

## UK NGN Meeting Minutes – 7 March 2008

<b>Location:</b>	ABB HQ, Warrington
<b>Attendees:</b>	Jonathan Halliday (JH) Siemens (NGN Chair)
	Rose King (RK) Manchester University (Paris WG Convenor)
	Maria Brucolli (MB) Imperial College (Communications WG Convenor)
	Vera Silva (VS) Imperial College
	Beatrice Chong (BC) University of Warwick (NGN Treasurer / Secretary)
	Jonathan Leucci (JL) ABB
	Gavin Crook (GC) National Grid
	Rob Nuttall (RN) Balfour Beatty Utility Solutions
	Craig Preqett (CP) Balfour Beatty Utility Solutions
	Bob McDonald (BM) Siemens (NGN Vice Chair / Info Co-ordinator)
	Ahmed Ali (AA) Siemens
	Imad Kahn (IK) EA Technology
	Yasir Ahmed (YA) Manchester University
	Neil Adams (NA) National Grid
	Stephen Okoye (SO) National Grid
<b>Minutes Prep By:</b>	B. Chong

## Discussion

### 1 Introductions

Newcomers were welcomed to the committee meeting. An introduction and background to the NGN and CIGRE activities and structure were given.

### 2. NGN Update

Refer to power point presentation given by JH.

- NGN constitution has been formally accepted by CIGRE-UK
- JH presented update of NGN at last CIGRE-UKExec meeting and agreed funding for future events
- The CIGRE Technical Committee (TC) meeting that is being held in the UK in April is specific to technical committee members to review CIGREs technical activities and Steering Committees activities. For this reason NGN has not been given any formal presentation time. As a consolation, JH has been invited to the evening dinner to talk with the TC members about NGN.

### 3. Review of Last Meeting/Actions

- JH Reminder that there is more opportunity to get involved in CIGRE WGs, new “protection-themed” group has been formed (as highlighted in last meeting minutes, four new Working Groups have been established in SC B5. For more information, interested NGN members should contact the CIGRE-UK B5 Regular Member).
- Due to NGN membership increase the attendance to last C3 WG meeting held at National Grid HQ had to be capped. CIGRE-UK members were not happy about the limited capacity and will have to consider the growth in attendance to future WG meetings.

## **4. Membership Update/Appointment of New Roles**

### **4.1 Membership Update**

- Steady increase in numbers since launch event. Current NGN membership total 141, this is approximately 1/3 of CIGRE-UK's total membership.
- Currently CIGRE-UK exec are missing 2 people, positions open to all CIGRE-UK members; including NGN members. If interested must be nominated by another CIGRE member and must supply a CV. Let JH know if you are interested.
- Dynamics of current NGN members, 73/141 from universities, 68/141 from industry, all felt it was a good idea to keep a record of NGN member demographics in terms of occupations.
- YA and GC appointed roles to form a 'membership strategy' ie. assessing new NGN members, keeping records of demographics and coming up with ideas to attract new/keep active membership to maintain a self-sufficient long-term future for NGN. YA and GC to communicate with MB/Communications WG. Exact duties will be defined within Communications WG. Agreed that an annual check of members is a necessity to monitor "active" membership and an update of memberships will be given at NGN steering committee meetings.

### **4.2 Appointment of New Roles**

No interest through email about "career development roles". Roles opened to steering committee with positions agreed (interim positions, held until AGM in Oct/Nov 2008):

- Vice-Chair/Information Coordinator: Bob McDonald proposed himself. JL seconded.
- Secretary/Treasurer: Beatrice Chong proposed herself. JH seconded.

## **5 Technical Event 1 (TE1)**

- Visit to St. John's Wood Substation (owned by NG, installed by ABB) with arrangements made by JH and JL. GC offered to help JL confirm appropriate speakers/tour guides for event.
- Max no. of people is 30 due to health&safety. Structure of event may change if high demand.
- CIGRE-UK members will only be invited if there are less than 30 NGN members plan to attend.
- IK asked question, can companies have a publicity stand during TEs? Question asked because his company is looking to recruit at the moment and thinks this is a good opportunity. JH brought to attention that CIGRE may have a sales/marketing issue with this. For example ABB and NG are hosting and funding this event, any activity by a competitor company would have to be checked first. If this is possible then it could be arranged fro TE2 but is too late for TE1.
- Agreed to open evening event to more NGN members due to limited spaces at technical visit. Preliminary time, 5-8pm.

## **6 Technical Event 2 (TE2)**

- To be arranged for summer June/July 2008 based on 'renewables'. JL volunteered to organise and co-ordinate.
- All NGN members are encouraged to help with industry / sponsors contacts. RK has a lot of contacts for offshore renewables
- Possible options include:

### **6.1 Option 1: Barrow offshore windfarm**

- Day seminar at Joule Centre/Haysham about wind turbine technology/project delivery. Could also include talks on offshore wave and tidal technology.
- Boat trip to get nearer to turbines. This could cause problems as trip might have to be timed with tide, dependent upon weather conditions, boats are small (12 people max) and if required for maintenance will not be available, wind farms are a distance offshore, my not have time to get all people onto boat trip.
- Sponsors: Areva/Steve Bergin. United Utilities facilities could also be used as they are near Barrow area.

