What is a SIG Working Group?

As the largest Association supporting sourcing professionals worldwide, Sourcing Industry Group (SIG) and its members invite you to join one of the many SIG Working Groups currently being formed worldwide. SIG Working Groups are focused on bringing together like-minded sourcing leaders and professionals to develop and share thought leadership and best practices related to the most pressing issues and opportunities facing the global sourcing industry. SIG Working Groups are led by SIG customer members and supported by the SIG global membership consisting of the industry’s premier buy-side customers, supplier/service providers, advisors/research and academic/government institutions worldwide. Whether your interests range from sourcing governance & supporting technologies to cybersecurity or the implications of digital innovation on Global Business Services, there’s likely a SIG Working Group available or forming to satisfy your personal and professional needs.

This SIG Working Group Member’s Guide is designed to assist SIG Members in the design, development and on-going operation of SIG Working Groups. Participation in SIG Working Groups is for SIG Members ONLY and is one of the many benefits of SIG Corporate & Individual Professional Membership. If you have any questions, thoughts or suggestions concerning SIG Working Groups please contact a SIG Working Group Leader or SIG at (Name and email).

SIG Working Group – Structure & Participation:

In order to launch a SIG Working Group, the following three requirements must be met:

1. The SIG Working Group must involve a critical mass of SIG Corporate Customer Members (i.e. at least 4 customer member organizations) that agree to form the SIG Working Group Leadership Team of Chair & Co-Chairs. The Working Group Chair will be elected on a periodic (at least annual) basis by the SIG Corporate Customer Members involved in the SIG Working Group Leadership Team. Each Corporate Customer Member may have one voting member in the Working Group Leadership Team as a Chair or Co-Chair, .

2. The SIG Working Group must involve at least one SIG Corporate Member from the other three (3) SIG Corporate Membership Communities: Supplier/Provider Community, Advisors/Research Community & Academic/Government Community. Each Corporate Member may have one voting member in the Working Group Membership Community,

3. A SIG Working Group Nomination Form must be completed by the inaugural SIG Customer Leadership Team, reviewed by SIG Leadership and Approved by SIG’s CEO – Dawn Tiura. Once the SIG Working Group Nomination is approved, a SIG Staff Member and/or Ambassador will be assigned to the respective Nominated SIG Working Group for launch planning & on-going SIG coordination/support.
SIG Working Groups may be focused on a wide array of sourcing related topics (i.e. talent development, cybersecurity, governance, GBS models such as shared services, outsourcing or digital services etc.), or sourcing industry verticals (i.e. Healthcare, Retail/Consumer Goods, BFSI etc.) or sourcing in/from/to various locations (regions, countries or other jurisdictions etc.). Working Groups are intended to be long-term (i.e. multi-year) and self-sustainable within the overall governance structure of SIG. SIG Individual Professional Members (i.e. Non-Corporate), may be involved in SIG Working Groups as non-voting, support members of their respective Working Group Community.

Launch & On-Going Operation of a SIG Working Group:

1.) Submitting a Nomination Application - A SIG Working Group Nomination Application may be obtained at: (URL). Any SIG Corporate Customer Member may submit an Application for Nomination. All fields within the Application must be completed. No formal Working Group activities or announcements may be conducted prior to review and approval of a SIG Working Group Nomination Application. The key areas of the Nomination Application are:

- Working Group Charter – The overall areas of focus of the SIG Working Group and why,
- Working Group Objectives – What are the specific objectives and/or intended accomplishments of the Working Group over a specified period, i.e. 1-2 years etc.,
- Working Group Customer Membership Leadership Team – The inaugural Customer Corporate Members, their respective detailed information as well as anticipated role in the Chapter (i.e. Chair or Co-Chair, note only one (1) may be identified as Chair),
- Working Group Support Communities – There must be at least one SIG Corporate Member from each of the 3 SIG Corporate Member Support Communities,
- Working Group Launch Plan – A specific plan of activities to hold an inaugural meeting of the Chapter Leadership Team including the three (3) key support communities.

