

CIGRE UK NGN Steering Committee Meeting – 3rd Quarter

Tuesday 11th August 2011

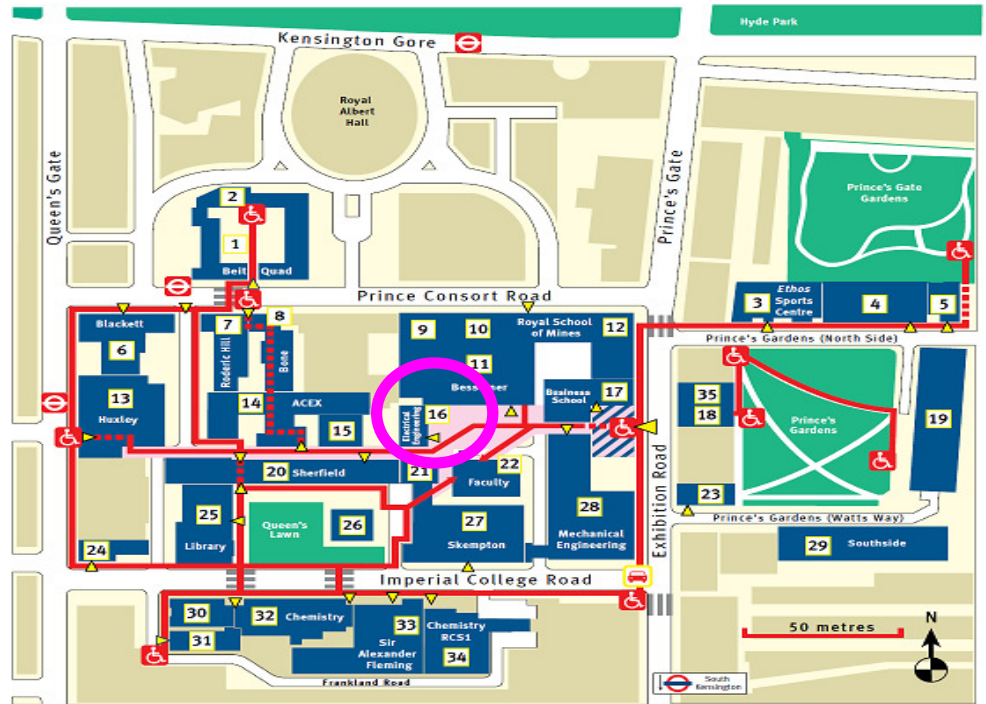
Location:

Control & Power Seminar Room 11th Floor, Electrical Engineering, Imperial College London, South Kensington Campus, London SW7 2AZ (marked in pink circle)

“Guidance to get to the venue:

Imperial College London

South Kensington Campus



⊗ Buildings where wheelchair access is not possible at this time

1 Beit Quadrangle	11 Bessemer Building	20 Sherfield Building	27 Skempton Building
2 Imperial College Union	12 Goldsmiths Building	21 Student Hub	28 Mechanical Engineering Building
3 Ethos Sports Centre	13 Goldsmiths Building	22 Conference Office	29 Southside
4 Prince's Gdns, North Side	14 Huxley Building	23 Grantham Institute for Climate Change	30 Wolfson Building
5 Weeks Hall	15 ACE Extension	24 Faculty Building	31 Flowers Building
6 Blakett Laboratory	16 William Penney Laboratory	25 58 Prince's Gate	32 Chemistry Building
7 Roderic Hill Building	17 Electrical Engineering	26 170 Queen's Gate	33 Sir Alexander Fleming Building
8 Bone Building	18 Business School	27 Imperial College and Science Museum Libraries	34 Chemistry RCS1
9 Bone Building	19 53 Prince's Gate	28 Queen's Tower	35 52 Prince's Gate
10 Aston Webb			

Timings: 09:30 – 16:00
Host: Rodrigo Moreno, rodrigo.moreno07@imperial.ac.uk, 07944896989
Chair: Beatrice Chong, beatrice.chong@uk.ngrid.com, 07717547548
Author: Amir Khan, amir.khan@alstom.com, 07798694553

Note: For parking please email Rodrigo Moreno with your full name and car registration number to book a space.

