



# **CIGRÉ-UK Next Generation Network (NGN) Constitution**

---

Version 6.0 – 2015-03-23

## 1 CONTEXT & OBJECTIVES

---

- 1.1 The aims of the International Council on Large Electrical Systems (CIGRÉ) is to:
- Allow engineers and specialists from all around the world to exchange information and enhance their knowledge in power systems.
  - Add value to the knowledge and information exchanged by synthesising state-of-the-art world practices.
  - Make the synthesis of CIGRÉ's work available to the decision-makers of the industry (CEOs, directors, managers, and regulators).
- 1.2 CIGRÉ covers issues related to planning and operation of power systems, as well as design, construction, maintenance and disposal of HV equipment and plants. Other issues related to protection of power systems, telecontrol, telecommunication equipment and information systems are also part of CIGRÉ's area of concern.
- 1.3 The United Kingdom National Committee of CIGRÉ (CIGRÉ-UK) exists to further the interests of CIGRÉ in the United Kingdom of Great Britain and Northern Ireland. It is recognised by the Administrative Council of CIGRÉ as a National Committee under Article 16 of the CIGRÉ "Statutes".
- 1.4 CIGRÉ-UK's Next Generation Network (NGN), as constituted within this document, exists to encourage active membership of CIGRÉ to engineers and professionals in the early stages of their careers within the power industry, including providing opportunities for personal and professional development and networking, thus supporting the future sustainability of CIGRÉ.

## 2 FUNCTIONS

---

- 2.1 The NGN shall have a Steering Committee responsible for representing all NGN members, in particular ensuring the interests of NGN members are considered within CIGRÉ-UK
- 2.2 The Steering Committee shall encourage active membership of the NGN for the benefit of the individual, the NGN as a whole and for the benefit of CIGRÉ.
- 2.3 The Steering Committee shall assist in raising funds to meet the costs of NGN and its activities.
- 2.4 The Steering Committee shall organise activities for its Members, such as technical visits, tutorials, workshops and networking events, in pursuit of the objectives of the NGN.
- 2.5 The Steering Committee shall promote NGN events and other CIGRÉ events, including those of CIGRÉ-UK and other National Committees.
- 2.6 The NGN shall report to the CIGRÉ-UK Executive Committee on a twice yearly basis at CIGRÉ-UK's Executive committee meetings (usually held in June and November).
- 2.7 The NGN shall help organise events at the biennial CIGRÉ Paris Session and to liaise with similar Young Member groups in other CIGRÉ National Committees.
- 2.8 The NGN shall share experience with other National Committees and Young Member groups on the successes and failures of schemes to encourage and promote CIGRÉ to engineers and professionals within the early stages of their careers in the power industry. The NGN shall share experience of how the NGN has developed since its formation in order to reach its current position.

- 2.9 The Steering Committee shall prepare and maintain an NGN website.
- 2.10 The Steering Committee shall facilitate communication between CIGRÉ-UK and NGN Members.

### 3 OFFICERS

---

3.1 The Steering Committee of the NGN shall consist of a number of Elected and Appointed Officers to conduct the business of the NGN. The Officers and their functions are listed below:

3.2 The NGN shall have a Chair, who has overall responsibility for all NGN activities and whose specific functions are:

- To act as a point of contact between the NGN and the CIGRÉ-UK Executive.
- To act as an ambassador of CIGRÉ-UK, promoting the NGN and CIGRÉ-UK.
- To chair Steering Committee meetings and the NGN Annual General Meeting (AGM).
- To coordinate the members of the Steering Committee.
- To respond to all queries sent to [chair@cigre-ngn-uk.org](mailto:chair@cigre-ngn-uk.org).

3.3 The NGN shall have a Vice Chair, whose functions are:

- To provide support to the NGN Chair.
- To chair Steering Committee meetings in the absence of the Chair.
- To coordinate information that needs to be communicated within the Steering Committee.
- To provide support to the members of the Steering Committee when required.
- To coordinate information for NGN Members in collaboration with the Communications Lead and Webmaster.
- To maintain the NGN Guide and ensure it is up to date.
- To handle general queries regarding the NGN.
- To respond to all queries sent to [vice-chair@cigre-ngn-uk.org](mailto:vice-chair@cigre-ngn-uk.org).

