

UK NGN Meeting Minutes – 13th November 2007

Location:	Room H18 Pariser Building, Manchester University	
Attendees:	Jonathan Halliday	Siemens (Chair)
	Bob Curry	Strathclyde University
	Maria Brucolli	Imperial College (Communications WG Convenor)
	Jonathan Leucci	ABB
	Gavin Crook	National Grid
	Rose King	Manchester University (Paris WG Convenor)
	Chris Dent	University of Edinburgh
	Soon Kiat Yee	Manchester University
	John McDonald	Imperial College (Member Services WG Convenor)
	Matthew Freeman	EON UK
	Chris Jones	Siemens (CIGRE-UK Chairman)
Minutes Prep By:	R. King	

Discussion

1 *Introductions*

New members were welcomed to the committee meeting. An introduction and background to the NGN and CIGRE activities were given.

2 *Launch Event*

There was a **very positive response** to the Launch Event – with a good balance of networking / technical presentations and a great venue. It was good to have the support and presentations from senior members.

The number of emails received requesting further information on NGN has increased following the event and more people are joining – the word is spreading!

2.1 *Lessons Learnt*

- It took a **lot of work to organise** – separate Task Forces needed for future events?
- In future events, one person should be appointed to take charge of the welcome/registration and feedback forms.
- More information on how the NGN is organised was needed – maybe a 10/15 minute update on the NGN at the start of each event would be a good idea.
- A list of attendees and their interests would be useful at future events
- Simulator – disrupted Q&A session

The German, Dutch and Australian National Committees have expressed an interest in the NGN activities and developments.

3 **Membership**

- **99 eligible Younger Members are registered as NGN members**
- Although NGN membership is free to eligible members, CIGRE-UK is paying the annual fee for NGN membership. The issue of having unlimited NGN membership was raised – at present there is not an issue with cost.
- There are currently problems with membership applications in Paris, so **membership cards are arriving late**.
- A need to rationalise the NGN membership database was highlighted – of the 50 original NGN members (who were ‘Younger Members’ prior to the NGN being set up), around 10 have been replying to emails. It is unclear whether the remaining 40 are still interested in the NGN, and if their contact details are correct. It was pointed out however, that there will be a time-lag between the development of the NGN and the involvement of members.
- Is it clear that all NGN members should attend at least 1 event annually in order to maintain free membership? A possibility of having one person to keep note of attendance and review the event was raised.
- It was agreed that **active renewal of membership** is required.
- A standard email to introduce the NGN at first contact and a standardised membership form is required.
- Details of new members will be passed on once a month to the CIGRE-UK Secretary.

4 **Paris 2008**

Following the Launch Event a proposal was put forward for an NGN Paris 2008 event.

- There will be **12 free registration places** at the Paris 2008 session (agreed at the Exec meeting on Fri 16th Nov).
- Finalise proposal / timescales / paper selection committee etc. for the event before a call for papers is announced. This needs to move quickly.

4.1 **Exhibition Booth**

- CIGRE Paris have agreed on 9m² exhibition booth from Monday to Thursday
- There are **two possibilities for the exhibition booth location**; **1.** very close to the entrance – this would be prestigious and everyone would go past it to enter/exit the exhibition. **2.** In amongst the main body of the exhibition where everybody mingles.
- How the NGN Paris event is publicised is up to us.
- CIGRE Paris will fund the exhibition booth shell, and CIGRE-UK will provide funds to entice members to the stand.
- Advised that around 3 or 4 NGN members should be at the NGN stand during lunch and break times (the busiest periods of the exhibition). This number can be reduced during technical sessions. The NGN would need to look at the technical session timetable to balance this.

4.2 **EPEE Presentation**

The NGN have been **given a slot in EPEE**. The subject areas for this session have not been decided yet, but a slot will be provided and it will provide an opportunity for the NGN to present (30/40 minutes) their vision of what they expect from CIGRE. The EPEE session will either be at the beginning or the end of the Paris conference.

4.3 **Social Event**

At the next Technical Committee Meeting, Jean Kowel (Secretary General of CIGRE) will raise the possibility of having a **social event for new attendees** to Paris. This would introduce the structure, where to go, social events etc. of the Paris Conference. This has not been agreed yet, but Jean is enthusiastic about it.

- It is expected that CIGRE-UK and the NGN will provide support in organising the structure of the event.
- CIGRE Paris will organise the venue and invites

5 **AGM / February 2008 Technical Event**

- It was agreed that the **AGM will take place next October/November** (2008). This coincides with the anniversary of the Launch Event and allows time for more NGN members to become involved.
- We have had a provisional offer for Feb 08 Technical Event, likely to be named 'Engineering 2012 Olympics'. Adam and Jonathan have had a discussion with Phil Nye from the Department for Education & Skills (DfES), hopefully we will have a government minister attending this event!

6 **AOB**

6.1 **Newly Established Working Groups**

Four new Working Groups have been established in SC B5. For more information, interested NGN members should contact the CIGRE-UK B5 Regular Member (contact details??).

1. Impact of Implementing Security (Protection and Automation)
2. Maintenance strategies for digital substation automation
3. Engineering guidelines for IEC61850 based substation digital automation systems
4. Wide area protection and control technologies.

6.2 **Career Development Roles**

- A secretary/treasurer and vice-chair/information coordinator are required fairly urgently by the NGN.
- In order to attract more attention to these roles, they'll be **advertised as 'Career Development Roles'**.
- A scope for both positions needs to be agreed before the roles are advertised. It would also be beneficial for existing steering committee members to list some of the benefits of being actively involved with the NGN.

Actions

Action	Required by	Responsible
Welcome to CIGRE booklet / posters – is/can this sent out to everyone?	10/12/07	MB
Find out if CIGRE-UK Liaison Presentations can be made available to NGN members who are not able to attend	10/12/07	RK
Write scope for Secretary/Treasurer and Vice Chairman/Information Coordination roles	17/12/07	JH
List benefits of being actively involved with NGN (for use in the career development role advertisement)	10/12/07	JM
Advertise the 2 new posts as "Career Development Roles" – email this out	18/12/07	MB
Send out details of newly established working groups	November	MB



How to welcome new members?	End Dec 07	Comms WG
Finalise details of Paris session structure / timescales – send communication with new role advertisements	18/12/07	RK
Call for Papers for Paris event	asap	RK / MB
February 08 Technical Event organisation	ongoing	JH
Set up a Task Force to arrange the AGM?	Jan 08	JH

Future Meetings

Date	End December – Date TCB
Time	
Location	Telephone Conference
Organiser / Host	
Agenda	
Attendees Req.	