



CIGRE ANC - Australian Panel Member Handbook

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1 CIGRE Aims

CIGRE (International Council on Large Electric Systems) is an international organisation dedicated to the development of the power supply sector through the identification and the development of solutions to industry issues. With members in more than 80 countries, it is one of the leading worldwide organisations on Electric Power Systems, covering their technical, economic, environmental, operational, organisational and regulatory aspects.

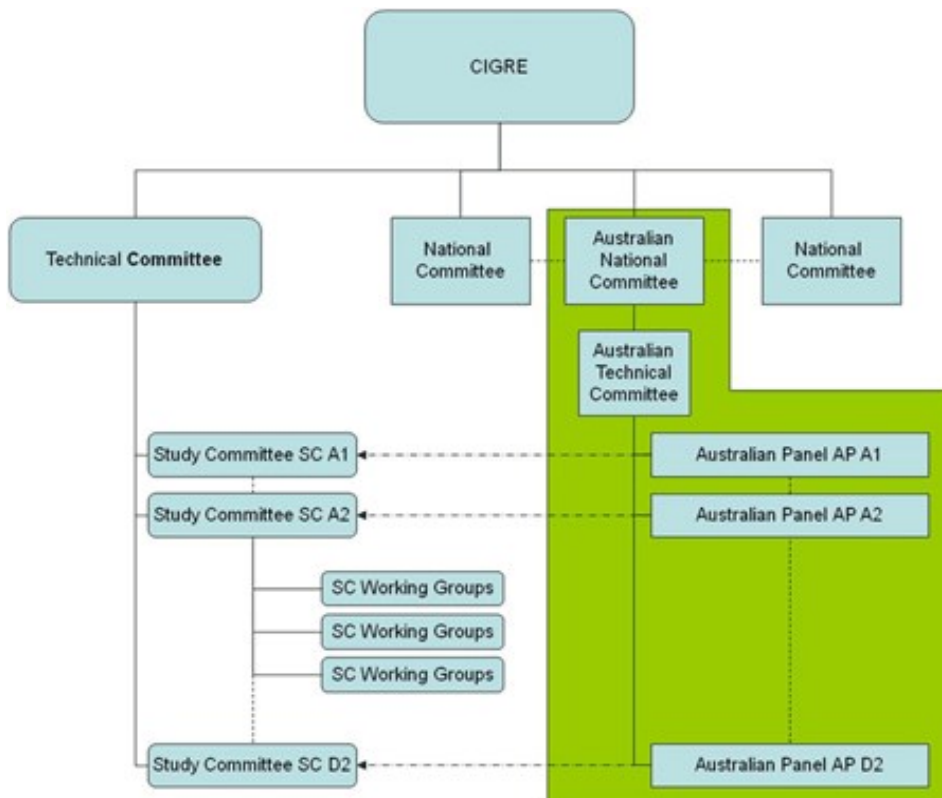
CIGRE was founded in 1921 and is based in France. It is a permanent, non-governmental and non-profit association with the following aims.

- Facilitate and develop the exchange of knowledge and information, in all countries as regards the production, transmission and distribution of electricity.
- Add value to the knowledge and information exchanged by synthesizing state-of-the-art and world practices.
- Make managers, decision-makers and regulators aware of the synthesis of CIGRE's work, in the area of electric power systems.

2 CIGRE in Australia

In Australia, CIGRE is represented by the Australian National Committee (ANC) which is governed by the ANC of CIGRE Board.

The CIGRE structure within the ANC mirrors the international CIGRE structure. There are 16 Australian Panels in each of the equivalent areas of activity of the international Study Committees (SC). The ANC representative for each Study Committee is also the Convener of the equivalent Australian Panel (AP).





Each Panel Convener is also a member of the Australian Technical Committee (ATC) which provides a forum for the exchange of ideas, coordination of activities and reporting on particular issues.

Australian Panels meet annually and collaborate throughout the year using on-line tools provided by CIGRE.

The ANC organises seminars and workshops. It also funds some of the international activities of CIGRE in areas relevant to ANC members.

CIGRE Next Generation Network (NGN) is a division of the ANC that aims to develop the next generation of power engineering professionals. NGN members may assist the work of the Australian Panels or Working Groups and may become future members of Australian Panels.

3 Membership

Members of CIGRE can be individual members or collective members. Companies usually become collective members and employees of those companies have full access to CIGRE references and can become members of Australian Panels or Working Groups or the NGN.

