Steering Committee Meeting – Notes of Meeting

Date:

08th October 2009, 9:30– 15:30

Location:

Imperial College London

Attendees:

Jonathan Halliday – Chair, **JH**
Sarah Follmann, **SF**
Maria Brucoli, **MB**
Jonathan Leucci, **JL**
Beatrice Chong, **BC**
Muhammad Ashraf, **MA**
Aruna Gunatilake, **AG**
Ross Wilson **RW**
Colin Ray **CR**

Agenda:

09:30 – 09:45	Welcome and Refreshments	All
09:45 – 10:00	Review of previous actions	SF
10:00 – 10:30	Election /AGM	JH
10:30 – 11:00	Technical Event 3 / Review of Events Roadmap	PFP
11:00 – 11:30	Website / IT Support– Progress Update	AP
11:30 – 12:00	Ratify Constitution	SF
12:00 – 13:00	Lunch / Networking	All
13:00 – 13:45	Mentoring / Working group involvement	CD/SKY
13:45 – 14:15	Paris Session 2010 – Progress Update	CD
14:15 – 14:30	NGN Development in other National Committees	JH
14:30 – 15:00	Membership Update	RM / MB
15:00 – 15:30	AOB / Close Meeting	All

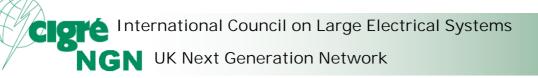## Notes of Meeting

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. Election / AGM

§ Progress to date was discussed. Call for candidates for the election has been sent out and closing date for nominations is next Monday, 12th October.

§ No nominations have yet been received but there are three or four interests in the role of chairperson.

§ It was decided to conduct another teleconference before the AGM – to discuss AGM and Roadmap for 2010 - on Tuesday 3rd November at 8pm.

§ Electronic voting to be set up by next Friday 16th Oct. MB to liaise directly with AP

§ Email voting alias (agm@cigre...) to be forwarded to RM

§ Master voting list has to be created from membership list –RM

§ Close email voting Thursday before AGM event, 26th November

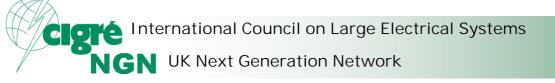§ Send list of votes to Colin Ray on the 27th November - RM

3. Technical Event 3/ AGM – Roadmap 2010

§ PFP confirmed that the provisional date for the AGM/ technical event 3 is Monday 30th November. Areva in Stafford are available to host up to 50 people. PFP to urgently finalize event details and put communication together for Maria by next Friday, 16th October.

§ AGM Agenda: JH to introduce elections and voting process – PFP to provide 15 min slot at start of event. Printouts of candidate statements to be available on the day- MB. If all candidates are attending the AGM, they should give a brief statement (within the 15 min slot). Voting to take place during lunch CR/RM

§ SKY to confirm which NGN members are partaking in a working group. We need to have a NGN working group member to give a 15min talk about working group involvement. SKY to organize. SKY also to introduce new working group service.

§   It was recognized that the NGN Roadmap for next year has to be finalized. It was agreed that a drafted roadmap has to be available for the Cigre UK AGM held on 13th November. This would allow us to raise awareness and gain support for planned events from Cigre members. JH will attend this meeting and present roadmap.

§   It is targeted to complete the roadmap by the end of December. The roadmap need to be ready with committed dates (month) at companies and sponsors. This will allow NGN members to plan their attendance well in advance and give enough time to liaise with companies.

§   Core Events for 2010 were discussed at the meeting in July and priorities given:

   o   Storage systems for future electricity networks - Visit to hydro plant

   o   Standards and testing – Visit to test facility (Uni Manchester/ NaREC Hebburn)

   o   HVDC preparing the Supergrid future – Visit to converter station

§   It was pointed out that construction of the BritNet converter is only starting, so this event might better take place in 2011.

§   SF informed the steering committee that a technical event could be organized around a visit to the Greater Gabbart II offshore substation platform at Tyneside. Construction is envisaged to be completed spring 2010, so that this could form the first core event.

§   CR informed the steering committee that a non core event could be organized on new development/testing of OHL towers. Balfour Beatty developed and lab tested an OHL tower arm that is insulated. This new design is currently being transferred to undergo National Grid testing.

