

CIGRE-UK Document 1 Version 1 Dated 25th May 2011

PROCEDURE FOR ESTABLISHING WORKING GROUPS INCLUDING SHADOW CIGRE WG'S AND UK ONLY WG'S

1. SHADOW WORKING GROUPS

The list of current active study committee (SC) working groups (WG) can be found on the CIGRE-UK web-site. When new WG's are established these will be mentioned in the next edition of the monthly CIGRE-UK Newsletter and included in the CIGRE-UK web-site. If a CIGRE-UK member has an interest in becoming a member of a WG they should contact the appropriate SC UK Regular Member (RM) whose details can be found on the CIGRE-UK web-site. Where there is a lot of interest in a WG the UK RM will establish a shadow WG, the convenor of this shadow WG will normally be the UK representative on the main WG. It will be the responsibility of the UK representative act as the link between the main WG and the shadow WG in the UK to include:

- a) contribute own expertise to the main WG
- b) represent the interest of all UK members
- c) provide feedback to the members of the shadow WG on the discussions and activities of the main WG
- d) input to the main WG the views of the members of the shadow WG

It is recognised that Shadow WG's are a good way of first engagement for NGN members in a WG, hence for each SC one NGN member will be nominated to shadow the UK RM to provide a link into the appropriate SC, facilitate the formation of shadow WG's and encourage participation of NGN members.

2. UK ONLY WORKING GROUPS

Where there is a technical topic that is not a subject of an existing CIGRE Study Committee WG but is of specific concern or interest to CIGRE-UK members, a UK WG may be proposed

by any UK member. In this case Terms of Reference will be drafted and submitted to the Chairman of the UK Technical Committee for agreement. The ToR will set out the background to the technical topic, the scope of work proposed, the deliverables and timetable for completion together with the convenor. The UK WG will begin once the UK TC chairman has agreed the ToR. The WG ToR will be circulated to all CIGRE-UK members inviting those interested and willing to contribute to contact the convenor.