Membership of CIGRE is managed by the national committee.

There is an additional membership fee for each member of an Australian Panel.

4 How CIGRE Works

CIGRE develops technical knowledge using two main methods:

- Conferences and meetings, where papers are produced and discussed; and
- Studies carried out by Study Committees through the work of international Working Groups (WG) on identified industry issues.

The Biennial Session held in Paris every even numbered year is the most important CIGRE event. It brings together some 4000 delegates from all the parts of the world and more than 400 papers, covering all the fields of CIGRE, where industry issues are discussed, debated and agreed.

Symposia are usually held in odd numbered years, in different countries. These events focus on a limited number of topics relevant to the Study Committee organising the event.

Other meetings are also held at country level or at Region level.

There are 16 Study Committees, each dealing with a technical field of the Power Industry. Their work, carried out by Working Groups, is coordinated by the Technical Committee of CIGRE. Altogether more than 2000 experts are involved in these Working Groups and some 50 reports are issued every year.

In Australia, the 16 Australian Panels support the activities of the related Study Committee, provide support to the local power industry and disseminate knowledge generated by CIGRE to the industry.

Australia regularly hosts the meetings of Study Committees and Working Groups. These bodies contain the pre-eminent international experts in their fields who thereby bring their expertise to the region. Seminars, workshops and other events are organised by local Panels when Study Committees or working Groups are visiting, to enhance this transfer of knowledge.

As CIGRE is the primary organisation that supports the activities of international standards organisations in the power sector, it is also important that these activities provide the opportunity for regional input into the international activities of CIGRE.

5 Study Committees

Study Committees consist of a chairman, secretary and approximately 24 experts. A National Committee can have one member on any Study Committee. The ANC has a member on all 16 Study Committees. This is a measure of the recognition of the contribution of the ANC to the international work of CIGRE.

Membership of a Study Committee 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.

Each Study Committee has a specified scope of activity. Strategic Plans and Action Plans establish the goals of the activities of the Study Committees. Specific industry needs are addressed through the formation of Working Groups that report to the Study Committee.

Each Study Committee also manages a one day technical session during the Paris Session. These events provide a structured environment to discuss papers submitted to address specific preferential subjects. These events occur every even year in Paris.

Every odd year, each Study Committee meets at the invitation of a National Committee where a Symposium is usually held on a topic of regional interest.

6 Working Groups

Working Groups are the main engine room of CIGRE. Working Group scopes are created by the Study Committee and approved by the Technical Committee. A period of up to 4 years is then given to address the issue. A Working Group Convener is nominated and a "call for experts" is initiated to identify members of the Working Group. Membership of the Working Group is approved by the Study Committee.

Each Working Group reports on progress to Study Committee meetings annually.

The output of the Working Group is usually a Brochure. This is in a form of an electronic or printed book that is made available to all members of CIGRE. As these documents have been produced by international experts, they define industry practice or "state of the art". Many form the basis for standards generated by IEC or IEEE. Working Groups also produce a tutorial presentation based on the information in the Technical Brochure. A suitably qualified presenter (e.g. a Working Group member) can use this prepared presentation in a workshop.

ANC membership of Working Groups is frequently sought. Australia and New Zealand can give a different perspective and experience that is valued by CIGRE. It also provides an opportunity for the ANC to have an influence of the establishment of international industry practices.

7 Australian Panels

The Australian Panels reflect the same structure and scope as the Study Committees. Therefore there are 16 Australian Panels. Each Australian Panel Convener is also the ANC representative of the equivalent Study Committee and a member of the ATC.

Each Australian Panel meets annually.

The ATC maintains a calendar that forms the basis of a rotational system that balances the location of the 16 annual Panel meetings across each Australian State and in New Zealand. These meetings form an important communication structure for CIGRE and its members.

Local initiatives within the Australian Panel also form the basis for future international CIGRE work.

The position of Panel Secretary is encouraged although this function is often performed by the Panel Convener.

Members of Australian Panels are either individual members of CIGRE or employees of a collective member.

There is no firm limit to the number of members in any individual Australian Panel. However in a practical sense, the optimum seems to be 20-26 as it is more difficult to run forum meetings to discuss technical issues with more than 30 members. The Convener is responsible for accepting (and removing) Panel members on the basis of potential contribution to the Panel to ensure effective and efficient operation and representation of the industry at large.

