



CIGRÉ-UK Next Generation Network (NGN)

Steering Committee Teleconference Agenda 25th March 2014

A MEETING INFORMATION

- Location: Teleconference
- Purpose: to discuss and plan events for 2014, and to have an update on main action items.
- Date & Time: Tuesday 25th March 2014 1600-1645 hrs

B ATTENDEES LIST

Initial	Name	Email	Present
AR	Angela Rotheram	Angela.Rotheram@pbworld.com	(accepted)
CA	Chichi Agwu	Chidinma.agwu@alstom.com	(apologies)
CT	Christos Takoudis	christos.takoudis@alstom.com	(apologies)
JK	James King	James.King@pbworld.com	(accepted)
MH	Mike Holmes	Mike.Holmes@nationalgrid.com	(maybe)
MM	Michal Madera	mick.madera@gmail.com	
NC	Nathaniel Cowton	Nathaniel.Cowton@pbworld.com	(accepted)
SC	Stefie Cray	Stefie.Cray@nationalgrid.com	(accepted)
SM	Shakeel Mohammad	shakeel.mohammad@alstom.com	(apologies)
SW	Supipi Weerasinghe	sweerasinghe@globalskm.com	(accepted)
TH	Thomas Haslam	Thomas.Haslam@eon.com	
TX	Tianning Xu	tianning.xu@alstom.com	(accepted)
YL	Yunling Li	Yunling.Li@arup.com	
YS	Yasir Siraj	yasir.siraj@alstom.com	

C AGENDA

Time	Item	Required
1600-1605	Introduction / attendees register	ALL
1605-1615	Alstom VSC demonstrator event <ul style="list-style-type: none"> • Agenda • Number of attendees • Promotion • SC member availability • Other arrangements 	ALL
1615-1625	Ideas for other events in 2014 <ul style="list-style-type: none"> • Ironbridge (June/July?) • Culham Fusion (Sept) • UoM / AGM (Oct/Nov?) 	ALL
1625-1635	Action List update	AR / JK
1635-1637	Paris Session 2014 update	ALL
1637-1640	UKNC WG update	JK / NC / TX
1640-1645	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. <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
Events / Marketing		
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
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
International Interest		
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
2014-02-27 1.1	Discuss appetite for holding joint events with institutions.	SW / SM 2014-04-01
Secretary and Treasury		
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
Membership		
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

Ref	Action & Comments	Responsible & Due Date
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
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
UKNC Working Groups		
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
Other		
2014-02-27 7.1	Discuss with Ray Zhang whether SW / SM can attend the B5 Study Committee meeting on April 16 th .	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