



Steering Committee Meeting – Notes of Meeting

Date:

17th September 2009, 21:00-22:00

Location:

Tele-conference

Attendees:

Jonathan Halliday – Chair, **JH**
Sarah Follmann, **SF**
Patrick Favre-Perrod, **PFP**
Maria Brucoli, **MB**
Rodrigo Moreno, **RM**

Agenda:

21:00 – 21:10	Brief review of previous actions	SF
21:10 – 21:30	Candidates/ Pre-election communication	JH/ MB
21:30 – 21:40	AGM / Core Event 3	PFP
21:40 – 21:45	AOB / Close Meeting	All



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. Candidates/ Pre-election communication

- Two suggestions for candidates for the role of chairperson have already been received and JH/SF will firm up their availability/interest.
- MB to create call for candidates and include short description / statement for each role. Communication to be sent out to all NGN members. A response time of 2 weeks was agreed on.
- Practicalities of electronic voting to be discussed with Alex. Colin to be contacted to discuss concept of email voting. SF

3. AGM / Core Event 3

- The AGM/ Core Event 3 is proposed for the start / mid of November. The topic of the core event is 'Material for the power system of the future' and a visit to Areva and Alstom at Stafford is envisaged. Date to be finalized by 25 Sep 09.
- This year's AGM shall be in similar format than last year's. This includes a session to announce the candidates, a session on the work of the Steering Committee, voting during the lunch-break and announcement of results.
- The next event shall also include a session on Cigre workinggroup involvement as discussed at the previous SCM. PFP to arrange.

4. AOB

- Next Steering Committee Meeting to be held at Imperial College London on 8th October. RM to organise facilities.
- It was suggested to set up a teleconference on a monthly basis of 1h duration to encourage more frequent conversations and minimise the need for lengthy email discussions.



Actions

	Action	Responsible Person	Required
2.1	Two suggestions for candidates for the role of chairperson have already been made and JH/SF will firm up their availability/interest	JH/SF	
2.3	MB to create call for candidates and include short description / statement for each role.	MB	25/09/09
2.4	MB to create communication before the election which has to include a short description and photo of each candidate. Also to be made available on website.	MB	Oct 09
2.5	Practicalities of electronic voting to be discussed with Alex. Colin to be contacted to discuss concept of email voting. SF	SF	Oct 09
1.1	SF to organise next Steering Committee Meeting for 8 th October in London. RM to book facilities at Imperial. In progress	SF/RM	Sep 09
1.2	Alex to upload NGN summary of Cigre UK Exec Meeting onto website	AP	Sep 09
1.3	SKY to look into mentoring tie-up with IET accreditation. Sky to liaise with Chris and Colin to approach the IET about this. In progress. Further to discuss at next SCM.	SKY/CR/CJ	Dec 09
1.4	Suggestions for alternative name for mentoring scheme. CD to draw up options discussed to bring mentoring programme forward. CD/SKY to bring proposal forward on how to rework mentoring scheme.	ALL/SKY/CD	Oct 09
1.5	MB to send out email asking everybody on their thoughts on rebranding / specialising mentoring scheme, including link to section on Cigre website. To be discussed again at next SCM. Resend CD's email to extended group.	MB	Dec 09



1.6	Chris to confirm options for NGN stand at Paris session (Location / Size)	CJ	Oct 09
1.7	Colin to contact other country secretaries to find out whether national young members group exist.	CR	Oct 09
1.8	NGN social event proposed for Sunday night after opening ceremony/ networking event. CR to organise initially. To be discussed at Cigre Exec Meeting in Nov.	CR	Nov 09
1.9	Colin to find out topic for Paris 2010 EPEE session and possibility of NGN participation.	CR/CJ	Nov 09
1.10	CR to try and arrange a technical tour during the Paris session for NGN members. Meeting with Sec of French Committee in Nov.	CR	Nov 09
1.11	JH to put communication about Paris 2010 together, to be send to contacts as collected at Paris 2008 session.	JH	Sep 09
1.12	PFP to prepare 3 rd core event, send invite and include AGM on agenda.	PFP	Sep 09
1.13	Create a short guide for event coordinator for upcoming events	PFP	Dec 09
1.14	PFP to include 15 min slot on working group involvement into next technical event.	PFP	Nov 09
1.15	Distribute list of attendees (names, company, location) for technical events among attendees before event.	PFP	Nov 09
1.16	Ensure to have one secure central database with all NGN sensitive member data due to data protection.	RM	Jul 09
1.17	Maria to send out call for NGN IT and events coordination support.	MB	Nov 09
1.18	Rodrigo to prepare formal proposal (A4 page) on membership renewal process.	RM	Oct 09
1.27	Process for new members to be detailed. Procedure for membership registration (A4 page) including cancellation	RM	Oct 09
1.19	Format of link between membership list and event attendance to be formulated between PFP and RM	RM/PFP	Oct 09
1.20	'Plug' for NGN Mentoring scheme in the NGN website	AP/SKY	Oct 09



	homepage has to be reviewed. New proposal about wording to be made.		
1.21	Create online event registration form.	AP/PFP	Oct 09
1.22	Create online membership registration form, linked to a database.	AP/RM	Oct 09