



# CIGRÉ-UK Next Generation Network (NGN)

Steering Committee Meeting Minutes 27th February 2014

## A MEETING INFORMATION

- Location: Alstom Grid (SPL Shugborough Hall), St. Leonards Avenue, Stafford, ST17 4LX
- Date & Time: Thursday 27<sup>th</sup> February 2014 1100-1500hrs

## B ATTENDEES LIST

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

## C OUTSTANDING ACTION LIST

Ref	Action & Comments	Responsible & Due Date
<b>Communications</b>		
2012-05-21 3.1	Communicate with international NGN groups, discuss how we can link the websites, Facebook, and Linked-in groups. <i>Update: check on overlap with work German YM group have done.</i>	CA ONGOING
2014-01-30 4.2	Like the new NGN page on Facebook.	ALL 2014-03-01
<b>Events / Marketing</b>		
2011-08-11 6	<del>Wylfa Nuclear power station visit</del>	CLOSED
2013-08-21 4.3.3	Arrange for attendance certificates at upcoming events	SW / YS ONGOING
2013-12-10 4.3.2	Ask within PB about Siemens gas turbine contact.	JK 2014-02-27
2013-12-10 4.5	<del>Check if Alstom tour would be an option for an event in 2014 (either HVDC demonstrator, transformer factory, valve testing facility).</del>	CLOSED
2013-12-10 4.7	Develop events checklist/knowledge capture form	YS / SM 2014-02-28

Ref	Action & Comments	Responsible & Due Date
2014-01-30 1.3	<del>Circulate outline Ironbridge visit agenda</del>	CLOSED
2014-01-30 1.6	<del>Advise of PPE requirements for Ironbridge visit</del>	CLOSED
2014-01-30 2.2	<del>Re-open events mini-survey, to close just before next SC meeting.</del>	CLOSED
2014-01-30 3.1	Investigate Sizewell B contact.	SC 2014-03-28
2014-01-30 3.2	BritNed/Western Link: investigate possible options for visit.	MH / SC 2014-02-27
2014-01-30 3.5	Wind farm visits: investigate wind farm contacts with DNOs.	AR / SW 2014-02-27
2014-02-27 2.1.2	Maintain contact with Ironbridge site and check dates for reorganised tour (September possibly).	TH 2014-04-01
2014-02-27 2.2.1	Arrange Culham JET visit in mid April/early May	YS 2014-04-01
2014-02-27 2.3.1	Investigate possibility of Alstom VSC demonstrator tour in April/May if Culham visit not possible.	TX / YS 2014-04-01
2014-02-27 2.4.3	HVDC Workshop Day – check possible dates in June and pursue possible speakers	TX / YS 2014-04-01
2014-02-27 2.5.5	London Power Tunnels/Underground Substation – determine possibility of visit	SC 2014-04-01
<b>International Interest</b>		
2013-08-21 8.1.2	<del>NGN Friends Compilation: provide information and photo for compilation</del>	CLOSED
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
<b>IET/IEEE Liaison</b>		
2013-08-21 6.2.2	Engineers Without Borders: check with PB contact about EWB	JK ONGOING
2014-02-27 1.1	Discuss appetite for holding joint events with institutions.	SW / SM 2014-04-01
<b>Secretary and Treasury</b>		
2012-09-21 9.1	Reimburse HK for web hosting expenses <i>Update: Expenses still not reimbursed. YS to contact Baljeet Kaur.</i>	MH / YS 2014-04-01
<b>Membership</b>		
2013-08-21 4.2.2	Coordinate development of welcome pack for new members	MM / JK 2014-04-01
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>	TX / SM ONGOING
2013-10-16 2.3	Prepare modified version of membership database to capture activities	MM / JK 2014-04-01
2013-12-10 3.1	Reconcile/clean membership database.	MM / JK 2014-04-01
2013-12-10 3.2	Add membership tracking information into database.	MM / JK 2014-04-01
2013-12-10 3.3	Investigate adding in membership applications tracking in to membership database.	MM / JK 2014-04-01