Corporate Members of SIG may nominate representatives to participate in any number of working Groups based on their organization and individual professional’s interests. SIG may limit the number of Chair positions any one Customer Member organization may have in SIG Working Groups at any particular time.

2.) Holding a Working Group Launch Meeting – Once the SIG Working Group Nomination Application has been approved, the nominee(s) will be advised and assigned a SIG Staff Member and/or SIG Ambassador to assist in organizing the SIG Working Group Launch Meeting. The SIG Working Group Launch Meeting should address the following general topics:

- Nominate and/or confirm the Working Group Chair,
- Acknowledge the role and responsibilities of the remaining Co-Chairs,
- Review and discuss Working Group Charter,
- Review and discuss Working Group Objectives,
- Discuss & set the Working Group planned meetings, topics, speakers location as well as any potential involvement in SIG Symposia, Roundtables, Summits or other SIG related activities,
- Identify other SIG Members or prospective Members that would be good candidates to include in the Working Group,
- Prepare information for SIG to post to the SIG Web-page for prospective new Working Group Members to review for potential involvement and participation in upcoming Working Group activities,
- Other topics of interest to the Working Group.

Ideally the activities and content of SIG Working Groups will contribute to the overall effectiveness and
value of SIG’s existing member programming including SIG Summits, Symposiums, Regional Roundtables and periodic webinars.

3.A.) On-Going Working Group Operations – Once the Working Group is launched, it is the Chair’s responsibility to summarize all Working Group Meeting notes and forward those to the Working Group Members and the assigned SIG Working Group Coordinator. Meeting information and materials will be stored on the SIG Website for reference and potential future use by SIG Members. The Working Group Chair should also work closely with the SIG Working Group Coordinator to keep the SIG Working Group webpage(s) current and accurate.

A Working Group may be suspended or retired based on any of the following reasons:
- There has been no Working Group meetings or proceedings for a period of one (1) year,
- The Working Group Chair, with agreement by a majority of the voting customer Co-Chairs submits a request for closure of the Working Group. SIG shall review such request and SIG’s decision on status of the Working Group is final,
- SIG determines that the Working Group is no longer serving the needs of SIG and its Members. SIG’s decision on such matters are final.

3.B.) SIG Working Group Participation and Membership - Participation in a SIG Working Group is open to all SIG Members. SIG Members may participate in multiple Working Groups as well. There is no additional fee or cost for a SIG Member to participate in a Working Group(s).

Non-Members of SIG are allowed to participate in limited SIG Working Group activities, i.e. meetings with the prior approval of the Chair and SIG Working Group Coordinator. The Non-Member's participation should be for exploratory purposes only to provide the non-member with the opportunity to assess the overall value of SIG Membership and participation.

3.C.) Promotion of SIG Working Groups – SIG will maintain a webpage for each SIG Working Group. The webpage is used to promote the Working Group to other SIG Members and to keep SIG Membership aware of Working Group activities and plans. SIG will work closely with Working Group Leadership to promote their activities and/or meetings through SIGs various channels of communication.

SIG, at the request of the Working Group Chair, will promote and distribute information about Working Group Meetings. Registrations for participation in formal Working Group Meetings must be taken through SIG’s website. SIG will provide SIG Working Group Leadership with lists of registrants prior to any formal SIG Working Group Meeting. The Working Group Chair is expected to send to SIG a final meeting attendee listing with full contact information for any guests immediately following a SIG Working Group Meeting.

Following each Working Group Meeting, the Chair will provide the SIG Working Group Coordinator with a digital copy of all slides and/or other materials used in the meeting. This information will be retained by SIG on the website for potential further use by SIG Members. Working Group information is intended for SIG and SIG Working Group use only. At no time should the Working Group provide data/information directly to non-members without the approval of the SIG Working Group Coordinator or other SIG Leadership Team Member.

The SIG Working Group Coordinator and/or SIG Ambassadors will be the primary point(s) of contact for all Working Group Chairs and their activities.

