



Steering Committee Monthly Teleconference – 13th May 2010

Timings:

Thursday 13 May 2010, 1700-1830

Contact:

To join the teleconference, please dial: **02071 890 454** at the arranged time and date.
Host: Beatrice Chong, 07717 547 548

Attendees:

AG, Aruna Gunatilake, aruna.gunatilake@areva-td.com
EC, Eswar Chukaluri, eswar.chukaluri@areva-td.com
EP, Elena Petrova, elena.petrova@gb.abb.com
EG, Elise Ganendra, ganendrae@pbworld.com
PFP, Patrick Favre-Perrod, patrick.favre-perrod@areva-td.com
BC, Beatrice Chong, beatrice.chong@uk.ngrid.com

Requested:

MA, Muhammad Ashraf, muhammad.ashraf@areva-td.com
SKY, Soon Kiat Yee, soon.yee@siemens.com
SF, Sarah Follmann
RM, Rodrigo Moreno
MB, Maria Brucoli

Acronyms

SC – Steering committee

Agenda:

Aim: assign actions and dates for completion

- Welcome new members and volunteers – BC
- Introductions – All
- Communications
- Responsibilities - AG
- Current state update – AG

- Logo and wording
- Newsletter
- Welcome brochure/new member's guide
- Facebook group page
- Publicity
- films 1) from pictures, 2) video - EC
- website updates – BC collect opinions for MA
- Recruitment
- New members, opinions on draft invite written 13/05/10 (not discussed, due to time)
- Advertise for: web assistant, overall event coordinator (not discussed, due to time)
- AOB

Minutes & Actions:

Communications

In addition to that listed by AG in email (13/05/10):
 Duty, Filter CIGRE UK emails from Colin Ray, only allow relevant information to be forwarded to NGN mailing list – AG/BC

Action	Responsible person	To be completed by
Get MA to link any emails from communications@ngn... to AG's email address	AG	Mon 17 May
Clarify with SKY members services@ngn emails go to SKY and he is in charge of answering these enquiries	BC	SKY currently on holiday until June?
Logo/wording – ask for agreement from all extended SC members	BC	Fri 21 May
Have a written record of members of extended SC and volunteers and who should be included in which issues	BC	Fri 21 May
Newsletter: prepare a draft template for monthly issues and request agreement from SC	EP	Fri 21 May
Newsletter: trial embedding the newsletter and providing a pdf attachment	EP	
Newsletter: email template in original format (pub/doc) to EP	AG	Mon 17 May
Newsletter: Include a reminder about upcoming election positions in Nov's AGM in April/May's edition	AG	
Newsletter: March/April write a brief statement about content of next newsletter	AG	

Facebook: Add a disclaimer about CIGRE not being responsible for content of this group page	AG/EG	
Facebook: Send out invitation to join group in next few newsletters	AG/EG	
Facebook: Add EG as admin to group	AG	Mon 17 May
Brochure: Send 2009 edition to EP and BC	PFP	Mon 17 May

Video

PFP and BC had a further discussion over the phone after main teleconference, additional actions were agreed.

Action	Responsible Person	To be completed by
Get Powlow's email address from RM and pass on to EC	AG	Wed 19 May
Contact Powlow to get photos from Siemens technical event	EC	
Pass on video making DVD to EC for getting ideas	AG	Fri 20 May
Ask Chris Jones and Colin Ray if they're happy to be included in video	EC	
Write a first draft for video script (2-3 min video)	EC	
Write a first draft for animated powerpoint using existing still photos	EC	
Gather all materials for animated powerpoint	EC	Fri 28 May
Have first edit of video ready for review by SC	EC	Fri 25 June
Confirm with Chris Jones if a DVD and additional sound is available to use at Paris stand with plasma TV	BC	
Find out what software is appropriate to use and what specification of PC/laptop is required, who and what equipment is available	PFP	

AOB

Action	Responsible Person	To be completed by
Contact EP about next SC meeting venue	PFP	Mon 17 May
Email PFP Paris 2010 social event proposal	BC	Fri 14 May
Update logo word templates when logo is agreed	BC	