



GUIDE FOR STUDY COMMITTEE MEMBERS

The following is a summary of the purpose of Study Committees, the CIGRÉ Irish National Committee's appointment procedure and expectations of current and prospective Study Committee Representatives.

Purpose of Study Committees

The Study Committees (SC) and the Technical Council (TC) are the main players in the technical activities of CIGRÉ. Sixteen Study Committees have been established covering a wide range of technical areas. More information about the technical areas covered by each SC is available on the CIGRÉ website ([HERE¹](#)).

The main activity of a Study Committee is to determine the technical questions, the progress of which calls for international collaboration and to aim at advancing knowledge in these fields. Its principal tasks are defined by the Technical Council Strategic Plan and by each Study Committee's Strategic Plan. Study Committees carry out their role in accordance with the Rules for Study Committees available ([HERE²](#)) and the CIGRÉ SC Guidelines for Study Committee members which can be found in Appendix A. They are governed by precise operative rules and they have two basic responsibilities:

- They carry out studies on topical issues of their domain.
- They play a leading part in the Sessions and Symposia organized by CIGRÉ: definition of the topics, selection of the papers, running of the meetings. They also organize their own events: Colloquia, Tutorials, Workshops.

Another activity of a Study Committee is to assist its Chairman in the preparation of the corresponding Group Discussion Meeting at the biennial Sessions, namely the appointment of the Special Reporters and selection of Preferential Subjects. The representation of the Study Committee by its members must be encouraged at CIGRÉ Regional Meetings and in meetings of international bodies active on similar issues within the electro-technical and associated fields.

Composition of a Study Committee

A Study Committee is constituted as follows:

- Chairman
- Secretary
- 24 regular members each from a different National Committee
- Observer members, possibly one per National Committee not already represented on the Study Committee

Study Committee Meetings

Each Study Committee holds a regular meeting once a year. In Session years the meeting takes place in the location and at the time of the Session (usually August in Paris). This facilitates the participation of Study Committee members and Working Group Conveners in the Session.

¹ <http://www.cigre.org/Technical-activities/Study-Committees-Working-Groups>

² <http://www.cigre.org/content/download/831/12075/version/4/file/RforSC-COR-030409.pdf>



In the years when there is no Session, the meetings are held in different countries usually in conjunction with other CIGRÉ events (Symposium or Regional Meeting).

Appointment to a Study Committee

The term of office of study committee members is two years, to be renewed no more than twice. In the case of exceptionally active members a further two-year extension may be granted once only at the discretion of the relevant Study Committee. Members of study committees can be full or observing members.

Appointment of Study Committee members occurs every second year. Where there is no Irish representative on a Study Committee or an existing member of a Study Committee is ineligible or unable to continue a nomination is sought from the CIGRÉ Irish National Committee membership. The list of vacancies for each Study Committee is circulated by the Secretary of the CIGRÉ Irish National Committee before the end of uneven number years. Study Committee members must be an individual member of CIGRÉ. Members who are interested in becoming a Study Committee Member must:

1. Contact their company representative³ or the Secretary of the CIGRÉ Irish National Committee (secretary@cigreireland.ie) indicating their interest and their preference to be a full or corresponding member.
2. Submit a CV outlining relevant experience in the field of the study committee, including previous experience on CIGRÉ working groups or in other CIGRÉ activities.
3. Provide their contact details and CIGRÉ membership number.
4. Make a declaration that they have the support of their employer to dedicate time to the study committee and to travel to study committee meetings.

Study Committee Member Role and Responsibilities

Study Committee members are required to:

- Be an expert in the Study Committee technical area
- Represent Ireland on the Study Committee
 - Seek out the views of Irish CIGRÉ members on areas they want the SC to research (in line with the SC strategic direction)
 - Ensure issues of importance for Ireland are considered by the SC and propose working groups to the SC Chair based on areas of interest to Irish members of CIGRÉ
 - Host or support SC meetings in Ireland if requested to do so

³ For companies with large representation in CIGRE, e.g. EirGrid and ESBI, it is normal for a company representative to coordinate employee participation in study committees.



- Review candidates proposed by CIGRÉ Irish National Committee for election to Working Groups and submit to convenor when asked to do so by the CIGRÉ Irish National Committee
- Monitor working group members participation in their group
- Attend SC meetings each year and contribute proactively to the SC activities
- Provide bi-annual report to the CIGRÉ Irish National Committee on the Study Committee's strategic direction and recent activities and any publications highlighting those with Irish involvement. This should be provided one month prior to the CIGRÉ Ireland bi-annual general meeting.
- Support CIGRÉ Irish National Committee training days, symposia, colloquia, tutorials as required
- Work with the CIGRÉ Irish National Committee to consider succession planning. Propose potential successors to own role and work with CIGRÉ Irish National Committee to ensure any candidates proposed have skills and experience relevant to the role

Study Committee members who do not actively participate in the work of the Study Committee and fail to attend or support Study Committee meetings will be removed from the Study Committee by the Chair or by the Irish National Committee.



