

Steering Committee Meeting – Monday 14 February 2011

Timings:

Monday 14 February 2011, 0930-1600

Contact: Ross Wilson, 07949 568 825

RWE Innogy/npower Renewables (UK), Auckland House, Great Western Bay, Swindon, Wiltshire, SN5 8ZT

Author:

Amir Khan, amir.khan@alstom.com

Attendees:

Confirmed:

BC Beatrice Chong, Beatrice.Chong@uk.ngrid.com
AK Amir Khan, amir.khan@alstom.com
RW Ross Wilson, Ross.Wilson@RWEpower.com
AG Aruna Gunatilake, aruna.gunatilake@alstom.com
YS Yasir Siraj, yasir.siraj@alstom.com

On Teleconference:

EG Elena Gorman, elena.gorman10@gmail.com
EC Eswar Chukaluri, eswar.chukaluri@alstom.com
RM Rodrigo Moreno, Rodrigo.Moreno07@imperial.ac.uk

Requested but unable to attend:

SF Sarah Follmann, Sarah.Follmann@siemens.com
PFP Patrick Favre-Perrod, patrick.favre-perrod@alstom.com
YA Yasir Ahmed, Yasir.Ahmed@uk.ngrid.com
RT Ryan Tumilty, Ryan.Tumilty@kema.com
AR Angela Rotheram, angela.rotheram@pbworld.com
MA Muhammad Ashraf, ashraf.muhammad@alstom.com
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RK Rose King, KingRL1@cardiff.ac.uk
LY Li Yang, li.yang-3@postgrad.manchester.ac.uk
PM Parth Mehta, parth.mehta@siemens.com
SKY Soon Kiat Yee, soon.yee@siemens.com
CD Chris Dent, chris.dent@durham.ac.uk
KW Kevin Wilson, kevin.a.wilson@gb.abb.com

Agenda:

09:30	Arrival Tea/Coffee	RW
10:00	Welcome, H&S, Introduction	All
10:10	New SC member welcome	BC
10:20	Steering Group Communication	BC/EG/AK
11:20	Membership	RM/AR/PM
12:00	International Interest in NGN	BC
12:10	Member services	BC/Sky
12:40	Lunch	
13:15	Communications	EG/AG/RW/BC
14:00	Website	MA/YS
14:30	Events	EC/PFP
15:15	CIGRE 2020 Strategy Groups	EG/BC
15:30	Constitution	RW/BC
15:45	UK Liaison Meeting	RM
15:50	Review of minutes & actions from last SC meeting	AK
15:55	Date & Time for Next teleconference & SC meeting	All

Notes of Meeting

1. New Member Welcome

- Amir Khan, AK took over the Secretary/Treasury workload from Sarah.

2. Steering Group Communication

- New newsletter structure is now available and EG is working on it. January edition was well received.
- Bitia is maintaining LinkedIn group.
- As discussed separate folders in Gmail account should setup for CIGRE UK, Chair, Vice-Chair, Secretary, Communication, Newsletter, NGN General, Member services (action on all coordinators, Chair, Vice-Chair and Secretary).
- Every NGN member is required to CC emails to cigreukngn@gmail.com

3. Membership

- RM confirms that in January 11 new members joined NGN and in February so far there have been 3 new members.
- RM is still happy with 2 members in his team, if needed he will ask for help.

4. International Interest in NGN

- Every member agreed to include international friends in our NGN mailing list. AR is looking after this.
- International friends will only receive Newsletters and the rest of the information only if they ask for it.
- No constitution papers will be given.

- If Germany & New Zealand members want to form a NGN in their countries then they need to contact Angela.

5. Member Services

- EG proposed to remove mentoring scheme in NGN. CIGRE searched and advised a CIGRE member with her company but doesn't work out for her.
- SKY is still willing to try Mirror working group.
- Needs to advertise roll to fill SKY's position. Beatrice will be in touch with SKY to sort this out.
- A new position has been created for marketing and YS took the responsibility. BC, AG & YS will work together to create a presentation. This is on trail basis till Dec 11. Responsibility includes communicating with RM to find a contact person in each companies/universities and then promoting and encouraging them to give a short presentation on NGN. Encouraging more people to get involved. This presentation should be sent to that contact person and if necessary YS (if possible with other NGN SC member) will go to help in presentation.

6. Communication

- New team members & roles, any vacancies should be published in newsletter, EG is working on it.
- Communication email responsibilities are shared between EG & AG.
- Facebook account is maintained by Elise.
- RW is responsible for Technical Corner.

7. Website

- MA has a busy work load and needs help with his role as Webmaster asap. He will write a simple job description that could published for advertisement.
- MA will also write a guide for new person to learn and help him in maintaining website.
- BC will check with Colin Ray for funds if we need to purchase some software for NGN website.

8. Events

- EC is doing a great job and planned 3 events for this calendar year. He proposed 3 ideas including one short and one core event.
- For the core event 1 which is to be held in Birmingham University, he is still looking for funds to support and expected numbers of candidates are 20-25.

Proposal 1: TBA

Still waiting for funding.

Number of Candidates: 20-25

Proposal 2: May/Sep

Core event 2 - NIE Beslfast on Power Networking earthing, sending meeting minutes to the host (Calvert Ryan, NIE) as he doing this for the first time. We agreed to send him information as soon minutes will be ready.

Short event 2 – NG control centre, Wokingham (BC & YA will find the contact for EC).

