



## Steering Committee Meeting – Notes of Meeting

**Date:**

28th June 2010, 10:30 – 17:00

**Location:**

ABB, Stone

**Attendees:**

Beatrice Chong, **BC**  
Sarah Follmann, **SF**  
Patrick Favre-Perrot, **PFP**  
Aruna Gunatilake, **AG**  
Muhammad Ashraf, **MA**  
Elena Petrova, **EP**  
Ross Wilson, **RW**  
Eswar Chukaluri, **EC**  
Kevin Wilson, **KW**

### Agenda:

<b>10:00 - 10:30</b>	Coffee/Tea	EP
<b>10:30 – 11:15</b>	Communications	AG / EP
<b>11:15 - 12:30</b>	Paris 2010	BC / SF
<b>12:30 – 13:15</b>	Website update	MA
<b>13:15 – 14:00</b>	Lunch / Networking	All
<b>14:00 – 14:45</b>	Event Roadmap 2010 /2011	PFP
<b>14:45 – 15:30</b>	Working Group Involvement	SKY
<b>15:30 - 16:15</b>	Membership update	RM
<b>16:15 – 16:30</b>	Review of previous actions	SF
<b>16:30 - 17:00</b>	AOB / Close meeting	All



## Notes of Meeting

### 1. Communications:

- § Aruna Gunatilake took over the communication lead from MB while she is on maternity leave. Elena Petrova and Elise Ganendra started to support the communication team. EP will look after the brochure and newsletters. EG will look at facebook updates.
- § Updated newsletter format was discussed and agreed on. New newsletter is embedded in the emails and highlights the benefits of NGN membership. Short newsletter to be sent out each month.
- § RW suggested introducing a technical discussion corner for newsletter/facebook where members can discuss a technical query. RW to suggest first topic to EP. Discussion can then continue on facebook to engage more members. Technical topics could be technical queries where help is required.
- § EP suggested including non Cigre conferences announcements on the newsletter.
- § PFP noted that we are not to use the facebook event invitation for NGN events as people might think they are registered for the event. Event registration has to be through our website.
- § Cigre 2020 strategy was sent out by Colin Ray. Feedback required to CR. **ALL**
- § Ask Yasir to put case study together on professional development. Include in communication about Cigre NGN benefits towards professional registration. **EP/AG**

### 2. Paris Session

- § BC updated on international responses received after contacting national secretaries. US Japan, China and Germany are keen to get involved. BC to liaise before Paris Session.
- § Equipment for stand has been requested but confirmation still outstanding. RK/SF
- § We are sharing the stand with German VDE YoungNet and have not received any reply from them. Sharing arrangement with Germany still outstanding. SF to contact Wolfgang Degen/ Jutta Meannle. (post meeting note: SF spoke to VDE young net rep about stand. They don't have a Cigre young members group yet but would like to set one up. They



also didn't know about any participation at Paris until we told them about the stand. They are now considering what is possible to arrange in such short notice)

- § Stand set up to be arranged for Sunday morning. **SF/RK**
- § CR still unable to confirm final number of free spaces. BC provided priority list.
- § **Video/ Slide Show:** Script for video is available. The filming is taking place tomorrow. Idea is to have a 20 minute loop of video and slide show. **EC**
- § **Posters:** A2 poster format. To be completed Mid July. The following poster have been proposed:
  - § Introduction/ History – SF- include something about membership number
  - § Communication – Methods used like Newsletter, Facebook, Website - **AG**
  - § Benefits/ Intro Guide – No poster but leaflet/flyer - **EP**
  - § Member Services – **SKY**- draft available, flow charts to be replaced by member
  - § Technical Events – **PFP** – poster draft available, poster was discussed. Suggestions were to have one event described and the others listed, if poster is to be smaller in size
  - § Poster template was discussed and Beatrice will update template. It can only be finalised once we know size and layout of stand.
- § **Profiles:** BC showed her membership profile and steering committee commented on it. BC to update and send out so that all SCM can produce their own by Mid July. **All**
- § **Starter Pack:** **RM** volunteered to create starter pack with information for other national committees who want to set up young members group.
- § **Networking Event:** PFP and RT are looking for sponsors for social event. PFP in contact with Areva to find room at La Defence and cold food. Event to be international and pre-registration to be set up.
- § **Technical Event:** JM confirmed RTE as event host. Event communication has been sent out and event registration has been put onto website. So far, some Danish people registered already.
- § **Working Group observation:** BC discussed at UK Exec meeting to allow NGN members to observe working groups. **BC** to pursue whether more WG agree to allow members to observe.

### 3. Website

- § AP to handover business to AM.



- § AM modified the event registration form.
- § More pictures have been uploaded. Pictures from last technical event and from social event still to be uploaded. **EC** has CD with all pictures available.
- § Communication inbox space is limited and emails can't be kept permanently.  
Communication team to keep copy of comms they send out. AG
- § AM identified that there are some inactive Cigre NGN email aliases which can be removed. **AM**
- § New templates are all available on website for SCM to download. E.g. poster, minutes, newsletter
- § AM uploaded Paris 2010 papers from NGN members.
- § AM recommends to receive all documents in pdf format.
- § Some responses on call for web assistant have been received. AM received two responses already and will put the call up onto the website as well.