3.4 The NGN shall have a Secretary & Treasurer, whose functions are:

- To arrange and record Steering Committee meetings; including setting a date, making room bookings, preparing and circulating an agenda, recording and circulating minutes.
- To manage the NGN's email account on behalf of the Steering Committee Members.
- To manage the budget of the NGN, including making forward projection of budget requirements.
- To liaise with the CIGRÉ-UK Treasurer.
- To maintain the NGN Constitution document.
- To respond to all queries sent to [secretary@cigre-ngn-uk.org](mailto:secretary@cigre-ngn-uk.org).

3.5 The NGN shall have a Communications Lead, who has overall responsibility for communications to NGN Members and to external parties. The functions of the Communication Lead are:

- To establish and lead a Communications Team.
- To coordinate the publication of information through different forms of media (e.g. newsletters, emails, website, Facebook, LinkedIn and Twitter).
- To act as the main point of contact for CIGRÉ-UK to communicate to the NGN members.
- To respond to all communication-related queries (sent to [communications@cigre-ngn-uk.org](mailto:communications@cigre-ngn-uk.org)).

3.6 The NGN shall have an Events Lead, who has overall responsibility for maintaining a forward calendar of NGN events, managing the organisation of events, and ensuring that a high level of

quality is maintained for events. The Events Lead shall also participate in the CIGRÉ-UK Events Working Group. The specific functions of the Events Lead are:

- To establish and lead an Events Team to develop, manage and run NGN events.
- To act as the main point of contact between the NGN and the CIGRÉ-UK Events Working Group.
- To put in place and maintain a 12-18 month forward calendar of events.
- To seek sponsorship from host organisations and ensure events run to budget.
- To liaise with the Secretary & Treasurer to establish the budgets and record the expenditures for NGN events.
- To maintain records of past events (including key contacts and the number of attendees) and to ensure a diverse range of events are organised.
- To manage the registration and feedback processes for NGN events.
- To liaise with the specific event organisers or hosts (who organise the venue and logistics locally).
- To liaise with the Technical Lead to ensure the technical quality of events.
- To arrange for an NGN Member to write a short summary of each event, to be published in the newsletter and to be stored for future use.
- To ensure photographs of each event are taken and are stored for future use.
- To gather feedback from each event and to ensure lessons learnt from previous events are recorded and implemented.
- To deal with any queries regarding events (sent to [events@cigre-ngn-uk.org](mailto:events@cigre-ngn-uk.org)).

3.7 The NGN shall have a Membership Lead, who has responsibility for managing the membership of NGN Members, including processing new applications, maintaining membership records and liaising with the CIGRÉ-UK Secretary. The functions of the Membership Lead are:

- To process membership applications and liaise with the CIGRÉ-UK Secretary.
- To acknowledge receipt of applications to join the NGN in a timely manner.
- To provide welcome and acceptance emails on behalf of the NGN to new applicants.
- To manage the renewal of memberships (e.g. through a questionnaire or other method).
- To maintain the NGN membership database, including updating contact details of Members.
- To keep attendance records for NGN events, in coordination with the Events Lead.
- To inform NGN Members of their membership status at the start of each calendar year, including notifying Members when they are in their final year of membership.
- To inform NGN Members of any changes in their membership status, such as if they change from being an Individual to a Student Member.
- To implement, in coordination with the Marketing Lead, a strategy to promote the NGN.
- To maintain an up-to-date compilation of membership statistics.
- To respond to all membership-related queries (sent to [membership@cigre-ngn-uk.org](mailto:membership@cigre-ngn-uk.org)).

3.8 The NGN shall have an International Collaboration Lead, who shall act as the main point of contact between the NGN, other National Committees and other CIGRÉ Young Member groups around the world. The functions of the International Collaboration Lead are:

- To develop contacts and maintain regular communications with other CIGRÉ Young Member groups and other CIGRÉ National Committees.
- To promote and facilitate international networking and knowledge sharing.
- To encourage and support other CIGRÉ National Committees in forming their own Young Member groups.