Proposal 3: TBA

Core event – Wylfa Power Station, Ray Colin is still waiting for the reply from power station people.

Short event – Horizon Nuclear Power Station – RW will chase to find a lead & communicate to EC.

- CIGRE UK "Connection of remote off-shore wind farms" event in Stafford (scheduled for Sep 2011) will be a paid to attend event. NGN members will get some subsidized seats max. of 10(20) which also includes candidates from universities/ power academy as well. It is also proposed that NGN chair will give a short presentation during the event. NGN will be able to have a promotional stand on the day.
- For core event 3 i.e. in Wylfa power station, Colin Ray is still waiting for the response from them.
- RW also proposed a visit to Horizon Nuclear Power Station and will try to find a contact person for EW.
- EC expressed his consent to have one more person in his team. He will write a job description asap.

9. CIGRE 2020 Strategy Group

- RM will send RW, BC & AG the current form for review. And if there are any changes then it will be forward to SC members.

10. Constitution

- New proposed constitution will have Chair, Vice-Chair, Secretary/Treasurer, and Head of Communication.
- Relevant degree in the last 3 years & (a position in a company/academia is necessary to become NGN member. Individual case should be looked by NGN chair.
- RW will chase AR and will complete the new mission statement.
- Adam Middleton is still the lead in CIGRE 2020 communication working group.

11. UK Liaison Meeting, 17 Jan 2011

- RM gave a 10 min presentation in Imperial College London to promote NGN.

12. Review of last minutes and action [AK]

- It is still required that all members will cc their NGN corresponding emails to Gmail account, cigreukngn@gmail.com
- RW will complete the constitution review by end of March as proposed.
- RM will review the registration for end of the March as proposed.
- EG will write a job description on vacancy for organization strategy group.

13. Next teleconference and SC meeting

- AK will discuss with NGN members to finalize the date for next teleconference. BC will help in finding the teleconference number.
- Next SC meeting is planned for 10 May 2011 at Alstom Grid, Stafford.

Actions

Communications

Action	Responsible person	Due date
Create new folders in CIGRE (UK) NGN gmail account for CIGRE UK, Chair, Vice Chair, Secretary, Communication, Newsletter, CIGRE(UK) NGN	All coordinators, BC, AG, AK	March
New Newsletter structure issued and EG is looking on it. EG would	EG	

like to pass her newsletter responsibility.		
Maintain LinkedIn account.	BI	Now on
AG will handover communication emails to EG in few months.	AG, EG	Tba
All executive members to create a Linked In profile and link it to the Cigre NGN group that EG created.	All executive members	January
All members are required CC all communication mails to gmail account.	All	Now on

Website

Action	Responsible person	Due date
Ash will write simple steps for uploading contents on CIGRE (UK) NGN website.	MA	March/April
The entire backlog should be forwarded to BC, AG, AK to keep record and if possible compete it.	BC, AG, AK	Feb/March
Ash will rewrite the task for web assistant position to make it simple.	MA	Asap

Constitution

Action	Responsible person	Due date
New elected position proposed 'Head of Communication', draft for new structure should be submitted to NGN members.	BC, AG, RW	ASAP
Minimum 10% voting required otherwise CIGRE (UK) will make decision.	All executive members	
New role 'Marketing' will help to promote NGN around different companies and universities. YS took this position. On a trial for 6 months.	YS	14 Feb
EC want to have a helping hand, New role for Event Assistant. He will write brief job description for advertisement.	EC	

Membership

Action	Responsible person	Due date
New marketing role will be assisted by RM	RM, YS	Now on
We will support International friends if they ask for any support to constitute network in their own country. Only Newsletter will be sent if asked.	AR	
Current registration form should be sent to BC, AG, RW for review	RM	ASAP
Implementation of new form will done this year	RM	Dec 11
RM and the committee to review the registration form.	RM and committee	March
The registration form should be sent to existing members once a year	RM	Nov 11
EG requested more NGN members for CIGRE (UK) communication and not for NGN communication.	EG	
Guys from Germany & New Zealand to contact AR for more information.	AR	

Membership Services

Action	Responsible person	Due date
Continue to launch and work on mirror working group trial	SKY	
New definition for 'Mentor' to support young engineers and graduates. Also to create a pool of senior/expert professional to be in the above new 'Mentor' role.	EG, AG	
Expansion of job roles on LinkedIn on Facebook	EG	
A new marketing presentation will created for Marketing NGN to roll between AG, BC, YS.	YS, BC, AG	ASAP
EG proposed a new idea for Adhoc mentoring where mentors have to commit only 1-2hrs to support young & less experienced who are struggling or need professional help.	EG	

Events

Action	Responsible person	Due date
Separate event in Stafford organised by CIGRE UK 21-22 September. Half price tickets for NGN members, limited place (max. 10), 15 mins presentation by NGN chair, promote event through NGN website.	AG	

CIGRE UK 2020 Strategy

Action	Responsible person	Due date
An NGN member is required for the organisation strategy group. EG will do a brief description of the post.	EG	
Soon is to take the position in the Technical strategy working group. BC will check this with SKY	SKY, BC	ASAP

AOB

Action	Responsible person	Due date
AG, RW and BC to discuss the structure of the AGM in more detail.	AG, RW and BC	May/June
Next SC meeting will be in Alstom Grid, Stafford, 10 May. AG and AK will be hosts.	AG, AK	10 May 2011
Next teleconference date should be finalised.	AK/BC	ASAP