



The CIRED Association

# **Statutes**

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As approved by the Directing Committee on 9 November, 2015

## 1. Formation

An international association is set up under the name of CIRED.

It takes the legal form of *de facto association* (*association de fait*) under Belgian law. CIRED is established in Belgium.

‘CIRED’ is derived from "*Congrès International des Réseaux Electriques de Distribution*" in English ‘*International Conference on Electricity Distribution*’. Ownership and all rights to this name belong to AIM – Association des Ingénieurs de Montefiore, Belgium – and The IET – The Institution of Engineering and Technology, UK, who have granted the association the right to use the name ‘CIRED’.

## 2. Objectives

CIRED works for the purpose of increasing the business relevant competencies, skills and knowledge of those participating in CIRED's activities.

CIRED is active in the technical field of Electricity Distribution Systems, including dispersed and embedded generation issues, but excluding transmission networks and centralized generation.

CIRED is dedicated to the design, construction and operation of public distribution systems and of large installations using electrical energy in industry, services and transport.

To support its objectives CIRED's Technical Committee provides technical structure and content including papers and speakers to a biennial conference on developments and best practices in technology and management of the technical side of electricity distribution. The conferences bring together engineers and experts from electricity supply, manufacturing, consulting and research. These conferences are open to participation by and contributions from experts from all over the world.

The conferences which include an exhibition by manufacturing and other companies supplying the electricity distribution industry are organised in odd years and workshops on dedicated topics in even years, both alternately by AIM – Association des Ingénieurs de Montefiore, Belgium – and The IET – Institution of Engineering and Technology, UK – who also bear the financial responsibility of the conferences. The necessary structure set up by AIM or The IET to organise the conferences is from here on referred to as ‘The Organising Committee’, OC. Constitution of the OC and nomination of the OC Chairman are up to the association to organise the next event.

CIRED can undertake activities in working groups to support its objectives.

CIRED can in support of its objectives co-operate with other international organisations.

CIRED is ‘non-for-profit’, indeed all costs in the operation of CIRED shall be covered by the individuals or companies who accept to undertake the tasks necessary to conduct CIRED's activities.

CIRED will comply with all applicable laws, including but not limited to competition law.

## 3. Membership

CIRED National Committees, AIM and The IET are each entitled to appoint one member of CIRED.

Hence CIRED's members are

- persons appointed by CIRED National Committees – see paragraph 8
- one person appointed by AIM
- one person appointed by The IET

The members of CIRED constitute the members of the Directing Committee – see paragraph 5.

A Liaison Committee – see paragraph 9, can appoint an Associate Member of CIRED. An Associate Member is not a member of the Directing Committee, and holds no responsibility for any decision taken by CIRED.

## **4. Organisation**

### **4.1 Governing structure**

CIRED's governing structure consists of

- The Directing Committee, DC  
which provides general governance for CIRED
- The Advisory Committee, AC  
which prepares the meetings of the DC, and carries out tasks delegated to it by the DC
- The Technical Committee, TC  
which governs technical activities in general, and provides technical structure and content to the biennial conferences

### **4.2 Supporting structure**

CIRED's supporting structure consists of

- The National Committees, NC, and The Liaison Committees, LC,  
which are the links to local engagement in CIRED
- Session Advisory Groups – SAG  
which advise the session chairmen and the rapporteurs in performing their tasks

### **4.3 Officers**

The DC elects CIRED's officers. They are

- Chairman of the DC, who is also chairman of the AC
- Chairman of the TC

CIRED's officers are elected at the regular annual meeting in odd years, for a two year period. Officers may be re-elected for a second two-year period, but the total length of service may not exceed four years.

CIRED officers may, but do not have to, be members of CIRED.

## **5. Directing Committee**

The DC is the directing body of CIRED and it governs CIRED as a whole. All main decisions must be taken by the DC so that whatever extension to the scope of CIRED will be desirable, it will remain a coherent body.

### *Members*

- 1 member per country having a NC
- 1 member representing AIM – can bring a person for support  
(only the member has the right to vote)

1 member representing The IET – can bring a person for support (idem)  
(substitutes are allowed for regular members – same person whenever possible)

*Members Ex Officio*

DC Chairman  
Past DC Chairman  
TC Chairman  
OC Chairman  
Secretary

The DC meets on a regular basis once a year. The regular meeting constitutes the General Assembly of the association.