- 3.9 The NGN shall have an Institutions Collaboration Lead, who acts as the main link between the NGN and other professional institutions such as the IET, IEEE and IMechE. The functions of the Institutions Collaboration Lead are:
- To develop and maintain contacts within other professional institutions.
  - To maintain records of contacts within other professional institutions, including contacts made by other members of the Steering Committee.
  - To explore opportunities for joint working, such as joint events.
- 3.10 The NGN shall have a Technical Lead, whose functions are:
- To act as the main point of contact for CIGRÉ UK Regular Members and NGN Members contributing to Working Groups.
  - To act as the NGN link into CIGRÉ for Members who wish to have technical involvement in CIGRÉ, such as participating in Working Groups.
  - To maintain records of the technical involvement of NGN Members, including those Members who are involved in Working Groups.
  - To manage all associated literature.
  - To respond to all technical-related queries (sent to [technical@cigre-ngn-uk.org](mailto:technical@cigre-ngn-uk.org)).
- 3.11 The NGN shall have a Webmaster, whose functions are:
- To maintain a professional and user-friendly website for the NGN.
  - To keep the website up-to-date with the most recent NGN events, documents and other information.
  - To compile website usage statistics for reporting to the CIGRÉ-UK Executive.
  - To work closely with Communications Lead and all other NGN Officers to maintain up-to-date information on the NGN for all website visitors.
- 3.12 The NGN shall have a Marketing Lead, whose role is to arrange and manage NGN marketing activities (particularly events) to attract new NGN members, and whose functions are:
- To make and maintain links with relevant organisations through which the NGN can be promoted.
  - To promote the NGN by arranging regular NGN promotional events at relevant organisations.
  - To attract new NGN Members by working on a membership strategy in collaboration with the Membership Lead.
  - To create and update marketing materials (for example, flyers, guides, presentations).
  - To ensure audiences at promotional events gain a greater awareness of the advantages of becoming a member of CIGRÉ and the NGN.
- 3.13 From time to time, additional “Assistant” Officers may be appointed to support the “Lead” Officers.
- 3.14 In addition to the Officers described above, a Paris Session Team is to be formed in preparation for an upcoming Paris Session. It is the responsibility of the NGN Chair to form the team.

