

Steering Committee Meeting – Thursday 14th November 2011

Timings:

Monday 14th November 2011, 0930 -1600

Host: Angela Rotheram, angela.rotheram@pbworld.com, 07846156950

Chair: Aruna Gunatilake, aruna.gunatilake@alstom.com, 07963090658

Location:

Parsons Brinckerhoff, Manchester Centre, Oxford Road, Manchester, M1 7ED

Author:

Mohammad Adil, mohammad.adil@alstom.com, 07942604089

Attendees:

Attended:

AG Aruna Gunatilake, aruna.gunatilake@alstom.com
AR Angela Rotheram, angela.rotheram@pbworld.com
RW Ross Wilson, Ross.Wilson@RWEpower.com
LC Leong Cheng, leong.cheng@alstom.com
YS Yasir Siraj, yasir.siraj@alstom.com
Dhaval Kumar Parmar, dhaval.kumar.parmar@alstom.com
MHA Mohammad Adil, mohammad.adil@alstom.com
JK James King, james.king@pworld.com
Angeliki Kawalaki, angeliki.kawalaki@alstom.com
Ian Shearer, ian.shearer@RWE.com

Apologies received:

EG Elena Gorman, elena.gorman10@gmail.com
BC Beatrice Chong, Beatrice.Chong@uk.ngrid.com
YA Yasir Ahmad, yasir.ahmed@uk.ngrid.com
PM Parth Mehta, parth.metha@siemens.com

No Response:

BI Bitia Izadyar, bita.izadyar@alstom.com
RK Rose King, rosemary.king@alstom.com
MC Mark Callum, mark.callum@uk.ngrid.com
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

Agenda:

09:30	Arrival Tea/Coffee	All
10:00	Welcome, H&S, Introduction	All
10:10	New SC member welcome	AG
10:20	Steering Group Communication	AG/AR/MHA/JK
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/AG
14:10	Events	YS
14:50	IEEE Involvement	AG/AR/AK/YS
15:00	CIGRE 2020 Strategy Groups	BC/AG/EG/RW/AK/MHA
15:10	Paris 2012	AG
15:05	Marketing	YS
15:20	Constitution	RW/BC
15:40	Review of minutes & actions from last SC meeting	MHA
15:55	Date & Time for Next teleconference & SC meeting	All

Notes of Meeting

1. Steering Committee Memebers [AG]

- AG welcomed all new members and gave a small introduction about NGN organisation.
- There is a need to review the status of all SC Members and send communication to all members to confirm still they want to be remain on the SC list. AG is looking into it.

2. Steering Group Communications [AG/MHA/JK]

- To use the @cigre-uk-ngn.org domain as it appears more professional. JK will contact HK to find possible ways to use multiple email addresses under original domain name.
- MHA will take new responsibility to manage the gmail account and to regularly sort the emails into separate folders.

3. Membership [LC]

- There are 10 new members added with current members.
- AR provided update on new international members.
- This year 49 members have completed their 3 years subsidized period and therefore removed from the list, 16 renewed their membership to become regular members.
- Since 2010, 58 new members registered for NGN.
- There are new international friends added from Germany, America, New Zealand and China.

- There is new position of 'International Liaison officer 'is available and agreed to advertise in next newsletter. AR will write role description and responsibilities for this position and will publish in next newsletter.

4. International Interest in NGN [AR]

- At present international friends are from China , Australia, Germany and New Zealand
- NGN is aiming to expand international friends and provide starter pack which include NGN constitution NGN video clip, updates about NGN events, and newsletters by AR.
- Waiting for appointment of new International Liaison Officer position to take charge of all international activity.

5. Members Services [LC]

- LC provided a brief introduction about mirror working group trial and professional advisors program to new SC members.
- LC contacted one Working Group B5 member who attended B5 colloquium held in Switzerland and provided update about it.
- A draft questionnaire survey is prepared to understand better the growth of members from NGN to full CIGREUK Membership. LC will send to all SC members to provide feedback on it.

6. Communication [JK]

- November newsletter is in progress and will send out soon.
- A new position of Marketing and event co-coordinator support will be published in December newsletter and YS will prepare a role description.
- All communications coming from CIGRE UK to NGN members will pass to JK and then will forward to all SC members by JK.
- A communication template will be provided to all members for communication.
- Still few SC 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 has produced a banner the Paris 2012 session.

7. Website [HK]

- No update provided as HK was unable to attend SC Meeting.
- Need to create an e-form for membership renewal.

8. Events [EC]

- National Grid Control Centre Event was successful.
- Four events are proposed for next calendar year.
 - Olympic village
 - Wylfa Power Station
 - London Underground Railway ,London
 - Scottish Power, Scotland
- Wylfa power plant is still under refurbishment, dates to be confirmed by the authority for the event. YS will chase to contact relevant person.

- There are new short events like 'Life Skills Seminar' and 'Presentation around the World' were proposed and discussed in the meeting.
- Encourage to cover all part of UK for events.
- No dates and topics are planned yet for the events.