Extraordinary meetings can be called by the chairman, by decision in the AC, and by 5 members of the DC in concert.

*Rules of decisions*

Decisions should be taken by consensus. Failing that, decisions must have at least a 2/3 majority. Decisions, which – in their opinion – may have legal or financial implications for AIM or The IET, can be referred back to the AC by the representatives of AIM or The IET. In this case, the decisions are only valid if they are approved by the AC as well.

As a supplement to the AC, the DC may set up an ad-hoc committee composed of representatives elected among its members, with a view to conducting a preliminary study of a given problem, in order to prepare the ground for the DC.

*Rules of procedure*

The DC must hold at least one meeting each year no later than in the month of October.

At the regular meeting the agenda must hold at least the following points:

1. Approval of minutes from the previous DC meeting
2. Receive the DC chairman's report of the preceding year activities
3. Receive the TC chairman's report of the preceding year activities
4. Election of officers of CIRED
5. Matters for decision presented by the AC and the TC
6. Matters for decision presented by members of the DC
7. Date and place of next meeting
8. Any other matter – not for decision

Members must be sent agenda and accompanying material no later than 2 weeks before a meeting.

Matters for decision must be presented to the chairman or the secretariat no later than 4 weeks before a meeting.

Minutes from the meetings must be sent to members no later than 2 months after a meeting.

### *Provisions for binding the association*

CIREN is bound by the mutual signing of the DC chairman, the past DC chairman, and the TC chairman. Should any of these officers leave CIREN, the DC can appoint one of its members in replacement.

Binding of the association can only be done in accordance with decisions taken by the DC or in accordance with delegation of power to the AC.

CIREN must not be bound to any agreement, contract or other arrangement, which implies transfer of money to or from the association.

## **6. Advisory Committee**

The AC acts in support of the DC in the preparation of the meetings of the DC, and the follow-up of decisions taken by the DC. The DC can delegate responsibilities to the AC.

### *Members*

DC Chairman

Past DC Chairman

TC Chairman

Up to 3 co-opted members (experts called upon for particular subjects – limited terms)

1 member representing AIM – can bring a person for support

(only the member has the right to vote)

1 member representing The IET – can bring a person for support (idem)

(substitutes are allowed for members from AIM and The IET)

### *Member Ex Officio*

Secretary

### *Rules of decisions*

Decisions should be taken by consensus. Failing that, decisions require 4 votes out of 5.

In matters having legal or financial implications for AIM or The IET – in their opinion – the votes of both AIM and The IET must be in favour of the decision.

### *Rules of procedure*

Ordinary meetings will be held to prepare DC meetings.

Extraordinary meetings can be requested by all members indicating matters to be dealt with.

A meeting must be held no later than two weeks after a request, wherever possible

Minutes from meetings must be sent to members no later than 2 weeks after a meeting

Meetings can be virtual if agreed by all members

## **7. Technical Committee**

The TC governs the technical work of CIREN.

### *Members*

TC Chairman

Session Chairmen

Special Rapporteurs (recommended : 2 per session)

1 Cooperation Officer supervising the technical (joint) Working Groups and taking care of relations with partner associations

OC Chairman

1 member representing AIM – can bring a person for support

1 member representing The IET – can bring a person for support

(substitutes are allowed – same person whenever possible)

*Member Ex officio*

Secretary

The TC undertakes the following tasks:

- After consultation and feedback of the National Committees, Working and Session Advisory Groups, to select the preferred subjects to be included in each successive CIRED conference.
- To carry out an assessment of the papers offered by NCs to the CIRED conference and to recommend to the DC those for selection in each session.
- The TC has special responsibilities for the coordination of the working groups, particularly :
  - to initiate the procedure of voting whenever the establishment of a working group is requested and to take the final decision;
  - to monitor progress throughout the life of the working groups;
  - to ensure the publication of the results from the working groups through the CIRED Conference Proceedings or any other appropriate methods.
- The DC initiates or receives requests for collaboration with other international bodies in the organisation of regional conferences on electricity distribution. After approval by the DC, the TC is responsible for CIRED representation in the equivalent Committees of the relevant conference.
- In conjunction with the Secretariat, the TC promotes the CIRED position as the leading Forum and major technical conference on electricity distribution.

In order to select the most topical subjects to be examined at the forthcoming conference and to receive advice in the conduct of the session, each session chairman is assisted by a Session Advisory Group – SAG.