Ref	Action & Comments	Responsible & Due Date
2014-02-27 6.4	Develop new membership strategy.	JK / JH 2014-04-01
2014-02-27 6.5.4	Obtain list of Collective members and cross-reference with NGN member database; find how many NGN members would fall under Collectives.	JK 2014-04-01
2014-02-27 6.6	Conduct short survey of this year's leavers.	JK / MM 2014-04-01
<b>Member Services</b>		
2013-09-19 2.2	<del>Ask NGN WG members about their experience joining/contributing to WGs</del>	CLOSED
<b>UKNC Working Groups</b>		
2013-12-10 6.2	Assign members to the UKNC WGs. <i>Update: technical and finance WGs are still unassigned.</i>	JK 2014-04-01
<b>Other</b>		
2014-02-27 7.1	Discuss with Ray Zhang whether SW / SM can attend the B5 Study Committee meeting on April 16 <sup>th</sup> .	SC 2014-04-01
2014-02-27 7.2	Investigate possible involvement of the NGN in the development of the B3 Substations Green Book.	SC 2014-04-01
2014-02-27 8.1	Send out Doodle Poll for availability for next meeting	JK 2014-03-10

## D MINUTES & ACTIONS ARISING

### 1. IET/IEEE Liaison

1.1. SW advised that she is a member of EWB and IET committee (Northumbria). SM is also a member of IET (Midlands). **ACTION (SW/SM 2014-04-01)**: Talk to organisations to determine appetite for running joint events with CIGRE NGN.

### 2. Events

#### 2.1. Ironbridge

2.1.1. Power Station Tour (2 April) has unfortunately had to be postponed due to an operational issue on site which may not be fixed in time.

2.1.2. It is now aimed that this will take place in September. **ACTION (TH 2014-04-01)**: Discuss new dates with site.

#### 2.2. Culham JET

2.2.1. Confirm for mid April/early May to replace Ironbridge trip. **ACTION (YS 2014-04-01)**: Determine date availability for visit.

#### 2.3. Alstom VSC Demonstrator

2.3.1. Back up plan if Culham JET not available in April. Pursue dates if not successful in securing tour of Culham. **ACTION (YS/TX 2014-04-01)**: Investigate possibility of tour in April/May if Culham visit not possible.

#### 2.4. HVDC Workshop Day

2.4.1. Workshop day with visit to Alstom valve test facility/VSC demonstrator in the afternoon. If valve test facility is not running there may be the opportunity to get into the valve hall/control room.

2.4.2. Presentations could cover HVDC technology, subsea cables, offshore technology.

2.4.3. Preliminarily aiming this event for June **ACTION (YS/TX 2014-04-01)**: Pursue possible speakers and dates for this event.

#### 2.5. Other events

2.5.1. Lost contact with Wylfa power station, SC will try to establish a contact at Sizewell B instead.

2.5.2. Wind farm visit with possible involvement of Newcastle University and their smart grid lab or an energy storage site. SW will continue to look into this.

2.5.3. TH explained that a visit to E.ON wind visitor centre may be possible.

2.5.4. Western Link visit – SC/MH to continue research into this. A visit to Western Link should be possible in early 2015. This would be pre-energisation so that entry to the valve hall is possible.

2.5.5. London Power Tunnels/Underground substation visit. **ACTION (SC 2014-04-01):** Determine whether this is a possibility.

2.5.6. UK NC is looking to organise a HVDC workshop in London (Mott MacDonald) on 21 August.

2.6. Events Checklist: this still needs to be developed. The intention is that this would capture all the relevant details about an event (arrangements, contacts, timings, feedback, etc.), for future reference (e.g. organising a similar event in the future).

2.7. Events Mini Survey: Before the meeting JK circulated the results of the survey. Key findings were the interest in HVDC technology, power station visits and expert talks. Other areas that we had not previously considered included energy storage and offshore technology. Most respondents were interested in events in the Midlands or London (which can be considered more in future).

2.8. Arup Promotional Event: YL explained he has checked with his manager to organise a promotional event at Arup in Solihull. This is slated for May/June, and could possibly be linked with the University of Birmingham.

