment but could be one to two days per week.

Organisation of conferences or events is normally performed by volunteers. An external conference organiser maybe employed.

A constitution or a memorandum of establishment outlining the operations of the Committee is recommended but not compulsory.

3.2 MEDIUM SIZED NATIONAL COMMITTEES

These are National Committees with membership between 100 and 250 members. The Board or Exco consisting of elected members is constituted. This may consist of 10-15 members depending on the role that the Committee wishes to employ. There may be a Communications role, Social events organiser, Technical events organiser etc. From the elected members a Chairman, Honorary secretary or Vice chairman and a Treasurer is elected. The Committee normally requires the services of a secretary which may work from 3 to 5 days per week depending on the workload.

The Technical Committee normally comprises the Study Committee members. The SC members are normally the chairman of the Regional Activity groups or Panels.

3.3 LARGE NATIONAL COMMITTEES

These are National Committees with members over 250. The structure is normally more permanent and may include permanent staff. An example of the structure of a large committee (using the Australian Model), is as follows:

Board – All volunteers drawn from a range of member companies and including some larger utilities

Secretariat – Executive manager – 4 days per week, Company secretary – 2 days per week
The Executive manager and the secretary work together to ensure the day to day and strategic issues are addressed. In addition the day to day operations of the organisation, finance, strategic plan implementation, conference organisation, policy and procedures, board support, external liaison and communications, website, newsletter, marketing, liaison with the Paris office, membership etc is also managed.

Other part time assistance may be contracted in as necessary- eg to aid the organisation of conferences.

The Technical Committee normally comprises the 16 Study committees which replicates the global structure. Each of the Panel or regional activity group conveners are members of the Technical committee. They are responsible for coordinating the work and outputs of the Panels.

