

Steering Committee Meeting – 15th April 2013

Time: 1000 – 1600

PB House
Manchester technology centre
Oxford road
Manchester M1 7ED

Dial in Details: XX

Attendees:

AG Aruna Gunatilake, aruna.gunatilake@alstom.com
JK James King, James.King@pbworld.com
MH Mike Holmes, Mike.Holmes@nationalgrid.com
AR Angela Rotheram, Angela.Rotheram@pbworld.com
CA Chichi Agwu, Chidinma.agwu@alstom.com

Dialled in:

PR Peter Roddis, peter.roddis@mottmac.com
YS Yasir Siraj, yasir.siraj@alstom
TX Tianning Xu, tianning.xu@alstom.com

Apologies:

RIW Richard Wallis, Richard.Wallis@nationalgrid.com
EIG Elise Ganendra, esganendra@gmail.com
AV Alberto Villar, Alberto.Villar@mottmac.com
AK Amir Khan, amir.khan@alstom.com
SLC Sunny Leong Cheng, leong.cheng@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	DONE – Meeting in June
2	Membership [RM]		
2.1	Find out the total amount of members that have left the NGN.	SLC/AR	DONE
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	DONE
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	Postponed
6	Marketing [YS/TX]		
6.1	Chase SC members for promotional events at their universities.	TX/JK	DONE
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	DONE
9	International Interest [RIW]		
9.1	Contact international friends	RIW/CA	15/05/13
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	DONE
11.2	Reimburse HK for web hosting expenses	MH	Ongoing

1 Events

- 1.1 YS and the group discussed the possibility of events and the different ideas for what we could do within the year. Ideas that are currently being pursued are 'Olympic village', other ideas that need further investigation is the BritNed converter station, Dinorwig, National Grid Electricity Control Centre (NGECC).
- 1.2 TX event update, looking to explore an event for the ABB supplied substation. The location of the substation and the owner (DNO/TNO) is still unknown. TX would like to organise presentations, awaiting information from ABB contacts to let him know whether they will provide technical presentations, if not NGN will have to find alternatives to fill the agenda.
- 1.3 Work Shops such as DC grid have been suggested. NG workshop has been suggested to AG, ACTION AG to pass to details to MH to [peruse](#) [pursue](#).
- 1.4 AG to contact IET London Chairman, and Jhansi to get an update on the Olympic Park event.
- 1.5 ACTION YS to pursue Dinorwig event, find out information, group size and dates.
- 1.6 ACTION MH to pursue BritNed Converter Station (Grain) event, find out information, group size and dates.
- 1.7 ACTION YS to pursue NG ECC event, find out information, group size and dates.
- 1.8 If YS unsuccessful, AG to meet with Colin and ask if he will be able to assist us with making new contacts for the NG ECC and Dinorwig Power Station.
- 1.9 Some more event suggestions, Tom Haslam EON Ratcliffe Power station, Drax Power ACTION MH to get more info, Ratcliffe NG Substation – ACTION MH to find more info.

2 Member Services

- 2.1 AR currently producing a datasheet that allows our members to see what active SC groups are within CIGRÉ.
- 2.2 AR producing FAQ sheet for members using responses from Colin Ray etc.
- 2.3 AR conducted a survey of ex members, investigating the reasons for not continuing membership with CIGRÉ. Only one response to the survey. AR will resend as a final effort to gain more information.
- 2.4 AR presented to the committee the first draft of FAQ sheet, feedback and suggestions were provided. AR will rework draft and send around committee members.

3 Membership

- 3.1 Committee reviewed the slide pack sent by Colin Ray for new members
- 3.2 [A separate meeting will be held on 18th April to discuss NGN membership with Colin Ray.](#)

4 Communications

- 4.1 PR raised an issue with regards to monthly newsletter, the committee needs to offer more support going forward to include more material.
- 4.2 PR has had correspondence for the international newsletter, with contacts in Germany and Russia. Good ideas have come from Germany but no material produced. Russia has sent an update (in Russian) that needs to be formatted and translated to fit the newsletter.
- 4.3 Meeting in May to be set up by the Russian group where we can try to organise the delivery of the international newsletter.
- 4.4 ACTION JK, Create a Facebook account for CIGRÉ-NGN, so we can see how integrated Twitter, Linked-in and Facebook are.
- 4.5 ACTION JK to upload NGN promo video to YouTube.
- 4.6 ACTION PR to advertise for new position 'Webmaster' in the next newsletter.
- 4.7 ACTION AV to provide AG with update summary of the previous Mott Mac workshop. A similar event could be put on again so this will be valuable information in understanding how it was organised.

5 International Liaison

- 5.1 All the names and email addresses are currently held in a spreadsheet, RW has sent correspondence to all of the international friends. The information contains pack on how to guide for setting up a network similar to the NGN.
- 5.2 ACTION CA to re-engage with the contacts that RW used. AG to send CA the email.

