



CIGRÉ-UK Next Generation Network (NGN)

Steering Committee Teleconference Agenda 11 September 2014

A MEETING INFORMATION

- Location: teleconference
- Date & Time: Thursday 11th September 2014, 1600-1700hrs
- Dial-in number(s): 0808 238 0259 / 0844 571 8945 / 020 34 333 600 (for mobiles)
- Dial-in participant PIN: 267 642 1745

B ATTENDEES LIST

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

C AGENDA

Time	Item	Required
1600-1602	Attendees register	ALL
1602-1610	Culham event – progress, finalisation	JK / YS / SM
1610-1620	UoM/AGM arrangements, including voting – plan of action reqd.	JK / TX
1620-1630	Feedback from Paris	JK
1630-1640	Plans for website	NC / SCo
1640-1642	Updates from UK Exec WGs	ALL
1642-1652	Action review – highlighted items in particular	ALL
1652-1655	Date of next meeting(s)	ALL
1655-1700	Any Other Business	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.	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
2014-03-25 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 2014-09-26
2014-05-30 2.3	Gas Turbine visit: NC to obtain contact at Siemens.	NC 2014-09-26
2014-05-30 7.2	Put together a calendar of university/company marketing events and refresh marketing material.	YL 2014-08-29
IET/IEEE Liaison		
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.	SW 2014-10-10
2014-05-30 3.3.4	Contact IET to find list of all young member groups.	SCr 2014-09-26
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
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).	JK 2014-08-29
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.	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.	SCr 2014-09-26