

Steering Committee Meeting – Thursday 11th August 2011

Timings:

Thursday 11th August 2011, 0930 -1600

Host: Rodrigo Moreno, Rodrigo.moreno07@imperial.ac.uk, 07944896989

Chair: Beatrice Chong, Beatrice.chong@uk.ngrid.com, 07717547548

Location:

Control & Power Seminar Room 11th Floor, Electrical Engineering, Imperial College London, South Kensington Campus, London SW7 2AZ.

Author:

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Attendees:

Attended:

LC Leong Cheng, leong.cheng@alstom.com
AK Amir Khan, amir.khan@alstom.com
YS Yasir Siraj, yasir.siraj@alstom.com
AG Aruna Gunatilake, aruna.gunatilake@alstom.com
BC Beatrice Chong, Beatrice.Chong@uk.ngrid.com
RW Ross Wilson, Ross.Wilson@rwe.com
HK, Hassan Kayani, Hassan.kayani@gmail.com
RM, Rodrigo Moreno, rodrigo.moreno07@imperial.ac.uk
Ian Shearer, RWE Npower

On Teleconference:

EC Eswar Chukaluri, eswar.chukaluri@alstom.com
JK 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, bita.izadyar@alstom.com

No Response:

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

Agenda:

09:30	Arrival Tea/Coffee	All
10:00	Welcome, H&S, Introduction	All
10:10	New SC member welcome	BC
10:20	Steering Group Communication	BC/AG/AK/EG
11:20	Membership	RM/AR
12:00	International Interest in NGN	AR
12:10	Member services	LC
12:40	Lunch	
13:05	Communications	EG/AG/RW/BI/ESG
13:50	Website	HK/MA/AG
14:10	Events	EC
14:50	CIGRE 2020 Strategy Groups	AK/AG/RW/EG/BC
15:05	Marketing	YS
15:20	Constitution	RW/BC
15:40	Review of minutes & actions from last SC meeting	AK
15:55	Date & Time for Next teleconference & SC meeting	All

Notes of Meeting

1. Steering Group Communications [BC/HK/AG]

- To use the @cigre-uk-ngn.org domain as it appears more professional, HK is looking into it.
- HK confirmed it is possible to use multiple email addresses under original domain name.

2. Membership [RM]

- Current members: 194 (154 – members and 40 – associate members).
- So far there are 5 international friends.
- This year 49 members has completed their 3 years subsidized period and therefore removed from the list, 16 renewed their membership to become regular members.
- So far 58 new members registered for NGN.
- Proposal from Executive committee meeting: Students from power academy can become NGN members. Steering committee agreed to make them associate members on trail basis.
- BC will get information on NGN members becoming regular members and compare them with direct entry for regular membership.

3. Members Services [LC]

- A draft is prepared for finding the CIGRE Professional Advisor and will be published in September's newsletter.
- Aiming to develop a pool for advisors in various companies/universities.
- LC will contact NGN members to get information on their involvement in WG.
- Update on UK B5 liaison meeting [AK]: AK attended the meeting, updated the group about NGN activities, distributed July's newsletter. UK mirror group will actively start working after B5 colloquium in September.

- LC will populate a list of UK chairperson of various WG and interested NGN members.

4. Communication [JK]

- August newsletter is in progress and will be out soon.
- EC is stepping down from event coordinator post and need to finalize new coordinator by 25th August. Need to publish all the vacancies available in the newsletter.
- New position of Communication coordinator will be the lead for Paris 2012 communication team. This will be an elected position.
- EG has developed a draft template for Paris 2012 communication.
- Still few members are not on LinkedIn.
- Facebook: 90 members and growing.
- Technical corner on linkedin is under progress. RW will chase this and possibly get technical corner start up with Smart Grid.
- JK is leading the Paris 2012 banner.
- AG will get the main file for CIGRE logo and forward it to JK.

5. Website [HK]

- HK mentioned that it is possible to have CMS (content management system), provide easy access to other members as well to upload their files. This is a secured system (password protected).
- HK recommended modifying website to make it more attractive and useful.
- HK need payment details for purchasing server and domain.
- HK will look into to find a way to get email addresses on cigre ngn domain and forward the emails to gmail account.
- Need to create an e-form for membership renewal.

6. Events [EC]

- Birmingham Smart Grid event was successful.
- Four events are proposed for this calendar year.
 - Olympic village
 - Wylfa Power Station
 - AGM & National Grid Control Centre visit, Wokingham
 - Scottish Power, Scotland
- Wylfa power plant is still under refurbishment, dates to be confirmed by the authority for the event.
- Contact at NIE, Ireland left the company.
- No dates and topics are planned for the events.

