

Teleconference Meeting Minutes - Wednesday 25th January 2012

Time: 15:30 – 16:30

Chair: Aruna Gunatilake

Number: 0800 358 7292 **Participant pin code** 554128#

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Attendees:

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YS Yasir Siraj, yasir.siraj@alstom.com
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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

Meeting notes:

- 1. LinkedIn [JK/AG]**
 - It was proposed to re-start a technical corner on LinkedIn. James will look into this.
- 2. Membership [AK]**
 - Mailing list should be updated (gmail account has all the updated addresses).
 - 33 people should pay for a full membership this year.
 - Amir Khan will check the databases of e-mail addresses and will do the necessary updates.
- 3. Website update (Website structure, Minutes & Newsletters) [AG/JK]**

- Paris Central will have a separate website
 - Agreed to keep NGN website till CIGRE's website is totally modified
 - New dedicated tab on CIGRE NGN site for Paris Session.
 - HK is busy, so looking for someone who can work on the website.
- 4. NGN Marketing update [YS/TX]**
- During UHVnet event, CIGRE NGN UK was promoted.
 - Need to establish this promotional style as a marketing type.
 - Tianning will work with Yasir for possible future technical events.
 - Keep contacts (mail addresses) from all events attended in the future in order to create a 3rd mailing list.
 - Aim to attract new members by sending newsletters to this 3rd mailing list.
- 5. Core and Short events update [YS]**
- No response received from power and nuclear station.
 - James will put a request in newsletter for contacts and for event ideas.
 - The idea of HVDC event including a visit to ALSTOM Grid VSC demonstration facility in March was proposed.
 - Olympic Village could be a nice idea for a core event.
 - Dhaval will arrange a visit to the control rooms and power systems, Network Rail London
 - Yasir will arrange a visit to the new Power labs in Nottingham.
- 6. Newsletter**
- January Newsletter will be sent by January 27th (Friday).
 - The next steering committee (9th of February) will be advertised in the newsletter.
 - February newsletter aiming to be sent out by mid February.
- 7. Update on Paris 2012 Session and representation from NGN [AG]**
- Paris 2012 proposal is finalised and only includes the help NGN needs from Paris Central to organise the event successfully.
 - Our proposal will contain a young member Stand, EPEE, technical event and an open forum.
 - Ross is progressing on creating a new video for Paris Session; this will be done in the coming months as soon as we get necessary funding and permission to go ahead. An alternative idea is to use photos from technical events and re vamp the existing video. Aruna will give an update on this.
- 8. IET/IEEE**
- Dhaval will be the coordinator of IET/IEEE collaboration events from the next steering committee. He will look into possibilities of having joint events etc.

Review Actions from November SC meeting and updates from January's Teleconference:

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	09/02/2012
BC to advert for STEM & Small Trust and Imagineering volunteer opportunities.	BC	Ongoing
Mailing list should be updated (gmail account has all the updated addresses).	AK/MHA	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	Complete
Second draft is ready , SC to give feedback by 25th Jan	ALL	Complete
Publish the survey	LC/EG/AK	15/02/2012
Res advertise 'International Liaison Officer' description, advertise in December newsletter and put deadline by 08 th February.	AR/JK	Complete
Amir Khan will check the databases of e-mail addresses and will do the necessary updates	AK	15/02/2012

International Interest in NGN [AR]

Action	Responsible person	Due date
AR will send starter pack regarding joining more members from abroad	AR	Complete
AR will send a video clip to provide update about NGN to international friends	AR	Complete
AR will contact BC & RW to get update for Germany friends	AR	Complete

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	Complete
Linked in technical corner need to be re started	JK/BI/RW	29/02/2012

January newsletter to be published by 24 Jan.	JK	Complete
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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
New dedicated tab in CIGRE NGN site for Paris Session. 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
Finalise the 1 st core event in 2012	YS/TX	29/02/2012
Short visit to the new Power labs in Nottingham	YS	TBA

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
Paris video	RW	TBA

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	15/02/2012
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
Keep contacts (mail addresses) from all events attended in the future in order to create a 3rd mailing list.	TX	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	Complete
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