Charter

For

CIGRE Australia (AU) Next Generation Network (NGN)

CIGRE is a permanent international, non-government, non-profit-making association, founded in France in 1921. Its aim is to develop and distribute technical knowledge in the field of the generation, transmission and distribution of high voltage electricity, environment, regulation, and electricity markets.

May 2021

1   Objective

The CIGRE Australia (AU) Next Generation Network (NGN) has been established to:

1.1 Aid in the sharing of information and knowledge between engineering peers within Australia and internationally.

1.2 Develop its members' energy systems engineering knowledge generally, as well as in specific areas of interest.

1.3 Work with CIGRE to assist in working groups and the development of technical papers.

1.4 Provide a pathway for young engineers to become actively involved in CIGRE.

2   Organisational Structure

CIGRE Australia NGN is a national organisation. The structure of the NGN is shown in Figure 1 below:
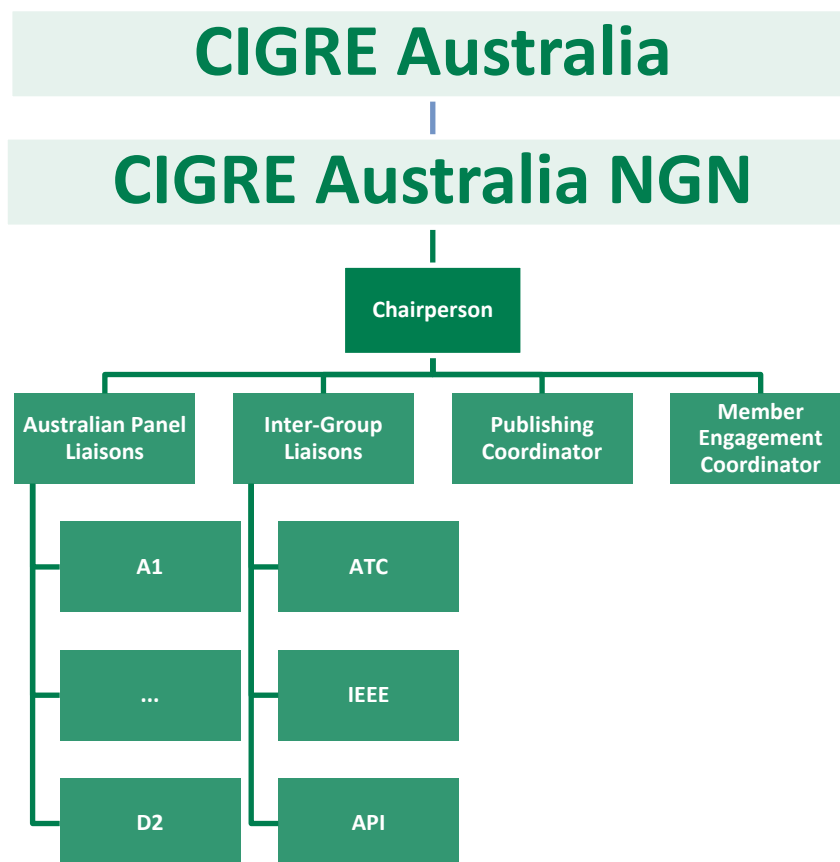

Figure 1: CIGRE Australia NGN Organisational Structure

3 Roles and Responsibilities

3.1. The **Chairperson** is responsible for:
- o Developing and communicating the direction for the NGN.
- o Monitoring and reviewing the performance of the NGN to ensure that the group is achieving its core objectives.
- o Approval of publications and activities by the NGN Committee.
- o Official communications with CIGRE Australia and its leadership, including a brief monthly report, and an extended annual report.
- o Attending bi-monthly CIGRE Australia board meetings as a representative of the NGN.
- o Jointly managing the NGN's budget and finances with the leadership of CIGRE Australia.
- o Chairing NGN Committee meetings.
- o Coordinating the NGN Committee's response to issues that arise and the establishment of new initiatives.
- o Coordinating ad hoc work.
- o Coordinating the process for appointing the subsequent year's committee.
- o If required, to present at industry events on behalf of the NGN.
- o Maintaining regular contact with the overseas CIGRE NGN group.
- o Identifying opportunities for collaboration that bring mutual benefit to both groups and are agreed by the leadership of both groups.
- o Performing any work required to facilitate this collaboration.

Note: It is highly desirable for the Chairperson to have previously held another role on the NGN Committee and/or CIGRE Australia.

