

Steering Committee Meeting – Tuesday 10 May 2011

Timings:

Tuesday 10 May 2011, 0930 -1600

Contact: Aruna Gunatilake

Alstom Grid UK Ltd, St. Leonards Avenue, Stafford, ST17 4LX

Author:

Angela Rotheram, angela.rotheram@pbworld.com

Amir Khan, amir.khan@alstom.com

Attendees:

Confirmed:

AG Aruna Gunatilake, aruna.gunatilake@alstom.com

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

RW Ross Wilson, Ross.Wilson@RWEpower.com

AR Angela Rotheram, angela.rotheram@pbworld.com

EC Eswar Chukaluri, eswar.chukaluri@alstom.com

BI Bitu Izadyar, bitu.izadyar@alstom.com

MA Muhammad Ashraf, ashraf.muhammad@alstom.com

AP Afshin Pashaei, afshin.pashaei@alstom.com

OB Omar Bunni, omar.bunni@alstom.com

On Teleconference:

EG Elena Gorman, elena.gorman10@gmail.com

Apologies received:

LC Leong Cheng, leong.cheng@alstom.com

AK Amir Khan, amir.khan@alstom.com

YS Yasir Siraj, yasir.siraj@alstom.com

JP James Pilgrim, jp2@ecs.soton.ac.uk

MC Mark Callum, mark.callum@uk.ngrid.com

CD Chris Dent, chris.dent@durham.ac.uk

RW Richard Bryn Williams, richardbrynwilliams@gmail.com

HK, Hassan Kayani, Hassan.kayani@gmail.com

No Response:

HJ Hassan Jodeyri, hassan.jodeyri@alstom.com

RK Rose King, rosemary.king@alstom.com

Agenda:

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

Notes of Meeting

1. Steering Group Communications

- When sending emails to be stored, the Gmail email address should be copied in.
- The password for the Gmail email account should be taken off of the Agenda before uploading it to the CIGRE NGN website and a new password should be created.
- There is a need for someone to manage the Gmail email account and to regularly sort the emails into separate folders. There is a suggestion that this role could be taken up by AK.
- A labelling guide will be produced to help organise emails.
- The group will look into using the original domain as it appears more professional.

2. Membership

- Membership numbers are still taking a long time to be received.

3. International Interest in NGN

- An email was sent to the Chair of each CIGRE National Committee regarding the initiative to promote similar NGN schemes in other countries. The email included a link to the video and a request to post this link on the National Committee's CIGRE website. There has been response from Germany, Australia, New Zealand, US, Sweden and Canada.
- Representatives from Germany suggested a meeting between themselves and CIGRE NGN. Ross Wilson will potentially attend.
- Representatives from Australia suggested a meeting between themselves and CIGRE NGN. A date will be organised and Angela will attend with either Beatrice or Aruna.

4. Members Services

- There is a teleconference on the 18th May to hand over the role of members services from SKY to LC.
- Future suggestions for member's services include updating the membership form to include the option 'Do you want us to contact the working group on your behalf?' Another

suggestion is to produce a welcome email that will be sent to members once they have returned their membership form. This email could explain how CIGRE NGN and the working groups work. It could also detail the member's services.

5. Communications

- A template has been created for newsletters. There was good feedback to the new look.
- Further templates are to be created for Paris 2012 related emails and intermediate emails.
- A template will potentially be created for international emails but as these are not sent yet there is no need for a template.
- A Smart Grid discussion will be started on the technical corner of the linked in website.
- Potential articles for future newsletters include a piece on international friends of CIGRE NGN and an update of mirror working groups.

6. Website

- Hassan is to be a replacement web assistant.
- There was a discussion about using the website for registration for events. When the website is up to date this will be used. The backlog will be cleared on the website.

7. Events

- The last trip to Dinorwig was successful.
- The event at Wylfa nuclear plant has been postponed to the end of July. The plant requires background information on the attendees.
- An event on smart grids is to be held at the end of June. The date is to be confirmed and the limit of places needs to be obtained.
- Other potential events include NIE, University of Strathclyde, NG control room visit and a substation visit.
- It was noted that for organisation of events it would be useful to see where members are based.

8. CIGRE 2020 Strategy Groups

- A NGN representative for the Organisation Strategy group is required.

9. Marketing

- A promotional flyer and email is to be sent to all CIGRE NGN members for details of organising presentations about CIGRE NGN at their company. The promotional flyer and email has been produced and is to be approved.
- The promotional presentation is still to be produced.