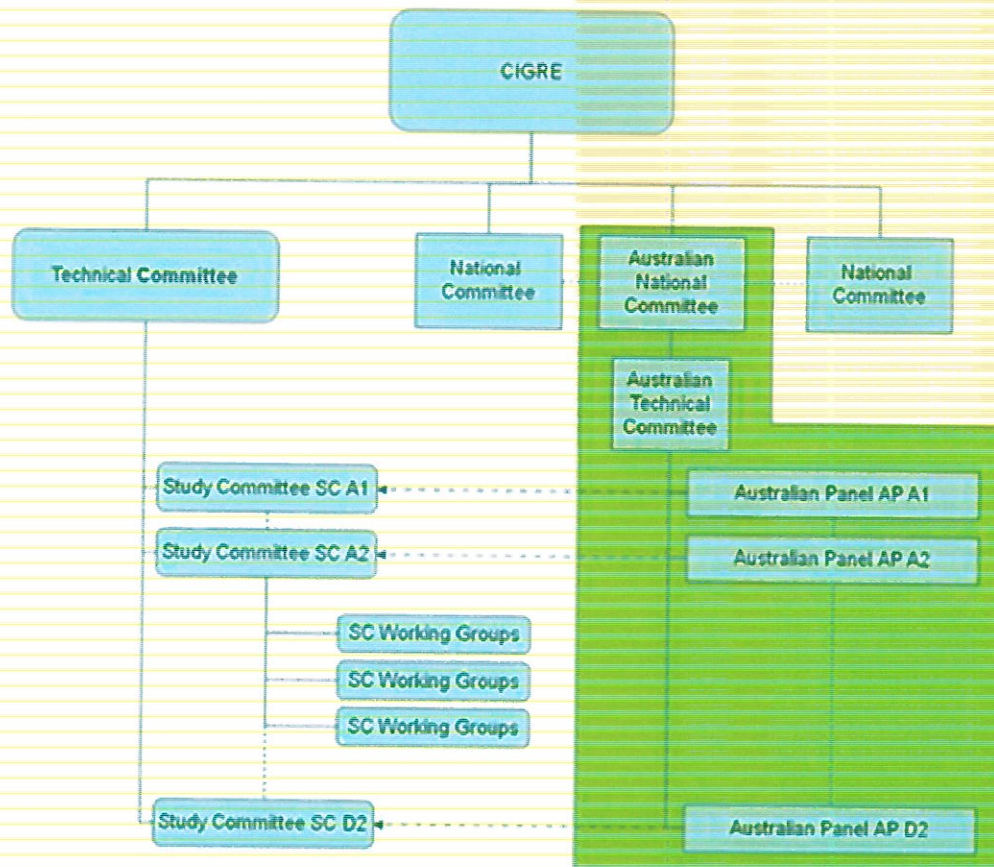


Figure 3-1 Structure of a large National Committee (courtesy of the Australian National Committee)

4. ROLE OF NC AND SC MEMBERS ON THE NATIONAL COMMITTEE

The National Committee members form the Board or Executive Committee (EXCO) of the National committee. Their role is as follows:

1. To understand and uphold the values and strategic plan of Cigre as communicated by the Central Office.
2. To actively execute the role assigned to them. This may be communications, marketing, website maintenance, events organiser or to fulfil the role of office bearers if elected. These are the Chairman, Treasurer and Vice Chairman.
3. To promote the activities of Cigre within their organisations and elsewhere.
4. To actively attract new members
5. To compile the National Committee strategy and action plan in support of the Cigre strategy and plan.
6. To advise the Chairman on issues that need to be raised at the Administrative Council
7. To ensure requests from the Cigre Central Office are timeously actioned.
8. To monitor the performance of the SC members and if lacking to take actions on rectification or replacement.

9. To consider the proposals put forward by the SC members for replacement and recommend as to who the new SC members should be.
10. To arrange the evaluation of synopses and papers for the Paris session to ensure the quality of submissions are at a high standard.

The Study Committee members, who represent their country on the Study Committee their role in the National Committee is as follows;

1. To take part in the Technical Committee meetings which are normally chaired by the National Committee Chairman.
2. To give input on the technical activities of the Study committee to the Technical Committee so that each SC member can understand the direction and activities of the other SC's.
3. To give feedback on Regional Panel activities, members, meetings, discussions, issues to take back to the SC.
4. To invite Study Committees to hold meetings in the country to expose local talent to the international experts. These can be Study Committee meetings, working groups, tutorials, Colloquia or a combination of these.

5. INDUCTION OF NEW SC MEMBERS

When an SC member is appointed to the SC, they represent their country on the relevant Study Committee. They therefore need to ensure that they understand the issues that pertain to the SC area in their country and not just their company. In order to achieve this, the establishment of a Regional Panel or activity Group is essential.

The SC member also needs to be actively involved in a least one working group of the Study committee.

The SC member also needs to ensure that the country is well represented on the SC's working groups. These WG members are normally members of the Regional Panel and are necessary to provide input and feedback to the Panel. They also need to provide input to the SC member to give back to the Study Committee meeting.

There needs to be a means of feedback from the Study Committee member to the Executive committee. This feedback forms part of the performance assessment of the SC member. Note that the SC members' term is only 2 years which is renewable. This was introduced to ensure that poor performing members are replaced as quickly as possible.

6. INDUCTION OF NEW NC MEMBERS

The National Committee members are normally elected by members according to a constitution or memorandum of establishment for the National Committee. They are therefore accountable to members for their performance and the success of the National Committee.

NC members need to understand the structure and operation of Cigre as a whole as well as the structure and strategy of the national Committee. They need to be prepared to assist in the achievement of the strategy and goals.

NC members are normally asked to chair or be members of the organising committees of conferences, symposia, colloquia etc. Their activity is therefore more than just attendance of meetings. They also need to give constructive input into the formation of the NC strategy

and goals. Members are also normally elected for a period of two years but certain NC's may wish to elect members annually.

The office bearers and duration terms are normally as follows;

Chairman – This person is elected by the newly elected executive in a similar manner to the President of Cigre. The term of the Chairman is not defined. Some NC's have unlimited duration for the chairman as long as he is elected every 2 years. Others may have terms of 4-6 years. It is recommended that a term of 4 years minimum.