Appendix A – CIGRE SC Guidelines for Study Committee members



1. INTRODUCTION

The SC is a managing board of the technical work of CIGRE, selecting topics for study, monitoring progress of activities, proposing conference subjects, in its field of interest. The decisions made by the SC must reflect the choice of members and it is important that a large majority of members express their position as well as that of their stakeholders.

2. OFFICIAL RULES REGARDING SC MEMBERS

These are given, for the most part, in the “Rules for Study Committees”. The main points relating to members’ duties are the following:

- Regular members and observer members must be individual members of CIGRE. (Advisory or Working Group/Task Force members are not requested to be CIGRE individual members).
- The term of office of members is two years, to be renewed no more than twice. In the case of exceptionally active members a further two-year extension may be granted once only.
- When a regular member is unable to attend a SC meeting, he may be replaced by an appropriate expert.
- However, regular members who are replaced too often may not be reappointed at the end of their term.
- If a member’s contribution is considered insufficient, he may not be reappointed at the end of his two year term.
- Exchange of information within the SC is made by e-mail.

3. BASIC GUIDELINES FOR SC MEMBERS

a) Profile of the SC members

- Due to the role of the SC in the management of the technical activities the SC member is expected to have a good CIGRE background, with a fair knowledge of the working procedures of CIGRE.
- A good knowledge of the techniques relevant to the field of activity of the SC is necessary to play an active part in the life of the SC.
- As the SC member represents also the views of his country he should have in his country a position which allows him to be aware of the technical context in his country (needs of the country, experts available)
- An experience as an expert of a WG and a position as the leader of a national panel (or “local SC”) is the ideal curriculum.
- The capability to express his ideas in English is highly desirable.

b) Attendance

- There is an expectation that a regular member will attend every meeting of the SC. An observer member is not expected to attend all meetings. A member (Regular or Observer) has to:
 - Complete any reports for which he is responsible, so that the work of the SC will not be impeded.
 - If possible arrange for a replacement expert from his country to attend in his place and on his behalf (it applies for a regular member).



- When a regular member misses meetings the Chairman will consider recommending not reappointing him.

c) Activity

- For the SC to act efficiently it is dependent on members to contribute in various ways. Apart from simply attending the regular meetings and participating in the decision-making processes of the SC, members are expected to participate in some or all of the following activities:
 - Join at least one AG, WG or TF appropriate to their expertise and experience, if necessary as Corresponding Members. Provide a reporting function from other relevant organisations with which they are familiar or are Members, for example, IEC, IEEE...
 - Act as ambassadors for the SC and CIGRE in their Country or Region, inform on SC activities, and promote SC works,
 - Recruit experts for SC workforces (WG or TF), in liaison with the NC,
 - Represent the views of the country and NC from which they have been appointed and present proposals for new work, based on its needs and requirements,
 - Propose and write papers (and/or encourage others) reporting on activity, progress, technological advances, problems or innovative solutions for presentation at the biennial Sessions, Symposia, Colloquia
 - Attend and contribute to Symposia, Colloquia, Regional meetings, tutorials
 - Contribute to the life of the SC by encouraging the NC to host SC meeting and associated events.
- If the contribution of the SC member is deemed unsuitable, the Chairman may recommend not to re-appoint him at the end of the 2 year mandate.

d) Participation to Sessions

- SC members should take part in the choice of the Preferential Subjects to be discussed, taking into account the expectations of their country or Region,
- SC regular and observer members are encouraged to attend the biennial Group Meeting at the Session as an essential part of their responsibilities (the Session is at the same time as the SC meeting)
- Members are requested to involve themselves in publicising the event, preparing papers, volunteering to act as Special Reporter, making contributions.

A practice recommended for SC members is to organise a pre-Session meeting in their country, to prepare efficiently the national contributions to the Session. Similarly, a post-Session meeting could be useful, to report on the main information which emerged from the Group Meeting.

e) Responsibilities for expenses

- In accordance with practice in all other areas of CIGRE, the member, or his supporting organisation, is responsible for all travel, accommodation and incidental expenses.
- Companies or NCs hosting meetings of the Study Committee are responsible for all costs of staging the meeting and any associated activities.

4. DEMISSION OF A SC MEMBER

It may happen that a member leaves his seat before the end of his mandate of two years. The rule is not to appoint a new member: the NC is asked to nominate a substitute, who will not be regarded as a member. The vacancy will last until the next renewal round; if the substitute is at this time nominated by his NC as a candidate for a member seat, a CV must be provided as for any new candidate.