

**Steering Committee Teleconference Meeting – Thursday 25<sup>th</sup> October 2012**

Time: 1530-1630

**Dial in Details**

UK participants - UK local number - 0800 358 7292 - participant pin code 554128#  
 Anyone dialling using a mobile telephone 0208 609 3655 plus relevant pin code

Chair: Aruna Gunatilake

**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)  
 MH Mike Holmes, [Mike.Holmes@nationalgrid.com](mailto:Mike.Holmes@nationalgrid.com)  
 YS Yasir Siraj, [yasir.siraj@alstom](mailto:yasir.siraj@alstom)  
 AV Alberto Villar, [Alberto.Villar@mottmac.com](mailto:Alberto.Villar@mottmac.com)  
 EIG Elise Ganendra, [esganendra@gmail.com](mailto:esganendra@gmail.com)  
 RIW Richard Wallis, [Richard.Wallis@nationalgrid.com](mailto:Richard.Wallis@nationalgrid.com)

Apologies:

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 AK Amir Khan, [amir.khan@alstom.com](mailto:amir.khan@alstom.com)  
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**Agenda:**

<b>1530 – 1532</b>	Attendees register	ALL
<b>1532 – 1542</b>	Action List	ALL
<b>1542 – 1552</b>	Colin Ray – Brainstorm questions for Colin around working group	ALL
<b>1552 – 1612</b>	Events	AK/YS/TX
	- Preparation for the AGM	
	- Elections – get your votes in	
	- Strathclyde University Event	
<b>1612 – 1615</b>	Marketing	TX
<b>1615 – 1617</b>	Membership Services	AK
<b>1617 – 1619</b>	International Liaison update	RW
<b>1619 – 1620</b>	IET/IEEE – new coordinator to be advertised	AG/MH
<b>1620 – 1628</b>	Communications	JK/PR
	- Website Updates/recruitment	
	- Twitter – How should the account be controlled?	
<b>1628 – 1630</b>	AOB	ALL

**Actions**

No.	Action	Responsible Person	Due date
<b>1</b>	<b>Steering Group Communications and Chair [AG]</b>		
1.1	Organise meeting with Colin Ray and the committee to discuss access to WGs	AG	On going
<b>2</b>	<b>Membership [RM]</b>		
2.1	Find out the total amount of members that have left the NGN.	SLC/AR	15/02/2013
<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	Ongoing
3.2	Actively engage discussions on a weekly basis through the use of discussion pages on Linked-in group	PR	Ongoing
<b>4</b>	<b>Website [JK]</b>		
4.1	Activities>*Review and edit content (& scope)	SLC/AR	<a href="#">Ongoing15/02/2012</a>
<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	March
5.3	AGM organisation for November 2012	AG/YS/MH	DONE
5.4	Update MH with attendees register for Culham JET Event	YS	DONE
<b>6</b>	<b>Marketing [YS/TX]</b>		
6.1	Chase SC members for promotional events at their universities.	TX/JK	Ongoing
<b>7</b>	<b>Paris 2012 Session [ALL]</b>		
7.1	Provide RIW with all contacts made in Paris.	RIW	DONE
<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 going to 02/11/2012	AG	Ongoing
<b>9</b>	<b>International Interest [RIW]</b>		
9.1	Contact international friends	RIW	Ongoing
<b>10</b>	<b>IET/IEEE Liaison [AV]</b>		
10.2	Ask DP if he is still going to exist in his position – Possibly AV	MH	DONE
<b>11</b>	<b>Secretary and Treasury [MH]</b>		
11.1	Pending response from DP, ensure IET role is advertised	MH	DONE
11.2	Include 'Points to discuss with Colin' on next months agenda item.	MH	DONE
11.3	Authorise budget payment for catering at Culham JET event, Liaise with YS for final	MH/YS	Ongoing

	numbers and requirements.		
11.4	Look at new ways for voting system – eg survey monkey	MH	DONE
11.5	Reimburse HK for web hosting expenses	MH	Ongoing
11.6	Include action list as the first point on the agenda	MH	DONE

## Minutes

### 1 Organise a meeting with Colin Ray – Brain Storming

1.1 Questions we would like to ask Colin Ray:

1.1.1 We did not look at the special report prior to Paris Session, Hhow we do the review process?. Can Colin explain the Paris session, how the papers are selected?

1.1.2 Where we can find up to date information about newly formed How up to date Colin is on the new creation of working groups?, can this information be provided to the NGN?.

1.1.3 Can a study committee have a compulsory quota for at least one NGN member?

### 2 Events

2.1 Culham JET – only 15 registered members. We need to re advertise urgently~~heavily~~.

2.2 AGM – Voting works

### 3 Membership Services

3.1 We are unable to tell who ~~tell~~ has left our membership at the moment. A short survey need to be carried out urgently.

### 4 International Interest

4.1 RW is making contact, as a group we need to support RW, advertise a new position.

### 5 IET/IEEE Liaison

5.1 This area is experiencing low activity.

5.2 AV to provisionally accept~~assume~~ this position.

### 6 Communications

6.1 Webmaster to be advertised once the hand over is completed following the AGM.

### 7 AOB

7.1 Elise has made contact with someone from EWB who wishes to collaborate with CIGRE about future events. Elise will follow this up and find more info, put in contact with AV if he takes the IET Coordinator position.

7.2 Next Meeting will be on November 6th~~5th~~ 2012, at Culham Jet.