Treasurer – this person is elected by the newly elected executive in a similar manner to the Cigre President. Again the term of office is not defined. Some NC's have unlimited duration for the treasurer as long as they are elected every 2 years. Others may have 4-6 years. As with the chairman, it is recommended that a minimum term of 4 years is served.

Technical Committee chairman – This person may be elected as per the Chairman or treasurer, however, the Chairman may also take this role.

Vice Chairman – this person is elected by the newly elected executive in a similar manner to the Cigre Chairman. Again the term of office is not defined. Some NC's have unlimited duration for the vice Chairman as long as they are elected every 2 years. Others may have 4-6 years. As with the chairman, it is recommended that a minimum term of 4 years is served. The role of the vice chairman is to support the chairman and stand in for duty when the chairman is not available. Another title of the vice chairman may be the "Honorary Secretary"

7. ESTABLISHMENT OF REGIONAL ACTIVITY GROUPS OR PANELS

As mentioned previously, it is imperative that the Study committee member establishes a Regional Activity or Regional Panel. This panel is a mirror of the actual Study committee and should consist of members that are members on each of the working groups in the SC. They also need to encompass as wide a group as possible to ensure that a true reflection of issues in the scope of the Study Committee, is presented for the country or Region. Members therefore need to be recruited from academia, manufacturers, utilities and consultants.

Ideally each member of the Panel should be a member of Cigre either collective or individual. However, it may not be possible to establish a representative Panel with this limitation. The NC may therefore allow members a 12 month "free trial" on the Panel with the proviso that the members become either members via a collective member or an individual membership.

Communication to Panel members can be via email with possible webex, skype or teleconferences being held. It is recommended that a physical meeting be held at least once per year prior to the main SC meeting. The purpose of this meeting is to provide the SC member with input on the issues pertinent to the scope of the SC. It is also necessary for the WG members to give feedback on the WG progress and activities.

The NC may undertake to sponsor the venue, lunches and teas for these meetings.

8. REGIONAL CONFERENCES, AND SYMPOSIA

8.1 CONFERENCES

Conferences can be arranged at any time by the NC. They are normally held in odd years so as not to detract from the Cigre Session. In session years, a smaller “feedback” conference may be arranged to provide members with feedback from the SC members that attended the Paris conference.

Organisation of the conference should start at least 24 months prior to the conference start. An organising committee needs to be established by the National Committee. This committee can consist of between 3-7 members. More may be added on an ad hoc basis as required. It is recommended that SC members that are directly involved with the theme or topics are also recruited.

It is often beneficial that a SC is invited to hold its meeting in the country at the same time as the conference. This provides an excellent opportunity for local engineers to display their talent to the international experts and visa versa. A colloquium may also be held dealing with papers on the SC topic only. This can be held either before or after the conference and form part of the conference week.

The call for papers needs to be issued at least 12 month prior to the conference start date. The theme of the conference, venue, date/s of the conference as well as names of the technical committee and organising committee should be included. The format of the synopsis (length, font, etc) as well as who to send the synopsis to needs to be clearly stated.

The dates for submission, date of informing the authors, date of completed papers to be submitted etc is also to be clearly stated.

It is beneficial to involve the services of a professional event organiser. This organisation can set up the website, provide quotes of venues, accommodation etc. It is preferable, in small NC's to engage the event organiser to deal with all payments, accommodation requirements, post conference tours etc. This is normally a very time consuming task and not suited for volunteers.

8.2 SYMPOSIA

Symposia are larger events and organised via the Paris Central Office. There are set rules relating to the organising and running of Symposia. These are available on the Cigre website www.cigre.org.

The main differences between conferences and Symposia are that symposia require three organising committees that need to be co-ordinated. These are;

Central Office – this is an overarching organising committee chaired by the Secretary General. It consists of the Technical Committee Chairman for the conference. The chairman of the NC/s involved as well as the chairman of the local organising committee. If the symposium is a joint event with IEC or other body, the senior members of these bodies need to also be on the committee. The purpose is to oversee the programme, comment on the venue, track the progress of the notices, submissions etc.

