

CIGRE UK
(NATIONAL COMMITTEE IN THE UNITED KINGDOM)

RULES OF PROCEDURE



CIGRE UK Rules of Procedure

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CIGRE UK RULES OF PROCEDURE

1 THE UNITED KINGDOM NATIONAL COMMITTEE OF CIGRE (CIGRE UK)

The objective, functions, requirements, election of members, defined general meetings and special meetings, terms of office, quorum and voting are all defined in the Articles of Association.

Policies

Appendix 4 contains a list of CIGRE UK Policies which have been written and made available to all Members via the CIGRE UK website to aid the functioning and governance of CIGRE UK. These policies shall be adhered to by all CIGRE UK members. Where instances of these policies not being followed are identified or reported then these shall be reported to the Officers of CIGRE UK to address.

2. CIGRE UK MANAGEMENT TEAM

2.1 Members of the Management Team

The Management Team are the Board of Directors of CIGRE UK CLG.

2.2 Main Functions of the Management Team

These are defined in the Articles of Association as follows:-

The Board is responsible for the management of the Company's business, for which purpose it may exercise all the Powers of the Company.

The Board is accountable to the Steering Committee and works within the bounds of the Object and powers set out in these Articles. The Board shall procure that any proposals for significant change, such as changes to objectives, strategy, operational structure, expenditure beyond agreed budget etc. will be brought back to the Steering Committee to be discussed and ratified by the Steering Committee before they are implemented by the Board.

2.3 Frequency of Meetings

The Board may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit, provided that at least two such meetings shall be held in each year.

The Board shall report on their activities to the Steering Committee and to the members at the annual general meeting.

3. CIGRE UK STEERING COMMITTEE

3.1 Constitution of Steering Committee

The Chair and Vice Chair of CIGRE UK shall be the Chair and Vice Chair of the Steering Committee. The Secretary of CIGRE UK shall be its Secretary but will not have voting rights on constitutional matters. The Financial Controller of CIGRE UK shall be its Financial Controller but will not have voting rights on constitutional matters. The Chair of the CIGRE UK Technical Committee, the Chair of the NGN Steering Committee and the leader of the Women in Energy Forum plus the Chairs of each Executive Committee WG shall be ex officio members of the Steering Committee. A minimum of five members will also be appointed by CIGRE UK from amongst its own members.

CIGRE UK members who are Officers of CIGRE (President, TC Chair and Treasurer) and UK Chairmen of CIGRE Study Committees shall also be ex-officio members of the Steering Committee.

All Steering Committee members and ex officio members must be Individual members of CIGRE with the exception of the Secretary and Financial Controller.

The Vice-Chair of CIGRE UK shall preside in the absence of the Chair. If both officers are absent, the meeting may elect its own Chair, but any decisions will be subject to ratification by CIGRE UK or by a subsequent meeting of the Steering Committee.

The Steering Committee will have the following permanent working groups and committees;

Membership – To lead initiatives on building engagement and membership sustainability.

Events – to plan, project manage and deliver high quality technical and networking events within the UK.

Marketing/Communications – to lead all aspects of marketing and communications activities for CIGRE UK, specifically the management of CIGRE UK web presence and the support of other working groups with marketing tools and strategies.

Technical Committee - ensuring that technical groups are established and led, to establish a future programme for and to support the Events Working Group to organise CIGRE UK technical and non-technical events and Papers – coordinating

selection, submission of synopses and reviews of papers as well as liaison with the Technical Council of CIGRE.

Finance Committee– to lead the financial management and controls of CIGRE UK activities. To prepare forecasts and ensure financial sustainability of CIGRE UK, prepare scenarios concerning membership and fees.

Nominations Committee – to lead the process of CIGRE UK member nominations and elections for positions within CIGRE and CIGRE UK organisation.

Working Group/Committee Chairs will organise groups to undertake tasks with group membership as appropriate from the CIGRE UK Steering Committee and CIGRE UK membership. There are no limits to the number of Working Group members or membership terms. Each member of a Working Group must be either an Individual or Collective member of CIGRE.

Working Group/Committee Chairs will be appointed for a term of two years which can be extended without limit as approved by the Steering Committee. Working Group Chairs are expected to be Individual members of CIGRE.