Membership of Working Groups is usually drawn from the Australian Panel membership. It is not compulsory that a Working Group member is also a member of an Australian Panel, however communication to the industry and regional input to the work of the Working Group is better managed if the Working Group member is also a member of the Australian Panel or NGN.

8 Responsibilities of Conveners

The term of an Australian Panel Convener is usually six years with one possible two year extension.

The Convener is also a member of the respective CIGRE international Study Committee which opens the door to a worldwide network of knowledgeable, like minded professionals.

The Convener has a technical management role that gives exposure to those professionals – internationally and locally - that guide the development of the industry. The Convener might not be the foremost technical professional from the Panel, however they are expected to be able to adequately represent the collective knowledge of the industry that is collated by the Panel.

The role of Convener is therefore a position of importance to the industry. It requires the combination of technical skills, organisational ability, pro-active communication style, ability to run a forum style meeting and a personal commitment to the aims of CIGRE. The Convener provides support and facilitation of the Panel Members.

Towards the end of the Convener's term, usually around March/April, the existing Convener will call for three formal volunteer nominations to succeed in the role. Interested Panel Members should verify the support of their organisation to perform the duties required by the role.

Representatives of the ANC of CIGRE Board will subsequently review the nominations to make the final selection.

The retiring Convener may continue serving as a Panel Member.

9 Responsibilities of Panel Members

CIGRE functions through the active participation of its members. The standing of the ANC within the international CIGRE community is the result of the contributions of individuals as well as the collective contributions made by Australian Panels that have helped to shape the industry.

Australian Panel membership is for active industry experts for the purpose of advancing the power industry on behalf of all ANC members. All Panel Members must be an individual member of CIGRE or supported by a collective member. Membership of Australian Panels is not open to all members of the ANC, whether collective or individual members. It is foremost an expert panel.

Members of Australian Panels are expected to actively participate in the work of the Panel in the following ways.

Represent the views of the organisation they represent on the Panel

Panel Members are to convey the views, concerns and needs of the organisation they represent. This will require the Panel Member to actively link to others in their organisation so that their organisation is effectively represented across all the areas of work of the Panel.

Represent CIGRE within their organisation

A major goal of CIGRE is the dissemination of information to all members. Members of Australian Panels gain important information that can benefit the organisation they represent. It is the responsibility of the Panel representative to distribute this information through member organisations.

Attend and participate in the regular Australian Panel meeting

Members need to be committed to the regular meetings of their Australian Panel if their membership is to be effective. This requires attendance at Australian Panel meetings, involvement in Panel activities and contribution to the discussion. Failure to attend Australian Panel meetings or actively contribute to the work of the Panel can result in the termination of Panel membership or request for a change of representation by the collective member.

Respect the views of other Members

The views of all Members are important and to be respected. Each Panel Member contributes to the exchange of industry information and each Panel Member is to respect the discretion expected by other Panel Members regarding the information presented.

Contribute to the work of CIGRE and the Australian Panel

It is expected that all Panel Members contribute to the work of Australian Panel. As well as attendance and contributions at meetings, this can involve the following activities.

- Making contributions at Australian Panel meetings
- Responding to the requests of the Panel Convener
- Contributing to papers prepared by the Panel
- Reviewing papers
- Contributing to surveys
- Contributions to seminars organised by the Australian Panel
- Host Australian Panel events

- Membership of international Working Group(s)

Participate in CIGRE Seminars and Events

Membership of the Panel requires representing the general industry knowledge and trends to your own organisation as well as representation of your organisations knowledge and practices to the industry at large. This implies active support and participation in CIGRE industry events in the following ways.

- Writing papers
- Attendance at the event
- Assistance in organising and managing the event
- Promoting the event within and outside your organisation

Further details are in the section, “Contributing to the Work of CIGRE”.

10 Contributing to the Work of CIGRE

The value of CIGRE derives from the contributions of its members. An Australian Panel Member is required to be a contributor to the CIGRE group they have membership. Some of these contributions can be as follows.

Contributions at Australian Panel Meetings

Australian Panel meetings require the input of all Members. Every Panel Member is expected to make contributions to the Australian Panel meeting that might include the following.