The Central Office is responsible for issuing the call for papers, receiving synopses, sending the synopses to the Technical committee for review, receiving comments and noting the accepted papers. Informing the authors of the acceptance or rejection of papers, receiving the full paper submission. Placing notice of the symposium on the website with links to local websites if applicable.

Technical Committee – the Technical Committee in this case is the committee formed by the chairman of the Study Committees that are related to the theme of the conference and preferential topics. There is a lead SC for the Symposium and the chairman of that SC is the Technical Committee chair. The role of Technical Committee is to review the synopses and accept or reject them based on relevance and quality.

Local Committee – This committee fulfils the same role as it would with the conference. The only difference is that certain requirements from the Central Office may require changes to what is normally conducted with a conference.

The organising of a symposium is normally initiated at least 24 months prior to the start of the conference. In addition to a theme, preferential topics are also identified.

The running of the symposium is also different to a conference in that a special reporter for each session as well as chairman are appointed. The Special reporter is required to summarise the papers to be presented in the session and pose questions to the authors and audience to promote discussion. At the end of the session the reporter is to summarise the findings of the session.

At the end of the Symposium the SC chairman present or their representatives take part in a closing session that summarises the points raised over the entire symposium.

Presentations and papers presented are normally uploaded to the Cigre website for delegates to obtain the information.

The finances are also differently managed to that of a conference. For a symposium, the Cigre Paris Office shares the profit or loss of the Symposium only. Risks and profits for tutorials, social events and tours are for the account of the local organising committee. Detailed accounts indicating the profit or loss must be submitted to Cigre Paris after the symposium

A summary of the symposium is required to be compiled by the local National Committee and submitted to the Cigre Central Office for publication in Electra.

8.3 COLLOQUIA

Colloquia are smaller conferences covering only the scope of a specific Study Committee and is normally held in conjunction with the SC meeting in odd years.

It still requires a local organising committee to be set up to manage the SC visit as well as the Colloquium. The aim of the colloquium is to share with the local engineers the work of the SC as well as to provide an opportunity of local engineers to share the developments and work in their country. The format is open to the SC to decide and may include presentations from WG chairman on brochures published or in progress, papers on specific topics or general interest.

The financing of the colloquium needs to be considered by the National Committee as the SC members do not normally pay for attending the Colloquium.

9. SC VISITS

As mentioned previously, it is beneficial to invite a SC to visit co-incidental with a conference.. The theme of the conference is then linked to the area that the SC is dealing with. This provides an opportunity for local engineers to take part in WG meetings and the

colloquium. Note that the conference is organised by the NC and can deal with a wider topic than a colloquium. The colloquium is a SC specific conference normally held over one day and deals with the topic of the SC. It can form part of the conference and conference delegates may attend the colloquium as part of the conference.

SC visits need to be planned at least 4 years in advance as the SC needs to determine venues for SC meetings well in advance. An invitation is normally presented by the SC member of the inviting country at the SC meeting. This invitation should cover a proposed programme, venue, as well as benefits to the SC of visiting the country. Should this be accepted by the SC, the SC member initiates the formation of the local organising committee. Note that the National Committee Executive should approve the proposal to invite a SC prior to the SC member extending the invitation.

Once the SC has accepted the invitation the conference or detailed organisation of the SC visit should commence at least 24 months in advance similar to the case of a conference.

The difference in an SC visit is that the venue needs to accommodate for WG meetings. It is important that the number of working groups that are likely to hold meetings is provided about 12 months in advance to allow the appropriate venue to be chosen with the correct number and size of rooms for WG meetings. A venue for the Colloquium also needs to be provided.

The funding of the SC visit as well as colloquium can be arranged via offering the SC delegates a package deal which includes accommodation, venue lunches, teas, audio visual equipment etc. Certain venues offer this which often proves a lower cost for delegates and the National Committee. If this is not possible sponsors can be found for the event. This is getting more difficult and depends on the economic climate at the time.

