

**Steering Committee Meeting - Thursday 9<sup>th</sup> February 2012**

**Time:** Thursday 9<sup>th</sup> Feb 10:00 – 15:00

**Host:** Aruna Gunatilake, Yasir Siraj

**Location:** Alstom Grid UK Ltd  
St. Leonards Avenue  
Stafford  
ST17 4LX

**Author:** Angela Rotheram

**Attendees:**

**Attended:**

AG Aruna Gunatilake, [aruna.gunatilake@alstom.com](mailto:aruna.gunatilake@alstom.com)  
RW Ross Wilson, [Ross.Wilson@RWEnpower.com](mailto:Ross.Wilson@RWEnpower.com)  
JK James King, [James.King@pbworld.com](mailto:James.King@pbworld.com) (Via telecom)  
LC Leong Cheng (Sunny), [leong.cheng@alstom.com](mailto:leong.cheng@alstom.com)  
YS Yasir Siraj, [yasir.siraj@alstom.com](mailto:yasir.siraj@alstom.com)  
AK Amir Khan, [amir.khan@alstom.com](mailto:amir.khan@alstom.com)  
ANK Angeliki Kavvalaki, [angeliki.kavvalaki@alstom.com](mailto:angeliki.kavvalaki@alstom.com)  
RW Richard Wallis [Richard.Wallis@uk.ngrid.com](mailto:Richard.Wallis@uk.ngrid.com)  
TX Tiannin Xu, [tianning.xu@alstom.com](mailto:tianning.xu@alstom.com)  
AR Angela Rotheram [Angela.Rotheram@pbworld.com](mailto:Angela.Rotheram@pbworld.com)

**Confirmed but unable to attend:**

HK Hassan Kayani, [Hassan.kayani@gmail.com](mailto:Hassan.kayani@gmail.com)  
RK Rose King, [rosemary.king@alstom.com](mailto:rosemary.king@alstom.com)  
MH Muhammad Haroon, [haroon.muhammad@uk.ngrid.com](mailto:haroon.muhammad@uk.ngrid.com)  
DP Dhavalkumar Parmar [dhavalkumar.parmar@alstom.com](mailto:dhavalkumar.parmar@alstom.com)

**Unable to attend:**

MHA Mohammad Adil, [adilef2213@hotmail.com](mailto:adilef2213@hotmail.com)

**No Response:**

BI Bitia Izadyar, [bita.izadyar@alstom.com](mailto:bita.izadyar@alstom.com)

**Agenda:**

- Steering Committee Members – AG
- Steering Group Communications – AG, AR, MHA, JK, HK
- Membership – AK
- International Interest in NGN – AR
- Members Services – LC
- Communications – EG, AG, RW, BI, ESG, JK
- Website – HK, AG, JK

- Events – YS, ANK
- IEEE – AG, AR, DP
- Cigre 2020 Strategy Groups – BC, AR, EG, RW, AK, MHA
- Paris 2012 – AG
- Marketing – YS, TX
- Constitution – RW, BC

### Notes of meeting

#### 1. Steering Committee Members

- Tianning Xu has joined as the new marketing coordinator, taking over from Yasir.
- Richard Wallis is the new international liaison.
- Angeliki Kavvalaki is the new event support.
- Dhavalkumar Parmar is the new IET/IEEE coordinator.
- Mike Holmes requested to be the international liaison however the position was already given to Richard. Aruna should send an email to Mike.
- Some people have already been taken off the steering committee email list. Aruna is to send an email around to everyone on the list to check who still wants to be involved.
- Ross Wilson is officially retiring from Cigre NGN after the Paris session.

#### 2. Steering Group Communications

- Hassan is going to look into the use of the original domain name.
- The different emails that we require are:
  - Communications
  - Events
  - Membership
  - NGN
- Angela is to email Hassan the list of emails that we require.
- Once these emails are set up we will look at separating the responses to these emails. James King mentioned that he would be able to set filters up to do this.
- Email addresses need to get uploaded to the mailing list. Amir will send a list to Adil and James on a regular basis.

#### 3. Membership

- There have been 9 requests in 2012.
- There are currently 217 members; 172 regular Cigre NGN members, 40 associate members and 5 international members.
- Angela believes there are more than 5 international members and will send Amir details.
- 31 invoices have been generated for members who have finished their 3 year membership.
- Ross suggested that to get more members to transition from Cigre NGN members to full fee paying Cigre members the first year should be free, the second year a third of the fees to be paid, the third year two thirds of the fees are to be paid. This is to be considered.
- There is still a problem with members getting membership numbers. It has been suggested that Amir should send an email around checking that everyone has their membership numbers.

#### 4. International Interest in NGN

- Angela is to undertake a handover with Richard.