The Steering Committee may appoint other working groups to undertake specific tasks and these can be disbanded when their tasks are completed.

Inclusion and Diversity

The Steering Committee will include an individual to lead on Inclusion and Diversity whose role is to provide guidance to the Steering Committee and to promote the required standards of Inclusion & Diversity throughout all of CIGRE UK's activities.

3.2 Terms of Reference

The role of the Steering Committee is to review, approve and monitor the Company's strategies and operational delivery plans to ensure they are consistent with the Object, and that major risks to the long-term reputation of the Company are being addressed by the Board, to monitor the performance of the Board and holding it to account in the control and management of the administration of the Company, and to advise and assist the Board and to provide a forum for debate on strategic and technical matters relating to the Company.

3.3 Term of Office

The composition of the Steering Committee shall be subject to review at a meeting of CIGRE UK AGM every two years.

3.4 Meetings

The Steering Committee shall meet at least once within each calendar year.

3.5 Quorum

A quorum shall consist of not less than seven persons entitled to vote. In the absence of a quorum the Chair will determine whether email reference to the rest of the committee will be adequate or whether and when a new meeting shall be called.

3.6 Voting

When matters need to be decided by vote, a simple majority shall be effective, the Chair of the meeting having a casting vote. When in the opinion of the Chair it is desirable that a decision be reached before the next meeting, voting by email shall be permissible.

3.7 Organisation Structure

CIGRE UK will prepare organisation charts which cover all activities and functions of CIGRE UK including the Management Team, Steering Committee and all UK Working Groups and Committees. These organisation charts will be made available to all CIGRE UK members on the CIGRE UK website.

4. SESSION PAPERS WORKING GROUP

4.1 Constitution

This Working Group will be Chaired by the Session Papers Working Group Chair as appointed by the Steering Committee at a meeting at the end of each session year. The Working Group will be disbanded on completion of its remit. The membership of the Working Group should be chosen to be representative of the electricity supply industry, manufacturers and other interests within CIGRE UK and capable of covering papers addressed to the full range of Study Committees. In addition to the members of the Session Papers Working Group each Regular Member shall review the papers being proposed relevant to their Study Committee

The Working Group may consult outside experts and may invite them to attend any meeting.

4.2 Terms of Reference

The Session Papers Working Group shall examine proposals for papers submitted by the United Kingdom for the forthcoming CIGRE Session on the basis of the approved list of preferential subjects. It shall determine which proposals shall be accepted or rejected based on the synopses submitted and relevance to CIGRE SC Preferential Subjects.

The Working Group shall report its decisions to the Steering Committee, and it shall not be bound to communicate to any third party its reasons for accepting or rejecting any proposals other than the authors of proposals to whom individual feedback will be provided.

5. CIGRE STUDY COMMITTEES

5.1 UK Regular Members

CIGRE UK shall elect Members for appointment to the 16 International CIGRE Study Committees (SC). These members are known as UK Regular Members and should be selected having regard to the profile requested by the relevant Study Committee. Their term of office commences during the CIGRE Session for a two-year period. They can be eligible for re-election on not more than two occasions i.e. limited by CIGRE to six years in total.

CIGRE UK may also nominate members to be Additional Regular Members representing non-traditional areas of expertise. The nomination and renewal of these Additional Regular Members is the same as for Regular Members.

UK Regular Member renewal is dependent on individuals fulfilling their responsibilities for their CIGRE SC and for CIGRE UK. Their role and responsibilities are set out in a paper agreed by the Steering Committee and made available to all CIGRE UK members. The view of the SC Chair will be sought in deciding whether the individual has met their responsibilities.

The Nominations Committee shall review the Regular Member position every two years.

The procedure for nomination of a UK Regular Member shall normally be as follows:

- A the Nominations Committee shall invite the retiring member to nominate a successor;
- B the Nominations Committee shall inform the members of CIGRE UK of this nomination (either by email or at its next meeting if more convenient) and invite additional nominations;
- C where alternative candidates are proposed the Nominations Committee shall consider the nominations and their recommendation shall be communicated to the membership of CIGRE UK; however, the final choice will remain with members of CIGRE UK via an email ballot.
- D the Secretary shall communicate the decision to CIGRE Central Office.

Note: In the event of a new Committee being created by CIGRE, CIGRE UK shall first be consulted on a nomination and the procedure shall then continue as from (B) above.