- Presentation on experiences and/or case studies
- Report on the progress of a Working Group
- Report on a local initiative by the Australian Panel
- Other possible forms of contribution agreed by the Panel

Contributing to surveys

Surveys and other forms of information gathering are important to CIGRE. It is also a means by which the organisations represented by the Panel Members can have input to the work of CIGRE and establishment of priorities.

Contributing to papers

One of the main forms of input that the ANC has into CIGRE is through technical papers for the Paris Session and other CIGRE events. Often important work in CIGRE has been triggered by the input into technical papers and CIGRE papers are often referenced by the industry.

Technical papers are also the mechanism by which the local work of CIGRE can be published and recognised.

It is often the case that one Panel Member does not believe they can create a paper of sufficient standing. For this reason, many papers are the combined contribution of a number of individuals and these papers are well received because CIGRE is always searching for papers that represent industry practice.

Responding to the requests of the Panel Convener

The Australian Panel Convener is the link between the international Study Committee and the local industry. This often requires responses to international requests for information or support. Within the Study Committee system, it is expected that Panel Members respond to all

requests even if the response is “nothing to contribute at this time”. A similar practice within Australian Panels greatly assists and supports the Convener.

Reviewing papers

Australian Panel Members are recognised as experienced industry representatives and their opinions on the work of CIGRE and others is important. The decisions made by the Panel on industry issues are collective decisions. Therefore the review role within an Australian Panel should be performed by all Panel Members.

Contributing to Seminars and other events

Seminars and other events can be a challenge for an Australian Panel, but also rewarding. There are many roles and functions required to organise a CIGRE event and so these events should involve a significant portion of the Australian Panel. In particular, it is important that the technical standard of these events is of the highest industry standard and it is the members of the Australian Panel that are the local CIGRE experts in the area of activity of the Australian Panel. Therefore high Panel involvement is expected at these events.

Hosting Australian Panel events

CIGRE is appreciative of the generosity of those organisations that host CIGRE meetings and those who assist in their organisation. To assist with managing demands on organisations, CIGRE maintains a meeting location roster. Therefore when a meeting is organised local to a Panel Member then that member should assist the Australian Panel Convener with the organisation of that meeting.

It is expected that these events are the efficient expenditure of the financial contributions by hosts and sponsors as the cost to host organisations impacts their perception of the value of CIGRE.

Membership of International Working Groups

It is the goal of the ANC to be represented on Working Groups that are significant and relevant to the Australian and New Zealand power industries. In most cases, Working Group members from the ANC are corresponding members and are not required to attend Working Group meetings. The ANC will sometimes fund or part fund the participation of a CIGRE Australia member who is the working group convener or in some cases secretary of the Working Group in recognition of the time/effort that this role takes and to encourage Australian leadership in relevant working group activities. Application for funding needs to be made to the CIGRE Australia office prior to taking on the role. Further information about membership of Working Groups is in the section, "Contributing to Working Groups".

11 Contributing to Working Groups

Working Group membership is a vital and core part of CIGRE’s activities as Working Groups are the method by which CIGRE establishes new industry references and guidelines for the application of state of the art methods and technologies for the best operation of the power system.

Working Groups are charged with the responsibility to generate Technical Brochures covering a particular topic over typically a 3-4 year time frame. Topics are chosen by the Study Committees and endorsed by CIGRE.

Technical Brochures are typically 50 – 150 pages in length and are published for sale to the general industry or available as download to CIGRE member individuals and organisations.

Working Group membership is managed by the Convener of the Working Group as appointed by the Study Committee. The Convener may appoint or remove members as necessary for the efficiency and quality of the Technical Brochure and according to the active participation of the member.

A request for membership to the Working Group is via the respective Panel Convener to the Study Committee.

Responsibilities

Working Group members are required to act in the following respects.

- Contribute to the writing and editing of the Technical Brochure themselves,
- Liaising with other people and organisations within their country to identify best practice requirements and solutions of benefit to the quality of the Technical Brochure.
- Encourage support in undertaking these activities with young engineers as a means to promote the CIGRE experience and participation.

Membership

Working Group membership is available in two forms.

1. Regular members are required to attend most of the Working Group meetings in locations around the world as deemed appropriate by the Working Group Convener.
2. Corresponding members are not specifically required to attend the Working Group meetings in person although conferencing is a useful alternative. However they are encouraged to attend whenever and wherever possible, especially in the early formative meetings for the tasks to establish a good team relationship.

