

Teleconference Minutes – Wednesday 16th March 2011

Time: 16:30-17:30

Host: Beatrice Chong

Number: 02070 819 473 Participant code: 9805 613#

Attendance

Accepted

EC Eswar Chukaluri, eswar.chukaluri@alstom.com
AK Amir Khan, amir.khan@alstom.com
YS Yasir Siraj, yasir.siraj@alstom.com
AR Angela Rotheram, Angela.Rotheram@pbworld.com
RM Rodrigo Moreno, Rodrigo.moreno07@imperial.ac.uk
AG Aruna Gunatilake, aruna.gunatilake@alstom.com
EG Elena Gorman, elenagorman10@gmail.com
BC Beatrice Chong, beatrice.chong@uk.ngrid.com
KW Kevin Wilson, kevin.a.wilson@gb.abb.com

Declined

Parth Mehta, parth.mehta@siemens.com
Chris Dent, chris.dent@durham.ac.uk
Yasir Ahmed, yasir.ahmed@uk.ngrid.com
Bita Izadyar, bita.izadyar@areva-td.com
Elise Ganendra, esganendra@gmail.com
Soon Kiat Yee "SKY", soon.yee@siemens.com
Ross Wilson, ross.wilson@rwenpower.com
Rose King, KingRL1@cardiff.ac.uk

Tentative

Muhammad Ashraf, muhammad.ashraf@alstom.com

No Response

Julija Matevosyan, julija.matevosyan@gmail.com
Li Yang, li.yang-3@postgrad.manchester.ac.uk

Topics covered:

Outstanding actions:

- Promote LinkedIn NGN group to all members, Communication should be sent out to all members to encourage them to create LinkedIn profile AG/BI – good progress made so far, ongoing
- NGN promotion presentation –AG/BC to create new marketing presentation – BC needs to send feedback to AG on first draft by 30/3/11
- Publish February SC minutes on website and communicate availability to members – currently with MA, still open
- February 2011 Newsletter to be published asap EG/AG – edition cancelled due to CIGRE UK
- March 2011 Newsletter to be published at the end of March 2011 EG/AG – on schedule
- Colin Ray has gain support from IET and CIGRE will be advertising in their Newsletters. Advertise past and future events by mid March, EC – EC has sent an advert to CR for use
- Core and Short events dates and venue to be confirmed asap by EC – upcoming events described below

- Gmail account folders for separate positions, AG/AK/BC to manage – in progress, will be rolled out to extended SC members once complete, aim to do this by next monthly teleconference, April
- Job adverts for following positions, Communications team member, Web assistant, local event coordinators and Member service Coordinator from EG, MA, EC and SKY respectively – an email to all members will be sent by AG and added to the March newsletter by EG
- Mentoring scheme – New idea proposed for adhoc mentoring and need further discussion, EG/AG – in progress

February SC Meeting Review:

- CC all communication to Gmail acct. but everyone don't have access to Gmail acct. in their office
- Everyone SC member should have LinkedIn Profile (Now most of us have LinkedIn profile)
- Changes to the constitution should be BC, RW, AG and should addressed to all
- New marketing position process and presentation to be created by YS with the help of RM. BC & AG will assist YS in creating presentation
- New elected position on board 'Head of Communication' should be decided before this year elections
- Mirror working group should be continued and SKY is looking after this
- NGN chair will prepare a presentation for the CIGRE UK September event in Stafford.
- RM will review the membership form and communicate to SC members
- Registration form be sent to each member every year
- EG requested support from NGN members for CIGRE UK communication team
- AG, BC, RW will discuss the structure of next AGM
- Any backlog should be clear asap

Teleconference Minutes:

1. Events [EC]

a. Short Event to Dinorwig to be held in April 2011.

- i. Proposed dates are 15/04/2011 and 29/04/2011. EC is going to check alternative dates with Host contact as 29th is royal wedding bank holiday. EC to request another date.
- ii. Proposed time – Start 11am finish 1 pm. Then visit to landscapes.
- iii. Target – Minimum of 5 candidates to get group discount.

b. University of Birmingham Event

- i. Proposed speakers are from University of Strathclyde and University of Edinburgh.
- ii. Dates TBA
- iii. Proposed month for this event May.

c. Wylfa Power station

- i. Green light to visit from Wylfa power station.
- ii. Dates TBA

2. LinkedIn [AG]

- a. Promotional video is 80 MB and can not be uploaded to LinkedIn due to video upload limitation of 25 MB.
- b. EC has uploaded the promotional video on youtube. The link need to be attached to LinkedIn.

3. Marketing [YS/AG/RM]

- a. AG/YS are writing a desired expectation from the role.
- b. BC/AG are working on promotional presentation, complete by 14/04

4. Communication [EG]

- a. Newsletter will be ready for publication by last day of March
- b. CIGRE (UK) has proposed new structure and content list for the newsletter
- c. EC has proposed to wait till 1st week of April as the dates for events will be finalized by then.
- d. EC has sent a ppt. to be published on IET newsletter, CR has the ppt.
- e. Every members' email address with their name should be on Gmail account, including
 - 1. individual members, 2. associate members 3. international friends of NGN
- f. All job adverts will be published in the next newsletter at the end of March.

5. Membership

- a. RM to arrange a membership team teleconference to discuss specific membership issues before 14/04/11

6. Website [MA]

- a. AG is chasing MA to finalise recruitment for web assistant position
- b. MA is still happy to look after NGN website but due to his work load it is desirable to send uploads in bunch not in pieces.
 - i. Proposed dates in respect to MA's request are 1st and 15th of every month till we find a new member to take his place
- c. For this month it is expected to publish Teleconference and SC meeting minutes on website by 17/03/2011. AG will chase this.

7. CIGRE UK 2020 Strategy [EG]

- a. CIGRE (UK) willing to match CIGRE Australia website.
- b. This will require full structure update.
- c. EG expect it should around £2200 to update and maintain website.
- d. This updated website will be managed by external people and will charge on per hourly basis.

**Review Actions from Feb SC meeting:
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	Done
New Newsletter structure issued and EG is looking on it. EG would like to pass her newsletter responsibility.	EG	In progress
Maintain LinkedIn account.	BI	Now on
AG will handover communication emails to EG in few months.	AG, EG	In progress
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/AG	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	In progress
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	In progress
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	In progress
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	In progress
Current registration form should be sent to BC, AG, RW for review	RM	In progress
Implementation of new form will done this year	RM	Dec 11
RM and the committee to review the registration form.	RM and committee	In progress
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 – actions were not discussed due to SKY absence

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 Ad hoc 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	In progress

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	By April