

Teleconference – Monday 11th July 2011

Time: 16:30-17:30

Host: Beatrice Chong

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

Author and meeting chair:

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
AR Angela Rotheram, Angela.Rotheram@pbworld.com
RK Rose King, rosemary.king@alstom.com
RM Rodrigo Moreno, Rodrigo.moreno07@imperial.ac.uk
JK James King, james.king@pbworld.com

Apologies:

YA Yasir Ahmed, yasir.ahmed@uk.ngrid.com
MA Muhammad Ashraf, muhammad.ashraf@alstom.com
RW Ross Wilson, ross.wilson@rwenpower.com
PM Parth Mehta, parth.mehta@siemens.com
CD Chris Dent, chris.dent@durham.ac.uk
ESG Elise Ganendra, esganendra@gmail.com
BI Bitia Izadyar, bitia.izadyar@areva-td.com

Accepted but did not dial in

LC Leong Cheng (Sunny), leong.cheng@alstom.com

No response:

JM Julija Matevosyan, julija.matevosyan@gmail.com
KW Kevin Wilson, kevin.a.wilson@gb.abb.com
LY Li Yang, li.yang-3@postgrad.manchester.ac.uk
HK Hassan Kayani, Hassan.kiani@gmail.com

Teleconference Minutes

1. **LinkedIn [AG]**
 - a. Most SC members have LinkedIn account expect 5-6 members. AG has sent a reminder request to join.
 - b. Every executive member is requested to join LinkedIn.
2. **Gmail Account [AK/BC]**
 - a. Labeling and sorting of emails on Gmail account is completed.
 - b. Labeling guide is in progress.
3. **Membership [RM]**
 - a. From May 13 new members joined NGN. One for each international friend & executive and rest as individual members.
 - b. Every year we are losing 50 members as they don't pay for the registration fees after 3 years of stay with NGN.
 - c. Total members = 183
4. **Website [AG]**
 - a. AG will send minutes/agenda for June/July to MA/HK for upload on website.
5. **Marketing [YS/BC/AG]**
 - a. BC using Alstom Grid introduction event presentation for National Grid event.
 - b. Alstom Grid presentation will be taken as standard template and will be modified every time according to the event. Mainly number of candidates & events.
 - c. Draft for marketing flyer and promotion email is ready. YS will send it BC & AG for final review.
 - d. National Grid promotional event is now confirmed for 10th November. A senior CIGRE UK member Nick Winser, CIGRE-UK Vice-Chair has confirmed his availability.
6. **Events [EC]**
 - a. AGM is planned for October at National Grid location to be confirmed later.
 - b. Nuclear power plant event is postponed due to problem with reactors on site. No clear time is available as of now.
 - c. On 21st September CIGRE UK will hold a conference in Stafford and NGN has place for stand. Event information is in the July's newsletter.
 - d. Discussion was made about possibility of holding all 6 events as core events. Members & visitors have to travel from different places to get to the place and it may be a good idea if we can make core instead of short to increase the visibility and usefulness of the event.
 - e. Smart Substation London event is cancelled by the organiser, Process Excellence Network due strategic reason. They will still remain in touch with NGN if any further progress made on the event or any other events.
7. **Paris 2012 [BC/AG]**
 - a. Teleconference held between AK/BC/AG/RW to discuss on the Paris 2012 strategy and to find a lead on this.
 - b. There are five paper abstracts with NGN authors accepted. BC will contact those members to invite them to join the NGN Paris 2012 team and a possible team leader after they have received confirmation of their abstract acceptance.
 - c. Finding contacts at Alstom Grid, RWE, EDF and Prysmian Cables.
 - d. EC can help AG to find contact in RTE.
 - e. RK can help AG to find contact in EDF.
 - f. No lead confirmed yet on Paris 2012. AG will have confirmation to attend/not attend by end of this week from his manager.

8. Slogan [EC]

- a. As a common consent everyone agreed to 'CIGRE UK NGN: Your gateway to CIGRE'

9. Communication [EG]

- a. LC is lead for Professional Advisor scheme.
- b. First we have to find 5-10 advisors (mentors) happy to take part then we will advertise them in newsletter.
- c. First draft for the advertisement on mentoring should be sent o SC members first.
- d. LC will prepare a short document on it.

Review actions from the last teleconference held on 6th June:

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 31/07/2011
The use of the original domain was discussed as this appears more professional. AG will send an email request to HK & MA to find out the possibility of this.	AG, MA, HK	17/07/2011

Membership

Action	Responsible person	Due date
An update on the status of membership is to be sent to the steering committee	RM	Completed
Continue to push CIGRE-UK and CIGRE Paris on receiving the membership numbers quicker.	RM	Ongoing

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 In progress
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.		N/A due to change of situation with Australian contact
AG to keep in touch with Australian contact for future opportunities	AR	

Members Services [Not discussed]

Action	Responsible person	Due date
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	In progress 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 general invitation to go out on newsletter for everyone to come on SC meeting.	JK	ASAP
A template email for all communication relating to Paris 2012 is to be created.	EG	Complete
A template email for intermediate communication is to be created	EG	Closed
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	Complete
A link to minutes and agendas should be added to the LinkedIn website. EG will chase with BI.	BI	In progress
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	Complete
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	Complete
EG is to have a discussion with the communications team to reallocate tasks and to train them as a back-up.	EG	Complete
Voluntary opportunity for communications team member is to be advertised on Facebook and LinkedIn	EG/BI/EG	Complete

Website

Action	Responsible person	Due date
AG will chase HK to add a tab on Paris 2012 on NGN website	AG, HK	ASAP
AG will send the backlogs to HK for uploading on NGN website	AG, HK	ASAP
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	17/07/2011

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 & max. number of delegates are confirmed. Please check minutes.	EC	Complete
For organisation of events it would be useful to see where members are based. This information should be sent to EC.	RM	In progress
EC to find out geographical distribution of NGN members across the UK for future event purposes from RM	RM/EC	In progress

Cigre 2012/2020 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	Complete
Need another teleconf. Early august on Paris 2012	BC/AG	In progress
AG will confirm his availability for Paris 2012 13/07/2011	AG	17/07/2011

Marketing

Action	Responsible person	Due date
The promotional flyer that is to be approved.	BC/YS	Complete
The promotional presentation is to be produced. Under review.	BC, RW, AG, YS	Complete
AG & BC will review the final draft by the end of this month.	YS, BC, AG	31/07/2011
A small article on marketing in June's newsletter.	EG	In progress
YS will get in touch with Kevin Wilson to get the information on NGN promotional event for ABB. YS will send his work to KW to modify if needed.	YS	In progress
YS will populate a list for possible venues & hosts.	YS	In progress

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 2011 Version 1 sent out to SC member for comment by end of July
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

AOB

Action	Responsible person	Due date
Future invitations to teleconferences and SC meetings to be sent out using gmail account instead of MS Outlook by BC so AK is able to see accept/decline responses for ease of creating agendas. Test feasibility	BC/AK	29/07/11