All nominations must have the acceptance of the nominee and their employing organisation, where appropriate.

All UK Regular Members of Study Committees must be individual members of CIGRE. Working Group members should also become individual members. It is mandatory if their sponsoring organisations are not already Collective Members of CIGRE.

5.2 Study Committee Chair

CIGRE UK will seek to nominate and support suitable CIGRE UK members as candidates for consideration to the role of Study Committee Chair when these are sought by CIGRE Central Office.

5.3 CIGRE UK Technical Committee

All UK Regular Members and UK Chairmen of CIGRE Study Committees are also members of the CIGRE UK Technical Committee. This Committee shall meet at least annually, normally immediately prior to the annual meeting of CIGRE UK.

At the meeting in the post-session year the CIGRE UK Technical Committee will commence the meeting by electing from amongst its members a Chair for a two-year period. In the first instance the choice of Chair should be made from amongst UK Chairmen of CIGRE Study Committees to maintain links with the CIGRE Technical Council.

5.4 UK Technical Communities

UK Regular Members are required to organise at least annually a meeting of representatives from any UK organisations or individuals with an interest in the work of their respective Study Committees. In addition, the Regular Member may appoint advisers to assist with specific tasks in connection with their work in the Study Committee. UK Regular Members will notify all members of an annual and other meetings through the UK Newsletter.

Technical meetings, webinars and events will also be organised within the UK Technical Communities to promote engagement of CIGRE UK members and the sharing of information.

5.5 Working Groups

UK Regular Members shall inform the CIGRE UK Technical Committee Chair and Secretary of the members of a working group and of any new members or changes in the composition of the working groups set up by their Study Committee. The Secretary of CIGRE UK will promote the availability for CIGRE UK members to join working groups when places become available.

5.6 Activity Reports

UK Regular Members shall prepare a report of their Study Committee's activities for discussion by all CIGRE UK Members at the Annual General Meeting of

members. The Technical Committee Chair will prepare a statement for inclusion in the minutes of the Annual meeting. A link to activity reports will be placed in the CIGRE UK Newsletter and Website.

5.7 Newsletters

All UK Regular Members of Study Committees shall submit regular reports to the editor of the CIGRE UK Newsletter (with a copy to the Secretary) for inclusion in the Newsletter. The reports should give details of the activities of the working groups reporting to their Study Committee, give notification (including terms of reference) of any new or existing working groups which require members. It is expected that each UK Regular Member will make at least two contributions per year for the CIGRE UK newsletter.

Any CIGRE UK Member may also submit at any time items of interest for inclusion in the Newsletter.

6. MEETINGS OF THE ADMINISTRATIVE COUNCIL OR OTHER CIGRE COMMITTEES IN UNITED KINGDOM

Invitations to meet in the United Kingdom may be issued by CIGRE UK from time to time to the CIGRE Administrative Council or to its Steering Committee, Technical Council, Study Committees or its Working Groups.

Requests for permission to invite Study Committees to meet in the United Kingdom shall be made to the Secretary of CIGRE UK by the Regular Member of the Study Committee concerned. No Study Committee shall be invited without the approval of the CIGRE UK Steering Committee.

Suggestions for CIGRE UK to host a symposium/colloquium should be made to the Secretary of CIGRE UK for consideration by the Steering Committee.

Normally not more than two Study Committees shall be separately invited to meet in the United Kingdom in any one year. Noting that when considering a symposium there could be more than 2 SC's involved and wanting to meet within the UK.

7. FINANCE

As stated in Article 16 of the CIGRE Statutes (see Appendix I) CIGRE UK acts as agent for the collection of CIGRE subscriptions in the United Kingdom and it reserves the right to add a levy to these subscriptions to help meet its own expenditure. The income required by CIGRE UK to fund its own operations may be supplemented by donations.

The financial year shall be the Calendar year.

The financial management arrangements will adopt normal corporate governance principles of designated budget holders, a Financial Controller to provide coordination and execution of CIGRE UK financial processes including banking and collection of subscriptions, and a Finance Management Committee to provide oversight of the activities of the Financial Controller and to ensure the long-term financial health of CIGRE UK.

CIGRE UK shall appoint for each two-year period an independent auditor to certify the accounts and provide an accounting report.