9. IEEE Involvement [AG/AR/YS]

- A new role 'IEEE/IEE UK Liaison Coordinator' will advertise in next newsletter and role description will provide by AG & AR.
- This new role will help NGN to increase effective communication and provide a better co-ordination with other organisations.

10. CIGRE 2020 Strategy Groups [AG]

- AG will chase the respective team lead in these groups for updates. There are 4 groups.
- AG will meet with CIGRE UK Steering committee to improve communication and integration between both organisations.

11. Paris 2012[AG/RW]

- NGN will lead the stand in Paris 2012 session.
- RW proposed a open forum event in Paris event
- Arrange teleconference meetings for further discussion.

12. Marketing [YS]

- NGN involvement: NGN stand with NGN banner and Paris video.
- Maximum of 20 subsidized tickets for NGN & PhD students.
- 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 a feedback form.
- All SC members will use their resources to provide point of contacts to YS.

13. Constitution [RW]

- 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 volunteer position of 'International Liaison Officer' is available.
- RW propose a new plan to subsidise membership for few years rather than charge full after 3 years and will consult with other members.

Actions

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

	Responsible person	Due date
AG to contact SC members individually to confirm still they are on list and update their status.	AG	30/11/2011
BC to advert for STEM & Small Trust and Imagineering volunteer opportunities.	BC	Ongoing
To get gmail account access to new SC members (Exclusive list only).	AG	Completed

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 at the end of their 3 year subsidised period, find out why they don't choose to renew. LC/BC/RM to put survey together in preparation for this year's renewal period. The SC to give feedback on first draft.	BC/LC/RM	26/11/2011
Prepare new role 'International Liaison Officer' description, advertise in December newsletter and put deadline by 13 January.	AR,JK	08/12/2011

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 he has his managers approval.	AR	Completed
AR will send starter pack regarding joining more members from abroad	AR	08/12/2011
AR will send a video clip to provide update about NGN to international friends	AR	08/12/2011
AR will contact BC & RW to get update for Germany friends	AR	08/12/2011

Members Services [LC]

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
Populate the list of UK WG chairpersons and interested NGN members.	LC	Completed
LC will send drafted questionnaire to all SC members to review and add extra point by 2 weeks and give feedback by end of the month	LC	08/12/2011

Communications [JK]

Action	Responsible person	Due date
Find an efficient solution for keeping CIGRE UK member emails up to date with Colin Ray to enable regular send out of NGN newsletter to all CIGRE UK members	JK	In progress
Send communication template to LC and all other SC members	JK	08/12/2011
A technical corner should be created on the LinkedIn website upload area. JK will get in touch with BI to find more about it.	JK, BI	08/12/2011
November newsletter to be published by 20 Nov.	AG,JK	Completed

Website

Action	Responsible person	Due date
The use of original domain was discussed as this appears more professional. JK will contact HK to find possible ways to use multiple email addresses under original domain name.	JK, HK	ASAP
JK will try to find previous pdf letter and email to HK to put on update	JK, HK	08/12/2011
Send next teleconference details regarding chair and also previous teleconference details to upload on website.	MHA	28/11/2011
AG will send an introduction on paris 2012 to HK	HK, AG	18/12/2011

Events

Action	Responsible person	Due date
Wylfa Nuclear power station visit, keep in contact and up to date with repair status to run a Technical Event as soon as possible. YS will send an email to Colin to find more about contact detail of relevant person.	YS	In progress
DNO substation visit near Olympic Park. YS will chase up BC to find more about it.	BC/YS	In progress
AG need to chase RWE person for update	AG	End Dec
Speak to Brian to book few places for NGN members for IET event.	YS, MHA	In progress

Paris 2012 Strategy Groups

Action	Responsible person	Due date
AG is lead for Paris 2012.	AG	Complete
Arrange teleconference on 22/11/2011(4:30 to 5:30) for Paris 2012	AG	In progress

CIGRE 2020 Strategy Groups

Action	Responsible person	Due date
AG will chase the respective team lead in these groups for updates	AG	In progress

Marketing

Action	Responsible person	Due date
Chase Jonathan Halliday for promotional event at ABB.	YS,	28/11/2011
Chase SC members for promotional events at their universities.	YS	On going
AG&JK will provide contact details of their relevant universities and other organisations to YS.	YS, AR, JK	On going

Constitution

Action	Responsible person	Due date
The new constitution is to be completed for approval by all NGN members.	BC, RW	Completed
RW will email to HK and AG regarding new constitution.	RW	08/12/2011

AOB

Action	Responsible person	Due date
MHA took charge of new secretary position and will send SC minutes to all members.	MHA	End Nov
Next Steering Committee meeting at ALSTOM GRID UK, Stafford. MHA is hosting this meeting.	MHA	09/02/2012
Next teleconference will be in December on 08 th from 16:00-17:00.	AG, MHA	08/09/2011