

**Steering Committee Meeting Minutes – 21<sup>st</sup> August 2013**

**Time: 1030-1600**

SPL Shugborough Hall  
ALSTOM Grid  
St. Leonards Avenue  
Stafford  
ST17 4LX

**Attendees:**

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**Action List:**

No.	Action	Responsible Person	Due date
<b>1</b>	<b>Communications [PR]</b>		
1.1	Communicate with international NGN groups, discuss how we can link the websites, Facebook, and Linked-in groups.	RIW / CA	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	DONE
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>		

<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>		
5.2	Reimburse HK for web hosting expenses	MH	DONE(?)

### Minutes:

#### 1 **Vacancies**

- 1.1 Membership coordinator
  - 1.1.1 SLC to stand down from role.
  - 1.1.2 **ACTION (SLC):** prepare advert (including role description) for membership coordinator; to be included in next newsletter.
- 1.2 Event coordinator support
  - 1.2.1 **ACTION (YS):** prepare advert (including role description) for event coordinator support; to be included in next newsletter.
  - 1.2.2 TX has potential candidate for role.

#### 2 **Events**

- 2.1 Olympic Park
  - 2.1.1 Very successful event, joint with IET. First group to visit the Olympic Park Energy Centre.
  - 2.1.2 TX had to pay for coach (£250) out of own pocket – will have to follow UK NC process for reimbursement.
  - 2.1.3 It was highlighted that more support is needed in organising events and that more SC members should attend.
  - 2.1.4 A checklist for event organisation would be useful, including general responsibilities and deadlines, with parts that could be tailored for particular events.
  - 2.1.5 Learning point: need extra time in event schedule for travel in London.
- 2.2 Dinorwig
  - 2.2.1 YS has made initial contact, but needs to provide date and numbers of attendees.
  - 2.2.2 26<sup>th</sup> September proposed, with an aim of 30 attendees. NGN will organise food.
  - 2.2.3 **ACTION (YS):** contact Dinorwig to book event; ask for agenda.
- 2.3 Ratcliffe (including AGM)
  - 2.3.1 **ACTION (YS):** check with Tom Haslam if mid-November ok for event.
- 2.4 BritNed
  - 2.4.1 MH has made contact and visit is possible, but for limited numbers (~15). Could be held in Spring 2014 and include a visit to the AC yard. There are no planned outages so a visit to the DC halls is unlikely.
- 2.5 Charging for events was discussed. The NGN so far has had only free event. Charging would have to be evaluated on a case-by-case basis as to what extra benefit extra money would deliver at a particular event.
- 2.6 Workshops: could cover topics such as smart grids, renewables (recent conference panel sessions could provide good topics). Relevant “mentors” for steering discussion would need to be sought from academia/industry/CIGRE WGs.

#### 3 **AGM Planning**

- 3.1 Timeline:
  - 3.1.1 September 9: request for nominations to be sent out (via email, Facebook, LinkedIn).
  - 3.1.2 October (beginning): request for nominations also included in newsletter.
  - 3.1.3 October 11: deadline for nominations.
  - 3.1.4 October 14/15: candidate profiles sent out, voting opens
  - 3.1.5 November (mid): AGM (note UK NC AGM is 6 November so NGN AGM should be after this).
- 3.2 **ACTION (AG/JK/MH/PR):** prepare role descriptions for request for nominations (by end of August/beginning of September).
- 3.3 **ACTION (AG):** investigate options for voting (e.g. email, SurveyMonkey).
- 3.4 **ACTION (AG):** invite Colin Ray to NGN AGM.

### **4** Membership and Membership Strategy

4.1 New applications: 4 regular, 3 associate.

4.2 Improving introduction experience

4.2.1 New members expressed some dissatisfaction with the initial experience of joining the NGN, and that more information should be provided with the membership confirmation email. A welcome pack should be developed for this purpose, including an introduction to CIGRÉ/NGN, organisation chart and key contacts.

4.2.2 **ACTION (SLC)**: coordinate development of welcome pack for new members.

4.3 Recognition of contributions to NGN

4.3.1 So members can "show something" for their membership of NGN, it was proposed that members should receive certificates acknowledging NGN membership, contributions to NGN (i.e. taking a role) and event attendance. These could just be emailed PDFs.

4.3.2 **ACTION (AG/JK)**: develop NGN contribution certificates.

4.3.3 **ACTION (YS/TX)**: arrange for attendance certificates at upcoming events. These could be optional, with a tick box on the attendance register for those who want to receive a certificate.

4.4 Yearly membership renewal

4.4.1 It was agreed that regular members (those who have CIGRÉ membership subsidised by the UK NC) should have to renew their regular membership every year. This would potentially reduce the cost burden on the UK NC while not harming overall NGN membership numbers.

4.4.2 Emails would be sent to all regular members in January (to avoid Christmas) asking them to renew their regular membership (with information about the differences between regular and associate membership).

4.4.3 Regular members not identified as "active" would also be asked for feedback on why they have not been active that year in the NGN.

4.4.4 **ACTION (AG/JK)**: investigate constitution changes for yearly membership renewal.

4.4.5 **ACTION (JK)**: investigate possible automated processes for renewals.

### **5** Member Services

5.1 WG FAQ

5.1.1 **ACTION (JK)**: take final draft, add in SC/WG structure diagram and reformat to CIGRÉ norms.

### **6** Collaboration with other organisations (IET/IEEE)

6.1 IEEE Student Congress (September)

6.1.1 This event provides an opportunity to develop contacts in the IEEE and to present to students (about CIGRÉ generally and the NGN). AV may be able to attend.

6.1.2 **ACTION (AG)**: forward emails about IEEE Student Congress to AV.

6.2 Engineers Without Borders

6.2.1 Potential to collaborate on events.

6.2.2 **ACTION (JK)**: check with PB contact about EWB.

### **7** Communications

7.1 Social media

7.1.1 **ACTION (ALL)**: be more active on Facebook and LinkedIn (e.g. "liking" NGN-related posts).

7.1.2 Twitter could be useful around events for advertising and then providing information to members (including those who are not able to attend) before/during/after the event.

7.1.3 **ACTION (YS/TX/PR)**: use Twitter for AGM.

7.2 Domain name renewal: **ACTION (JK)**: renew NGN domain.

### **8** International Liaison

8.1 NGN Friends compilation

8.1.1 International contributions are being chased, and some have been received.

8.1.2 **ACTION (ALL)**: provide information and photo for compilation.

### **9** AOB

9.1 NGN expenses

- 9.1.1 Concerns were raised with the lengthy process for reclaiming expenses. Members currently have to pay out of their own pocket and then wait months for reimbursement. As well as the waiting time, members queried if direct bank transfers could be used instead of cheques.
- 9.1.2 **ACTION (AG):** raise concerns regarding NGN expenses with UK NC Exec.
- 9.1.3 **ACTION (JK):** pass on invoices for Hassan's expenses to AG.
- 9.2 Meeting format
- 9.2.1 It was suggested that SC meetings should be improved by: sending out invites to all members, taking photos (and posting them on Facebook/LinkedIn) and splitting the meeting: 1) a focussed, actions-oriented session in the morning covering all items quickly, and 2) a session for detailed discussions of topics identified in the agenda and/or during the morning session.
- 9.3 Next meetings
- 9.3.1 SC teleconference on 19 September
- 9.3.2 **ACTION (JK):** send out invite for SC telecon on 19 September.
- 9.3.3 Next SC meeting: 15 January suggested.