



## GUIDE FOR WORKING GROUP MEMBERS

The following is a summary of the purpose of working groups, the CIGRÉ Irish National Committee's appointment procedure and expectations of current and prospective Working Group members.

### **Purpose of Working Groups**

Working Groups make up the largest part of Study Committees' working bodies. They are set up to research specific technical areas. They carry out their work by bringing together experts from around the world in these fields to share knowledge and investigate issues and propose resolutions and best practices.

- Working Groups are established with a convenor appointed by the relevant Study Committee and typically last for 1-2 years.
- They are given a specific terms of reference outlining the scope, deliverables and proposed time schedule for reporting – a sample TOR is available ([HERE<sup>i</sup>](#))
- The deliverables are typically in the form of an article published in CIGRÉ's Electra magazine and/or a Technical Brochure
- Members of working groups can be full or corresponding members. Corresponding members do not normally attend working group meetings but do contribute to the activities of the working group and their participation is credited on any publications.
- A comprehensive guideline for working groups is available on the CIGRÉ website ( [HERE<sup>ii</sup>](#))

### **Appointment to a Working Group**

Working Groups are established by Study Committees. The Terms of Reference for each working group are published on CIGRÉ's website ([HERE<sup>iii</sup>](#)) and circulated by the Secretary of the CIGRÉ Irish National Committee to its members.

For companies with large representation in CIGRÉ, e.g. EirGrid and ESBI, it is normal for a company representative to coordinate employee participation in working groups.

If a members wishes to contribute to a working group they must do the following:

1. Contact their company representative or the Secretary of the CIGRÉ Irish National Committee ([secretary@cigreireland.ie](mailto:secretary@cigreireland.ie)) indicating their interest and their preference to be a full or corresponding member.
2. Submit a brief CV outlining relevant experience, contact details and CIGRÉ membership number<sup>1</sup>
3. Make a declaration that they have the support of their employer to dedicate time to the working group and to travel to WG meetings.

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<sup>1</sup> WG members should be individual members of CIGRÉ or part of an organisation that has collective membership of CIGRÉ



Working group members are responsible for covering their own expenses. No financial support is available from CIGRÉ or from the CIGRÉ Irish National Committee.

The CIGRÉ Irish National Committee will select the most suitable candidate(s) and request the local Study Committee representative (if there is one) to nominate the candidate to the convenor.

If the candidate is selected to be a member of the working group they will be contacted by the local SC representative and/or the WG convenor.

A list of Irish members actively participating in Working Groups is maintained on the CIGRÉ Irish National Committee website [HERE](#)<sup>iv</sup>

### **Working Group Member Role and Responsibilities**

Working Group members are required to:

- Contribute to discussions in meetings or by correspondence.
- Seek the assistance of known specialists, possibly in their country.
- Contribute to the collection of material necessary for the study.
- Contribute to the production of the reports, and comment on drafts reports.
- Answer questions and any other communication.
- Support or host working group meetings in Ireland if requested to do so.
- Working group members may be asked to support INC training days, symposia, colloquia, tutorials from time to time.

Working Group members should provide regular updates outlining their contribution and progress in the Working Group to the local Study Committee representative or to the Secretary of the CIGRÉ Irish National Committee if there is no local Study Committee representative.

**Working Group members who do not actively participate in the working group and fail to attend or support working group meetings will be removed from the working group by the convenor or by the Irish National Committee and will not be credited in any associated publications.**

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<sup>i</sup> <http://www.CIGRÉ.org/content/download/58514/2699739/version/1/file/TOR-WG+A2.43+Transformer+bushings+reliability+%28Um+%EF%82%B3+72%2C5+kV%29.pdf>

<sup>ii</sup> <http://www.CIGRÉ.org/content/download/856/12353/version/2/file/Rules+Working+Body+30-12-09.pdf>

<sup>iii</sup> <http://www.CIGRÉ.org/News/CIGRÉ-Working-Groups-Update>

<sup>iv</sup> <http://CIGRÉireland.ie/CIGRÉ-study-committees/CIGRÉ-working-groups-wgs/>