



CIGRÉ-UK Next Generation Network (NGN)

Steering Committee Teleconference Agenda 16th October 2013

A MEETING INFORMATION

- Location: Teleconference
- Date & Time: Wednesday 16th October 2013, 1600-1700hrs
- Dial-in number(s): XX
- Dial-in participant PIN: XX

B ATTENDEES LIST

Initial	Name	Email	Present
AK	Amir Khan	amir.khan@alstom.com	
AG	Aruna Gunatilake	aruna.gunatilake@LPWorld.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	

C AGENDA

Time	Item	Required
1600-1605	Attendees register	ALL
1605-1610	Nominations	AG
1610-1625	AGM arrangements	AG / JK / TX / YS
1625-1635	Monitoring membership	AG / JK / SLC
1635-1650	Action list review	ALL
1650-1655	Vacancies	AG / JK
1655-1700	AOB	ALL

D OUTSTANDING ACTION LIST

Ref	Action & Comments	Responsible & Due Date
	Communications	
2012-05-21 3.1	Communicate with international NGN groups, discuss how we can link the websites, Facebook, and Linked-in groups.	RIW / CA ongoing

Ref	Action & Comments	Responsible & Due Date
2012-05-21 3.2	Actively engage discussions on a weekly basis through the use of discussion pages on Linked-in group	PR ongoing
2013-08-21 7.1.1	Be more active on Facebook and LinkedIn (e.g. "liking" NGN-related posts)	ALL ongoing
	Events / Marketing	
2011-08-11 6	Wylfa Nuclear power station visit	YS / AG 2014
2013-04-15 1.9	Radcliffe power station visit	YS / TX ongoing
2013-08-21 2.2.3	Dinorwig power station - contact Dinorwig to book event and ask for agenda	YS/TX ongoing
2013-08-21 1.2.1	Prepare advert (including role description) for event coordinator support; to be included in next newsletter	YS (next newsletter)
2013-08-21 4.3.3	Arrange for attendance certificates at upcoming events	YS / TX next event
2013-09-19 1.1.4	Dinorwig: find agenda from last Dinorwig visit and send to YS	JK 2013-09-20
2013-09-19 1.1.6	Dinorwig: YS to confirm with that 10 th October is ok with Dinorwig by end of Friday 20/09	YS 2013-09-20
2013-09-19 1.1.7	Dinorwig: send out invite to members (agenda to follow) once date confirmed	JK 2013-09-20
2013-09-19 1.3.1	Request event checklist from Angeliki	AG 2013-10-09
2013-09-19 5.3	Provide marketing coordinator role description for next newsletter	TX (next newsletter)
	International Interest	
2013-08-21 8.1.2	NGN Friends compilation: provide information and photo for compilation	ALL 2013-10-15
2013-09-19 3.1.2	Provide photo for NGN Friends Compilation	AR 2013-10-15
2013-09-19 3.1.3	Provide details for NGN Friends Compilation	EG / PR 2013-10-15
	IET/IEEE Liaison	
2013-08-21 6.2.2	Engineers Without Borders: check with PB contact about EWB	JK ongoing
2013-09-19 4.1.3	Make contact for possible NGN presentation/involvement at IEEE PES MEEPS event in November	JK 2013-10-15
	Secretary and Treasury	
2012-09-21 9.1	Reimburse HK for web hosting expenses	MH DONE(?)
2013-08-21 9.1.2	Raise concerns regarding NGN expenses with UK NC Exec	AG ongoing
2013-08-21 9.1.3	Pass on invoices for Hassan's expenses to AG	JK 2013-09-27
	Membership	
2013-08-21 1.1.2	Prepare advert (including role description) for membership coordinator; to be included in next newsletter.	SLC / AG (next newsletter)
2013-08-21 4.2.2	Coordinate development of welcome pack for new members	SLC / AG 2013-09-27
2013-08-21 4.3.2	Develop NGN contribution certificates	AG / JK ongoing

Ref	Action & Comments	Responsible & Due Date
2013-08-21 4.4.4	Investigate constitution changes for yearly membership renewal	AG / JK ongoing
2013-08-21 4.4.5	Investigate possible automated processes for renewals	JK 2013-11-15
	Member Services	
2013-08-21 5.1.1	WG FAQ: take final draft, add in SC/WG structure diagram and reformat to CIGRÉ norms	JK (next newsletter)
2013-09-19 2.1.2	WG FAQ: add WG FAQ sheet to website and newsletter	PR / JK (next newsletter)
2013-09-19 2.2	Ask NGN WG members about their experience joining/contributing to WGs	AR 2013-10-15
	AGM	
2013-08-21 3.3	Investigate options for voting (e.g. email, SurveyMonkey)	AG 2013-10-04
2013-08-21 7.1.3	Use Twitter for AGM	YS / TX / PR (by AGM)
	Other	
2013-09-19 5.1	Arrange teleconference on constitution changes regarding membership	AG 2013-10-15
2013-09-19 5.2	Send out invite for 15 October telecon	JK 2013-10-01