

**Steering Committee Teleconference Meeting – Friday 21<sup>st</sup> September 2012**

**Time**

1200-1300

**Dial in Details**

UK participants – 0800 358 7292 – Pin code 554128#  
 Dialling from Mobile – 0208 609 3655

**Required Attendees:**

AG Aruna Gunatilake, [aruna.gunatilake@alstom.com](mailto:aruna.gunatilake@alstom.com)  
 JK James King, [James.King@pbworld.com](mailto:James.King@pbworld.com)  
 SLC Leong Cheng (Sunny), [leong.cheng@alstom.com](mailto:leong.cheng@alstom.com)  
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 MH Mike Holmes, [Mike.Holmes@nationalgrid.com](mailto:Mike.Holmes@nationalgrid.com)  
 PR Peter Roddis, [peter.roddis@mottmac.com](mailto:peter.roddis@mottmac.com)  
 YS Yasir Siraj, [yasir.siraj@alstom.com](mailto:yasir.siraj@alstom.com)  
 AV Alberto Villar, [Alberto.Villar@mottmac.com](mailto:Alberto.Villar@mottmac.com)

**Agenda:**

1200 – 1202	Attendees register	ALL
1202 – 1210	Paris feedback	ALL
1210 – 1215	International Liaison	AG
1215 – 1220	Message from CIGRE-UK	AG
1220 – 1228	Events	YS/ANK
1228 – 1235	Marketing	TX
1235 – 1240	AGM, Position nominations, Voting process	AG
1240 – 1245	Membership/Membership Services	AK/SLC
1245 – 1247	IET/IEEE	AG
1247 – 1250	Communications – Twitter, Linked-in, FB	JK
1250 – 1258	Action List	ALL
1258 – 1300	AOB	ALL

**Actions**

No.	Action	Responsible Person	Due date
<b>1</b>	<b>Steering Group Communications [AG]</b>		
<b>2</b>	<b>Membership [RM]</b>		
2.1	Update for new members	AK/MH	30/07/2012
<b>3</b>	<b>Communications [JK]</b>		
3.1	Communicate with international NGN groups, discuss how we can link the websites, Facebook, and Linked-in groups.	RIW	30/07/2012
3.2	Actively engage discussions on a weekly basis through the use of discussion pages on Linked-in group	PR	Ongoing
3.3	Passively provoke discussion within NGN linked in group	ALL	Ongoing
<b>4</b>	<b>Website [JK]</b>		
4.3	Activities>*Review and edit content (& scope)	SLC	14-Sept-12
	Sessions>2008JK to get in touch with Rose King to develop content	JK	14-Aug-12
4.7			
4.9	Sessions>2012Copy content of Electra advert	JK	14-Aug-12
4.10	Resources>NGN Docs Collate current documents for uploading	JK	14-Aug-12
4.14	Resources>Newsletter Add newsletter archive, including pre-mailchimp newsletters	JK	14-Aug-12
4.15	Resources>Templates Collate current templates for uploading	JK	14-Aug-12
<b>5</b>	<b>Events [YS]</b>		
5.1	Wylfa Nuclear power station visit	YS/AG	Postponed
5.2	DNO substation visit near Olympic Park. YS will chase up BC to find more about it.	BC/YS/AG	Postponed (after Olympics)
5.4	AGM organisation for November 2012	AG/YS/MH	19/09/2012
<b>6</b>	<b>Marketing [YS/TX]</b>		
6.1	Chase SC members for promotional events at their universities.	YS/TX	On going
<b>7</b>	<b>Paris 2012 Session [ALL]</b>		
7.1	Contact international friends	RIW	05/10/12
<b>8</b>	<b>CIGRE 2020 Strategy Groups [AG/AK]</b>		
8.1	AG will chase the respective team lead in these groups for updates	AG	19/09/2012
<b>9</b>	<b>International Interest [RIW]</b>		
<b>10</b>	<b>IET/IEEE Liaison [DP]</b>		
10.1	DP to make contact and begin to start liaison MH and AR in support.	DP, MH/AR	31/08/2012