

Steering Committee Teleconference Agenda – 19th September 2013

Time: 1600-1700

(teleconference)

Dial in details:

Phone: 020 34 333 600 / 0808 238 0259 / 0844 571 8945

Code: 2676421745

Required Attendees:

AK Amir Khan, amir.khan@alstom.com
 AG Aruna Gunatilake, aruna.gunatilake@LPAworld.com
 AR Angela Rotheram, Angela.Rotheram@pbworld.com
 AV Alberto Villar, Alberto.Villar@mottmac.com
 CA Chichi Agwu, Chidinma.agwu@alstom.com
 CT Christos Takoudis, christos.takoudis@alstom.com
 EG Elise Ganendra, esganendra@gmail.com
 JK James King, James.King@pbworld.com
 MH Mike Holmes, Mike.Holmes@nationalgrid.com
 PR Peter Roddis, peter.roddis@mottmac.com
 RIW Richard Wallis, Richard.Wallis@nationalgrid.com
 SLC Sunny Leong Cheng, leong.cheng@alstom.com
 SM Shakeel Mohammed, shakeel.mohammad@alstom.com
 TX Tianning Xu, tianning.xu@alstom.com
 YS Yasir Siraj, yasir.siraj@alstom.com

Agenda:

1600-1605	Attendees register	ALL
1605-1625	Dinorwig event (date, agenda, promotion, sign-up)	YS/TX/AG/JK
1625-1630	WG FAQ sheet	AG/AR/JK
1630-1650	Action list review	ALL
1650-1655	Next SC meeting (15 January?)	ALL
1655-1700	AOB	ALL

Action List:

No.	Action	Responsible Person	Due date
1	Communications		
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

No.	Action	Responsible Person	Due date
1.3	Be more active on Facebook and LinkedIn (e.g. "liking" NGN-related posts)	ALL	Ongoing
1.4	Renew NGN domain	JK	Ongoing
2	Events		
2.1	Wylfa Nuclear power station visit	YS/AG	Postponed
2.2	Radcliffe power station visit	YS/TX	Ongoing
2.3	Dinorwig power station - contact Dinorwig to book event and ask for agenda	YS/TX	Ongoing
2.4	Prepare advert (including role description) for event coordinator support; to be included in next newsletter	YS	Next newsletter
2.5	Check with Tom Haslam if mid-November ok for event	YS	Ongoing
2.6	Arrange for attendance certificates at upcoming events	YS/TX	Next event
3	International Interest		
3.1	NGN Friends compilation: provide information and photo for compilation	ALL	Ongoing
4	IET/IEEE Liaison		
4.1	NGN representation in IEEE event in Bristol	AV/ALL	Ongoing
4.2	Forward emails about IEEE Student Congress to AV	AG	Ongoing
4.3	Engineers Without Borders: check with PB contact about EWB	JK	Ongoing
5	Secretary and Treasury		
5.1	Reimburse HK for web hosting expenses	MH	DONE(?)
5.2	Raise concerns regarding NGN expenses with UK NC Exec	AG	Ongoing
5.3	pass on invoices for Hassan's expenses to AG	JK	Ongoing
6	Membership		
6.1	Prepare advert (including role description) for membership coordinator; to be included in next newsletter.	SLC	Next newsletter
6.2	Coordinate development of welcome pack for new members	SLC	Ongoing
6.3	Develop NGN contribution certificates	AG/JK	Ongoing
6.4	Investigate constitution changes for yearly membership renewal	AG/JK	Ongoing
6.5	Investigate possible automated processes for renewals	JK	Ongoing
7	Member Services		

No.	Action	Responsible Person	Due date
7.1	WG FAQ: take final draft, add in SC/WG structure diagram and reformat to CIGRÉ norms	JK	Ongoing
8	AGM		
8.1	Prepare role descriptions for request for nominations (by end of August/beginning of September)	AG/JK/MH/PR	09/09/13
8.2	Investigate options for voting (e.g. email, SurveyMonkey)	AG	11/10/13
8.3	Invite Colin Ray to NGN AGM	AG	20/09/13
8.4	Use Twitter for AGM	YS/TX/PR	