



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 detailed in the [E-SWAN WG webpage](#)
- From this moment the chair should follow the next steps:
 - Make sure that the subscription of the new member is in order by sending an email to tech@lists.eswan.eu
- 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 of the WG has been done successfully.