§   JL informed the steering committee that he is working on a large scale battery storage project for EDF in the south east project. This could form the technical visit for the Storage systems for future energy networks event. PFP to contact JL for further discussion.

§   CD informed the steering committee that a non core event could be organized around tidal/wave energy in Edinburgh incl. visits to curved wavetank, Artemis and Pelarmis wave energy systems.

§   A Teleconference dedicated to discuss AGM and roadmap will be held on Tuesday 3rd November at 8pm.
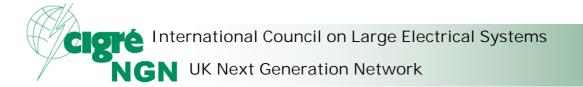
4.   Website/ IT Support

§ It was discussed that the Cigre NGN website needs to be re-worked. It was decided that a dedicated website test and critique session will be set up in December to discuss any issues and gain feedback on the website. AP/MA to check for availability and host session.

§ MA confirmed that he would be available to take on the non elected role as web assistant. MB to forward his details onto AP.

§ It was decided that we should make more use of our NGN Facebook group. Maria to send reminder to all NGN members about the group. It was discussed that all communication and events should be published on the group site. It was also discussed that we could use the group to send event invites and capture registration. Maria will look after site in her role as information coordinator.

5. Ratify Constitution

§ Current changes to the constitution were discussed and ratified by the steering committee. It was decided that the constitution will have to be ratified by NGN members. To do so, the changed constitution has to be put onto the website so that members can access it. SF to provide constitution to AP. MB to send out communication to all members and request any comments to be send to "actions" email alias. Conduct vote at AGM to ratify.

6. Mentoring / Working Group Involvement

§ The mentoring service issue was again discussed and it was decided to drop the word mentoring and rebrand the service. The goal of this service is to encourage and promote working group participation of NGN members and give advice on technical paper requirements

§ New name for the service: Technical Facilitator and Working Group access – SKY to facilitate working group issues, CD to facilitate paper submission issues

§ New process: NGN members contact SKY with their needs and SKY makes contact to working group convenors. Match NGN members to working group convenors and ease access into working groups. SKY to act as intermediate contact linking young members
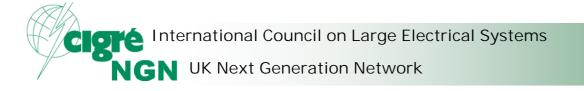
to Cigre convenors. SKY works also as complaints receiver. Complaints to be forwarded to CR and CJ.

§   SKY to draw up process chart for new process.

§   CD to draw up process chart for paper submission process.

§   AP/ MA to produce catchy link to this new service whish clearly shows benefits of new service. Benefits for NGN members are: Contact to more senior expertise (networking), encourage exchange.

§   CR to provide a copy of statement on Cigre's position on benefits of working group participation by young members.

§   UK technical committee meeting at the morning of Cigre UK AGM on 13th November. SKY to attend the meeting to present this new service. Colin to include short slot on Agenda). Presentation about NGN and how NGN members want to get involved and what SKY's role is.

§   Short slot at core event 3 in November to promote working group involvement to overcome perceived barrier that young members are too inexperienced (SKY).

7. Paris Session 2010

§   Colin confirmed that we can have a NGN stand. Format has to be decided on. We suggested that this should be open for any NGN from all countries. To illustrate the networking opportunity of a young members group, it was suggested to produce a NGN poster with pictures of all NGN members and their companies. To show the success of young member's working group involvement, it was suggested to have a poster of NGN members involved in working groups (organisation chart). It was generally agreed that the stall has to be more catchy and more about young people and networking. Stall has to be ready on Sunday morning, prior to registration starting.

§   Set up dedicated teleconference to discuss lessons learned from last session and roles and tasks required for 2010.

§   Colin to contact other country secretaries after Cigre UK executive meeting as he wants to discuss sponsorship there.

§   EPEE session and possible NGN participation will be discussed at Cigre UK executive meeting as well.

§   Colin to push that at least paper authors get free registration for Paris session. He agreed to ask for a total of 15 sponsored registrations.