5.3 ACTION AR to look at her first international email and forward to CA.

6 AOB

6.1 A general feeling of lack of momentum towards event organisation is present amongst the committee. Last years event organisation was a success that NGN can be proud of, our vision is to meet this expectation and continue to raise bar for future NGN years to come. An action for the whole committee should be too ensure they are providing the events coordinators with support and help towards event organisation.

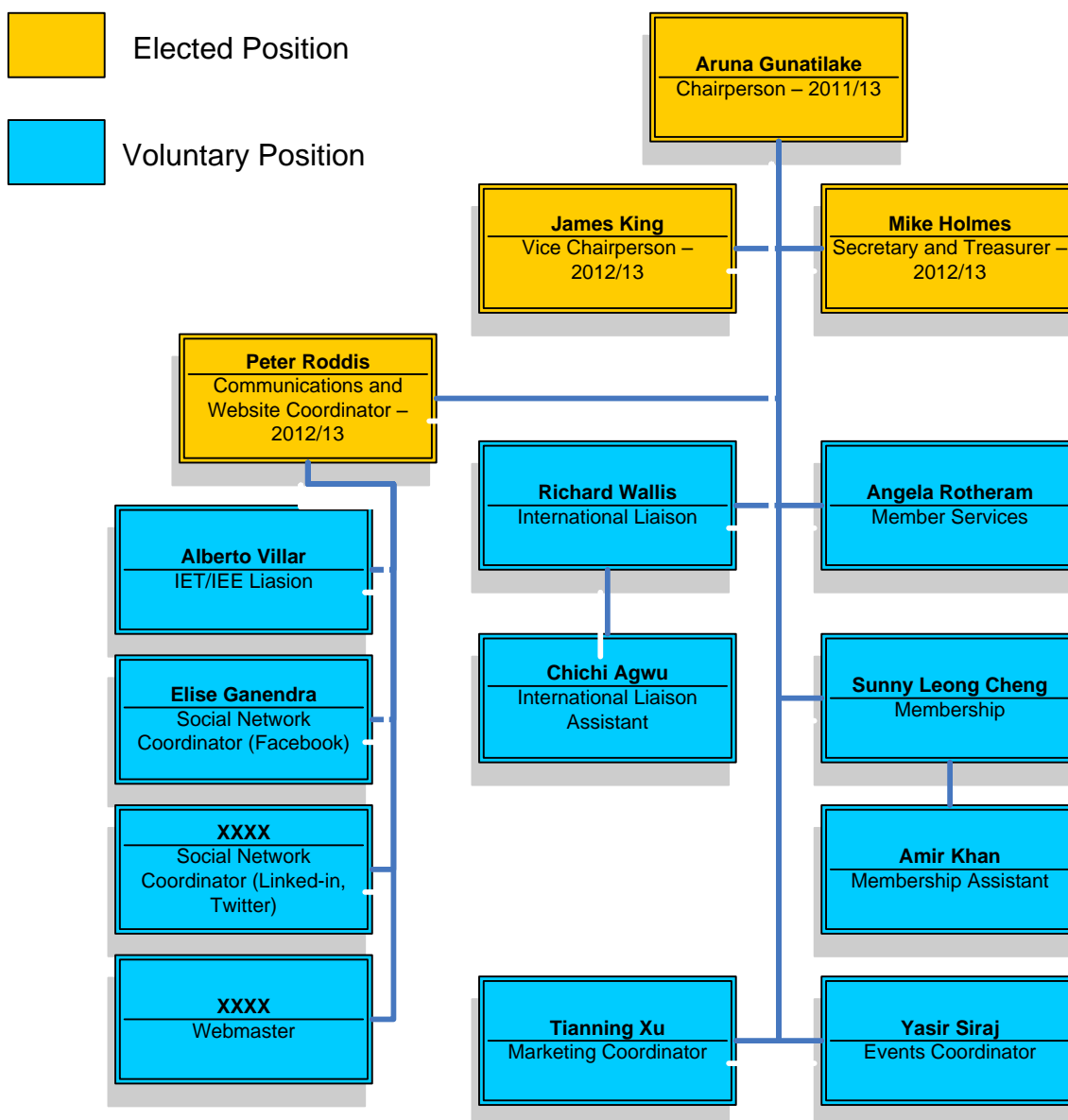
6.2 Amongst the committee members, the enthusiasm that was displayed last year for the NGN needs to be re found starting the second quarter. We need to pick up momentum and have a committee that is dedicated and continually engaged.

6.3 Next meeting June 2013, AG to check Mark Waldron and Colin Ray availability.

6.4 Next teleconference Monday 29th April 1600-1700

6.5 The existing structure:

**CIGRE – UK NGN
Structure 2012/13**



Alberto sit on his own in the structure just like Yasir