3.2. The **Member Engagement Coordinator** is responsible for:
- o Fostering the active participation and engagement of NGN members in CIGRE Australia activities, including:
  - o Attendance at events organised by CIGRE Australia.
  - o Representation of CIGRE Australia at nominated events
  - o Participation in CIGRE international working groups, under the supervision of a senior member of CIGRE Australia.
  - o Promoting robust and thought provoking discussion on the NGN.
  - o Other opportunities identified by Australian Panels.
- o Producing and updating materials to explain opportunities for participation in the NGN that may be targeted at:
  - o The Convenors of each Australian Panel
  - o The NGN's Australian Panel Liaisons
  - o The NGN's general membership
- o Producing and updating materials (e.g. forms to nominate interest, selection criteria etc.) to facilitate participation and promote consistency across all Australian Panels.
- o Providing support and encouragement to Australian Panel Liaisons to help them to identify, promote and fill opportunities.
- o Liaising with the Chief Executive Officer (CEO) of CIGRE Australia and Chairperson of CIGRE Australia's Technical Committee to help identify opportunities, and to promote a strong relationship between the NGN and the Australian Panels.
- o Assisting in resolving possible issues.

- o Collecting feedback from all parties and reviewing materials / procedures as required.
- o Communicating with NGN Chairperson including a brief monthly update, and an extended annual update.

3.3. The **Publishing Coordinator** is responsible for:
- o Producing and updating materials to explain mechanisms and processes for material to the presented to the NGN. Different versions of this material may be needed for different audiences:
    - o The Convenors of each Australian Panel.
    - o Members of other groups (e.g. IEEE).
    - o Prospective presenters.
    - o The NGN's Australian Panel Liaisons.
    - o The NGN's general membership.
- o Producing and updating any supporting documentation to facilitate the publishing of material (e.g. forms to grant permission to publish etc.)
- o Maintaining a forward-looking publishing plan that records scheduling of publications for the NGN.
- o Adding notice of these events to the NGN website.
- o Adding material to the NGN website 'Featured Articles' section.
- o Writing and sending a regular email summary to update NGN members recent opportunities and publications.
- o Providing support and encouragement to Australian Panel Liaisons to help them to identify and publish material.
- o Communicating with NGN Chairperson including a brief monthly update, and an extended annual update.

3.4. Each **Australian Panel Liaison** (one for each of the 16 Australian Panels) is responsible for:
- o Maintaining regular contact with the Convenor (or appointed delegate) of the Australian panel to identify:
    - o Material presented that could be appropriate to be shared with the NGN members.
    - o Upcoming events that it may be appropriate to invite NGN members.
    - o Upcoming opportunities for NGN members to participate in CIGRE international working groups, under the supervision of a senior member of CIGRE Australia.
    - o Other opportunities identified by Australian Panels to involve NGN members.
- o When suitable materials are identified, the following resources will be provided by the Publishing Coordinator to bring this material to the NGN:
    - o Explaining the publication options to prospective presenters, answering any questions, having the presenter complete any required forms etc.
    - o Scheduling a date/time for webinar presentation, in discussion with the presenter and the Publishing Coordinator.
    - o Adding a notice to the NGN website for this webinar.
    - o Chairing the webinar session.
    - o Organising a second Q&A webinar if agreed.
    - o Organising for a thank-you gift to be provided to the presenter.
- o Where suitable events or opportunities are identified, the following resources will be provided by the Publishing Coordinator, to promote and fill these opportunities:
    - o Clarifying details of the event/opportunity.

- o Preparing any forms which may be required for the opportunity (e.g. filling in a template with specific details).
        - o Adding a notice of the event/opportunity to the NGN website.
        - o If appropriate, reviewing expressions of interest for the opportunity and selecting the successful candidate(s).
    - o Communicating with Publishing and Member Engagement Coordinators including a brief monthly update, and an extended annual update.

3.5. The **Australian Power Institute (API) Liaison** is responsible for:
   - o Working collaboratively with the API to facilitate the university thesis mentoring program, including:
        - o Maintaining regular contact with the API.
        - o Producing materials to explain the program to NGN members.
        - o Matching NGN volunteers to opportunities.
        - o Reviewing the effectiveness of the program and collaborating with the API to improve the scheme.
        - o Communicating with NGN Chairperson including a brief monthly update, and an extended annual update.
        - o Communicating with the CEO CIGRE Australia on progress and participation in the program

3.6. The **Institute of Electrical and Electronic Engineers (IEEE) Liaison** is responsible for:
   - o Maintaining regular contact with IEEE Power Engineering Society (Qld Section).
   - o Identifying opportunities for collaboration that bring mutual benefit to both groups and are agreed by the leadership of both groups.
   - o Performing any work required to facilitate this collaboration.
   - o Communicating with NGN Chairperson including a brief monthly update, and an extended annual update.

