

UK NGN Meeting Minutes – 7 April 2008

Location:	Teleconference
Attendees:	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)
	John McDonald (JM) Imperial College (Members Services WG Convenor)
	Bob McDonald (BM) Siemens (NGN Vice Chair / Info Co-ordinator)
	Yasir Ahmed (YA) Manchester University
Apologies:	Chris Dent (CD)
Minutes Prep By:	B. Chong

Discussion

1. Paris 2008: interest in submitting papers

Summary of email replies:

- 16 positive replies, are planning to submit a paper, majority are from academia
- 17 negative replies, were not planning to submit a paper, mainly due to work commitments
- 5 people replied and said they will not submit a paper but will be attending Paris and are happy to help out at NGN exhibition stand

Outcomes:

- No need to worry about lack of submitted papers (limit of 12)
- Deadline for submission will remain 18 April 2008
- No further actions required until 18 April 2008

2. Paris 2008: Exhibition stand team and layout design

Exhibition stand team are: RK, CD, VS, YA. (team to coordinate between themselves) Duties:

- Design layout of stand asap
- Decide how to coordinate manning of stand, to be done once attendees known
- Will call for an update teleconference after 18 April 2008

Scheduled times of session:

- 4 days, Monday to Thursday, suggested at any one time 3 presenters and 1 NGN member (non-presenter) to man stall at any one time

3. Paris 2008: Communications with paper entrants

Duties of NGN members during attendance to Paris Session 2008

- Need to make clear to NGN presenters that additional duties come with the 'free' Session registration.
- Concern was shared that 8 hours is much longer than the normal length of time for poster presentations, coordination needs to be made about manning exhibition stand after 2 May 2008

(deadline for notification for Paris 2008 papers/posters). Remembering that individuals will want to attend specific sessions during the week.

Successful papers

- A standard reply email will be sent to successful authors which will include required duties for 'free' registration. No action required until 2 May 2008.

4. AOB

4.1 Outstanding Actions from last meeting (BM)

Paris Session 2008, other NGN involvement

- 'Young members' social event - still no news from Chris Jones or Colin Ray
- EPEE session – no news from head of this group

Invites to be sent to CIGRE international representatives

- Aim: to let them know NGN-UK will be present at Paris 2008, action required after 18 April 2008

Members Services WG: Mentoring Scheme

- Proposal still waiting for approval from CIGRE-UK exec
- Will be published on website as soon as proposals are approved

4.2 Technical Event 1

- Day event: all preparation complete
- 30 attendees, plus 4 guests from CIGRE-UK, National Grid and ABB
- Evening event: 18+ attendees for networking event dinner

4.3 Technical Event 2

- Provisional date: late July 2008
- Provisional venue: NaREC, Blyth

4.4 NGN Forum (hosted by CIGRE-UK)

- Usage has not increased since last meeting
- CIGRE-UK will discontinue forum if usage does not increase
- NGN steering committee felt it was too early in NGN's existence to justify taking the forum away as it has the potential to be a valuable resource
- Decided an email will be sent to all NGN members giving them usernames and passwords
- Propose to CIGRE-UK to keep forum open for another 6 months, then reassess usage before taking it off line

4.5 Newsletter

- Next one will be sent out shortly after 18 April 2008, will include
 - summary and photo from TE1
 - list of successful authors for Paris 2008

Actions from Teleconference

Actions relating to Communications

Ref No.	Action	Required by	Responsible
2.14	NGN Forum: send out usernames and passwords to all NGN members to encourage usage.	Fri 18/04/08	BM
2.16	NGN Forum: ask CIGRE-UK to keep forum online for another 6 months. NGN will reassess usage.	Fri 18/04/08	BM
2.17	Next newsletter: write and email next newsletter after TE1 and Paris paper deadline (18 April 08)	Mon 25/04/08	MB/Comms WG

Actions relating to Paris

Ref No.	Action	Required by	Responsible
5.3	Finish design of stand for submission to events company	June 08	RK/ Paris-WG
5.5	Email people who give positive replies about submitting a paper. Ask if they will still be ok to meet the 18 th deadline or would they require more time to complete paper. Can be flexible with 18 April deadline on an individual basis.	Mon 14/04/08	RK
5.6	Arrange an update meeting shortly after 18 April 2008	Mon 21/04/08	RK/Paris WG
5.7	Write a standard reply for authors with successful paper submissions. To include duties required with 'free' registration and notification of days/times they are not available to man stall to help coordinate during 4 days.	Fri 02/05/08	RK/Paris WG
5.8	Email/send invites to CIGRE international representatives to let them know about NGN's presence at Paris 2008	After 18/04/08 Before mid May 08	RK/Paris WG

Future Meetings

Date	TBC – May, after Paris 2008 papers have been selected
Time	TBC
Location	TBC – Teleconference
Organiser / Host	RK/BM
Agenda	TBC
Attendees Req.	TBC