3.D.) Periodic Working Group Meetings – The topics, format and frequency of Working Group Meetings is the responsibility of the Working Group Chair and Co-Chairs from the Customer Community. Representatives from the other SIG Communities may provide insights and advice concerning topics for
meeting and other activities. However, it is the responsibility of the Working Group Chair and Co-Chairs to assume full operational responsibility for SIG Working Group meetings and other activities.

It is expected that Working Groups will meet on a periodic basis, i.e. quarterly for example, but no less than two (2) times per year. Working Groups that are focused on location/geography are expected to have more in-person meetings where topical, industry or non-geographically focused Working Groups may have fewer in-person meetings with greater use of webinars or web-based meetings. Working Groups are responsible for their own acquisition and use of webinar or other on-line voice, data, and/or video conferencing facilities for their meetings.

In cases where Working Group Meetings are formal, educational and are expected to involve a number of SIG Non-Members, it is recommended that an overview of SIG programs and member services be reviewed at the commencement of the meeting. SIG will periodically provide all SIG Working Groups with slides to accomplish a brief SIG Introduction.

All SIG Working Group Meetings and other activity must adhere to SIG’s strict non-commercial policies and standards.

3.E.) Funding of SIG Working Groups - All funding for SIG Working Group activities, including meetings is the responsibility of the SIG Working Group Leadership Team. In some cases, due to the educational and best practices sharing nature of a Working Group Meeting, there may be costs for facilities, receptions, signage, food and beverages etc. In these cases, sponsorships from SIG Members may be appropriate. The SIG Working Group Chair must contact their SIG Working Group Coordinator well in advance of a Working Group Meeting/Activity where sponsorship funding is believed to be required. SIG shall assist the Working Group Leadership team in securing sponsorships. All Sponsorship agreements including payments must be done through SIG and the sponsor directly.

SIG Non-Members are not allowed to have a speaker or panelist role in a SIG Working Group meeting if another SIG Corporate Member has similar expertise and is available to participate in the SIG Working Group Meeting. In a situation where it is determined by the Working Group Chair that a non-member is required, the Working Group Chair must formally request approval from their SIG Coordinator prior to inviting a non-member to be a speaker/panelist at a meeting. SIG shall have the final authority to determine if a sponsorship fee is appropriate for the non-member participation in the Working Group Meeting.

3.F.) Other General Rules and Guidelines – As mentioned, SIG’s strict policy on non-commercial activities applies to all SIG Working Group meetings and activities. The Working Group Chair should periodically review SIG’s Non-Commercialization policy with Working Group Members.

Working Groups are not allowed nor authorized by SIG to negotiate and/or represent SIG in any way without the expressed consent of SIG’s CEO – Dawn Tiura or assigned representative. All data and information shared and gathered at SIG Working Group Meetings must be available to be freely shared with all SIG Members and not restricted in any way by the interests of any one-individual or organization.

Suggestions for improvement in the operation of SIG Working Groups is appreciated and welcome at all times. Please submit any recommendation, suggestions or issues/concerns to your SIG Working Group Coordinator of SIG Ambassador.
Frequently Asked Questions (FAQ’s)

Why does SIG have SIG Working Groups?

SIG Working Groups are just one way that SIG provides opportunities for its Members and guests to collaborate on issues, opportunities, ideas or subjects of common interest. Working Groups provide a way for members to network, develop relationships as well as further develop their individual and collective knowledge, skills and experience on topics related to global sourcing. Working Groups also provide a resource for focused expertise that SIG and its Members may tap into for participation in SIG Summits, Symposiums, Regional Roundtables and other events/activities.

Who can participate in a SIG Working Group?

All SIG Members can participate in SIG Working Groups. Guests may participate selectively in SIG Working Groups only with the prior permission of the Working Group Chair and SIG Working Group Coordinator. There is no cost for SIG Members to participate in SIG Working Groups. Fees may apply to guest participation in SIG Working Groups.

How are SIG Working Groups launched?