#### *Rules of decision*

Decisions should be taken by consensus. Failing that, decisions can be taken by a 2/3 majority. Decisions, which may have legal or financial implications for AIM or The IET, can be referred back to the AC, by AIM or The IET. In this case, the decisions are only valid if they are approved by the AC as well.

Nomination of Session Chairmen as specialists in the relevant session topic is subject to approval by the DC. The term of office of the Session Chairmen is at least 4 years and can be extended. The Session Chairman chooses the Special Rapporteur(s) of the session. The Special Rapporteurs are invited to attend the TC Meetings, as TC members.

Nomination of CIRED Officer in charge of the Working Groups and relations with partner associations will be recommended by the AC and approved by the DC. This CIRED Officer will have a 4 year term. This term could be renewed once.

#### *Rules of procedure*

The TC establishes its own rules of procedure.

## **8. National Committees**

A country represented by a member of CIRED in the DC is referred to as a 'Directing Member Country'.

*A Directing Member Country must:*

- (a) maintain a National Committee representing the activities of that country in the field of electricity distribution
- (b) be committed to the advancement of distribution engineering
- (c) be committed to the objective of CIRED
- (d) actively support the biennial conference and additional CIRED activities
- (e) support the visibility of CIRED and of professionals supporting CIRED

The NC should comprise representatives from all those involved in electricity distribution in that country, for example: representatives from manufacturing, electricity supply, installation, contracting, consulting, research and large consumers.

The NC will exercise the following functions in the country concerned:

1. Appoint among its members a member of CIRED.
2. Maintain and make available to the secretariat a list of professionals in their country who by being on the list express that they find CIRED of value to their profession and support their colleagues who are active in CIRED
3. Propose the preferred subjects it wishes to be dealt with at the biennial conference and point out to the TC those aspects which it deems essential.
4. Receive all information concerning CIRED, (eg calls for papers, conference programmes, etc.) and arrange for the circulation of information to interested people and organisations.
5. Promote participation in CIRED conferences or symposia and offers of papers.
6. Consider national synopses of papers for the biennial conference, select those which it wishes to recommend for consideration by the TC, and communicate these recommendations to the Organising Committee, which will then make synopses and recommendations available to the TC. NCs are invited to give comments to and/or order of preference of recommended synopses.
7. Ensure that papers accepted for inclusion in the programme of the biennial conference conform to the requirements laid down by the TC and the Organising Committee.
8. Send to the Secretariat any suggestions for improving future conferences and give advice on the CIRED orientation at the request of the DC.
9. Make proposals for membership in the Session Advisory Groups (SAG) and Working groups.

The costs associated with the activities of the NC will be the responsibility of the country concerned.

Application for status as Directing Member Country will be considered and decided upon by the DC.

The DC will in its decision consider the size of the country (countries with less than 10,000,000 inhabitants will be considered as "small countries"), historical valuable contribution to CIRED from the country and other special circumstances. In its decision the DC must satisfy itself that the applying country has had an average of 15 regular participants and an average of 15 submitted abstracts over three consecutive CIRED conferences and that the applying country considers that this level will be maintained.

It is also expected from a Directing Member Country that they nominate national members who could take part in CIRED Session Advisory Groups and/or Working Groups.

Lack of nomination of experts for (Joint) Working Groups or Session Advisory Groups could also be taken into consideration by the DC in its decision to terminate a status of Directing Member Country.

If a Directing Member Country over three consecutive conferences has had an average of less than 15 regular participants and an average of 15 submitted abstracts (reduced to 10 regular participants and 10 submitted abstracts for small countries), its status will be changed into an Associate Member Country – see paragraph 9 – and the CIRED membership of the person appointed by that country's NC will terminate. It is also expected from a Directing Member Country to have an average of 5 regular participants over three consecutive Workshops (reduced to 2 regular participants for small countries). If the country however satisfies the DC that the required level will be re-established, the DC can decide to maintain the status. The DC will in its decision consider the size of the country, historical valuable contribution to CIRED from the country and other special circumstances.

The DC can decide to terminate a status as Directing Member Country if the National Committee in the opinion of the DC is working against the objectives of CIRED. In that case the membership of CIRED of the person appointed by the National Committee terminates.

The DC can decide to terminate status as Directing Member Country if the National Committee representative has not attended any of the three last consecutive DC meetings. In that case the CIRED membership of the person appointed by the National Committee terminates.

