



## Steering Committee Meeting – Notes of Meeting

**Date :**

14th July 2009

**Location:**

Siemens Energy  
Sir William Siemens House  
Pincess Road  
Manchester  
M20 2UR

**Attendees:**

Jonathan Halliday – Chair, **JH**  
Rodrigo Moreno (partly), **RM**  
Dave Hughes, **DH**  
Soon Kiat Yee, **SKY**  
Chris Dent, **CD**  
Sarah Follmann, **SF**  
Patrick Favre-Perrod, **PFP**  
Ross Wilson, **RW**  
Colin Ray, **CR**

## Agenda:

|   |  |
|---|--|
| 1 | Review of previous actions   |
| 2 | NGN Update / CIGRE-Exec update   |
| 3 | Mentoring / Working group involvement  |
| 4 | Paris Session 2010   |
| 5 | NGN Development in other National Committees   |
| 6 | Review of past events – Moyle, NG Wokingham  |
| 7 | Review / Discussion of Events Roadmap  |
| 8 | Membership Update – current status, review recruitment strategy, gaps in membership, produce action plan |
| 9 | Website – Feedback and discussion  |

## Notes of Meeting

### 1. Review of Previous Actions

- Actions from the last meeting were reviewed and closed out / revalidated. See action list at the end of this document.

### 2. NGN Update / CIGRE-Exec Update

- The Chairman gave a brief overview over NGN update, as given for the Cigre UK Executive Meeting. Update to be circulated.
- The Chairman gave an update of the Cigre UK Executive Meeting: Cigre has a accounts' deficit due to Euro exchange rate. CR reminded the NGN that their account needs to be managed sensibly.
- JH and AM put together a paper for the IEEE PES General Meeting in Calgary. As JH is unable to attend, CD will be assisting AM.
- Associate Membership is now established. Currently 30-50 new members classified as associate members. Membership is still healthy.
- It was noted, that either Chairperson or Vice Chair and Secretary have to be elected this year. A separate web/teleconference to discuss this issue and necessary changes to the constitution has to be set up shortly. It was decided to hold the AGM at the next core event in November.
- Next Steering Committee Meeting to be held at Imperial College London on 8<sup>th</sup> October.

### 3. Mentoring / Working Group Involvement

- Mentoring documents have been set up and are available online. There is, however, no pick up of this service. The issue seems to be that a lot of NGN members already have mentors outside of Cigre. The mentoring was thought to help with getting involved with working groups, but it seems that NGN members get involved in the groups directly. It was agreed that Cigre mentoring scheme has to be more specific and needs to be rebranded.
- Ideas for rebranding were discussed. CD to put summary of options forward.
- It was decided to devote some time at the next technical events to introduce the working group involvement/ mentoring scheme. One possibility would be to invite a NGN member involved in a working group to talk about their experience. PFP to arrange.

- Tie up between IET and NGN mentoring scheme necessary to achieve IET endorsement.

#### **4. Paris Session 2010**

- 15 NGN members brought papers forward. Only 2 were accepted for UK session, 2 for international session. Key messages of this experience to be put together and send out to NGN members. This is to include reasons for rejection, general feedback and individual feedback.
- NGN confirmed to Colin that they want to have a stand again. It was suggested to try to organise a joined stand with other national NGN committees
- CR to contact other country secretaries to find out whether other national young members groups exist.
- EPEE (education session) involvement: Colin to find out topic for Paris 2010 and NGN participation.
- Colin confirmed that there will be subsidised rates for young members. Colin to keep updated.

#### **5. NGN Development in other National Committees**

- NGN goal is to communicate the idea of NGN and share experience from the UK and create international networking opportunity.
- Dialogue with Irish Committee is ongoing (experience from Moyle Technical Event)
- Possibility of shared stand for Paris 2010 was discussed. It was decided to contact people met at Paris 2008. JH to send inquiry.
- Colin to contact national secretaries to find out if young member groups have been set up and look into organising social event for Sunday night.
- NGN social event proposed for Sunday night after opening ceremony/ networking event. CR to organise initially.

#### **6. Review of Past Events**

- Generally a good feedback was received. Low number of participants maybe due to economic climate or short notice for events.
- Lessons Learned: Provide a short guide for event coordinator for upcoming events
- Lessons Learned: Announce events for the year at beginning of year. Announce topic of events in advance and indicative dates.

## 7. Review / Discussion of Events Roadmap

- 3<sup>rd</sup> core event targeted in November at Areva/Alstom: Future Materials. Announcement within the next 6 weeks. Incorporate AGM Agenda.
- NGN engagement in UPEC 2009 at Strathclyde was discussed –1<sup>st</sup> Sep: tutorial day on power generation of the future. Idea is for NGN members to listen to this. Day before as afternoon visit to Scottish Power onshore windfarm and talks about e.g. intermitted generation and socialising evening event.
- JH / CR to establish contact to visit windfarm on the Monday.
- CD / PFP to establish topics / presentations for the event. Publicise by end of July.
- Keith to be asked about registration fee and negotiate discount. PFP
- Core Events for 2010 were discussed and priorities given:
  - a. Storage systems for future electricity networks - Visit to hydro plant
  - b. Standards and testing – Visit to test facility (Uni Manchester/ NaREC Hebburn)
  - c. HVDC preparing the Supergrid future – Visit to converter station
- PFP proposed to have an online registration form for events. AP to set up.
- Attendees need to be confirmed from TE3 at Didcot Power Station. PFP to chase Ben from Npower.