#### 5. Membership Services

- Sunny has put the survey regarding membership interest online. She'll send the link out to all members in the next week and give them a month to reply. There should be a reminder after 2 weeks, and then a second reminder after 3 weeks.
- Sunny is currently drafting an introduction about what a professional advisor is. The next step is to find people interested in the scheme. Each person in the steering committee should look to find someone to contact about being a professional advisor.
- The professional advisors should be aware that they will not get questions very often, possibly every 5 months or so.
- It has been pointed out that it is hard to find links to the working groups. Sunny should find out the list of regular members in the working groups. Colin should have this.
- Angela suggested that Cigre NGN should put together some advice on getting into working groups, with a list of the contact details, tips on the processes to get involved and experiences from Cigre NGN members involved in working groups.

#### 6. Communications

- James is going to send a reminder to ask for content for the upcoming newsletter.
- So far he hasn't heard anything about an efficient solution for emails for CIGRE UK members.
- It was suggested that pdf copies of the newsletters should go on the website. James mentioned that the new newsletters come as a link rather than a pdf and that it may not be worth putting these on the website as we are still not sure where our new website will be.
- Aruna is to send information to James about the progress of the Paris session organisation so he can include this in the newsletter.

#### 7. Website

- Cigre France has set up a new website. The content management system behind this website makes it simpler to update the website.
- The UK national committee will get a new website soon too. Cigre NGN can choose to get an area within the site or to take elements for our own website.
- It is at least a month or two before the UK site is released.
- Initial discussions from the meeting show that Cigre NGN are keen to be a part of the national website.
- The technical corner in the LinkedIn is to be removed. It was suggested that event information, interesting articles and perhaps votes could be used on Facebook to help increase interaction of members.
- Hassan was to add a Paris session tab but there is still information on 2010. James said we could have a link to previous sessions but then have the information about 2012 as the main information rather than having 2 tabs.
- Angela suggested we could put information on the session relating to Cigre NGN events at Paris and then have a link to the main site.

#### 8. Events

- A date for the VSC demonstrator trip is to be decided upon. The last week of March has been proposed. This trip is to be combined with a transformer factory tour. The proposed meeting room for the event can accommodate 22.

- Aruna is to contact Colin Ray regarding inactive contacts at Wylfa. Ross may also be able to find contact details to help organise the Wylfa visit.
- A trip to the Olympic village could be arranged for after the Olympics.
- Ross is going to look into arranging a trip to an offshore windfarm or a trip to Didcot power station.
- The event at the power lab in Nottingham is still to be arranged.
- It has been suggested that we could host more short events at power universities. Ross will look into a contact for Southampton.

#### 9. IEEE involvement

- Dhavalkumar Parmar is the new IET/IEEE coordinator.

#### 10. Cigre 2020 Strategy Groups

- Sky is on the membership 2010 group. Their website has been updated.
- Aruna to contact Colin for NGN involvement on CIGRE 2012 Strategy Groups.

#### 11. Paris 2012

- An initial idea of the team members involved has been formed but we are still waiting to find out how many spaces we have available.
- We will then have a definite team and a reserve team.
- The stand and video is being progressed.
- Event with RTE is progressing.
- Ross will contact all the international contracts after the meeting that Aruna and Ross are attending with CIGRE Secretary General.

#### 12. Marketing

- Tianning will chase Johnathon Holiday about promoting Cigre NGN at the ABB event.
- Tianning will send a personal email to all members asking for contacts for promotional events.
- Promotional events are to be combined with technical events.
- We will have Cigre NGN badges at the events. Angela will bring some blank badges to the next s/c meeting which can be stored with the stand.

#### 13. Constitution

- Ross said that the constitution is complete.
- Angeliki mentioned that there were lots of comments in the constitution on the website that says sections are still to be completed.
- Angeliki is to check where she found the constitution.

#### 14. A.O.B

- The next s/c meeting is to be held on the 21<sup>st</sup> May in Manchester. Angela is to organise this.
- The next teleconference is to be held on March 20<sup>th</sup> at 4pm.

**Actions from last Teleconference on 25<sup>th</sup> January 2012 and this SC meeting**

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

Action	Responsible person	Due date
AG to contact SC members individually to confirm still they are on list and update their status.	AG	Ongoing
BC to advert for STEM & Small Trust and Imagineering volunteer opportunities.	BC	Ongoing

**Membership [RM]**

Action	Responsible person	Due date
Publish the survey	LC/EG/AK	29/02/2012
Adil will check the databases of e-mail addresses and will do the necessary updates	MHA	15/02/2012

**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	Ongoing
Send communication template to LC and all other SC members	JK	17/12/2011
Linked in technical corner need to be re started	JK/BI/RW	Cancel

**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	Ongoing
JK will try to find previous pdf letter and email to HK to put on update	JK, HK	Cancel
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/AG	In progress
DNO substation visit near Olympic Park. YS will chase up BC to find more about it.	BC/YS/AG	In progress
AG need to chase RWE person for update	AG	29/02/2011
Finalise the 1 <sup>st</sup> 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
Paris video	RW	Ongoing

**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	In progress
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

**AOB [ALL]**

Action	Responsible person	Due date
Next Steering Committee meeting will be at ALSTOM GRID UK, on 9 <sup>th</sup> Feb at Stafford. AG/YS is hosting this meeting.	AG/YS	Complete