



CIGRÉ-UK Next Generation Network (NGN)

Steering Committee Teleconference Agenda 13th August 2014

A MEETING INFORMATION

- Location: teleconference
- Date & Time: Wednesday 13th August 2014, 1530-1630hrs

B ATTENDEES LIST

Initial	Name	Email	Present
AR	Angela Rotheram	angela.rotheram@pbworld.com	(accepted)
CA	Chichi Agwu	chidinma.agwu@alstom.com	(tentative)
CT	Christos Takoudis	christos.takoudis@alstom.com	(no response)
JK	James King	james.king@pbworld.com	(accepted)
MA	Mohammed Alam	mohammed.t.alam@alstom.com	(no response)
MH	Mike Holmes	mike.holmes@ukpowernetworks.co.uk	(tentative)
MM	Michal Madera	mick.madera@gmail.com	(no response)
NC	Nathaniel Cowton	nathaniel.cowton@pbworld.com	(accepted)
SCo	Simon Cole	simon.cole@mottmac.com	(declined)
SCr	Stefie Cray	Stefie.Cray@nationalgrid.com	(tentative)
SM	Shakeel Mohammad	shakeel.mohammad@alstom.com	(declined)
SW	Supipi Weerasinghe	supipi.weerasinghe@jacobs.com	(accepted)
TH	Thomas Haslam	Thomas.Haslam@eon.com	(accepted)
TX	Tianning Xu	tianning.xu@alstom.com	(accepted)
YL	Yunling Li	Yunling.Li@arup.com	(declined)
YS	Yasir Siraj	yasir.siraj@alstom.com	(accepted)

C AGENDA

Time	Item	Required
1530-1533	Attendees register	ALL
1532-1535	Introduce new team members	JK
1535-1555	Events: <ul style="list-style-type: none"> • Culham visit – progress update, SC members going • UoM event / AGM– progress update • Plans for 2015, including NE event 	JK / SW / YS
1555-1610	Review minutes from SC meeting, update on urgent/important actions	ALL
1610-1615	Updates from UK Exec WGs	ALL
1615-1620	Update on Paris prep	JK
1620-1622	Feedback from US NC lunch	JK
1623-1625	Date of next meeting(s)	ALL
1625-1630	Any Other Business	

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.	CA ONGOING
2014-05-30 1.1	Put case studies in next month's newsletter.	NC 2014-06-26
2014-05-30 1.2.1	Take lead on website review and update.	NC 2014-06-26
2014-05-30 7.3	Circulate details of new UK RMs in newsletter after Paris.	NC 2014-09-15
Events / Marketing		
2013-08-21 4.3.3	Arrange for attendance certificates at upcoming events	SW / YS ONGOING
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
2014-03-25 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
2014-05-30 2.2	Attendance certificates: circulate certificate template.	SM 2014-07-27
2014-05-30 2.3	Gas Turbine visit: NC to obtain contact at Siemens.	NC 2014-06-26
2014-05-30 2.5	Wind farm visit: investigate opportunity and possible location to hold presentations.	SW 2014-06-26
2014-05-30 7.2	Put together a calendar of university/company marketing events and refresh marketing material.	YL 2014-06-26
2014-06-24 1.2	Culham Centre for Fusion Energy: check status of visit/booking.	YS 2014-07-30
International Interest		
2013-10-16 4.3	Complete NGN Friends Compilation for web upload	CA 2014-05-01
2014-06-24 3.2	Send out Paris poster and best practice guide for review.	JK 2014-06-30
IET/IEEE Liaison		
2014-02-27 1.1	Discuss appetite for holding joint events with institutions.	SW / SM 2014-05-01
2014-05-30 3.2	Talk to Newcastle university about use of a conference room for presentations.	JK 2014-06-26
2014-05-30 3.3.1	Talk to Angeliki, chair of IET Midlands.	TX 2014-06-26
2014-05-30 3.3.3	Talk to contact at IMechE Young Member group.	SW 2014-06-26
2014-05-30 3.3.4	Contact IET to find list of all young member groups.	SC 2014-06-26
Secretary and Treasury		
Membership		
2013-08-21 4.2.2	Coordinate development of welcome pack for new members	MM / JK 2014-05-01

Ref	Action & Comments	Responsible & Due Date
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 3.2	Add membership tracking information into database.	MM / JK 2014-05-01
2014-05-30 4.1	Send a copy of current welcome email to JK for updating.	MM / JK 2014-06-26
2014-05-30 4.2.1	Send acknowledgement email on receipt of all future membership applications.	MM 2014-06-26
2014-05-30 4.2.2	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).	MM 2014-06-26
2014-05-30 4.2.3	Add new applicants to mailing list.	NC 2014-06-26
2014-05-30 4.3.1	Add note to membership form / website about deferred membership.	JK 2014-06-26
UKNC Working Groups		
2013-12-10 6.2	Assign members to the UKNC WGs. <i>Update: representative on finance WG still unassigned.</i>	JK 2014-06-30
2014-06-24 2.3	Membership fee WG: appoint NGN representative.	JK 2014-07-30
Other		
2014-02-27 7.2	Investigate possible involvement of the NGN in the development of the B3 Substations Green Book. <i>Update 2014-06-24: no progress yet; SC will wait and see.</i>	SC 2014-07-30
2014-06-24 4.1	Set date for telecon.	JK 2014-07-15