SIG Working Groups are initially nominated by a group of four (4) or more SIG Corporate Customer Members. One SIG Member must complete the SIG Working Group Nomination Application and submit it for consideration. Once the requirements of Nomination are met and the Working Group is approved, a Launch Meeting is held where all interested SIG Members and the SIG Working Group Coordinator convene. SIG Working groups meet periodically (i.e. minimum twice per year) based on their specific group’s interests. Meetings can be on-site, via webinar or conference facility. The Working Groups may wish to partner with other Working Groups from time-to-time to collaborate on topics of mutual interest. If you’re interested in launching a SIG Working Group, please contact the SIG Working Group Coordinator (NAME) at (email).

How are SIG Working Groups promoted?

SIG Working Groups are promoted to the SIG global community of Members by SIG and the SIG Working Group Members themselves. SIG maintains web-pages for SIG Working Groups that enables the Groups to share their programs, meeting materials and progress in meeting their objectives. The SIG Working Group Coordinator will work closely with the SIG Working Group Chair to develop a customized promotional plan for the Group.

How are Working Group activities funded?

SIG Working Groups and associated activities are funded by the members of the Working Group. Occasionally sponsorships may be appropriate to fund Working Group activities. In these cases, SIG will assist the Working Group in developing the most appropriate funding source and method. Working Groups are restricted from making any financial commitments without prior written approval by SIG.

How are Working Groups Structured?

Working Groups are customer centric. The core of the Working Group is the Customer Member Leadership Team. The Leadership Team consists of a Chair and Co-Chairs which are representatives from SIG Customer Members. SIG Working Groups also include SIG Members from the Supplier/Service
Provider, Advisor/Research and Academic/Government Communities. These SIG Members are non-voting Members that can participate in and contribute to all SIG Working Group activities.

**How do I join an existing SIG Working Group?**

Just visit the SIG Working Group Webpages and explore the various SIG Working Groups currently underway. Contact the Working Group Chair identified and express your interest in joining the Group. The Working Group Chair will take it from there and introduce you to the Working Group and their activities. The process is simple and straightforward.

**What are the specific responsibilities of the Members of the Working Group Leadership Team?**

**Customer Corporate Member - Working Group Chair: (1)**
- Self-nominated and approved by a majority of the Working Group Customer Members,
- Has a vote on all decisions made by the Working Group,
- Term is minimum of one year, may be longer based on the Working Group & SIG’s decision,
- Responsible for driving the Working Group to address its Charter and meet its objectives,
- Is responsible for calling periodic meetings and ensuring they are addressing the interests of the Working Group Members,
- Works closely with the SIG Working Group Coordinator and/or SIG Ambassadors for alignment and conformance to SIG Working Group rules and guidelines,
- Take overall operational responsibility for the Working Group for the term of the Chair role,

**Customer Corporate Member - Working Group Co-Chairs: (Unlimited)**
- Work closely with all Customer Co-Chairs and other SIG members in supporting the Working Group Chair in addressing the Charter and meeting the Objectives of the Working Group,
- Has a vote on all decision made by the Working Group,
- Attends all meetings and activities to support the Working Group team,

**Who are the specific responsibilities of other Members of a SIG Working Group?**

**Customer Individual Professional Member – Non-Voting Member (Unlimited)**
- Work closely with all Customer Co-Chairs and other SIG members in supporting the Working Group Chair in addressing the Charter and meeting the Objectives of the Working Group,
- Attends all meetings and activities to support the Working Group team,
- Attends all meetings and activities to support the Working Group team,
- Assist the Working Group in developing and delivering programming for the Working Group.

**Working Group Community Members- Non-Voting Member: (Unlimited - i.e. from the various other SIG Communities; provider, advisor, academic, government etc.)**
- Work closely with all Customer Co-Chairs and other SIG members in supporting the Working Group Chair in addressing the Charter and meeting the Objectives of the Working Group,
- Attends all meetings and activities to support the Working Group team,
- Attends all meetings and activities to support the Working Group team,
- Assist the Working Group in developing and delivering programming for the Working Group.