

**HV Testing TE and AGM teleconference – 30 September 2010**

**Timings:**

Wednesday 30 September 2010, 1700-1800h

**Contact:**

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

**Author:**

Beatrice Chong, Beatrice.Chong@uk.ngrid.com

**Attendees:**

**Confirmed:**

EC Eswar Chukaluri, eswar.chukaluri@areva-td.com  
LY Li Yang, Li.Yang-3@postgrad.manchester.ac.uk  
YA Yasir Ahmed, Yasir.Ahmed@uk.ngrid.com  
PFP Patrick Favre-Perrod, patrick.favre-perrod@areva-td.com  
BC Beatrice Chong, Beatrice.Chong@uk.ngrid.com

**Requested but unable to attend:**

KW Kevin Wilson, kevin.a.wilson@gb.abb.com  
AG Aruna Gunatilake, aruna.gunatilake@areva-td.com  
EP Elena Petrova, Elena.petrova@gb.abb.com

**No response:**

SF Sarah Follmann, Sarah.Follmann@siemens.com  
RM Rodrigo Moreno, Rodrigo.Moreno07@imperial.ac.uk

**Agenda:**

1. HV Event

Lead organiser  
Local organiser  
Agenda  
Chair  
NGN presentation  
Speakers  
Tour  
Advertisement  
Web registration form

2. AGM

Call for nominations – deadline 15 October  
Voting process  
- Receive email votes (RM)

- Paper votes (RM/CR)
- 3. Evening social
- 4. Date/time next teleconference
- 5. AOB

**Minutes & Actions**

1. HV Event

Lead organiser: YA

Local organiser and contact: LY, Prof. Ian Cotton (IC)

Agenda

- YA has contacted Ian Cotton to finalise
- Still waiting to confirm attendee numbers and possibility of having 2 group tours
- YA sent email on 17/11/10
- YA left Ian Cotton a voicemail 30/09/10

1005 – 1045h for NGN agreed the following

- BC 10-15min NGN update
- BC 5-10min election/voting process
- Nominees 5min talk each

1205 WG involvement as observer during Paris – LY attended C1 SC meeting (agreed to speak at last NGN SC meeting)

- YA/PFP to update agenda accordingly

1525 no speakers confirmed by PFP or IC yet

- YA/PFP to get confirmation

Chair event - YA/PFP

Speakers – awaiting confirmation from IC/YA/PFP

Tour – awaiting confirmation, one or two groups

Advertisement – A4 to be emailed

Draft leaflet by 04/10/10 – PFP/EC

Send invite by 08/10/10 – PFP/EC (through communications team)

Web registration form – YA/BC to ask MA to prepare

Agenda will be sent as confirmation to registered attendees

Priority list of attendees will be decided by EC/YA

Don't send out confirmation of attendance until Mon 8/11/10

Action	Responsible person	Due date
LY to remind Ian Cotton this week/early next week as they work in the same place	LY	08/11/10
Put together NGN presentation and election voting process slides	BC	01/11/10
Prepare presentation to describe experience at C1 Study Committee meeting in Paris	LY	15/11/10
Update agenda to reflect agree changes	YA/PFP	01/11/10
Confirm speakers with IC	YA/PFP	08/11/10
Write/design invitation to join event	PFP/EC	05/11/10
Web registration form – YA/BC to ask MA to prepare	YA/BC/MA	05/11/10
Priority list of attendees will be decided by EC/YA	EC/YA	01/11/10

2. AGM

Call for nominations – deadline 15 October

Voting process

- Receive email votes (RM)
- Paper votes (RM/CR)

BC contact RM to confirm details

Action	Responsible person	Due date
Arrange with RM email voting process	BC	08/10/10
Arrange with RM paper voting process on the AGM day	BC	08/10/10
Ask CR to be official judicator of vote count	RM/BC	08/10/10

3. Informal evening social

All agree its not possible this time due to it being a one day event (need to have a 2 day event like Newcastle, look into coordinating for next event and SC meeting)

4. Date/time next teleconference - Mon 01/11/10 1700-1800h

BC sent out teleconference invite 30/09/10

5. AOB

None