## 8. Membership / Communications

- Associate Membership now implemented. 52 new members this year.
- One central database including sensible information like phone numbers or addresses has to be maintained. Rodrigo responsible for updating and managing the database.
- 1<sup>st</sup> January renewal year for Cigre. Final list of members has to be sent to Paris by the end of March. Renewal process was discussed and decided that a more stringent process has to be put into place. Suggestion is to send out renewal form at 1<sup>st</sup> January. To be send back by end of January. Then reminder. Rodrigo to prepare formal proposal (A4 page) on renewal process.
- Process for new members to be detailed. Procedure for membership registration (A4 page) including cancellation. Or flow chart. RM
- It was not clear where the [membership@cigre-ngn.uk.org](mailto:membership@cigre-ngn.uk.org) alias is linked to. Has to be linked to Rodrigo and Maria. AP / MB to check.

- Format of link between membership list and event attendance to be formulated between PFP and RM.
- Active participation to include working group involvement, other Cigre meetings, steering committee meeting. Suggestions of how to correlate this information to be made e.g. include on registration/renewal form

**9. Website**

- Check possibility to have online registration form on website linked directly into a database. AP
- Maria to send reminder out that NGN is looking into web support.
- ‘Plug’ for NGN Mentoring scheme in the NGN website homepage has to be reviewed. Proposal about wording to be made.

**Actions**

|     | <b>Action</b>   | <b>Responsible Person</b> | <b>Required</b> |
|-----|---|---------------------------|-----------------|
| 2.1 | Set up phone / web conference to discuss roles/ constitutional issues/ elections in preparation of AGM.   | SF                        | Aug 09          |
| 2.2 | SF to organise next Steering Committee Meeting for 8 <sup>th</sup> October in London.   | SF                        | Aug 09          |
| 2.3 | Jonathan to circulate NGN summary of Cigre UK Exec Meeting / Alex to upload onto website  | JH / AP                   | Jul 09          |
| 2.4 | Financial Overview be updated by SF   | SF                        | Jul 09          |
| 2.4 | Update Constitution   | SF                        | Aug 09          |
| 3.1 | SKY to look into mentoring tie-up with IET accreditation. Sky to liaise with Chris and Colin to approach the IET about this.                                  | SKY/CR/CJ                 | Oct 09          |
| 3.2 | Suggestions for alternative name for mentoring scheme. CD to draw up options discussed to bring mentoring programme forward. CD/SKY to bring proposal forward | ALL/SKY/CD                | Oct 09          |

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|     | on how to rework mentoring scheme.   |          |        |
| 3.3 | MB to send out email asking everybody on their thoughts on rebranding / specialising mentoring scheme, including link to section on Cigre website.                                   | MB       | Jul 09 |
| 4.1 | Colin to confirm options for NGN stand at Paris session (Location / Size)  | CR       | Aug 09 |
| 4.2 | Colin to contact other country secretaries to find out whether national young members group exist.   | CR       | Aug 09 |
| 4.3 | NGN social event proposed for Sunday night after opening ceremony/ networking event. CR to organise initially.   | CR       | Aug 09 |
| 4.4 | Colin to find out topic for Paris 2010 EPEE session and possibility of NGN participation.  | CR       | Sep 09 |
| 4.5 | SF to forward list of contacts, collected at Paris 2008 session to JH. JH to put communication together about Paris 2010.  | SF/JH    | Aug 09 |
| 4.6 | Paris 2010 papers: key messages of "call for papers" experience, including reasons for rejection and general and individual feedback to be put together and send out to NGN members. | CD       | Aug 09 |
| 6.1 | Confirmation of attendees of Didcot event. (PFP/B. Adams)  | PFP/BA   | Aug 09 |
| 7.1 | PFP to prepare 3 <sup>rd</sup> core event, send invite and include AGM on agenda.  | PFP      | Aug 09 |
| 7.2 | Create a short guide for event coordinator for upcoming events   | PFP      | Oct 09 |
| 7.3 | JH / CR to establish contact to visit the windfarm on the UPEC session.  | JH/CR    | Jul 09 |
| 7.4 | CD / PFP to establish topics / presentations for UPEC session.   | CD / PFP | Jul 09 |
| 7.5 | Keith Bell to be asked about registration fee / discount.  | PFP      | Jul 09 |
| 7.6 | PFP to include 15 min slot on working group involvement into next technical event.   | PFP      | Nov 09 |

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| 7.7 | Distribute list of attendees (names, company, location) for technical events among attendees before event.  | PFP    | Nov 09 |
| 8.1 | Ensure to have one secure central database with all NGN sensitive member data due to data protection.   | RM     | Jul 09 |
| 8.2 | Maria to send reminder out that NGN is looking into web support.  | MB     | Jul 09 |
| 8.3 | Rodrigo to prepare formal proposal (A4 page) on membership renewal process.   | RM     | Oct 09 |
| 8.4 | Process for new members to be detailed. Procedure for membership registration (A4 page) including cancellation                                      | RM     | Oct 09 |
| 8.5 | Format of link between membership list and event attendance to be formulated between PFP and RM   | RM/PFP | Oct 09 |
| 9.1 | 'Plug' for NGN Mentoring scheme in the NGN website homepage has to be reviewed. New proposal about wording to be made.                              | AP/SKY | Jul 09 |
| 9.2 | Create online event registration form.  | AP/PFP | Aug 09 |
| 9.3 | Check where <a href="mailto:membership@cigre-ngn.uk.org">membership@cigre-ngn.uk.org</a> alias is linked to. Has to be linked to Rodrigo and Maria. | AP/MB  | Aug 09 |
| 9.4 | Create online membership registration form linked to a database.  | AP/RM  | Sep 09 |