



CIGRÉ-UK Next Generation Network (NGN)

Steering Committee Meeting Minutes 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
- Dial-in number(s): 0808 238 0259 / 0844 571 8945 / 020 34 333 600 (for mobiles)
- Dial-in participant PIN: 2676421745

B ATTENDEES LIST

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

C 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.	CA ONGOING
2014-03-25 8.2	AR/JK to send case studies to NC to add into the next newsletter.	CLOSED
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.	CLOSED
2014-01-30 3.2	BritNed/Western Link: investigate possible options for visit. <i>Update: leave until October to investigate.</i>	MH / SC 2014-10-01
2014-01-30 3.5	Wind farm visits: investigate wind farm contacts with DNOs.	AR / SW 2014-06-26
2014-02-27 2.5.5	London Power Tunnels/Underground Substation — determine possibility of visit	CLOSED
2014-03-25 1.1	VSC Demonstrator: speak to contact by the end of this week and confirm date for first week of May.	CLOSED

Ref	Action & Comments	Responsible & Due Date
2014-03-25 1.2	VSC Demonstrator: check availability of Norman MacLeod (PB) and Chris Jones (SKM).	CLOSED
2014-03-25 1.3	VSC Demonstrator: confirm with EirGrid whether NG can give presentation on the East West Interconnector.	CLOSED
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.	CLOSED
International Interest		
2013-10-16 4.2	Chase other countries for contributions (for NGN Friends Compilation)	CLOSED
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	CLOSED
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>	CLOSED
2014-03-25 5.1	Follow up Hassan Kayani expenses with Baljeet Kaur.	CLOSED
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.	CLOSED
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.	CLOSED
2014-02-27 6.4	Develop new membership strategy.	CLOSED
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.	CLOSED
2014-02-27 6.6	Conduct short survey of this year's leavers.	CLOSED
UKNC Working Groups		
2013-12-10 6.2	Assign members to the UKNC WGs. <i>Update: representative on finance WG 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 2014-06-26
2014-03-27 9.1	Send out a Doodle Poll for availability for next meeting.	CLOSED

D MINUTES & ACTIONS ARISING

1. Communications

- 1.1. Case studies are now ready. Newsletter has no space this month. **ACTION (NC 2014-06-26)**: Put case studies in next month's newsletter.
- 1.2. Website needs updating and should have information for new members. NC will take lead on reviewing website and updating accordingly, with support as necessary.
 - 1.2.1. **ACTION (NC 2014-06-26)**: Take lead on website review and update.
 - 1.2.2. **ACTION (NC 2014-06-26)**: Advertise for new role of "Website Coordinator" in newsletter.

2. Events/Marketing

- 2.1. West Burton: Coach needs to be booked and event advertised. **ACTION (SW / SC / YS 2014-06-26)**: Book coach, coordinate with EDF contact and advertise event.
- 2.2. Attendance certificates: template has been created by SM. Format needs to be compatible with being generated automatically / using mail merge. **ACTION (SM 2014-07-27)**: Circulate certificate template.
- 2.3. Gas Turbine visit: this will be an event for next year. **ACTION (NC 2014-06-26)**: NC to obtain contact at Siemens.
- 2.4. Western Link: Leave until October to investigate due to project delays.
- 2.5. Wind farm visit: Possible visit to new wind farm near Hull in February. **ACTION (SW 2014-06-26)**: Investigate opportunity and possible location to hold presentations.
- 2.6. London Power Tunnels: Possibility of using National Grid (Strand), IET or Royal Academy of Engineering offices for presentations. Visitors cannot access tunnels as they are confined spaces, although it is possible to go down the shafts.

3. IET/IEEE Liaison

- 3.1. Engineers Without Borders: Joint events may not work as EWB and CIGRÉ have different aims – EWB are less technical but work across lots of engineering disciplines. Possibility of promoting EWB in our newsletter was discussed.
- 3.2. Joint event with IET Northumbria to a wind farm was discussed, as they may have budget available. NGN would need to put together a proposal. **ACTION (JK 2014-06-26)**: Talk to Newcastle university about use of a conference room for presentations.
- 3.3. Contact other organisations:
 - 3.3.1. **ACTION (JK 2014-06-26)**: Talk to Angeliki, chair of IET Midlands.
 - 3.3.2. **ACTION (JK 2014-06-26)**: Talk to Tinyang Guo about IEEE stand in Manchester
 - 3.3.3. **ACTION (SW 2014-06-26)**: Talk to contact at IMechE Young Member group.
 - 3.3.4. **ACTION (SC 2014-06-26)**: Contact IET to find list of all young member groups.

4. Membership

- 4.1. Welcome email needs updating. **ACTION (MM / JK 2014-06-26)**: Send a copy of current e-mail to JK for updating.
- 4.2. It was agreed that any membership application should receive a prompt acknowledgement email, explaining that applications need to be reviewed and take time to process. At the same time the applicants would be added to the newsletter mailing list.
 - 4.2.1. **ACTION (MM 2014-06-26)**: send acknowledgement email on receipt of all future membership applications.
 - 4.2.2. **ACTION (MM 2014-06-26)**: add opt-out checkbox on membership form for adding new applicants to the newsletter mailing list, and note that they can unsubscribe at any time (details of how to do this can be found on each newsletter).
 - 4.2.3. **ACTION (NC 2014-06-26)**: add new applicants to mailing list.
- 4.3. Deferred membership: new NGN members joining in the second half of the year (June or later) will have their registration deferred until the following January. This is so that members realise at least 6 months of CIGRÉ membership in their first year, as the CIGRÉ membership year runs January-December. This has been discussed and agreed with the UKNC Secretary. However, this will mean some new members will be without a CIGRÉ number (and therefore e-cigre, etc.) for a few months on joining. It was suggested that if the new member were under a Collective, they could be directed to

the Collective's point of contact; while for other members they could request documents through a point of contact in the NGN.

4.3.1. **ACTION (JK 2014-06-26)**: Add note to membership form / website about deferred membership.

4.4. Collective membership: if members under Collectives are allowed, it was proposed that eligibility for NGN membership will be determined by what organisation a member was a part of at the start of a membership year. The yearly activity survey could have a drop-down for members to select their organisation (from the Collectives) or "other" for non-Collectives.

5. **UKNC Working Groups**

5.1. Communications: 3 Technical Insights have been developed so far – these are accessible 2 page summaries of Technical Brochures that can be read by anyone. Possibility of NGN members writing these and holding a competition at the AGM for the members to present.

5.2. Technical: The group has set up 6 task forces to focus on: Scope, Technical Events, Survey of Key Stakeholders, Building a Central Register of Experts, Defining regular comms between the WG and the newsletter, CIGRE UK specific WGs. These are all in early stages at the moment.

5.3. Events: no news to report.

5.4. Marketing / Internal Communications: no news to report; no meeting held in recent months.

6. **International**

6.1. Information received from Germany; CA will call Brazilian contact. No response from China YM group.

7. **Any Other Business**

7.1. Discussion of how to attract new members into the NGN. Could allocate a company champion for key companies – these could be members of the Steering Committee

7.2. **ACTION (YL 2014-06-26)**: Put together a calendar of university/company marketing events and refresh marketing material.

7.3. UK Regular Members are due to change after the Paris Session. **ACTION (NC 2014-09-15)**: circulate details of new UK RMs in newsletter after Paris.

8. **Next Meeting**

8.1. **ACTION (JK 2014-06-26)**: Send out a Doodle Poll for availability for next meeting.