In the case of 'native' English speaking members, these members are generally expected to take an additional proactive role in ensuring the quality of the document in terms of context, grammar, spelling and readability.

In all other respects, all members share the same responsibilities to the production of the Technical Brochure.

Workload Commitment

Working Group membership will require commitment of the individual and support of their organisation to the timely response to issues and production of the Technical Brochure to the agreed plan. The time commitment will vary for each topic, role and throughout the life of the Working Group. However it is reasonable to assume that Working Group membership may constitute typically require a commitment of 5-10 days per year.

As Working Group membership is a joint responsibility of representing the individuals personal expertise and that of representing the CIGRE organisation and industry as whole for their country, the member is required to submit a brief annual report summarising progress and matters of interest, either personally or via their company representative, to the Australian Panel.



12 CIGRE Industry Events

One of the main aims of CIGRE is to “Facilitate and develop the exchange of knowledge and information”,

Panels may organise open invitation events and seminars for the industry at large.

These events are an effective means to broaden involvement and benefit of CIGRE work beyond just the limited numbers of Panel Members or available Working Group participation.

CIGRE Australia has developed specific event tools that are managed through the ANC office.

The ANC Office is advise on the planning and staging of events as required.

13 CIGRE Website

The collection, creation and dissemination of industry information are fundamental to the work of CIGRE. There are four websites to assist members.

CIGRE Australia Public Information Site

The ANC has established a website that has information and news about CIGRE in Australia. Information about CIGRE hosted events is also available.

CIGRE Australia Collaboration Site

The ANC has established a collaboration site as a reference site and workplace for CIGRE activities. The system is based on Confluence.

Access to the CIGRE Australia website is managed by the individual Panel Conveners granting access to Panel Members as part of the automated workflow process.

CIGRE International

The CIGRE international website provides information on the world wide activities of CIGRE. This includes the work of Study Committees and Working Groups. It also has information on international CIGRE events. [e-cigre](#)

[e-cigre](#) is the reference site for CIGRE publications. It includes Technical Brochures, papers and the Electra magazine. Documents can be purchased or downloaded for free with a valid membership number.

14 Panel Membership Fees

All members of the ANC are invoiced annually by the ANC secretariat for membership fees. An additional fee is charged for each Panel membership. There is no additional charge for Working Group membership. Further information on membership fees can be obtained by contacting the ANC office.

15 Becoming a Member of an Australian Panel

Membership of an Australian Panel is at the invitation of the Panel Convener and the ANC Secretary. All Panel Members must be either an individual member of the ANC or an employee of a collective member. A member of the ANC may express an interest in being considered for membership through the Panel Convener or ANC office. A Panel Convener may also encourage an industry expert to become a Panel Member.

The suitability of the applicant is not the only consideration when considering whether to extend an invitation for membership. The existing size of the Panel and balance of industry representation are other important factors.

16 Continuing Professional Development

Australian Panel Members have ample opportunities to fulfil CPD (continuing professional development) requirements for chartered status in professional organisations such as Engineers Australia. The following categories of CPD are particularly relevant to CIGRE.

1. Short courses, workshops, seminars and discussion groups, conferences, technical inspections and technical meetings, where these are delivered or facilitated by recognised practitioners in the field.
 - Australian Panel meetings largely fall into this category.
 - CIGRE organises workshops and seminars.
 - Involvement in Working Groups is both a development opportunity and a service to the profession.
2. Private study which extends your knowledge and skills in your area of practice and/or in the core areas of risk management, business and management skills outlined above.
 - CIGRE provides access to a vast amount of relevant reference material.
3. Service to the engineering profession.
 - Assisting in the organisation of CIGRE events is a service to the profession.
 - CIGRE provides opportunities to assist the NGN by involvement in their events or mentoring.
 - The preparation and presentation of material for courses, conferences, seminars and symposia.
 - CIGRE provides opportunities to present material based on work experience and/or issues at large and small events. CIGRE encourages joint contributions, therefore anyone can find an opportunity to be involved.
 - CIGRE also provides opportunities for involvement in preparation of papers and presentation at international events by the Panel Convener or another representative.

Those who get the most out of CIGRE, for their company and their own development, are those who contribute most to the work of CIGRE.

17 Further Information

Important website links are:

ANC website: www.cigreaustralia.org.au

International website: www.cigre.org

CIGRE e-library: www.e-cigre.org

For further information please contact the ANC secretariat at:

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