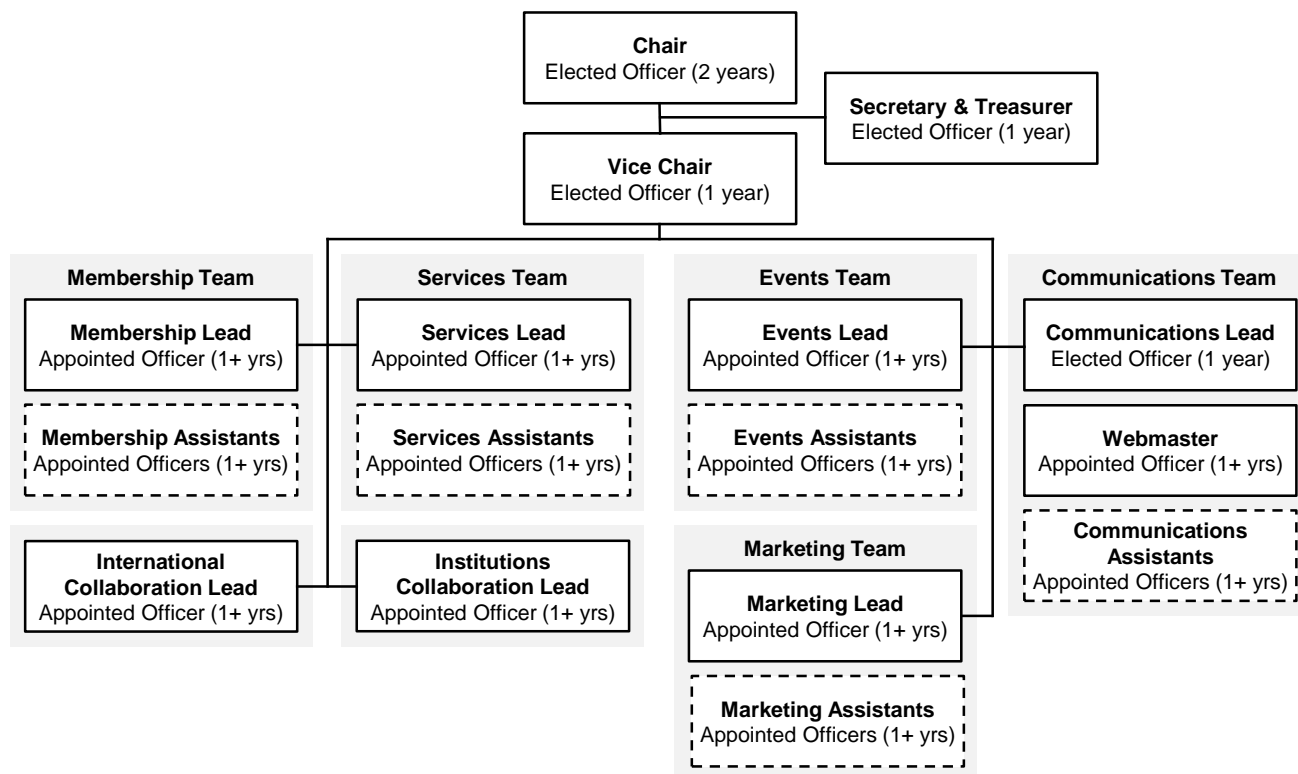


Figure 1 – Structure of Steering Committee showing Officers and terms of office

## 4 MEMBERSHIP

- 4.1 NGN Members must be members of CIGRÉ, either as an Individual (type I or II) or Student Member, or through their organisation's Collective Membership (termed Collective-only NGN Members).
- 4.2 It is anticipated that, at the time of joining, an NGN Member (who is not a Student Member of CIGRÉ) will have graduated with an appropriate qualification within the last five years and will currently hold a relevant position within industry or academia. A prospective NGN Member who joins as a Student Member of CIGRÉ must, at the time of joining, fulfil the criteria defined by CIGRÉ's terms for the Student Member category.
- 4.3 In the case of individual circumstances or disputes, the Chair shall have the final decision on an application for membership.
- 4.4 Collective-only NGN Membership shall only be available to NGN Members who have completed 3 years as an Individual Member during their time in the NGN.
- 4.5 CIGRÉ-UK has agreed to subsidise the Individual Membership of NGN Members. The maximum subsidy available is for a total of 3 years: 2 years as an Individual II (Young) Member and 1 year as an Individual I. Members who receive the subsidy should be active within CIGRÉ / the NGN; with activity including, but not being limited to: attending events, participating in Working Groups, and being a member of the NGN's Steering Committee. Inactive members may forfeit subsidised membership at the discretion of the NGN Chair.
- 4.6 The Membership Lead shall annually request confirmation that each NGN Member would like to renew their membership and of what activity they have been involved with throughout the year. The number of NGN Members shall be reported at the Annual General Meeting (AGM).

- 4.7 A record of the duration of NGN membership for each Member shall be kept and monitored by the Membership Lead.
- 4.8 The Steering Committee shall be formed of at least the four Elected Officers. If no Steering Committee is formed, the role and responsibility shall be transferred to CIGRÉ-UK and the NGN shall be disbanded. The Steering Committee shall review the NGN Constitution at regular intervals and amend as appropriate.