Note that hotels and conference venues will require payment up front to secure bookings. This may be up to 6 months in advance of the SC visit. In this case the delegates may not have made firm commitments or payments to the National Committee. The National Committee therefore needs to have funds that will allow payment to the conference venue to secure the bookings of accommodation and meeting rooms.

WG meetings and the Colloquium as well as the SC meetings are normally free to SC members and WG members.

A Gala Dinner is normally held for the SC. This again is normally at no charge to the SC members and their partners. It therefore needs to be funded by the National Committee or sponsors. Members of the local organising committee are normally permitted to attend at no charge. Other local members may be required to pay a fee for the dinner.

An accompanying person programme is often required to entertain the SC members' partners. The National Committee may choose to charge a fee for tours etc.

10. HOSTING WORKING GROUP MEETINGS

Hosting Working group meetings is often very beneficial and a lower cost to the National Committee. It permits local engineers to take part in the meetings and meet the international experts in the area.

As with the SC meeting, an invitation should be provided to the WG chairman by the WG member from the inviting country. The same information should be provided as with the SC,

albeit on a smaller level. Invitations should be provided at least 2 years prior to the intended visit to allow up front planning.

It may be possible to link the WG meeting to a conference or tutorials to allow more delegates to attend.

Note that a WG meeting is not a conference. It is a detailed discussion on the WG topic and could involve going through a brochure in detail. Persons attending the WG meeting need to be knowledgeable in the topic and brochure.

11. TUTORIALS

Cigre is actively encouraging tutorials to be presented at Cigre events in order to share the information contained in brochures with a wide an audience as possible. The tutorials should be presented by a person knowledgeable in the topic. It is normally presented by the WG convener or a specialist in the WG.

Tutorials can be linked to conferences, symposia, colloquia or WG meetings. Delegates may be charged to attend the tutorial. Paper copies of the presentations should be provided to delegates prior to the tutorial to allow notes to be taken. If the brochure being presented is older than 3 years the actual brochure may be provided to the delegates who are not Cigre members.

12. HOSTING ADMINISTRATIVE COUNCIL

The National Committee may choose to invite the Administrative Council to hold its meeting in their country. This is a fairly large meeting and needs to be arranged at least 2 years in advance.

Once again an invitation is submitted to the Admin Council by the chairman of the inviting National Committee. This needs to be done at least 2 years in advance.

If accepted a local organising committee needs to be set up together with the Cigre Central Office to decide on location, days of the meeting, tours, other related meetings and venue requirements. Social events for members and partners as well as an accompanying persons programme needs to be provided.

Normally the Administrative Council members do not pay for the meeting and social events. They pay for accommodation and travel. This means that the National Committee needs to secure funds from sponsors or savings.

Certain limited funding for the event may be obtained from the Cigre Central Office for this purpose.

13. HOSTING STEERING COMMITTEE

The National Committee may choose to host Steering committee of Cigre. Once again an invitation should be submitted to the Steering Committee by the National Committee Chairman to the President of Cigre. This needs to be at least 2 years in advance. If accepted arrangements need to be made in relation to meetings to be held, breakaway rooms, accommodation and tours. For the Steering Committee meetings a half day is allocated for the host country to share any information on its industry, developments etc with the Steering Committee. Committee members may also be requested by the host nation to provide input on specific topics.

An accompanying persons programme is also normally provided which is often free of charge to the delegates.

A welcoming cocktail party as well as a Gala Dinner are also provided by the host nation.

Although there is opportunity to obtain limited funding from the Central Office, the national Committee needs to provide funding for the venues, teas, lunches, Gala Dinner and Cocktail events.

14. CENTRAL OFFICE TOOLS

14.1 MEMBERSHIP MANAGEMENT (NATIONAL COMMITTEE DATA BASE – NCDB)

An online tool is used since 2014 to allow the National Committees to update the data of their members, or to register new members.