2.9. Attendance Certificates: These will be a pdf emailed out following an event to those attendees who request it. Template for attendance certificates still needs to be developed.

### 3. **Secretary and Treasury**

3.1. Expenses for web hosting still not reimbursed. YS to speak to Baljeet Kaur (National Grid contact for CIGRÉ-UK expenses) to try and resolve this. SC to assist if necessary.

### 4. **Working Groups**

4.1. There are 6 new executive working groups in the UK NC: membership, external communications, marketing, events, technical and finance.

4.2. JK is involved in membership, NC in external comms, NC/JK in marketing, TX in events. We need to allocate members to the technical and finance groups.

### 5. **Paris Session**

5.1. There will be 8 subsidised places available at the Paris session this August for NGN members. Permission would be required from the individual's employer. The employer would need to pay for travel and accommodation and the ticket for the event would be given free of charge.

5.2. Content is ready to be sent to German Young Member group (VDE Young EnergyNet).

### 6. **Membership** (afternoon discussion section)

6.1. The "conversion rate" is very low from the 3 years subsidised (free) NGN membership to full paying CIGRÉ individual membership and there is a high turnover of members.

6.2. Reasons for this low conversion rate could include:

6.2.1. Cost is too high for young engineers (around £100)

6.2.2. Suddenly having to pay being a shock

6.2.3. Not understanding what they are paying for (or that membership was subsidised)

6.2.4. NGN not providing the member with what they want

6.2.5. Already being a member of a collective so not requiring individual membership

6.3. There are too many inactive members who do not attend WGs or events

6.4. A new membership strategy should be developed and be presented to the UKNC. **ACTION (JK/JH 2014-04-01):** Develop new membership strategy to improve member conversion/retention rate following end of subsidised membership.

6.5. Possible solutions discussed included:

6.5.1. Positive action required each year to renew membership, including short feedback survey. If member is not renewing – find out why not.

6.5.2. Monitor active contributions of members, e.g. being a member of the Steering Committee, attending events, WG involvement. Members need to be active in every year they receive subsidised membership and/or for every year involved in the NGN.

6.5.3. Allow Collective membership to qualify someone as an NGN member. As many of the NGN's members would fall under Collectives, this would potentially reduce the number of NGN members with their own CIGRÉ Individual membership (type I or II) significantly. While this would reduce the burden of subsidy for the UKNC, and remove any cost barriers to NGN members in

Collectives, there may be a sudden decline in the total membership of the UKNC visible to Paris. If Collective memberships are to be allowed would need further assessment and approval from the UKNC.

6.5.4.**ACTION (JK 2014-04-01)**: obtain list of Collective members and cross-reference with NGN member database, in order to see how many NGN members would fall under Collectives.

6.5.5.New proposal for payment of NGN membership. For example a small payment required at the start of the third year and increasing gradually over the next few years.

6.5.6.Combined IET/CIGRE membership

6.6.A short survey of those members who decided not to continue as NGN members (did not pay for membership) this year should be undertaken, to ascertain why they have dropped out. **ACTION (JK/MM 2014-04-01)**: conduct short survey of this year's leavers.

## **7. Any Other Business**

7.1.SC is organising the B5 (Protection and Control) Study Committee meeting on 16<sup>th</sup> April on behalf of Ray Zhang. She advised that she may be able to invite one or two members of the NGN. SW/SM expressed interest in this. **ACTION (SC 2014-04-01)**: Discuss NGN attendance with Ray.

7.2.SC advised that there may be the possibility in assisting the B3 (Substations) Study committee. John Finn is developing a Green Book on Substations (go-to guide on design/build/maintenance/etc). The NGN could assist on content and pitch of the book and act as a sounding board. **ACTION (SC 2014-04-01)**: Discuss NGN involvement with B3 SC and provide update at next meeting.

## **8. Next Meeting**

8.1.Next meeting will be a teleconference at the end of March. **ACTION (JK 2014-03-10)**: Send out Doodle Poll for availability for next meeting.