

Steering Committee Monthly Teleconference – Tuesday 10th August 2010

Timings:

Tuesday 10th August 2010, 18:00-19:00

Contact:

To join the teleconference, please dial: **02071 890 454** at the arranged time and date.

Attendees:

SF, Sarah Follmann, sarah.follmann@siemens.com
RT, Ryan Tumilty, ryan.tumilty@kema.com
KW, Kevin Wilson, kevin.a.wilson@gb.abb.com
EG, Elise Ganendra, esganendra@gmail.com, ganendrae@pbworld.com
EC, Eswar Chukaluri, eswar.chukaluri@areva-td.com (for first 20 minutes only)
RM, Rodrigo Moreno, rmoreno@imperial.ac.uk
AG, Aruna Gunatilake, aruna.gunatilake@areva-td.com (for first 30 minutes only)
RW, Ross Wilson, Ross.Wilson@RWEpower.com
BC, Beatrice Chong, beatrice.chong@uk.ngrid.com

Agenda:

| | | |
|----------------------|-------------------|-----|
| 18:00 – 18:10 | Communication | AG |
| 18:10 – 18:15 | Membership Update | RM |
| 18:15 – 18:20 | Events | PFP |
| 18:20 – 18:50 | Paris Session | BC |
| 18:50 -18:55 | Website | MA |
| 18:55-19:00 | AOB | BC |

Minutes & Actions

Communication

- Elena is ready to send July newsletter out, but waiting for event date from Partrick. Aruna to draft August newsletter. To be sent out after Paris session in early September to update people about Paris.
- AG contacted Yasir to arrange for a case study on how engagement in Cigre NGN can help achieving IET chartership. AG/YA
- Elise to update Facebook page. It was discussed that it would be ok to message people through facebook as an additional means of communication.
- RW update on technical corner. RW has done two articles and send the first one to Elise and Elena. Now to be published online and on newsletter.

Membership update

- RM reported that around 15 new members had signed up in July which is excellent news.

Events

- No update

Paris

- The posters for the Paris Session have been checked and Aruna volunteered to print the posters in A0 format. BC to confirm if she will pick them up or if PFP/EC will take them to the session.
- BC received info flyers and A1 versions of the posters. Still awaiting business cards. BC also received about 25 membership profiles which will be brought along electronically and as print out.
- SF to organise A4 guest book.
- SF to put together a timetable for the stall.
- SF to follow up involvement of German VDE young members at manning the stand. So far no response available.
- Video: Sound quality is not great so subtitles have been added. AM to check whether it is possible to upload the video to the website. EC will be posting the video and player to SF, BC and PFP. Will also take video himself. EC to bring cables for connecting the equipment.
- RM provided a registration form for international members. RM to bring memory stick and paper copies along.

- RM provided a “starter pack” for international young members groups. To be provided electronically during Paris. Also to be uploaded onto website MA.
- Everyone to find out if name badge pins would be available. All
- All NGN members at Paris to informally meet at the UK session on Sunday night. All
- Everyone to take camera and take pictures. All
- *Networking Event:* RT reported 30 registrations so far. Good mix of nationalities. Speaker of Areva and Chris Jones confirmed.
- *Technical Event:* Only 2 spaces are left for the technical visit.
- 13 people have received sponsored places. The latest is Li Yang (University of Manchester).

Website

- No update.

AOB

Next Paris Teleconference: next Tuesday 17th August 18:00-19:00

Actions

| | | | |
|-----|---|-----|---------------|
| 1.1 | Elena to send July newsletter out | | |
| 1.2 | Aruna to draft August newsletter | | |
| 1.3 | AG contacted Yasir to arrange for a case study on how engagement in Cigre NGN can help achieving IET chartership | | |
| 3.1 | PFP to finalise dates for events for 2010. | PFP | 15 Jul |
| 3.2 | Create a short guide for event coordinator for upcoming events | PFP | Nov |
| 3.3 | Two people came forward for events coordinator role- EC and Daniel Clark (NG). PFP to meet with Daniel to discuss role. | PFP | |
| | SF to organise A4 guest book. | | |
| | SF to put together a timetable for the stall. | | |
| | SF to follow up involvement of German VDE young members at manning the stand | | |
| | RM provided a registration form for international members. RM to bring memory stick and paper copies along. | | |