



**e-SWAN**  
EUROPEAN SPACE WEATHER  
AND SPACE CLIMATE ASSOCIATION

The following bullet points detail the procedure to add a new member to a WG

- The chairs of the WG will be contacted by the new member. This action is detail in the [E-SWAN WG webpage](#)
- From this moment the chair should follow the following steps:
  - Make sure that the subscription of the new member is in order by sending an email to:
    - Sophie Chabanski: [sophie.chabanski@aeronomie.be](mailto:sophie.chabanski@aeronomie.be)
    - Massamba Sall: [massamba.sall@aeronomie.be](mailto:massamba.sall@aeronomie.be)
- The new member will be added to the resources from the corresponding WG:
  - Mailing lists
  - Nextcloud folders
  - Members list on E-SWAN webpage
  - Members backup list from Technical WG
- Finally, the chair should check that the incorporation of the new member to the WG has been succesful