

Steering Committee Meeting – 15th April 2013

Time: 1000 – 1600

PB House
 Manchester technology centre
 Oxford road
 Manchester M1 7ED

Dial in Details

Required Attendees:

- AG Aruna Gunatilake, aruna.gunatilake@alstom.com
- JK James King, James.King@pbworld.com
- SLC Leong Cheng (Sunny), leong.cheng@alstom.com
- AK Amir Khan, amir.khan@alstom.com
- ANK Angeliki Kavvalaki, angeliki.kavvalaki@alstom.com
- TX Tianning Xu, tianning.xu@alstom.com
- JHK Jhansi kuchimanchi, jhansi.kuchimanchi@pbworld.com
- MH Mike Holmes, Mike.Holmes@nationalgrid.com
- YS Yasir Siraj, yasir.siraj@alstom.com
- AV Alberto Villar, Alberto.Villar@mottmac.com
- AR Angela Rotheram, Angela.Rotheram@pbworld.com
- EIG Elise Ganendra, esganendra@gmail.com
- PR Peter Roddis, peter.roddis@mottmac.com
- RIW Richard Wallis, Richard.Wallis@nationalgrid.com
- CA Chidinma Agwu, Chichi.ague@alstom.com

Agenda:

1000 – 1030	Networking -Tea/coffee	ALL
1030 – 1040	Attendees register	ALL
1040 – 1120	Action List	ALL
1120 – 1200	Events	AG/YS/TX/ANK
1200– 1215	Marketing	TX/AG/JHK
1215- 1230	Memberships	SLC/AK
1230 – 1330	Lunch	ALL
1330 – 1400	UK conference Manchester	JK
1400 – 1430	Membership Services	AR
1430 - 1500	CIGRE UK contribution on WG/NGN help	Bjarne Andersen (?)
1500 – 1530	Communications - Twitter – How should the account be controlled? - Linked-in - IET/IEEE/EWB collaborations - International newsletter	PR/AV
1530 – 1545	International Liaison update	RW/CA
1545 – 1600	AOB	ALL

Actions

No.	Action	Responsible Person	Due date
1	Steering Group Communications and Chair [AG]		
1.1	Organise meeting with Colin Ray and the committee to discuss access to WGs	AG	On going
2	Membership [RM]		
2.1	Find out the total amount of members that have left the NGN.	SLC/AR	15/02/2013
3	Communications [JK]		
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
4	Website [JK]		
4.1	Activities>*Review and edit content (& scope)	SLC/AR	15/02/2012
5	Events [YS]		
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
6	Marketing [YS/TX]		
6.1	Chase SC members for promotional events at their universities.	TX/JK	Ongoing
8	CIGRE 2020 Strategy Groups [AG/AK]		
8.1	AG will chase the respective team lead in these groups for updates – AG going to 02/11/2012	AG	Ongoing
9	International Interest [RIW]		
9.1	Contact international friends	RIW	Ongoing
10	IET/IEEE Liaison [AV]		
11	Secretary and Treasury [MH]		
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