This tool allows National Committees to create the list of payments they have to send to the Central Office with their money transfer, or bank checks.

National Committees are fully responsible for the quality of the data in the National Committee data base.

Access by the following URL: <https://nc.cigre.org>

A login and a password are required.

Login or password forgotten? Contact Richard AMATO (amator@me.com), the Central Office technical support.

14.2 ONLINE SYNOPSIS AND PAPER MANAGEMENT

An online tool has been developed to allow National Committees to upload the synopses of the papers they want to propose for the Session or for a symposium.

This tool is also used to upload the full papers the synopses of which have been selected by the Study Committee Chairs.

14.2.1 Session

Access by the following URL: <http://callforpapers2016.cigre.org/>

Login and password forgotten? Contact Sylvie BOURNEUF (see details in part 17).

14.2.2 Symposium

Access by the following URL: <http://callforpapers.cigre.org/> (available soon)

Login and password forgotten? Contact Sylvie BOURNEUF (see details in part 17).

14.2.3 Other event (colloquium)

The online synopsis and paper management tool is available for National Committees for the management of their events.

To implement and personalize the URL for your event, contact Sylvie BOURNEUF.

14.3 ONLINE REGISTRATION TO CIGRE EVENTS

This specific tool has been developed in 2015 in order to facilitate the creation of application form to CIGRE events.

Its main advantage is to be connected to the membership database, to check if an applicant is a CIGRE member to benefit from member rates.

14.3.1 Session

Access by the following URL: <https://registrations.cigre.org/>

14.3.2 Symposium and other CIGRE event (colloquium...)

This tool can be used by National Committees to manage the registration of symposia.

14.4 ONLINE TOOL FOR STUDY COMMITTEE MEMBERSHIP RENEWAL

This tool has been developed in 2015 to facilitate the collection of proposals by the National Committees and the selection of Regular and Observer members by the Study Committee Chairpersons.

This process is managed by the Secretary General.

Access by the following URL: <http://screnewal.cigre.org/>

Login and password forgotten? Contact the Secretary General (see details in part 17).

14.5 ON-LINE TECHNICAL LIBRARY (E-CIGRE)

All CIGRE publications (Session papers and proceedings, Symposia papers, Technical Brochures, articles of Electra, Green Books, CIGRE Science & Engineering, History books ...) are available for downloading or purchase 24/7 on www.e-cigre.org.

14.6 SURVEYMONKEY, AN ONLINE SURVEY TOOL

Most surveys organized by the Central Office to collect information from National Committees are managed from the SurveyMonkey platform (<https://fr.surveymonkey.net>).

15. WHERE TO FIND PROCEDURES, RULES

[Homepage](#) > [What is CIGRE?](#) > [Official Documents](#)



Aim

Activities

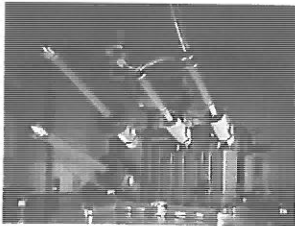
Structure

Official Documents

Cigre Awards

Contact us

Official Documents



" CIGRE Statutes

" Major documents governing operation of CIGRE

Main reference documents of CIGRE: Statutes, Rules, etc.

Guidelines governing specific activities, will be found on the pages related to technical activities

DOWNLOAD

CIGRE Statutes 2015-12-14v1 (pdf, 592kB)

Rules of Procedure (12/2008) (pdf, 730kB)

CIGRE Masterplan (2006) (pdf, 659kB)

CIGRE Technical Information (03/2007) (pdf, 645kB)

Rules for Study Committees (pdf, 751kB)

[Statutes](#)

[Rules of procedure](#)

[Rules for Study Committees](#)

Session

- ▀ Session 2016 registrations are now open
- ▀ Session 2014
- ▀ Session 2012
- ▀ Session 2010

Session 2016: registrations are now open



REGISTER HERE

Symposia

Why should I attend CIGRE Session in 2016?

