

**Steering Committee Teleconference Meeting – 10<sup>th</sup> January 2013**

Time: 1030 – 1530

National Grid  
Warwick

**Dial in Details**

**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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**Agenda:**

1030 – 1040	Attendees register	ALL
1040 – 1120	Action List	ALL
1120 – 1150	2013 Road Map Minutes	AG
1150 – 1200	Colin Ray Meeting Organisation	ALL
1200 – 1225	Feed Back from AGM	AG
1225 – 1245	Events - Strathclyde University Event	YS/TX
1245 – 1345	Lunch	ALL
1345 – 1410	UK conference Manchester	JK
1410 – 1430	Marketing	TX
1430 – 1445	Membership Services	AK
1445 – 1455	International Liaison update	RW
1455 – 1510	Communications - Twitter – How should the account be controlled? - Linked-in - IET/IEEE	PR/AV
1510 – 1530	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	15/02/2012
<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
<b>6</b>	<b>Marketing [YS/TX]</b>		
6.1	Chase SC members for promotional events at their universities.	TX/JK	Ongoing
<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>		
<b>11</b>	<b>Secretary and Treasury [MH]</b>		
11.1	Authorise budget payment for catering at Culham JET event, Liaise with YS for final numbers and requirements.	MH/YS	Ongoing
11.2	Reimburse HK for web hosting expenses	MH	Ongoing