7. CIGRE 2020 Strategy Groups [BC/AG]

- AG and BC will chase the respective team lead in these groups for updates. There are 4 groups.

8. Marketing [YS]

- Alstom Grid sponsored CIGRE event is the first UK CIGRE event. Confirmed for 21st and 22nd September. 1 & 1/2 day event comprises of presentations, technical site visits and promotional stands.
- NGN involvement: NGN stand with NGN banner and Paris video.
- Maximum of 20 subsidised tickets for NGN & PhD students.

- AG (?) took lead to update leaflet for marketing at this event and send it to SC for comments.
- Promotional event at National Grid is confirmed for 10th November. Logistics are confirmed for the event.
- ABB promotional event is on hold as there is ongoing refurbishment till the early next year.
- Potential promotional events at:
 - University of Nottingham, Warwick, Leeds, Manchester, Strathclyde.
 - GE, Centrica, RWE industries.
- From now on after every promotional event we'll be using feedback form.

9. Constitution [RW/BC]

- The new constitution is ready and will be sent to all NGN members for approval and comments.
- Elected position has been increased from 3 to 4. Communication Officer is the new elected position.
- A new volunteer position is created 'International Friend Coordinator'.

Actions

Steering Group Communications [BC/AG/AK/HK]

Action	Responsible person	Due date
To sort the emails, labels are added to each email.	BC, AK	On going
The use of the original domain was discussed as this appears more professional. HK will look into the matter to find the possibility.	AG, MA, HK	In progress

Membership [RM]

Action	Responsible person	Due date
Continue to push CIGRE-UK and CIGRE Paris on receiving the membership numbers quicker.	RM	Ongoing
Get information on NGN members becoming regular and direct entry for regular members.	BC	08/09/2011

International Interest in NGN [BC]

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 8 th /9 th November in Wolzbury, Germany. The email is to be forwarded to RW, who is a potential attendee and has his managers approval.	AR	In progress
AR to keep in touch with Australian contact for future opportunities	AR	N/A due to situation change
AR will chase New Zealand friends.	AR	15/09/2011
BC will chase US contact.	BC	15/09/2011

Members Services [LC]

Action	Responsible	Due date
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	person	
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
Populate the list of UK WG chairpersons and interested NGN members.	LC	08/09/2011
LC & AK will draft the proposal for encouraging WG involvement.	LC, AK	08/09/2011

Communications [JK]

Action	Responsible person	Due date
A general invitation to go out on newsletter for everyone to come on SC meeting.	JK	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 15/09/2011
A technical corner should be created on the LinkedIn website. A short article on smart grids is to be posted.	AR, RW	In progress 15/09/2011
AG will get main file for CIGRE logo from MA and email it to JK.	AG	15/09/2011

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 get payment details from MA and pass it to HK for purchasing server and domain.	AG, HK	Done
HK will create an e-form for membership renewal.	HK, RM	08/09/2011

Events

Action	Responsible person	Due date
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
BC will try to find a contact for Olympic village.	BC, EC	In progress

Paris 2012 Strategy Groups

Action	Responsible person	Due date
AG is lead for Paris 2012.	AG	Complete
Another teleconference/face-to-face meeting will be held in early October to finalising the strategy.	BC/AG	In progress

CIGRE 2020 Strategy Groups

Action	Responsible person	Due date
AG & BC will chase team lead in the strategy group for update.	BC/AG	15/09/2011

Marketing

Action	Responsible person	Due date
AG & BC will review the final draft by the end of this month.	YS, BC, AG	Complete

A small article on marketing in June's newsletter.	EG	Complete
ABB event is on hold till early next year due to refurbishment.	YS	Complete
YS will populate a list for possible venues & hosts.	YS	In progress
AG took lead to update leaflet for promoting NGN at Alstom Grid CIGRE UK event in September.	AG	15/09/2011
YS will take feedback form from EC and will modify for promotional event.	YS	08/09/2011

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	Complete
New constitution should be sent to all members for their approval and comments.	BC	18/08/2011

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	N/A
Start the election process.	BC	By AGM
Now onwards BC confirm the event details and AK will send the invitation via Lotus Notes.	AK,BC	On going
Next teleconference will in September on 08 th from 16:30-17:30.	AK, BC	08/09/2011