CIGRE Colloquia

- ▀ Session 2016: read the General Programme (pdf: 3MB)
- ▀ Read the Technical Programme (pdf: 2MB)

Other CIGRE Events

Instructions for papers at Session

- What is CIGRE ?
- Technical activities
- Publications
- Links
- Events
- Electra
- e-cigre
- Membership
- Contact us

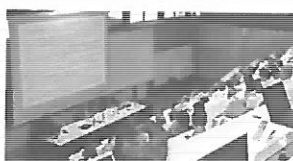
- ▀ Study Committees / Working Groups
- ▀ Organisation
- ▀ Activities Outline
- ▀ Guidelines
- ▀ Technical Committee

Session

Symposia

Symposia

- ▀ Symposia 2015
- ▀ Symposia 2013
- ▀ Symposia 2011
- ▀ Archives 2007 - 2009



- ▀ [Upcoming 2015 symposia](#)
- ▀ [Past 2013 Symposia](#)

CIGRE Colloquia

Symposia, are held in odd number years, in various countries where CIGRE is present, focusing on specific subjects of topical interest

CIGRE symposia

Presentation papers at symposia

DOCUMENTS

- ▀ Session 2016 General Programme (pdf: 3MB)
- ▀ TECHNICAL PROGRAMME 32F (pdf: 2MB)
- ▀ CIG-S46-CaliforPapers-BD1 (pdf: 1MB)
- ▀ Full Papers sample pages2016 (doc: 50kB)
- ▀ Instructions for Papers at Session 2016 (pdf: 61kB)
- ▀ CIGRE COPYRIGHT PROVISIONS (PDF: 14kB)

DOWNLOAD

- ▀ Cigre Symposia (pdf: 63kB)
- ▀ Presentation Papers at Symposia (pdf: 61kB)

16. DEADLINES FOR NATIONAL COMMITTEES

16.1 MEMBERSHIP MANAGEMENT

Renewal of membership and payment of membership fee to the Central Office, to continue to have the members' benefits (Electra paper, e-cigre, reduced registration rates). Every year, the deadline is 31st March.

Beyond, that date the member's benefits are cut if the member has not paid its fee to the Central Office, unless the National Committee guaranty that the member has paid, and that the payment will be sent to the Central Office shortly.

16.2 STUDY COMMITTEE MEMBER RENEWAL

National Committees have to submit their proposals to renew or change their national members in the different Study Committees. The deadline is 15th December of odd years.

16.3 NOMINATIONS OF WORKING GROUP MEMBERS

National Committees are informed every time a new Working Group is approved by the Technical Committee Chair, and they are invited to propose one or two members (two if a young member is appointed).

16.4 NOMINATIONS TO CIGRE GOVERNING BODIES

National Committees are invited to propose to nominate their representatives on the Administrative Council, and are asked whether they wish their representative to be candidate for being a member of the Steering Committee, or for being a representative of the Administrative Council on the Technical Committee.

The deadline is 29th February of Session years

16.5 NOMINATIONS TO CIGRE AWARDS

CIGRE Medal

National Committees, and any member of Cigre (collective or individual), are invited to nominate a candidate.

The deadline is 1st May of Session year.

CIGRE Fellow

National Committees and all CIGRE members are invited to put forward a nomination for the Fellow membership.

The deadline is 1st May of Session year.

Honorary Members

Administrative Council Members are invited to put forward nominations for the CIGRE Honorary Member Award.

The deadline is 15th April of Session year.

Distinguished Members

National Committees are invited to nominate some of their members to the Distinguished Member award every Session year.

The deadline is 30th March of Session year.

16.6 PROPOSAL OF PAPERS FOR THE PARIS SESSION

In preparation of the Session, National Committees are invited to propose to the Central Office the synopses of the papers they want to propose.

The deadline for the submission of all the synopses is 30th June of the year before the Session.

The authors will be informed as to whether the synopses have been accepted or not by December of the year before the session.

The deadline for the submission of all the full papers is 15 February of the Session year.