10. Constitution

- The new constitution is to be completed. The constitution will be sent to all CIGRE NGN members with voting buttons for approval.
- Timeline
- 31 May – feedback from immediate SC members incorporated and complete
- Beginning June – send out to CIGRE UK Exec for approval
- Mid June – deadline for incorporating changes
- 20 June – send out new version to all members for comment
- 1 July – feedback from all members received
- July – Aug – implement necessary changes
- At Aug SC meeting – SC members formally agree

- Post Aug SC meeting – send out latest version to all members
- Nov AGM – 2011 constitution formally issued

Actions

Steering Group Communications

Action	Responsible person	Due date
The password for the Gmail email account should be taken off of the Agenda before uploading it to the CIGRE NGN website. A new password should be created. This password should be sent to the chair, vice chair, secretary, communications lead, membership coordinator and international liaison.	BC	Post meeting: Complete
To sort the emails, labels are added to each email. How to labelling guide will be produced first.	BC, AG, AK	31/05/11
The use of the original domain was discussed as this appears more professional. A separate discussion into how this can be achieved is to be organised and a trial take place.	BC, AG, MA, HK	03/06/11

Membership

Action	Responsible person	Due date
An update on the status of membership is to be sent to the steering committee	RM	Next SC teleconference 06/06/11
Continue to push CIGRE-UK and CIGRE Paris on receiving the membership numbers quicker.	RM	Next SC teleconference 06/06/11

International Interest in NGN

Action	Responsible person	Due date
Representatives from Germany suggested a meeting between themselves and CIGRE NGN. A proposed location and date for this meeting is the 7 th November in Wolzbury, Germany. The email is to be forwarded to RW, who is a potential attendee.	AR	Post meeting – RW has permission from his manager to meet CIGRE Germany Provide update 06/06/11
Representatives from Australia suggested a meeting between themselves and CIGRE NGN. A proposed location and date for this meeting is June in the UK. The date and location is to be finalised. Potential attendees include AR, BC and AG.	AR	27/05/11

Members Services

Action	Responsible person	Due date
The 3 priority roles of members services is to be identified.	SKY	18/05/11 Post meeting – successful handover teleconference to LC held

Communications

Action	Responsible person	Due date
A template email for all communication relating to Paris 2012 is to be created.	EG	31/05/11
A template email for intermediate communication is to be created	EG	31/05/11
The mailchimp list of email contacts is to be updated with the associate and international members. The latest newsletter is to then be sent to these members.	RM/AG/EG	31/05/11
AG should send all intermediate communication to EG so that it can be sent out on the template.	AG	27/05/11
A link to minutes and agendas should be added to the Linked In website.	BI	27/05/11
A technical corner should be created on the Linked In website. A disclaimer should be added. The disclaimer should be sent to (BI) to upload.	RW, BI	27/05/11
A technical corner should be created on the Linked In website. A short article for and against smart grids is to be posted.	AR, RW	27/05/11
A check will be performed to check that all executive committee members have a Linked In profile.	AG	31/05/11
Feedback on the latest newsletter will be given.	RW	27/05/11
A short article on the status of the international friends of CIGRE NGN initiative will be produced for the next newsletter.	AR	27/05/11
An email will be sent to Colin Ray to obtain the status of working groups so that this information can be added to the next newsletter.	LC	27/05/11
BC will prompt SKY to find the status of the mirror working groups including the topics, the progress on creating these groups and some statistics. This information can then be added to a future newsletter.	BC, SKY, LC	18/05/11 task handed over to LC 27/05/11
EG is to have a discussion with the communications team to reallocate tasks and to train them as a back-up.	EG	27/05/11
Voluntary opportunity for communications team member is to be advertised on Facebook and LinkedIn.	EG/BI/EG	27/05/11

Website

Action	Responsible person	Due date
The website code should be sent to HK	MA	27/05/11
Backlog clearance should be sent to MA for upload asap Post meeting – newsletters have been sent to MA/HK by BC	AG, BC, AK, MA, HK	27/05/11

Events

Action	Responsible person	Due date
Feedback analysis for the last 6 months of events is to be sent to BC.	EC	27/05/11

An event on smart grids is to be held at the end of June, date is to be confirmed. The maximum limit for the event should be found out.	EC	27/05/11
For organisation of events it would be useful to see where members are based. This information should be sent to EC.	RM	27/05/11
EC to find out geographical distribution of NGN members across the UK for future event purposes from RM	RM/EC	27/05/11

Cigre 2020 Strategy Groups

Action	Responsible person	Due date
A NGN representative for the Organisation Strategy group is available - Advertise opportunity in the next newsletter	EG	01/06/11

Marketing

Action	Responsible person	Due date
The promotional flyer that is to be approved.	BC/YS	27/05/11
The promotional presentation is to be produced.	BC, RW, AG, YS	27/05/11

Constitution

Action	Responsible person	Due date
The new constitution is to be completed Post meeting – see notes above for agreed timelines for each stage	BC, RW	Aug 2011 SC meeting
The use of voting buttons in emails with Lotus Notes/MS Outlook is to be tested.	BC	27/05/11