

**Steering Committee Teleconference Meeting – 26<sup>th</sup> June 2013**

**Time: 1100 – 1500**

Room C3.3  
National Grid  
Warwick  
CV346DA

**Dial in Details**

0808-238-9819

**Pass codes:**

Leader: 63233558

Participant: 48837954

**Attendees:**

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Colin Ray  
Mark Waldron

**Dialled in:**

PR Peter Roddis, [peter.roddis@mottmac.com](mailto:peter.roddis@mottmac.com)  
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**Apologies:**

EG Elise Ganendra, [esganendra@gmail.com](mailto:esganendra@gmail.com)  
 AV Alberto Villar, [Alberto.Villar@mottmac.com](mailto:Alberto.Villar@mottmac.com)  
 AK Amir Khan, [amir.khan@alstom.com](mailto:amir.khan@alstom.com)

**Agenda:**

<b>1100 – 1110</b>	Attendees register	ALL
<b>1110 - 1130</b>	Study committee reporting structure ( special attention to UK)	Colin
<b>1130 - 1200</b>	CIGRE working Groups- Types of members and commitment	Colin
<b>1200 - 1230</b>	Paris session 2014– structure ( special subjects, contributions and audience contribution)	Colin
<b>1230 – 1245</b>	Q & A session with Colin	ALL
<b>1245 – 1330</b>	Lunch	ALL

1330 –1340	Feed back from the Connahs Quay Event	TX
1340- 1400	Events <ul style="list-style-type: none"> <li>- Olympic Park CIGRÉ/IET</li> <li>- Dinorwig</li> <li>- Ratcliffe Power Station</li> <li>- BritNed (2014?)</li> </ul>	TX/YS
1400 - 1415	Membership Services	AR
1415 - 1430	Memberships and Membership strategy	SLC/AG/JK
1430 – 1440	Communications <ul style="list-style-type: none"> <li>- Twitter</li> <li>- Linked-in</li> </ul>	PR
1440 -1445	IET/IEEE collaboration	AG
1445 – 1455	International Liaison update	RW/CA
1455 – 1500	AOB	ALL

**Actions**

No.	Action	Responsible Person	Due date
<b>1</b>	<b>Communications [JK]</b>		
1.1	Communicate with international NGN groups, discuss how we can link the websites, Facebook, and Linked-in groups.	RIW	Ongoing
1.2	Actively engage discussions on a weekly basis through the use of discussion pages on Linked-in group	PR	Ongoing
<b>2</b>	<b>Events [YS]</b>		
2.1	Wylfa Nuclear power station visit	YS/AG	Postponed
2.2	DNO substation visit near Olympic Park. YS will chase up BC to find more about it.	BC/YS/AG	Postponed
2.3	Radcliff power station visit	YS/TX	Ongoing
2.4	Dinorwig power station	YS/TX	Ongoing
<b>3</b>	<b>International Interest [RIW]</b>		
3.1	Contact international friends	RIW	DONE
<b>4</b>	<b>IET/IEEE Liaison [AV]</b>		
4.1	NGN representation in IEEE event in Bristol	AV/ALL	Ongoing
<b>5</b>	<b>Secretary and Treasury [MH]</b>		
5.1	Authorise budget payment for catering at Culham JET event, Liaise with YS for final numbers and requirements.	MH/YS	DONE
5.2	Reimburse HK for web hosting expenses	MH	DONE

