



CIGRÉ-UK Next Generation Network (NGN)

Steering Committee Meeting Agenda 30th May 2014

A MEETING INFORMATION

- Location: Blythe Gate, Blythe Valley Park, Solihull, Birmingham, West Midlands, B90 8AE
- Date & Time: Friday 30th May 2014 1100-1500hrs

B ATTENDEES LIST

Initial	Name	Email	Present
AR	Angela Rotheram	angela.rotheram@pbworld.com	(accepted)
CA	Chichi Agwu	chidinma.agwu@alstom.com	(dial-in)
CT	Christos Takoudis	christos.takoudis@alstom.com	(dial-in?)
JK	James King	james.king@pbworld.com	(accepted)
MH	Mike Holmes	mike.holmes@ukpowernetworks.co.uk	(dial-in)
MM	Michal Madera	mick.madera@gmail.com	(dial-in)
NC	Nathaniel Cowton	nathaniel.cowton@pbworld.com	(accepted)
SC	Stefie Cray	Stefie.Cray@nationalgrid.com	
SM	Shakeel Mohammad	shakeel.mohammad@alstom.com	(apologies)
SW	Supipi Weerasinghe	supipi.weerasinghe@jacobs.com	(accepted)
TH	Thomas Haslam	Thomas.Haslam@eon.com	
TX	Tianning Xu	tianning.xu@alstom.com	(accepted)
YL	Yunling Li	Yunling.Li@arup.com	(accepted)
YS	Yasir Siraj	yasir.siraj@alstom.com	(tentative)

C AGENDA

Time	Item	Required
1100-1105	<u>Morning Session</u> : attendees register	ALL
1105-1140	Action List review & update (inc. any comments on minutes of last meeting)	ALL
1140-1150	Events update (including West Burton event progress)	SM / SW / YS
1150-1155	Paris Session 2014 update	JK
1155-1205	UK NC WG updates	JK / NC / SC / TX
1205-1215	AOB (including date for next meeting)	ALL
1215-1230	Start lunch	
1230-1300	Promotional event to Arup staff	JK
1300-1315	Finish lunch	
1315-1500	<u>Discussion Session</u> : <ul style="list-style-type: none"> • Membership strategy (including draft “actions” document, leavers survey and collectives analysis) • Technical / WG involvement • NGN update report (draft) 	ALL

D OUTSTANDING ACTION LIST

Ref	Action & Comments	Responsible & Due Date
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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
2014-03-25 8.2	AR/JK to send case studies to NC to add into the next newsletter.	AR / JK / NC 2014-03-28
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 2014-05-01
2014-01-30 3.2	BritNed/Western Link: investigate possible options for visit.	MH / SC 2014-05-01
2014-01-30 3.5	Wind farm visits: investigate wind farm contacts with DNOs.	AR / SW 2014-05-01
2014-02-27 2.5.5	London Power Tunnels/Underground Substation – determine possibility of visit	SC 2014-05-01
2014-03-25 1.1	VSC Demonstrator: speak to contact by the end of this week and confirm date for first week of May.	TX 2014-04-04
2014-03-25 1.2	VSC Demonstrator: check availability of Norman MacLeod (PB) and Chris Jones (SKM).	NC / SW 2014-04-04
2014-03-25 1.3	VSC Demonstrator: confirm with EirGrid whether NC can give presentation on the East-West Interconnector.	NC 2014-04-04
2014-03-25 2.1	Ironbridge: maintain site contact and review for an event next year. Possibly expand to look at other E.ON sites.	TH 2014-09-01
2014-03-25 2.5	Sizewell B Nuclear Power Station: confirm with contact whether tour would be possible for June/July this year.	SC 2014-05-01
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 2014-05-01
2013-10-16 4.3	Complete NGN Friends Compilation for web upload	CA 2014-05-01
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 2014-05-01
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 2014-05-01
2014-03-25 5.1	Follow up Hassan Kayani expenses with Baljeet Kaur.	JK 2014-04-11
Membership		
2013-08-21 4.2.2	Coordinate development of welcome pack for new members	MM / JK 2014-05-01
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 2014-05-01
2013-12-10 3.1	Reconcile/clean membership database.	MM / JK 2014-05-01

Ref	Action & Comments	Responsible & Due Date
2013-12-10 3.2	Add membership tracking information into database.	MM / JK 2014-05-01
2013-12-10 3.3	Investigate adding in membership applications tracking in to membership database.	MM / JK 2014-05-01
2014-02-27 6.4	Develop new membership strategy.	JK / JH 2014-05-01
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 2014-04-18
2014-02-27 6.6	Conduct short survey of this year's leavers.	JK / MM 2014-04-18
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 2014-04-11
Other		
2014-02-27 7.2	Investigate possible involvement of the NGN in the development of the B3 Substations Green Book.	SC 2014-05-01
2014-03-27 9.1	Send out a Doodle Poll for availability for next meeting.	JK 2014-04-04