§   Colin to discuss with Paris whether it is possible to get number of young members.
     Maybe it is possible to amend registration form. Also, link to NGN activities on website

8. NGN Development in other National Committees

No progress until November. It was discussed that we will have to find out whether other
countries have young member groups and if they want to participate in the stall in Paris.

9. Membership Update

§   Membership process chart was discussed. RM to update with comments. Email reminder
     to all associate members has to be send every May/June, before MSc students leave
     university. RM to include in process.
§   Cigre does not issue membership cards any more. RM to send email to all NGN
     members with their membership number (use mail merger in MS Word ?). Also to include
     brief explanation about e-cigre and link to website.
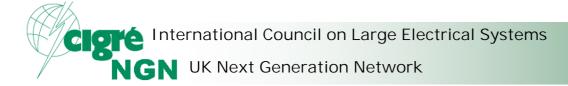
10. AOB / Close Meeting

It was agreed that it works well to have brief teleconferences to progress key issues.
Following teleconferences were agreed on:
  - 3rd November 2009 at 8pm - Teleconference before the AGM – to discuss AGM and
    roadmap.
  - 19th November 2009 at 9pm - Teleconference after Cigre UK Executive meeting to
    discuss Paris 2010
  - TBA - Teleconference for web issues to be announced by AP/MA

Next Steering Committee Meeting:12th January 2010 at National Grid's offices at Thorpe
Park, Leeds

It was suggested to discuss list of actions in the item section instead of at the beginning

Actions

	Action	Responsibility	Required
2.1	MB to send out voting papers including communication with short descriptions of each candidate. Short descriptions also to be made available on website and on facebook site.	MB/ AP	16th Oct 09
2.2	A master voting list has to be created from membership list (RM) and email voting alias (agm@cigre...) to be forwarded to RM (AP)	RM/ AP	16th Oct 09
2.3	Collect email votes and update master voting list. Send list of votes to CR on the 27th Nov	RM	27th Nov 09
3.1	PFP to finalize event details and put communication together for MB. PFP to include 15 min slot at start of event for election (JH) and 15 min slot on working group service (SKY). Voting to take place during lunch (CR/RM).	PFP	16th Oct 09
3.2	SKY to organize 15 min slot at AGM to promote new working group service and arrange for input from NGN member who participates in working group.	SKY/CD	16th Oct 09
3.3	PFP to complete drafted roadmap for 2010	PFP	12th Nov 09
3.4	Create a short guide for event coordinator for upcoming events	PFP	Dec 09
3.5	Distribute list of attendees (names, company, location) for technical events among attendees before event.	PFP	Nov 09
4.1	AP/MA to check for availability and set up and host web test session	AP/MA	Nov 09
4.2	Create online event registration form.	MA/PFP	Nov 09
4.3	Create online membership registration form	MA/RM	Nov 09
5.1	SF to provide constitution to AP. AP to upload constitution. MB to send out communication to all members about new constitution.	SF/AP/MP	16th Oct 09

6.1	SKY to draw up process chart for new process. CD to draw up process chart for paper submission process. AP/ MA to produce catchy link for website/facebook	SKY,CD,MB, AP	Nov 09
6.2	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	Dec 09
6.3	SKY to attend Cigre UK Exec meeting to present the new service. Colin to include short slot on Agenda.	SKY/CR	3rd Nov 09
6.4	'Plug' for NGN Mentoring scheme in the NGN website has to be reviewed again	AP/SKY	Oct 09
6.5	CR to provide a copy of statement on Cigre's position on benefits of working group participation by young members.	CR	Nov 09
7.1	Cigre UK exec meeting: -NGN social event proposed for Sunday night -EPEE session and possibility of NGN participation. -Colin to contact other country secretaries to find out whether national young members group exist	CR	Nov 09
7.2	CR to discuss technical tour during the Paris session for NGN members. Meeting with Sec of French Committee in Nov.	CR	Nov 09
7.3	JH to put communication about Paris 2010 together, to be send to contacts as collected at Paris 2008 session.	JH	Nov 09
8.1	RM to incorporate comments on membership process	RM	Oct 09
8.2	Format of link between membership list and event attendance to be formulated between PFP and RM	RM/PFP	Oct 09
8.3	Ensure to have one secure central database with all NGN sensitive member data due to data protection.	RM	Oct 09