## 6.2 Option 2: Robin Rigg

- Visit platform while it is being constructed

## 7 Update on WG Activities

All working groups' activities are in line with the original 'Terms of Reference'. Specific activities updates include:

### 7.1 Communications WG

- Membership is as discussed in 4.1
- It was highlighted that each individual / WG is responsible for providing sufficient information to the Comms Group for all future flyers/posters.
- NGN members are concerned that some important CIGRE NGN emails are not being read because too many CIGRE-UK emails are being received from CIGRE UK.

### 7.2 Members Services WG

- In need of help to manage/organise data
- Waiting approval from Chris Jones and Colin Ray for on mentoring process and WG involvement.

#### Mentoring

- Define that mentoring within the NGN is for specific CIGRE purposes and is not like IET and industry mentoring schemes.
- Agreed that scheme should not wait for a "pool" of mentors but to match people up ASAP because delays will put people off getting involved.
- Colin Ray requested a "Guidelines for Mentoring" document ASAP

#### NGN member WG involvement

- CIGRE WGs are formal and only some conveners are happy for NGN members to get involved.
- A list of willing WG/conveners needs to be made available. Agreed to put on NGN website.

### 7.3 Paris 2008 WG

#### Arrangements

- The aim of participation in Paris is to get NGN members out to CIGRE's most prestigious conference and present quality work through a poster presentation, and to promote UK NGN group internationally.
- 12 free places approved by CIGRE (registration fee paid for), with the understanding that NGN members were successful at submitting a paper.
- Exhibition stand in Technical Exhibition hall for 3 days for maximum of 12 posters to be presented. Half of stand is dedicated to explaining what NGN is to Session attendees.
- Presentation about NGN and its future will be given at EPEE session by JH.
- Decided that as well as authors of posters, a small team of people need to organise and maintain the stand to explain NGN to interested parties. JH and some other NGN members are planning to be at the 2008 Session outside of NGN event anyway.
- Copyright on papers will not be owned by CIGRE and therefore each individual is allowed to submit the same data for other future publications.
- Posters to advertise the Paris event have been prepared for distribution
- Budget of £6/7k allocated for event.
- Design of stand still needs to be submitted to events company by 13 June 2008

#### Concerns

- No enquiries have been made about NGN Paris event to date. Agreed that more advertising is required for Paris.
- What happens if there is not enough interest/papers submitted/papers do not meet quality panel expect? (This is not a problem at the moment; a plan will be created if required).
- There is not enough time to write and submit a paper now. Difficult to push dates further back but 2 weeks may be possible. This could be a particular barrier to newer NGN members who have recently joined.

- Who will be part of the small team required for maintaining the stall during the Paris Session? Some free places may need to be given to this team.
- Some NGN members have never written a paper before and this may be a barrier in confidence to submit.

**Social event for all “younger members” at Paris 2008**

- Jean Kowal suggested to hold a social event for all “younger members” attending the Paris 2008
- UK NGN members are welcomed to attend and CJ/CR have asked NGN to suggest ideas on location/plans for social event.
- NGN is not organising this event, but will keep members up to date about it. Currently waiting for CJ to confirm if this is definitely going ahead.

**8 Website**

- General praise for NGN website, more user friendly compared with CIGRE-UK present website.
- New members are being put off by difficulties encountered on CIGRE-UK’s website. NGN could add a notice board to advertise all WG meetings to make it easy to NGN members to check.
- The Forum has no active usage at present time though has potential to be a good resource. Not many NGN members are aware of it. Agreed that all members will be sent their username and password for access to forum to encourage usage. A review of usage will be done by next meeting.

**9 AOB**

**9.1 NGN Steering Committee Meeting Format**

- Growth in membership has caused growth in meeting attendance. Whoever is arranging the meeting must be aware of capacity of facilities/resources.
- To date all meetings have been open to all NGN members and will continue to stay as an open invitation unless absolutely necessary. Although it is a possibility that we may need to turn people away in the future it is expected that NGN members will understand this situation.
- Agreed it was better to finish on time than to overrun (although some people left early) and that it was better to have a proper lunch hour rather than working through and eating at the same time.
- ABB offices was a good convenient location for many of the attendees.
- Suggestion to have future meetings a day before/after TE. This may be possible for TE2.
- BM can setup teleconferences if and when required, contact him if necessary.

**Actions**

See separate actions document on NGN Website: <http://www.cigre-ngn-uk.org/members/meetings.htm>

**Future Meetings**

<b>Date</b>	TBC - June/July 2008, possibly arranged with TE2
<b>Time</b>	TBC
<b>Location</b>	TBC - TE2
<b>Organiser / Host</b>	JH / JL
<b>Agenda</b>	TBC
<b>Attendees Req.</b>	TBC