## 5 TERMS OF OFFICE

---

- 5.1 The Chair, Vice Chair, Secretary & Treasurer and Communications Lead are the Elected Officers, and shall be elected by NGN Members. The Appointed Officers are not elected and shall be appointed from NGN Members that volunteer for each position.
- 5.2 The term of office of the Chair shall be for a period of two years and they shall not be eligible for re-election in the consecutive year.
- 5.3 The Vice Chair shall be appointed for one year. The appointment may be renewed in the consecutive year but the person shall not hold the same position for longer than two years total.
- 5.4 The Secretary & Treasurer shall be appointed for one year. The appointment may be renewed in the consecutive year but the person shall not hold the same position for longer than two years total.
- 5.5 The Communications Lead shall be appointed for one year. The appointment may be renewed in the consecutive year but the person shall not hold the same position for longer than two years total.
- 5.6 No more than one Elected Officer position may be held simultaneously by a single NGN Member.
- 5.7 An Elected Officer may also simultaneously hold an Appointed Officer position. Any NGN Member may simultaneously hold more than one Appointed Officer position.
- 5.8 The Appointed (non-elected) Officers of the NGN shall not have any defined period of commitment but it is expected that each position will be held for a minimum of one year.
- 5.9 The tenure of office of the Chair, Vice Chair, Secretary & Treasurer or Communications Lead shall expire if they cease to be an NGN Member.
- 5.10 The Chair of the NGN shall have a seat on the CIGRÉ-UK Executive Committee.

## 6 ELECTIONS

---

- 6.1 A quorum is said to be have met when the percentage of NGN Members that have voted exceeds 10% of the total membership of the NGN. Quorum shall be met whether the Member is in attendance or their opinion is given through a voting system. In the absence of a quorum no election can be conducted and it will be the responsibility of the Chair to set a new voting date as soon as possible. If 3 months have passed without a quorum being reached, the CIGRÉ-UK Executive shall elect persons to fulfil each role that is available.
- 6.2 Each current NGN Member is entitled to one vote per elected position. When matters need to be decided by vote, a simple majority shall be effective. In the event of a tie, the Chair shall have the casting vote. When in the opinion of the Chair it is desirable that a decision be reached before the next meeting, voting by post or email shall be permissible.

## 7 MEETINGS

---

- 7.1 In the fourth quarter of each year, the NGN shall hold an Annual General Meeting (AGM) where the elections for the Elected Officers shall take place.
- 7.2 Meetings of the Steering Committee shall be held quarterly, with interim meetings as necessary. All NGN Members are invited to these meetings. It is expected that all Officers of the NGN shall attend the meetings of the Steering Committee.



## 8 DOCUMENT CONTROL

Rev	Description	Date	Modified By
0	Initial Draft and Document Release to NGN SC Members for comment.	2007-08-07	B. Chong
1	Rewording of 3.2 regarding membership requirement, as suggested by CR, CJ and JH.	2007-09-07	B. Chong
2	Restructuring review 18 months after initial structure was defined (discussed at Steering Committee Meeting Wed 2nd July 2008)	2008-08-20	B. Chong
2.1	Updated for AGM/Elections 2008 (input from J. Halliday, R. McDonald and R. King)	2008-10-06	B. Chong
3	Updated with new definition of NGN ASSOCIATE membership	2009-05-20	M. Brucoli
4	Revision and update carried out to reflect the current situation	2011-03-15	B. Chong R. Wilson
5	(Draft) As above	2011-05-17	B. Chong R. Wilson
5.1	(Draft) As above	2011-05-27	B. Chong R. Wilson
5.2	(Draft) Amalgamation of 27/05 (BC) and 05/08 (RW) versions	2011-08-09	B. Chong R. Wilson
5.3	(Draft) Version sent out to all NGN members and UK Exec	2011-09-07	B. Chong R. Wilson
5.4	(Draft) Revised based on comments from CIGRE UK NC	2012-09-12	A. Gunatilake
5.5	Transferred to new NGN document format. Spelling fixes.	2014-10-02	J. King
6.0	<p>“Objectives” renamed “Context &amp; Objectives”; distinction between CIGRÉ, CIGRÉ-UK and NGN objectives made clear.</p> <p>Roles/positions renamed “Officers”; responsibilities/functions of Officers have been refined and moved to a separate section; “Institutions Collaboration Lead” added and defined; “Services” changed to “Technical” to reflect responsibilities of that role.</p> <p>“Constitution” section renamed “Membership”, with Student Members and Collective-only Members added; references to “Associate” members removed.</p> <p>Election-related clauses moved to a separate “Elections” section.</p>	2015-03-23	S. Cray J. King