

Steering Committee Meeting – Notes of Meeting

Date:

28th April 2010, 11:30– 17:00

Location:

Siemens, Monkton

Attendees:

Beatrice Chong, **BC**
Sarah Follmann, **SF**
Patrick Favre-Perrot, **PFP**
Soon Yee, **SKY** (via telephone)
Ryan Tumilty, **RT** (via telephone)
Rodrigo Moreno, **RM**
Aruna Gunatilake, **AG**
Muhammad Ashraf, **MA**
Eshwar Chukaluri, **EC**
Elena Petrova, **EP**

Agenda:

11:00 - 11:30	Coffee/Tea	SF
11:30 – 12:00	Communications	AG / MB
12:00 – 12:45	Event Roadmap 2010 /2011	PFP
12:45 – 13:15	Working Group Involvement	SKY
13:15 – 14:00	Lunch / Networking	
14:00 – 14:45	Paris 2010	BC / SF
14:45 – 15:30	Membership update	RM
15:30 - 16:15	Website update	AP
16:15 – 16:30	Review of previous actions	SF
16:30 - 17:00	AOB / Close meeting	All

Notes of Meeting

1. Communications:

- It was highlighted that communication area requires more support. AG was asked to temporarily take over communication lead/ information coordinator role from MB. In addition more support is required. EP is offering to get involved in NGN and communications could be one area of involvement.
- Newsletter has not been sent out per email. **AG** to send.
- Newsletter format to be revised to include new NGN slogan (inform, engage, connect, develop)
- New NGN slogan was discussed and agreed. All further communication should contain the formulae inform, engage, connect and develop
- It was agreed to produce newsletters more regularly and with calls for engagement.
- Issues with engaging NGN members were discussed. Discussion has to resume at next meeting.

2. Event Roadmap 2010 /2011:

- PFP reported that the Road Map 2010/11 is not finished. **PFP** to finalise.
- First technical event for 2010 will be held tomorrow at Siemens Newcastle.
- Second Technical Event was previously discussed to be on electrical storage systems. A visit to a hydro pump storage plant was favourable and PFP looked into options. Initially Dinorwig in Wales was targeted. Dinorwig however wants to charge for visits. Alternative option is Scottish Power plant Cruachan (around 2h north of Glasgow). **PFP** to explore feasibility of this option. Visit to plant in combination with presentation at Strathclyde.
- Event 3 /AGM: 17th November University of Manchester
- Non-core events : - OHL tower with insulated cross arms at National Grid- **CR/BC**
- Tidal / wave energy at Edinburgh- **PFP**
- PFP announced that he wants to stand down as events coordinator at the next AGM in November. NGN needs to start looking for new events coordinator now. **BC, AG**

- It was suggested to start the next event later to allow for travelling in the morning (11:30-17:30)

3. Working Group Involvement

- SKY phoned in and reported on progress of mirror working group concept. Previous non NGN trial set up was successful with very positive response from participants and from Cigre. SKY now to progress roll out of trial mirror working groups with Cigre UK.

4. Paris 2010

- Short progress review of Paris Focus group was given. RT phoned in to report on progress of social event.
- Actions are captured on Paris website and separate Teleconference minutes.
- IT support / communications concept for Paris was discussed. Material for NGN slide show to be collected. BC presented layout for member profiles.

5. Membership

- RM reported on current membership numbers. The main issue is the high number of drop outs that we experienced after the 3 years of subsidised membership. 55 members out of 69 dropped out, so that there are only 14 paying Cigre NGN members this year. The steering committee will think about a course of action and will also discuss the issue at the upcoming UK Exec meeting.
- RM also explained the current application process and its flaws. Online registration is available; however there is still a need to fill in paper forms. **RM** and **MA** to discuss options for improving online registration.
- **RM** to update the welcome letter which is sent out to all new members to highlight Cigre benefits and engagement aim.

6. Website

- The website is continuously being updated to make it more user friendly. For example, online registration forms for membership and events have been added and link to facebook group.
- **EP** volunteered to update facebook group page
- Call for a web-assistant needs to be put out from communications. **AG**

	Action	Responsibility	Required
1.1	Sent out last newsletter and create more regular (monthly) short newsletter.	AG	
2.1	PFP to finalise dates for events for 2010.	PFP	Jun 10
2.2	Create a short guide for event coordinator for upcoming events	PFP	Nov 10
2.3	Distribute list of attendees (names, company, location) for technical events among attendees before event.	PFP	Aug 10
3.1	SKY to progress trial mirror working group	SKY	Aug 10
3.2	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	Nov 10
4.1	Actions on Paris will be updated separately	SF	ongoing
5.1	Steering Committee to discuss actions to engage non active NGN members and possible membership curtailment	ALL	Jun 10
5.2	RM and MA to discuss options for improving online registration.	RM	Aug 10
5.3	RM to update the welcome letter	RM	Aug 10
5.4	Get one NGN representative in each company/university to be responsible to recruit more members. RM/MB to liaise with CR	RM/MB/CR	Aug 10
5.5	Call for a web-assistant needs to be put out from communications.	AG	Jun 10