

Teleconference Agenda– Wednesday 25th January 2012

Time: 15:30-16:30

Host: Aruna Gunatilake, ALSTOM Grid

Number: 0800 358 7292 participant pin code 554128#

Author:

Aruna Gunatilake, aruna.gunatilake@alstom.com

Attendance

Accepted:

EG Elena Gorman, elenagorman10@gmail.com
EC Eswar Chukaluri, eswar.chukaluri@se.abb.com
ESG Elise Ganendra, esganendra@gmail.com
TX Tianning Xu, tianning.xu@alstom.com
Angeliki Kawalaki, angeliki.kawalaki@alstom.com
Dhavalkumar Parmar, dhavalkumar.parmar@alstom.com
YS Yasir Siraj, yasir.siraj@alstom.com
JK James King, james.king@pbworld.com

Apologies:

LC Leong Cheng (Sunny), leong.cheng@alstom.com
RW Ross Wilson, ross.wilson@rwenpower.com

Tentative:

AR Angela Rotheram, Angela.Rotheram@pbworld.com
BI Bitia Izadyar, bita.izadyar@areva-td.com
AK Amir Khan, amir.khan@alstom.com
MHA Mohammad Adil, adilef2213@hotmail.com

No reponse:

HK Hassan Kayani, Hassan.kiani@gmail.com
Ian Shearer, ian.shearer@RWE.com

Topics to be covered:

Agenda:

- Promote LinkedIn technical corner in NGN group to all members, Communication should be sent out to all members to encourage them to contribute – JK/BI/RW
- Membership update – AK
- Website update (Website structure, minutes & newsletters) – JK/HK
- NGN marketing update – TX/YS
- Progress on dates and venues for core and short events for this calendar year – YS
- Newsletter update –JK
- Update on Paris 2012 strategy and representation from NGN –AG/RW
- Mentoring scheme – LC
- WG involvement update – LC/AK
- AOB

Review actions from the last SC Meeting held 14th November:

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

Membership [RM]

Action	Responsible person	Due date
Continue to push CIGRE-UK and CIGRE Paris on receiving the membership numbers quicker.	AK	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.	LC/EG/AK	26/11/2011
Res advertise 'International Liaison Officer' description, advertise in December newsletter and put deadline by 08 th February.	AR/JK	27/01/2012

International Interest in NGN [BC]

Action	Responsible person	Due date
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	Complete
LC will send drafted questionnaire to all SC members to review and give feedback by end of the month	LC	Complete

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
January newsletter to be published by 24 Jan.	JK	24/01/2012

Website [HK]

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
AG will send an introduction on Paris 2012 to HK	HK, AG	18/12/2011

Events[YS]

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	31/12/2011
Speak to Brian to book few places for NGN members for IET event.	YS, MHA	In progress

Paris 2012 Session [AG]

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	Complete

CIGRE 2020 Strategy Groups [AG/AK]

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

Marketing [YS/TX]

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

Constitution [RW/BC]

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

AOB [ALL]

Action	Responsible person	Due date
MHA took charge of new secretary position and will send SC minutes to all members.	MHA	Complete
Next teleconference will be on January 25 th from 15:30-16:30.	AG	25/01/2012
Next Steering Committee meeting will be at ALSTOM GRID UK, on 9 th Feb at Stafford. AG/YS is hosting this meeting.	AG/YS	09/02/2012