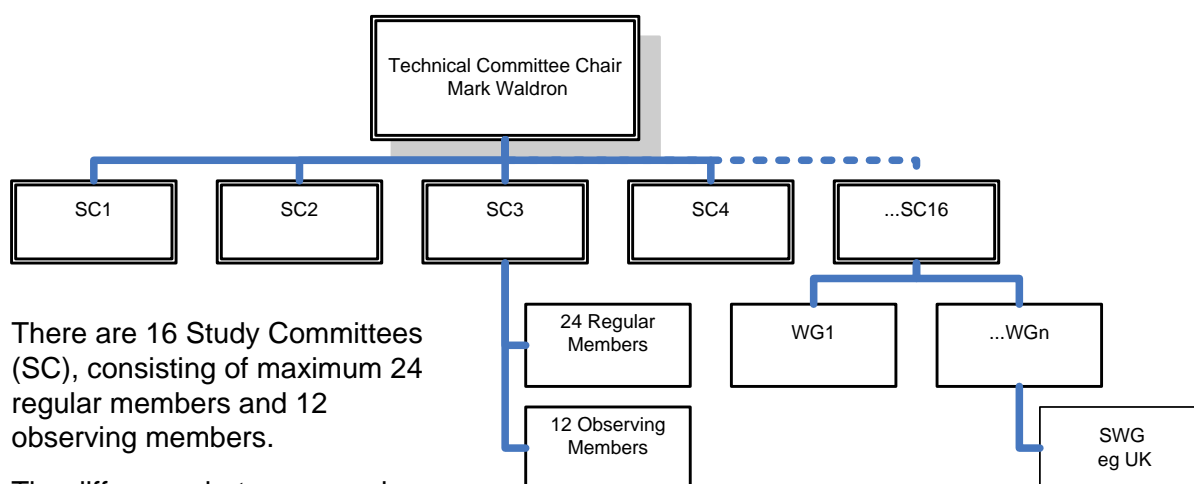
### Minutes

1. Technical Committee, Study Committee and Working Group Reporting Structure: Mark Waldron is the Technical Committee (TC) chair. There are 16 Study Committee, consisting of 24 regular members and 12 observing members. SC come together to make decisions on Working Groups. Working groups normally last for four years. WG appoints a convener who represents the WG at SC meetings. The WG Convener seeks out members for the working group and agrees the terms of reference. Each WG tries not to have more than 2 members per country, if more members from a particular county are required, these may break away into a Shadow Working Group (SWG). The SWG will debate, research and work on the same points of reference as the WG.

At Paris session all SC and WG convene to review the recent works. SC will discuss subjects of interest that may turn into a new WG and encourage debate and discussion.

At the end of the Paris session, the TC will meet to discuss the specific topics of interest, which will need to be subject matters that are discussed at the next Paris conference.

Technical meeting twice a year, normally April, November. – SC chair, two administrative Councillor



There are 16 Study Committees (SC), consisting of maximum 24 regular members and 12 observing members.

The difference between regular member and an observing member, is the right to vote on SC decisions.

SC will consist of multiple Working Groups (WG) that will be focused on a specific area and report into the SC.

WG will have representation from many countries, normally no more than two from any one country. If more are required, then a Shadow Working Group (SWG) will be setup and a chair selected to report into the WG.

2. Events
  - a. ABB event was success, host provided 2 presentations. They provide the missing PPEs. 38 registered, 35 said coming, 27 turn up. Tianning present NGN
  - b. The committee discussed the next few events.
    - i. Olympic Power 16<sup>th</sup> July, presentations at City University, then site visit
    - ii. Dinorwig – September
    - iii. Radcliffe – November
  
3. Membership services
  - a. FAQ sheet is nearly ready, draft was reviewed by NGN SC and got some comments from Coiln Ray and Mark Waldron from CIGRE UK.
  - b. FAQ will be issued in next few weeks.
  
4. Membership and membership strategy
  - a. Healthy membership number and membership representation from Industry/Academia.
  - b. NGN Membership need to be analysed and a strategy to develop NGN membership should be derived. This should develop alongside CIGRE Membership.
  
5. Communication
  - a. Regular newsletter
  - b. Active LinkedIn and possible interaction with other YM groups.
  - c. A better utilisation of Twitter yet to be analysed.
  
6. IET/IEEE Collaboration
  - a. A first joint event with IET to be held in July.
  - b. Collaboration with IEEE need to be looked in to.
  
7. International liaison
  - a. RIW proposed an idea of developing document with all the SC contacts worldwide.
  - b. Collaboration with other YM groups still need be increased in terms of share of the Media network.
  
8. AOB
  - a. Next meeting is in Aug/Sep.