CIGRE UK is a non-profit making concern and in the event of its being disbanded no part of the assets shall be distributed among the sponsoring bodies. In such an event any available assets shall be distributed in equal parts between the IET Benevolent Fund and the Electrical Industries Charity.

8. AMENDMENTS TO THE RULES OF PROCEDURE

CIGRE UK shall have power to vary these Rules of Procedure from time to time but not at any time in such a way as to be in conflict with the CIGRE "Statutes". These Rules of Procedure shall be kept under review by CIGRE UK and revised as appropriate subject to approval at a meeting of CIGRE UK members or at the discretion of the Chair, by email voting.

CIGRE Statutes Article 16

Article 16 – National Committees

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".

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".

Other functions of National Committees are given in the Rules of Procedure (Rule 12). In no case may the rules of a National Committee be in conflict with these Statutes.

CIGRE Categories of Membership

CIGRE includes three categories of members. A member of CIGRE joining via the UK National Committee is automatically a member of CIGRE UK

a) Individual members

Category I: ordinary individual member

Category II: young member

Category III: student member

b) Collective members who may be:

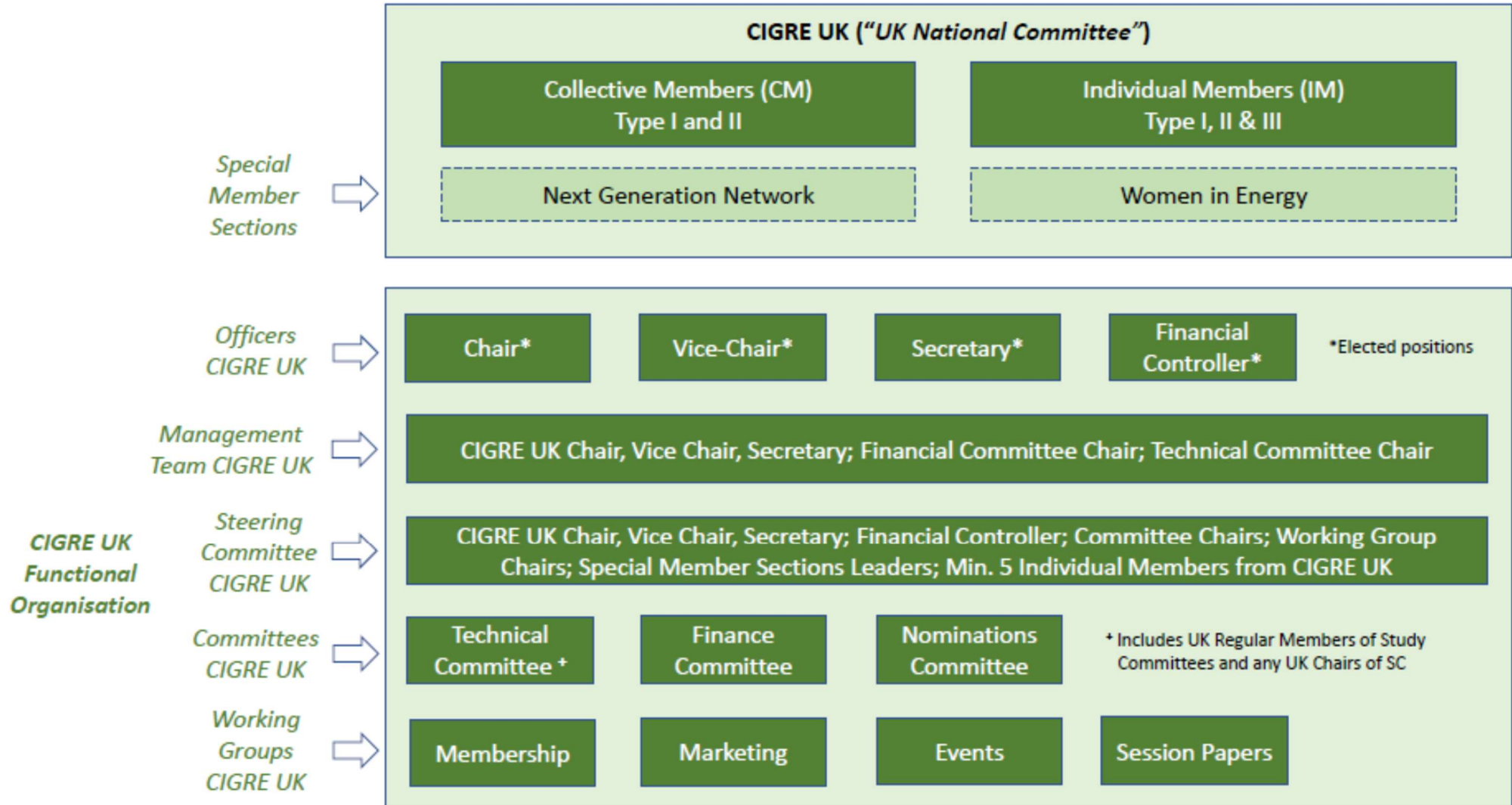
- Public or private enterprises of an industrial or commercial nature
- Establishments for higher education or research
- Government departments
- Scientific or technical associations.

