



CIGRÉ-UK Next Generation Network (NGN)

Steering Committee Meeting Agenda 27th February 2014

A MEETING INFORMATION

- Location: Alstom Grid (SPL Shugborough Hall), St. Leonards Avenue, Stafford, ST17 4LX
- Date & Time: Thursday 27th February 2014 1100-1500hrs
- Dial-in number(s): XXX
- Dial-in participant PIN: XXX

B ATTENDEES LIST

Initial	Name	Email	Present
AG	Aruna Gunatilake	aruna.gunatilake@lpaworld.com	
AR	Angela Rotheram	Angela.Rotheram@pbworld.com	(apologies)
CA	Chichi Agwu	Chidinma.agwu@alstom.com	(apologies)
CT	Christos Takoudis	christos.takoudis@alstom.com	
EG	Elise Ganendra	esganendra@gmail.com	
JH	Jonathan Halliday	jonathan.halliday@gb.abb.com	
JK	James King	James.King@pbworld.com	
MH	Mike Holmes	Mike.Holmes@nationalgrid.com	(apologies)
MM	Michal Madera	mick.madera@gmail.com	
NC	Nathaniel Cowton	Nathaniel.Cowton@pbworld.com	
SC	Stefie Cray	Stefie.Cray@nationalgrid.com	
SM	Shakeel Mohammad	shakeel.mohammad@alstom.com	
SW	Supipi Weerasinghe	sweerasinghe@globalskm.com	
TH	Thomas Haslam	Thomas.Haslam@eon.com	
TX	Tianning Xu	tianning.xu@alstom.com	
YL	Yunling Li	Yunling.Li@arup.com	
YS	Yasir Siraj	yasir.siraj@alstom.com	

C AGENDA

Time	Item	Required
1100-1105	Attendees register	ALL
1105-1120	Introduction to new team and NGN "state of the union"	JK
1120-1150	Action List review & update (inc. any comments on minutes of last meeting)	ALL
1150-1200	Events update (including Ironbridge event progress)	SM / SW / YS
1200-1210	Paris Session 2014 update	JK / TX
1210-1220	UK NC WG updates	JK / NC / TX
1220-1230	AOB (including date for next meeting)	ALL
1230-1300	Lunch	ALL
1300-1500	<p><u>Discussion Session</u>: focus on membership, can also discuss ideas for promotional/technical events; JK will provide background; areas to discuss:</p> <ul style="list-style-type: none"> • Ways to improve "conversion rate" • Membership definition, types (students?), activity monitoring, costs • Membership strategy • Timescales for proposals and implementation 	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. <i>Update: some information received from German YM group.</i>	CA ONGOING
2014-01-30 4.2	Like the new NGN page on Facebook.	ALL 2014-02-27
Events / Marketing		
2011-08-11 6	Wylfa Nuclear power station visit	YS / JK 2014
2013-08-21 4.3.3	Arrange for attendance certificates at upcoming events	YS / TX ONGOING
2013-12-10 4.3.2	Ask within PB about Siemens gas turbine contact.	JK 2014-02-27
2013-12-10 4.5	Check if Alstom tour would be an option for an event in 2014 (either HVDC demonstrator, transformer factory, valve testing facility).	TX 2013-12-20
2013-12-10 4.7	Develop events checklist/knowledge capture form	JK / YS 2014-02-28
2014-01-30 1.3	Circulate outline Ironbridge visit agenda	JK 2014-01-31
2014-01-30 1.6	Advise of PPE requirements for Ironbridge visit	TH 2014-02-14
2014-01-30 2.2	Re-open events mini-survey, to close just before next SC meeting.	JK 2014-01-31
2014-01-30 3.1	Investigate Sizewell B contact.	SC 2014-03-28
2014-01-30 3.2	BritNed: investigate possible options for BritNed visit.	MH 2014-02-27
2014-01-30 3.5	Wind farm visits: investigate wind farm contacts with DNOs.	AR / SW 2014-02-27
International Interest		
2013-08-21 8.1.2	NGN Friends Compilation: provide information and photo for compilation <i>Update: this needs to be updated with new members of team (after recent appointments and elections).</i>	ALL 2013-12-19
2013-10-16 4.2	Chase other countries for contributions (for NGN Friends Compilation) <i>Update: response awaited from Australia, Brazil, China; CA to check if request has been sent to New Zealand, Russia and United States.</i>	CA 2014-01-17
2013-10-16 4.3	Complete NGN Friends Compilation for web upload	CA 2014-02-01
IET/IEEE Liaison		
2013-08-21 6.2.2	Engineers Without Borders: check with PB contact about EWB	JK ONGOING
Secretary and Treasury		
2012-09-21 9.1	Reimburse HK for web hosting expenses <i>Update: YS will check if HK reimbursed after holiday (early 2014)</i>	MH / YS 2014-02-01
Membership		
2013-08-21 4.2.2	Coordinate development of welcome pack for new members	MM / JK 2014-01-17
2013-08-21 4.3.2	Develop NGN contribution certificates <i>Update: this can be an opt-in following someone's contribution; main effort would be in developing a template for these certificates.</i>	AG / JK ONGOING

Ref	Action & Comments	Responsible & Due Date
2013-10-16 2.3	Prepare modified version of membership database to capture activities	MM / JK 2014-01-17
2013-12-10 3.1	Reconcile/clean membership database.	MM / JK 2014-02-01
2013-12-10 3.2	Add membership tracking information into database.	MM / JK 2014-02-01
2013-12-10 3.3	Investigate adding in membership applications tracking in to membership database.	MM / JK 2014-02-01
Member Services		
2013-09-19 2.2	Ask NGN WG members about their experience joining/contributing to WGs	AR 2014-02-07
UKNC Working Groups		
2013-12-10 6.2	Assign members to the UKNC WGs.	JK 2013-12-20