#### **4. Event Roadmap 2010 /2011:**

- § Two people came forward for events coordinator role- EC and Daniel Clark (NG). PFP to meet with Daniel to discuss role.
- § Offshore windfarm development event took place with visit to offshore substation platform.
  - Feedback: Presentation content and platform tour was rated 100%
  - Pre-event coordination lesson: send confirmation email out to acknowledge registration
  - Events timings lesson: more effort needs to be put on event timings.
- Core Events:
  - Pump storage event at Cruachan (Sept 2010) – 2.5h from Glasgow. Talks would be at power station.
  - AGM/ HV testing and standards at Manchester Uni on 17th Nov. Draft agenda was discussed.
- Short events:
  - Forensic testing at Cobham technical services (Letherhead) on failure analysis. Half day event. Ongoing discussions, date to be confirmed.
  - Pelarmis –wave power generator- waiting for date confirmation (Edinburgh)



- Smart Grid labs (simulator of network) and talks about smart grids (Uni of Birmingham)
- Due to remoteness of hydro power station PFP suggests to make the Smart Grid Event a core event once confirmed.
- Electronic voting to be made available again for the AGM. On event, only short announcement for voting on day and short announcement of results. RM to liaise with CR for counting votes.
- Roadmap 2011:

Core events:

- HVDC – contact via Alstom Grid (DIFA/ NG France interconnector –Grain)
- Nuclear Power – Contact via ABB (EDF site)
- Statcom with storage – ABB/EDF Jonathan Leucci left ABB. EP to provide new ABB contact for visit

Short events:

- NG control centre
- Switched capacitor bank
- SVC
- Protection and Control of windfams (visit to onshore substation to see filters etc) / Network connection of windfarm (could be core event)
- Oxford collider (UKEA)- EFDA

## 5. Working Group Involvement

- No further progress on establishing mirror working groups. SKY contacted organiser again, but no reply yet. SKY to chase up and coordinate with AG and EP to put communication together.

## 6. Membership

- Cigre Exec wants us to provide an analysis from the curtailment and high number of drop outs i.e how many active/ non active members dropped out. **RM**
- Cigre Exec wants us to curtail membership based on active participation so that we don't continue having a large number of drop puts after 3 years of subsidised membership



comes to an end. We discussed that criterion should be that any kind of engagement counts as participation e.g. replying to emails.

- We discussed whether we have a yearly membership renewal process. Create small survey (online) to find out whether members want to engage and renew their free membership. This is to be sent out to all members in their free period and who have not engaged in the last 12 months. Ask if they are still interested and want to renew their free membership. Ask if they use E-Cigre, visit events, event suggestions, facebook use? Do you use facebook group? Do you use E-Cigre? Are you intending to attend event? **RM** to liaise with **AM**
- Now website contains membership request form and that terms and conditions have to be read and understood. Idea is to create template of Cigre form to download and send to RM. **AM** to look into.
- To target new members, we want to get one NGN representative in each company/university to be responsible to recruit more members. RM to identify existing institutions on membership list. Identify target institutions and info pack. Identify contact and send leaflet to distribute to appropriate candidates. Also look at Power Academy and try to get contact. **RM/EP**

**7. AOB**

Next Meeting:

Teleconference 20<sup>th</sup> July – 6pm

Paris update: 6<sup>th</sup> July – 6pm

Next SCM: 14<sup>th</sup> September, Alstom Stafford

	<b>Action</b>	<b>Responsibility</b>	<b>Required</b>
1.1	Cigre 2020 strategy was sent out by Colin Ray. Feedback required to CR.	<b>All</b>	<b>Jul</b>
1.2	Ask Yasir to put case study together on professional development. Include in communication about Cigre NGN benefits towards professional registration.	<b>EP/AG</b>	<b>30 Jul</b>
2.1	We are sharing the stand with German VDE YoungNet and	<b>SF</b>	<b>15 Jul</b>



	have not received any reply from them. SF to chase up.		
2.2	Equipment for stand has been requested but confirmation still outstanding.	<b>RK/SF</b>	<b>15 Jul</b>
2.3	Prepare posters for Paris Session	<b>AG,SF,PFP, SKY</b>	<b>15 Jul</b>
2.4	Update NGN brochure / leaflet ready for Paris	<b>EP</b>	<b>15 Jul</b>
2.5	BC to update and send out so that all SCM can produce their own by Mid July.	<b>All</b>	<b>15 Jul</b>
2.6	<b>RM</b> volunteered to create starter pack with information for other national committees who want to set up young members group.	<b>RM</b>	<b>30 Jul</b>
3.1	AP to handover business to MA.	<b>AP/MA</b>	<b>30 Jul</b>
3.2	MA identified that there are some inactive Cigre NGN email aliases which can be removed. <b>MA</b>	MA	
4.1	PFP to finalise dates for events for 2010.	PFP	<b>15 Jul</b>
4.2	Create a short guide for event coordinator for upcoming events	PFP	<b>Nov</b>
5.1	SKY to progress trial mirror working group	SKY	Aug
5.2	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
6.1	Steering Committee to discuss actions to engage non active NGN members and possible membership curtailment	ALL	15 Jul
6.2	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
<b>6.3</b>	Cigre Exec wants us to provide an analysis from the curtailment and high number of drop outs i.e how many active/ non active members dropped out.	RM	15 Jul