3.7. In addition to these committee positions, there is the opportunity for members to volunteer for specific ad hoc tasks. Each ad hoc task will be coordinated by the committee member most related to the task being undertaken.

4 Activities

4.1. **Webinar based presentations and Q&A sessions** – interactive presentations held via webinar for NGN members. Experienced engineers (CIGRE or external, senior or NGN member) to present on a topic of interest. Whenever possible, a recording of the webinar is to be captured to allow members who were unable to attend to 'catch up', and to enable continued discussion of the material. The recordings should be made available to CIGRE Australia CEO or Business Services Officer (BSO) for uploading to the CIGRE You tube site.

4.2. **Publishing material –** publishing interesting and relevant material (CIGRE or external) on the NGN website. These publications should be accompanied by thought provoking questions, with the goal of fostering discussion and sharing of different perspectives amongst NGN members. CIGRE NGN Website should be updated regularly to keep content fresh and current.

4.3. **Involvement in CIGRE events** – facilitating the participation of NGN members in events organised by CIGRE Australia (including the Australian Panels).

4.4. **Participation in CIGRE activities** – facilitating the participation of NGN members in activities held by CIGRE's international working groups.

4.5. **Promotion of CIGRE** – Through webinars, regional events and social media.

4.6. **Technical site visits** – State-based technical site visits to power engineering facilities (or other industries of interest). Site visits should be run in conjunction with larger CIGRE events. Technical visits should be open to non-members.

4.7. **Social networking events** – To be held following seminars or other appropriate times. Networking functions or dinner events should be held to facilitate social networking. Ideally, these events should be attended by senior engineers as well as NGN members and other young engineers (non-members).

5   Charter

7.1   Either a collective member or an individual member of CIGRE Australia, under the age of 35 years (as at the beginning of the calendar year) is eligible to register as a CIGRE Australia NGN member at no cost.

7.2   Any young engineer, under the age of 35 years who is interested in being a CIGRE Australia NGN member but whose company or university is not a collective member of the CIGRE Australia, will be required to join CIGRE Australia under the individual membership (I or II, as applicable) category.

7.3   The NGN Committee shall be formed with at least three members (Chairperson, Member Engagement Coordinator and Publishing Coordinator), holding a formal nomination process for vacant positions.

7.4   The NGN Committee shall review its charter annually prior to the AGM and amend as appropriate.

7.5   NGN Committee meetings including all liaisons shall be held at least quarterly (additional meetings as required).

7.6   All NGN Committee and liaison positions shall be elected one month prior to the end of their term; the successful candidate will generally bear office for a minimum of two years and with a maximum tenure of three years. Extensions may be granted for tenure greater than three years, up to a maximum of six years in total (consecutive or non-consecutive) if no other NGN members have nominated for the position.

7.7   More than one elected position may be held simultaneously by a member, provided the agreement of CIGRE Australia. This would normally only occur if not all positions are able to be filled by individual members.

7.8   One elected position may be shared by two members if there is mutual agreement to do so (i.e. to cooperatively fulfil the position).

7.9   The NGN Committee shall provide an annual CIGRE Australia NGN report to all NGN members. This will be available prior to the annual AGM and may also be distributed in full or part to all members for their information.

7.10   The NGN Committee shall participate in CIGRE Australia meetings as required to convey the news and information from CIGRE Australia to all NGN members.

6   Communication

Members of CIGRE Australia NGN will conduct official communications via one of the pathways outlined below:

Internal (members):
- 6.1. Webinar meeting
- 6.2. CIGRE Australia's Knowledge Management System (KMS)
- 6.3. Group email (for urgent issues or ongoing discussions)

External (non-members):
- 6.4. CIGRE Australia NGN Website
- 6.5. Group email (promotion of webinar events)
- 6.6. Social media

As far as possible, all NGN Committee members will store any notes and records (e.g. emails) on CIGRE Australia's Confluence System, (KMS) so that the records are visible to other and subsequent committee members.