16.7 PARTICIPATION TO THE FORUM OF NATIONAL COMMITTEES

A National Committee forum is organized during each Session, and National Committees are requested to attend and to prepare a National Committee activity report.

The deadline to forward the NC report is 15th July of Session year.

16.8 ORGANISATION OF EVENTS

National Committees are invited to plan CIGRE events: symposium, colloquium with Study Committees, and other national or regional events.

16.9 NC FUNDING REQUEST

National Committees are invited to request funding to partially finance promotion actions supported by CIGRE. CIGRE Conferences at National level, CIGRE Tutorials (workshops), Colloquia or other meetings, usually organised in conjunction with an SC meeting.

The deadline for submitting their request is 30th November of each year for the following year.

16.10 INFORMATION ON NATIONAL POWER SYSTEMS

A CIGRE initiative launched in 2015, is the collection by the Central Office of presentations of information on the national power systems of the National Committees.

It is expected that the presentations are updated every second year, before the Session.

17. STRUCTURE OF CENTRAL OFFICE, WHO TO CONTACT

Services	Contact names	E-mail address	Telephone
Secretary General	Philippe ADAM	philippe.adam@cigre.org	+33 (0) 1 53 89 12 91
Assistant to Secretary General	Rachel MAHON	rachel.mahon@cigre.org	+33 (0) 1 53 89 12 94
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18. FUNDING OF THE NATIONAL COMMITTEE

As mentioned in previous sections, the National Committee will need to have funding to secure venue bookings as well as to sponsor cocktail parties, Gala dinners, teas, lunches and audio visual equipment for the various meetings and conferences. The funding may be obtained in the following manner:

Regional Activity Panels or Groups – participants in these regional groups may be asked to pay a fee for participating. This covers the venue, teas, lunches, material etc. A profit can be added to increase savings.

Tutorials – the delegates to the tutorial can be charged an attendance fee. Again this covers venue and material costs. A profit may be added to increase savings. The speaker at the tutorial is not often compensated but a gift of appreciation can be provided.

Conferences, Colloquia, Symposia – these normally result in the best cost recovery and profit due to the larger number of delegates. Profits from these activities can be used to boost savings.

Fund raising events – events such as corporate golf days, gala dinners etc may be undertaken to raise funds for NC activities. The success of these depends on the state of the economy at the time.

Sponsorships – these should always be sought for all events. Exposure of the Sponsor including banners, permission to give a welcome address at the cocktail party etc should be offered to entice potential sponsors.

Exhibitions – These are an excellent way to raise funds. Exhibition space at all events should be offered for manufacturers, academia, technical magazines, consultants and utilities. Prices per booth can be set to realise a profit which is used to increase savings.

19. MAGAZINES, ARTICLES, WEBSITES

It is important to communicate with members and stakeholders to explain the work and benefits of Cigre. This can be done in the following manner:

Email – Newsletters, interesting facts, new brochures, can be sent to members via email. This is not ideal as not all emails are read and collective members need to forward the email to other members which may not occur. It is a good start off method.

Social Networks – Networks such as Linked In, facebook, Twitter can be used for different purposes to share and receive information. Chat rooms may be used for WG's and Regional Activity Groups and Panels. Care should be taken as to how far the information may be disseminated to non Cigre members.

Website – this is an ideal way to share Cigre activities for stakeholders to follow and contribute to. It can be used for activity panels to share information of meetings, share documents etc. Portion of the website may be limited to members only.

Magazines – It is important for the National Committee to either have a magazine of its own (mainly limited to large NC's) or to link with a magazine dealing with the power transmission and Distribution industry. Information on upcoming events or feedback on Cigre activities can be published for consumption by a wider audience.

Articles – Local magazines can be used as a vehicle to publish activities of the Study Committee, working groups, brochures being published etc. It is possible to have a monthly article covering a specific Study Committee in line with the magazine's theme for the month. Papers from symposia may also be republished with permission from Cigre Central Office in local magazines which also expands the information provided by Cigre.

The National Committee may appoint a member to deal with the communication of Cigre relating to the above.