



CIGRÉ-UK Next Generation Network (NGN)

Steering Committee Teleconference Minutes 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	Y
CA	Chichi Agwu	chidinma.agwu@alstom.com	Y
CT	Christos Takoudis	christos.takoudis@alstom.com	
JK	James King	james.king@pbworld.com	Y
MA	Mohammed Alam	mohammed.t.alam@alstom.com	
MH	Mike Holmes	mike.holmes@ukpowernetworks.co.uk	
MM	Michal Madera	mick.madera@gmail.com	
NC	Nathaniel Cowton	nathaniel.cowton@pbworld.com	Y
SCo	Simon Cole	simon.cole@mottmac.com	
SCr	Stefie Cray	Stefie.Cray@nationalgrid.com	
SM	Shakeel Mohammad	shakeel.mohammad@alstom.com	
SW	Supipi Weerasinghe	supipi.weerasinghe@jacobs.com	Y
TH	Thomas Haslam	Thomas.Haslam@eon.com	
TX	Tianning Xu	tianning.xu@alstom.com	Y
YL	Yunling Li	Yunling.Li@arup.com	
YS	Yasir Siraj	yasir.siraj@alstom.com	Y

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
2014-05-30 1.1	Put case studies in next month's newsletter. <i>Update 2014-08-13: could be put in October newsletter?</i>	NC 2014-10-10
2014-05-30 1.2.1	Take lead on website review and update.	NC 2014-09-26
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.	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

Ref	Action & Comments	Responsible & Due Date
2014-05-30 2.2	Attendance certificates: circulate certificate template.	SM 2014-09-26
2014-05-30 2.3	Gas Turbine visit: NC to obtain contact at Siemens. ONGOING... one month	NC 2014-09-26
2014-05-30 2.5	Wind farm visit: investigate opportunity and possible location to hold presentations.	CLOSED
2014-05-30 7.2	Put together a calendar of university/company marketing events and refresh marketing material.	YL 2014-08-29
2014-06-24 1.2	Culham Centre for Fusion Energy: check status of visit/booking.	CLOSED
International Interest		
2013-10-16 4.3	Complete NGN Friends Compilation for web upload	CLOSED
2014-06-24 3.2	Send out Paris poster and best practice guide for review.	CLOSED
IET/IEEE Liaison		
2014-02-27 1.1	Discuss appetite for holding joint events with institutions.	
2014-05-30 3.2	Talk to Newcastle university about use of a conference room for presentations. <i>(note: this is potentially for an event in 2015)</i>	JK 2014-09-26
2014-05-30 3.3.1	Talk to Angeliki, chair of IET Midlands.	TX 2014-09-26
2014-05-30 3.3.3	Talk to contact at IMechE Young Member group. <i>Update 2014-08-13: will happen in the next 2 months.</i>	SW 2014-10-10
2014-05-30 3.3.4	Contact IET to find list of all young member groups.	SC 2014-09-26
Secretary and Treasury		
Membership		
2013-08-21 4.2.2	Coordinate development of welcome pack for new members	MM / JK 2014-09-26
2013-08-21 4.3.2	Develop NGN contribution certificates	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.	CLOSED
2014-05-30 4.1	Send a copy of current welcome email to JK for updating.	CLOSED
2014-05-30 4.2.1	Send acknowledgement email on receipt of all future membership applications.	MM 2014-08-29
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 JK 2014-08-29
2014-05-30 4.2.3	Add new applicants to mailing list.	CLOSED
2014-05-30 4.3.1	Add note to membership form / website about deferred membership.	JK 2014-08-29
UKNC Working Groups		
2013-12-10 6.2	Assign members to the UKNC WGs. <i>Update: representative on finance WG still unassigned.</i>	JK 2014-08-29
2014-06-24 2.3	Membership fee WG: appoint NGN representative.	JK 2014-08-29

Ref	Action & Comments	Responsible & Due Date
Other		
2014-02-27 7.2	Investigate possible involvement of the NGN in the development of the B3 Substations Green Book.	SC 2014-09-26
2014-06-24 4.1	Set date for telecon.	CLOSED

D MINUTES & ACTIONS ARISING

1. Events

- 1.1. Culham Centre for Fusion Energy: JK to update website; NC ok to send announcement on Thursday (14th August). JK and CA will attend; others potentially attending: SM, TX, AR and NC.
 - 1.1.1. **ACTION (JK 2014-08-14)**: send outline agenda through to CA.
- 1.2. UoM/AGM: date fixed (19th November) and venue has been booked. Agenda needs to be set (ideally, ask UoM to do this). Events team to progress this in September.
- 1.3. Event in NE: CA has been in contact with NPG about holding an event; NPG reply awaited. This could potentially be joint with the Northumbrian branch of the IET, noting that they have budget for events.
- 1.4. Schneider Factory: located in Leeds; 10/15 people max. in factory; conference room available.
- 1.5. West Burton: event went well with positive feedback received. However, the timings during the day slipped due to late arrivals (train service to area was quite infrequent), moving around the site and parts of the programme overrunning. Extra slack time should be built in to future event schedules.

2. International Liaison

- 2.1. **ACTION (JK 2014-08-15)**: send through Paris posters so CA can pick up contact details.

3. Communications

- 3.1. NC to have kick-off call with new webmaster (Simon Cole) in early September.

4. UK NC Executive Working Groups

- 4.1. Communications: awaiting for Technical Insights (TIs) to be uploaded.
- 4.2. Marketing: no meeting recently.
- 4.3. Events: no additional events planned for this year. Evening talks (such as the Laing O'Rourke new nuclear event) appear to be a good model for future UK NC events.

5. Next Meetings

- 5.1. Teleconferences to be held in mid-September and end of October/early November.
- 5.2. Could have face-to-face meeting during the UoM/AGM event in November.

6. Any Other Business

- 6.1. JK has recently talked to the US NGN Chair (Jason MacLeod), who explained that they help their members with preparing CVs in order to join Working Groups.
- 6.2. SW has been invited to present on YMs/NGN at the B3 meeting in Paris. **ACTION (JK 2014-08-13)**: send through recent NGN presentations to SW.
- 6.3. NC queried the timeline for nominated positions.
- 6.4. NC noted that Culham has several nearby train stations, with varying service frequency. Event announcement needs to take note of this.