Category I: ordinary collective member

Category II: academia collective member

c) Honorary members who are individual members elected by the Administrative Council in recognition of especially distinguished services to CIGRE.

CIGRE UK Organisational Structure



CIGRE UK Policies

The following Policies have been written and made available to all Members via the CIGRE UK website to aid the functioning and governance of CIGRE UK.

1. Expectations of Members
2. Equality Policy
3. Disability Policy
4. Speak up Policy
5. Complaints Policy
6. ISM and data management policy
7. Social Media Policy
8. Domestic Expenses Policy
9. Overseas Expenses Policy
10. CIGRE UK Awards Policy and Procedure

Copies of these policies are available here:

<https://cigre.org.uk/about-us/policies-guidelines/>

CIGRE UK Strategic Intent

The following Strategic Intent has been aligned with that of Central Office but with some additional bullet points.

1. Influence and Contribute
 - Provide key information to executives and engineers for influence and awareness.
 - To be the independent technical reference organisation for power systems “end-to-end”
2. Vibrant and Inclusive
 - Excellent CIGRE UK services and activities to enable growth and membership participation.
3. People and Skills of the Future
 - Increase participation, skills and diversity of our growing membership for the wider benefit of members and society
 - Enhance our relevance in addressing the electric power systems of the future across the globe.
 - To foster engagement, networking and knowledge sharing in the end-to-end power systems sector, in the UK and internationally.
4. The Electricity Future
 - Understand and influence the development of new technology and practices.
 - Provide independent information to inform society and other sectors as we transition to a decarbonised future

CIGRE UK Women in Energy Forum**Aims and Purpose of the WiE Forum**

CIGRE Women in Energy (WiE) is a forum for women working in energy to interact, develop their careers and improve their professional skills.

It has been established to inspire and motivate women working in the power and energy sector by helping to provide links to global thought leaders and role models, as well as to demonstrate the influence and functions of female professional communities.

Terms of Reference

The WiE forum will be a self-organising group within CIGRE UK, with a forum leader agreed by the Steering Committee. The leader will establish a working group to plan and organise events throughout the year. Given the nature of this forum it does not necessarily require its own constitution, instead operating as an informal forum to facilitate the aims and purpose set out above.

These forum meetings and events will focus on promoting the development of women in energy by sharing experiences, highlighting role models, and providing networking opportunities. They will provide opportunities for women already active with CIGRE, and those engaged more widely within Power Engineering, to meet with each other and with senior industry figures to share perspectives on realising greater gender diversity in the industry. The events will be open to all members of CIGRE UK, either individual or collective.

Leadership of the WiE Forum

The leader of the WiE forum must be an individual member of CIGRE. There is no fixed period of office as this forum is not a formally constituted committee under the CIGRE statutes.

CIGRE UK Next Generation Network

The CIGRE UK NGN Constitution is located on the below link and recognised by CIGRE UK as a formal committee within these CIGRE UK Rules of Procedure:

<https://cigre.org.uk/web-cont1001/uploads/CIGRE-UK-NGN-Section-Constitution-Rev8.0-March-2024.pdf>

CIGRE UK Special Member Sections Operating Foundation Principles and Framework

Overview

CIGRE UK has two Special Member Sections, namely NGN (Next Generation Network) and WiE (Women in Energy) Forum, which require additional autonomy and freedom to operate within CIGRE UK.