Language for DC meetings is English and no translator will be allowed to take part in the meetings.

## **9. Liaison Committees**

A country co-operating with CIRED but not having a National Committee can have a Liaison Committee.

A country having a Liaison Committee is referred to as an 'Associate Member Country'.



*An Associate Member Country must:*

- (a) Maintain a Liaison Committee
- (b) Encourage and promote participation in CIRED Conferences.

A Liaison Committee is invited to

- Appoint among its members a person to be the normal point of contact to CIRED. This person will be registered as an Associate Member of CIRED.
- Maintain and make available to the secretariat a list of professionals in their country who by being on the list express that they find CIRED of value to their profession and support their colleagues who work non-paid in CIRED
- Assist in the procedure of submitting papers to the biennial conference. If a Liaison Committee chooses to do so it must follow the same procedure as National Committees.

The costs associated with the activities of the Liaison Committee will be the responsibility of the country concerned.

Application for status as Associate Member Country will be considered and decided upon by the DC. An applicant will be required to establish to the approval of the DC a Liaison Committee which is representative of the electricity distribution interests in that country, i.e. manufacturing, electricity supply, installation, contracting, consulting, research and large consumers.

The DC can decide to terminate a status as Associate Member Country if the Liaison Committee in the opinion of the DC is working against the objectives of CIRED.

The DC can decide to terminate a status as Associate Member Country if no contact can be established with the Liaison Committee over a period of three years.

CIRED should support as much as possible the regional events organized either by National or Liaison Committees, e.g. by suggesting technical topics, being represented during the event by a keynote speaker who would present CIRED activities, amongst others, etc.

## **10. Secretariat**

CIRED has a secretariat which is provided and financially supported jointly by AIM and The IET. The cost of running the secretariat is therefore external to CIRED.

Its duties are those decided by the DC, and in particular:

1. Providing the secretary of all the CIRED Committees
2. The follow-up of the schedule and actions decided on by these Committees.
3. Relations with the National and Liaison Committees.
4. Assistance and liaison with the Scientific and/or Organising Committees in the preparation of regional conferences and symposia.
5. Centralization of the working groups activities (Minutes, advance reports, ...)
6. Preparation, issue and circulation of CIRED publications and support to other technical documents from working groups when advisable.
7. Publicity of the CIRED activities and support to the public relations of CIRED, in accordance with the rules set by the DC.

8. Maintaining a consolidated list of supporters of CIRED, based on individual lists received from National Committee's.

## **11. Venue selection process for a CIRED event**

The CIRED conferences should be held in Europe.

It is the responsibility of the organising association to select a suitable venue to host a CIRED event (conference or workshop) considering the candidacies introduced by the members of the Directing Committee.

The organising association (alternately AIM or the IET) totally and individually takes the complete financial responsibility and risks of the organisation.

DC countries interested in having a CIRED event organized in their countries and willing to actively support this event, are invited to express their interest at the latest during the DC meeting of the N-4 year for a conference and of the N-3 year for a workshop.

By expressing such an interest, a national committee implicitly commits itself in supporting the organizing committee for

- fostering the participation of their national members and industries
- attracting national high level keynote speakers
- finding national exhibitors and sponsors
- facilitating the contact with the local authorities.
- finding the most convenient opportunities for the social programme and technical visits

The organising association communicates its selection to the Directing Committee who validates the fulfilment of criteria. This communication takes place at the latest at the meeting of the year N-3 for the main conferences and N-1 for the even year events (workshops).

Would the Directing Committee consider that the adequacy of the selected venue does not respect the criteria, the case would be passed to the Advisory Committee who would have to find a solution together with the organizing association within 3 months and notify the Directing Committee.

## **12. Bye-Laws**

To structure and to support the activities in CIRED more detailed Bye-Laws and rules of procedure may be necessary. Such Bye-Laws and rules of procedure are subject to approval by the DC and will be kept in 'CIRED's Bye-Laws and rules of procedure'.

## **13. Finance**

All costs in the operation of CIRED are covered by the individuals or companies who accept to undertake the tasks necessary to conduct CIRED's activities. Since no costs are carried by CIRED, no income is necessary.

## **14. Dissolution**

The dissolution of CIRED requires a unanimous decision by the Directing Committee. Since CIRED has no assets, such a decision can have immediate effect and requires no further measures.

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