Teleconference Number for attendees wishing to dial in

Host: Rodrigo Moreno

Number: 0845 545 4460 (from a College extension you can also dial short-code 1567)

Code: 967497#

Agenda:

9:30	Arrival/Tea & Coffee [All]
10:00	Welcome, H&S [RM], introductions [All]
10:10	Steering Committee Members [BC] - Welcome new members (Note: Role outlines will be discuss under each team section)
10:20	Steering Group Communications [BC/AG/AK/EG] - Gmail Email account cigreukngn@gmail.com - Multiple email accounts/addresses - Use of original domain @cigure-uk-ngn.org
11:20	Membership [RM/AR/PM] - Current members and new members update - Updates on members left NGN - International friend of CIGRE UK NGN - Action allocation to team members
12:00	International Interest in NGN [AR] - Update on Australia friends - Update on New Zealand - Any other request
12:10	Members Services [LC] - Progress in members services - Mirror working group trial update - AK to give an update from the last B5 UK Liaison meeting - Update on Professional Advisor pool and possible interest
12:40	Lunch
13:05	Communications [EG/AG/RW/BI/ESG] - Any vacancies with job description - Newsletters & Mailchimp - Emails - LinkedIn - Facebook - Technical Corner - Replying to wall posts/messages
13:50	Website [HK/MA/AG]

	<ul style="list-style-type: none"> - Software purchase - ***@cigre-ngn-uk.org email addresses - NGN domain use - Update & modification of NGN website - E-forms - Backlog clearance
14:10	<p>Events [EC]</p> <ul style="list-style-type: none"> - Next events - Confirm future events and details for 2011 - Expected events and details for 2012
14:50	<p>CIGRE 2020 Strategy Groups [BC/AG/EG/RW/AK]</p> <ul style="list-style-type: none"> - Organisation strategy - Communications - Membership development - Website - Slogan - Technical Strategy
15:05	<p>Marketing [YS]</p> <ul style="list-style-type: none"> - Update on promotional presentation and flyer - Update on the process for approaching university/industry - Local leads required from NGN members at different organization and universities - Update on National Grid promotional event [BC]
15:20	<p>Constitution [RW/BC]</p> <ul style="list-style-type: none"> - Review update from 2008 version - Organisation and role descriptions update - Membership criteria - Mission statement
15:40	<ul style="list-style-type: none"> - Review of minutes and actions from last meeting [AK] - AOB
15:55	<p>Monthly teleconferences [All]</p> <ul style="list-style-type: none"> - arrange date and time of next meeting
	<p>Next SC meeting</p> <ul style="list-style-type: none"> - discuss date and place

Attendees

Confirmed:

AG Aruna Gunatilake, aruna.gunatilake@alstom.com
 BC Beatrice Chong, Beatrice.Chong@uk.ngrid.com
 RW Ross Wilson, Ross.Wilson@RWEpower.com
 LC Leong Cheng, leong.cheng@alstom.com
 AK Amir Khan, amir.khan@alstom.com
 YS Yasir Siraj, yasir.siraj@alstom.com
 Iain Shearer, RWE Npower

Tentative:

EG Elena Gorman, elena.gorman10@gmail.com
 EC Eswar Chukaluri, eswar.chukaluri@alstom.com
 James King, james.king@pworld.com

Apologies received:

AR Angela Rotheram, angela.rotheram@pbworld.com
 MC Mark Callum, mark.callum@uk.ngrid.com
 RK Rose King, rosemary.king@alstom.com
 YA Yasir Ahmad, yasir.ahmed@uk.ngrid.com
 BI Bitia Izadyar, bitia.izadyar@alstom.com
 MC Mark Callum, Mark.callum@uk.ngrid.com

No Response:

HK, Hassan Kayani, Hassan.kayani@gmail.com
 MA Muhammad Ashraf, ashraf.muhammad@alstom.com
 KW Kevin Wilson, Kevin.a.wilson@gb.abb.com
 LY Li Yang, li.yang-3@postgrad.manchester.ac.uk

Actions from last Teleconference – 11th July 2011

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	In progress

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	Due date
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	person	
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	Complete
The website code should be sent to HK	MA	Complete
Backlog clearance should be sent to MA for upload asap	AG, BC, AK,	Complete
Post meeting – newsletters have been sent to MA/HK by BC	MA, HK	
AG will chase HK upon his arrival in the UK.	AG	Complete

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
		In progress Aug 2011 SC meeting
The new constitution is to be completed Post meeting – see notes above for agreed timelines for each stage	BC, RW	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