All external communications should be reviewed by the Member Engagement Coordinator, Publishing Coordinator or Chairperson and approved for release.

7   Knowledge Management System (KMS)

7.1   The following permissions have been established in the NGN KMS. The Chairperson must review permissions annually and update accordingly:

7.1.1   aungnowner – assigned to the NGN Chairperson. If multiple Chairpersons exist, then the Co-Chairpersons will mutually agree who will act in this role.

7.1.2   aungnsecretary – assigned to the NGN Committee (Chairperson, Member Engagement Coordinator and Publishing Coordinator).

7.1.3   aungnrepresentative – assigned to all other NGN members not previously qualified in the above roles.

7.1.4   aungnspecialist – assigned to distinguished CIGRE members (e.g. CIGRE Australia Board Members) that no longer meet the NGN member criteria.

7.1.5   aungnobserver – not currently utilised.

7.2 The following roles have been established in the NGN KMS. The Chairperson must review roles annually and update accordingly:

   7.2.1 Full (Regular) – assigned to NGN Committee members and liaisons.

   7.2.2 Other – assigned to all other NGN members not previously qualified in the above roles.

7.3 The NGN KMS site includes separate spaces for; the Chairperson and the wider NGN Committee to collaborate. These spaces are restricted, and access restrictions must be reviewed annually by the Chairperson.

7.4 NGN member details can be extracted from the KMS via various reports. The latest NGN member list is located here (https://cigregroups.org/x/uxMTBw) and is only accessible to the NGN Committee. The aungnowner must review and update this list regularly.

7   Document Control

Rev	Date	Description	Modified By
0.1	18/12/2012	Initial draft developed for commenting by NGN members.	M. Zillmann
0.1.1	14/01/2013	Made some minor changes to Objective and Functions sections.	M. Zillmann
0.2	21/01/2013	Merged constitution section into document.	J. Riesz
0.3	21/02/2012	Added Roles and Responsibilities section.	M. Zillmann
0.3.1	23/01/2013	Updated Charter based on feedback from NGN members.	C. Liu M. Chiang
0.4	24/01/2013	Added additional responsibility to Communication Officer and minor changes to numbering and terminology used for consistency such as National and State Committee.	M. Chiang
0.5	24/01/2013	Corrected some inconsistencies in the terminology used.	C. Liu
0.6	24/01/2013	Added Mentoring Program Manager to Structure and Roles and Responsibilities section.	M. Zillmann
0.7	25/01/2013	Removed 5.4 of membership maintenance from Charter Added two responsibilities of Regional Coordinator in 3.5 Added Mentoring Program Manager is an elected role in 5.6.	C.Liu
0.8	25/01/2013	Added, managing mentoring program for Mentoring Program Manager at clause 3.4. Added, providing feedback from state members at clause 3.7. Minor changes for consistency CIGRE Australia NGN instead of CIGRE NGN Australia.	M. Chiang
1.0	25/01/2013	Accepted all changes and finalise the NGN Charter draft.	C.Liu
1.1	20/02/2013	Updated with minor changes following first draft review by wider group and ANC.	M. Zillmann
1.2	26/02/2013	Update with minor changes following meeting to review public responses and the response from the CIGRE Australia Board.	M. Zillmann
1.3	5/03/2013	Reviewed and made minor changes.	M. Chiang
1.4	07/05/2013	Reviewed by CIGRE Australia representative.	A. Palamarczuk
1.5	17/05/2013	Adjusted the format in Figure 1.	M. Chiang
1.6	20/05/2013	Modified "steering committee" in section 3.7 to "NGN committee".	C.Liu

1.7	04/11/2013	Updated Section 2 and Section 3 to align with new group structure.	M. Zillmann
1.8	7/11/2013	Introduced NGN National and Sub-Committee in the document, removed the old structure positions and updated clause 5.6 to reflect all position responsibilities.	M. Chiang
1.9	7/11/2013	Reviewed the structure change and made minor changes.	C.Liu
2.0	15/06/2014	Drafted various changes to implement the new committee structure for 2014/15.	J. Dennis
2.1	01/10/2017	Updated to reflect new structure and option to extend holding a position greater than 2 years.	A. Price
2.2	19/11/2018	Updated position tenure section following discussions with Panel Convenors	A. Rozali and B. Lin
2.3	08/06/2021	Reviewed structure and made various changes.	P. Coughlan, C. Wembridge, M. Zillmann, A. Gupta