Aims

This document sets out the basis of the additional autonomy that the Special Member Sections of CIGRE UK have as part of these Rules of Procedure under which CIGRE UK operates.

Operating Principles

The Special Member Sections of CIGRE UK have the freedom to undertake their own activities with their own governance, under the CIGRE UK governance umbrella, that is to say, operating within the normal boundaries of CIGRE in the electrotechnical domain.

- **Scope:** The key scopes of The Special Member Sections of CIGRE UK, namely NGN and WiE are to:
 - Provide a consensus view on how CIGRE and CIGRE UK activities can reflect the needs of their Members
 - Provide a vehicle to raise specific member initiatives within CIGRE UK (Technical Visits/Tutorials/etc)
 - Provide representation on the CIGRE UK Steering Committee
 - Support participation in CIGRE Central Office initiatives
 - Organise specific meetings/events as stand-alone events or in conjunction with IET/other bodies
 - Provide the structure for personal development/advice through Mentoring
 - Provide the structure for its members to Liaise with contact persons in each CIGRE UK member company/university
 - Provide links into each study committee through Contact with each UK Regular Member
 - Provide the process for selecting members to attend Paris session and to organise the co-ordination between members at the event.

- **Governance:** The Steering Committee of CIGRE UK NGN and WiE will have in place the necessary verification so as to ensure that all activities fall within the boundaries of CIGRE and its rules of procedure. Where questions exist regarding the boundaries of such activities, then these questions can be brought to the Chair, Vice Chair or Secretary of CIGRE UK for further guidance.

- **Steering Committee:** The CIGRE UK NGN and WiE shall have a Steering Committee that consists of a number of Elected and Appointed Officers to conduct its business. The roles and responsibilities of the officers for NGN are described in [2].

- **Elections and terms of office:** The guidance on elections and terms of office for NGN are described in [2].
- **NGN membership:** Guidance on NGN membership are described in [2].
- The functions of CIGRE UK NGN including event organisation, meetings of the Steering Committee and reporting to CIGRE UK are described in [2]
- **Finance:** The CIGRE UK NGN and WiE are funded from a mix of internal CIGRE UK funds, plus specific sponsorship (e.g. for events and activities). The budget will come from the CIGRE UK account. The budget for a particular year will be set and agreed in the Financial Management Committee (FMC) meeting by January of that year. The Secretary and Treasurer from NGN and WiE will prepare a draft budget through discussion with their Steering Committee before bringing it to the FMC meeting. The budget should include costs for aspects such as Administration, Promotion, Events, Education Engagement, Special Gathering, NGN/WiE Competition/Award, Innovation Framework, Virtual Education/ Tour, etc. Justifications should be included in the budget on how it will benefit NGN and WiE members, attract new members and create positive impacts of CIGRE. The NGN and WiE will spend the money first and send the proof of expenditures (e.g. receipts) to the Financial Controller of CIGRE UK and ask for reimbursements.
- **Events:** The NGN and WiE are encouraged to actively engage with CIGRE Study Committees, research institutions and industry companies to collaborate on events. The NGN and WiE's event team will lead on the event planning and organisation with inputs from their Steering Committee during their regular meetings. The events will be targeting young professionals and researchers for knowledge sharing, networking and attracting them into joining the NGN and/or WiE. The types of event can include online or face-to-face technical workshops and online or offline site visits. The NGN and WiE's event team will make sure that the events are coordinated with the CIGRE UK events on aspects of event date and event theme by attending the regular coordination meeting with CIGRE UK events team.
- **Social media:** NGN and WiE will actively use its social media platforms to support the advertisement of events and membership opportunities. All NGN and WiE activities on social media need to follow the 'CIGRE UK Marketing and Social Media Policies'.
- **Technical papers:** NGN and WiE should encourage their members to submit their research papers to CIGRE conferences for publication. The submitted papers need to be assessed by the respective steering committee and then approved by CIGRE UK before submitting to CIGRE events.

[1] Guide Book for CIGRE UK NGN -

https://cigre.org.uk/web-cont1001/uploads/NGN_guide_rev00_WORKING_DOC.pdf

[2] CIGRE UK NGN Constitution -

<https://cigre.org.uk/web-cont1001/uploads/CIGRE-UK-NGN-Section-Constitution-Rev8.0-March-2024.pdf>