

Teleconference – Monday 06th June 2011

Time: 16:30-17:30

Host: Beatrice Chong

Number: 02070 819 473 **Participant code:** 9805 613#

Author:

Amir Khan, amir.khan@alstom.com

Attendance

Accepted:

EC Eswar Chukaluri, eswar.chukaluri@alstom.com
AK Amir Khan, amir.khan@alstom.com
YS Yasir Siraj, yasir.siraj@alstom.com
AG Aruna Gunatilake, aruna.gunatilake@alstom.com
EG Elena Gorman, elenagorman10@gmail.com
BC Beatrice Chong, beatrice.chong@uk.ngrid.com
LC Leong Cheng (Sunny), leong.cheng@alstom.com
AR Angela Rotheram, Angela.Rotheram@pbworld.com
ESG Elise Ganendra, esganendra@gmail.com

Apologies:

YA Yasir Ahmed, yasir.ahmed@uk.ngrid.com
MA Muhammad Ashraf, mohammad.ashraf@alstom.com
RW Ross Wilson, ross.wilson@rwenpower.com
KW Kevin Wilson, kevin.a.wilson@gb.abb.com
PM Parth Mehta, parth.mehta@siemens.com
JM Julija Matevosyan, julija.matevosyan@gmail.com

Accepted but did not dial in

RM Rodrigo Moreno, Rodrigo.moreno07@imperial.ac.uk

No response:

CD Chris Dent, chris.dent@durham.ac.uk
BI Bitia Izadyar, bitia.izadyar@areva-td.com
SKY Soon Kiat Yee, soon.yee@siemens.com
RK Rose King, rosemary.king@alstom.com
LY Li Yang, li.yang-3@postgrad.manchester.ac.uk
HK Hassan Kayani, Hassan.kiani@gmail.com

Teleconference Minutes

1. **LinkedIn [BI]**
 - a. Every executive member is requested to join LinkedIn.
2. **Gmail Account [AK/BC]**
 - a. Labeling and sorting of emails on Gmail account is in progress and expected to finish in 2 weeks (mid of June).
3. **Membership [RM]**
 - a. Not discussed
4. **Website [AG]**
 - a. All the backlogs are uploaded and available to download from <http://www.cigre-ngn-uk.org/>.
5. **Marketing [YS/BC/AG]**
 - a. AG will send information on presentation to BC asap.
 - b. YS will send the final draft of promotional flyer to BC asap.
 - c. YS confirmed a teleconference between BC/AK to discuss progress on NGN promotional event in National Grid.
6. **Events [EC]**
 - a. Media partnership agreement covering Non-financial mutual promotional offer and Smart Substation event in London with Process Excellence Network, A division of IQPC.
 - i. IQPC feature NGN logo on their website & printed/online brochures.
 - ii. 20% discount for NGN members to attend their events with 2 complimentary passes (not including accommodation).
 - iii. NGN will feature link to their smart substation event on NGN website.
 - iv. Promote in July & August newsletter.
 - v. Promote event via LinkedIn, Facebook, etc.
 - vi. One exclusive email blast to all the NGN members.
 - vii. This to be carried till September and dates are TBC.
 - viii. Colin Ray and NGN steering committee members have approved this event.
 - b. A smart Grid event to be held in University of Birmingham is confirmed for 21st June 2011. Limit for the event is 20-25.
 - c. EC is in touch with Colin Ray to find the updates on the geographical distribution of NGN members.
7. **Communication [EG]**
 - a. LC will take charge of '**Professional Counselling Programme**', prepare the document and create the Professional Counsellor bank from where members can select their counsellor irrespective of their companies. LC will liaise with EG/BC to complete this task.
 - b. EG will add international friends on Gmail mailing list to send Newsletters to them.
 - c. Add LinkedIn technical corner on newsletter to promote it to regular members.
 - d. Jonathan Halliday advised AG, CIGRE UK wants to merge their news with NGN newsletter to create only one newsletter for CIGRE.
 - e. Update via mailchimp i.e. large number of emails are not been checked and bounce backed. EG/AG will look into this.
8. **International friends [AR]**
 - a. Further interests are received from Belgium and Portugal.

9. Steering Group Communication [LC]

- a. LC is in touch with Colin Ray to give update on CIGRE UK to NGN members.

Review Actions from May SC meeting:

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	Complete
CIGRE UK regular members list should sent to EG.	LC	Complete
To sort the emails, labels are added to each email. How to labelling guide will be produced first.	BC, AK	In progress 15/06/2011
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	In progress

Membership [Not discussed]

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 Complete
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. Needs to arrange a teleconference.	AR	In progress

Members Services

Action	Responsible person	Due date
An email will be sent to Colin Ray to obtain the status of working	LC	In progress

groups so that this information can be added to the next newsletter.		By next newsletter
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	Complete
LC will get access to Gmail account.	BC, AG	Complete
The 3 priority roles of members services is to be identified. Professional Counsellor Programme (Mentoring) is active now.	LC	Complete

Communications

Action	Responsible person	Due date
A template email for all communication relating to Paris 2012 is to be created.	EG	In progress 15/06/2011
A template email for intermediate communication is to be created	EG	In progress 15/06/2011
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	Complete
AG should send all intermediate communication to EG so that it can be sent out on the template.	AG	In progress ASAP
A link to minutes and agendas should be added to the LinkedIn website.	BI	ASAP
A technical corner should be created on the LinkedIn website. A disclaimer should be added. The disclaimer should be sent to (BI) to upload.	RW, BI	In progress 15/06/2011
A technical corner should be created on the LinkedIn website. A short article for and against smart grids is to be posted.	AR, RW	In progress 15/06/2011
A check will be performed to check that all executive committee members have a LinkedIn profile.	AG	In progress 15/06/2011
Feedback on the latest newsletter will be given. Feedback given to Elena.	RW	Complete
A short article on the status of the international friends of CIGRE NGN initiative will be produced for the next newsletter.	AR	In progress By next newsletter
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	Complete
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	Complete
AG will chase HK upon his arrival in the UK.	AG	In progress

Events

Action	Responsible person	Due date
Feedback analysis for the last 6 months of events is to be sent to BC.	EC	Complete
An event on smart grids is to be held at the end of June. Date &	EC	Complete

max. number of delegates are confirmed. Please check minutes.		
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	In progress

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	Complete
BC will give update on UK Executive meeting i.e. on 8 th June.	BC	15/06/2011

Marketing

Action	Responsible person	Due date
The promotional flyer that is to be approved.	BC/YS	In progress ASAP
The promotional presentation is to be produced. Under review.	BC, RW, AG, YS	In progress ASAP
A small article on marketing in June's newsletter.	EG	ASAP
YS will get in touch with Kevin Wilson to get the information on NGN promotional event for ABB.	YS	ASAP
YS will populate a list for possible venues & hosts.	YS	ASAP

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	In progress Aug 2011 SC meeting
The use of voting buttons in emails with Lotus Notes/MS Outlook is to be tested. We can not use it on Lotus notes.	BC	Complete