



# CIGRÉ-UK Next Generation Network (NGN)

Steering Committee Teleconference Minutes 11 September 2014

## A MEETING INFORMATION

- Location: teleconference
- Date & Time: Thursday 11<sup>th</sup> September 2014, 1600-1700hrs

## B ATTENDEES LIST

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

## C OUTSTANDING ACTION LIST

Ref	Action & Comments	Responsible & Due Date
<b>Communications</b>		
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 2014-10-10
2014-05-30 1.2.1	<del>Take lead on website review and update.</del>	CLOSED
2014-05-30 7.3	Circulate details of new UK RMs in newsletter after Paris.	NC 2014-09-15
<b>Events / Marketing</b>		
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 2014-09-11: await 2015 to check on potential for visit.</i>	MH / SCr 2015-02-27
2014-03-25 2.1	<del>Ironbridge: maintain site contact and review for an event next year. Possibly expand to look at other E.ON sites.</del>	CLOSED
2014-05-30 2.2	Attendance certificates: circulate certificate template.	SM 2014-09-26

Ref	Action & Comments	Responsible & Due Date
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 2014-10-17
<b>IET/IEEE Liaison</b>		
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. <i>Update 2014-09-11: TX awaiting IET event list, once this is received an event for co-hosting can be selected.</i>	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
<b>Membership</b>		
2013-08-21 4.2.2	Coordinate development of welcome pack for new members	MA / 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	<del>MM</del> MA / JK 2014-05-01
2014-05-30 4.2.1	Send acknowledgement email on receipt of all future membership applications.	MA 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
<b>UKNC Working Groups</b>		
2013-12-10 6.2	<del>Assign members to the UKNC WGs.</del> <i>Closing note: MH on finance, JK on membership fees.</i>	CLOSED
2014-06-24 2.3	<del>Membership fee WG: appoint NGN representative.</del> <i>Closing note: JK is representative.</i>	CLOSED
<b>Other</b>		
2014-02-27 7.2	Investigate possible involvement of the NGN in the development of the B3 Substations Green Book.	SCr 2014-09-26

## D MINUTES & ACTIONS ARISING

### 1. Events

1.1. E.ON sites – TH provided an update on potential visit locations:

1.1.1. Ironbridge (1000 MW biomass plant): following the incident earlier this year, site visits are now possible but will be more limited in scope.

1.1.2. Gas plants: these tend to be smaller site (50+ MW). JK noted that a number of attendees of the West Burton visit expressed an interest to visit a CCGT. TH advised there were CCGTs at Grain (close to BritNed) and Connah's Quay (next to the substation visited in 2013 and also where Western Link is being built).

1.1.3. Wind farms: E.ON has a number of these but they tend to be remote, and both TH and NC questioned the value of a visit as the most interesting elements are either difficult to reach (in the nacelle, which would likely require safety training) or off-site (i.e. the connecting substation). The London Array does have a visitor centre through, although an offshore trip is unlikely.

1.1.4. **ACTION (TH 2014-10-17)**: investigate visiting an E.ON CCGT (Connah's Quay in particular, or Grain) or wind farm site (London Array in particular).

- 1.2. BritNed: a visit to this could be tied into visiting the Grain CCGT however, as noted before, what is accessible to view on site is limited (small groups only; valve hall inaccessible).
  - 1.3. Western Link: a visit when the valve hall is built but non-operational would likely be in the latter half of 2015. SCr to keep updated.
  - 1.4. SCr has been in contact with Professor Keith Bell from the University of Strathclyde. Prof. Bell is enthusiastic about having an NGN event in Glasgow and this could be tied into a potential visit to wind farm and/or hydro plant. JK noted the Power Networks Demonstration Centre could also be visited.
    - 1.4.1. **ACTION (SCr 2014-11-19)**: keep in contact with Prof. Keith Bell regarding Strathclyde event.
  - 1.5. Culham:
    - 1.5.1. There are 13 registrants, with the potential for 2 more from Alstom. List needs to be send mid-next-week. **ACTION (YS 2014-09-17)**: finalise visitor list and send to Culham.
    - 1.5.2. **ACTION (YS 2014-09-17)**: send acknowledgement, general visit information and safety details provided by Culham to all attendees, ~1 week before event.
  - 1.6. University of Manchester event and AGM, 19<sup>th</sup> November. TX has been discussing the format and agenda of the day with UoM. Outline Agenda to be complete in October, registration for event to be sent out mid-October. AGM could be held during or just after lunch.
    - 1.6.1. **ACTION (TX 2014-10-17)**: confirm list of activities/agenda with UoM.
- 2. Elected Positions**
- 2.1. Three positions are to be elected this year: Vice Chair, Secretary & Treasurer, and Communications Officer. JK proposed the following timeline for the election process:
    - 6 October - 24 October: ask for nominations
    - 27 October: announce candidates, open voting
    - 19 November: final voting at AGM, announce results
- 3. Paris Feedback**
- 3.1. Preparation of Young Member (YM) stand and activities for the Paris Session 2016 is proposed to be shared across a number of YM groups. A project manager (from any YM group) is sought: any NGN member interested should get in touch with JK by the end of September.
  - 3.2. Regular YM chaired meetings with other YM groups.
  - 3.3. It was proposed to have a global YM section on the CIGRÉ website, with links to all YM groups.
  - 3.4. A French YM group is starting up and there was interest from Canadian delegates.
- 4. Study Committees / Working Groups**
- 4.1. Many SCs/WGs have shown interest in having young members involved, particularly protection and control SCs. B5 and C6 interested in YMs in communications or webmaster roles.
  - 4.2. NC to incorporate updated UK Regular Members list in next newsletter.
  - 4.3. **ACTION (NC 2014-10-17)**: for WG announcements in NGN newsletter, add in paragraph about contacting Regular Member first, and then contact JK if they are having difficulties.
- 5. UKNC Exec Working Groups**
- 5.1. Finance: MH is representative on this working group.
  - 5.2. Membership Fees: JK is representative.
  - 5.3. Marketing: publication of Technical Insights on website still pending.
  - 5.4. Events: 3 events proposed for 2015: WG leaning on NGN experience of how to organise the event.
- 6. Website**
- 6.1. Simon Cole has been appointed as the NGN's webmaster and has produced a review of the NGN's current site; feedback from the SC welcome.
  - 6.2. Paris 2014 page can utilise feedback from those NGN members who attended.
    - 6.2.1. **ACTION (JK 2014-09-30)**: collate Paris 2014 content for website.
  - 6.3. More information from previous events could be put on the website, such as photos and the short event reports from the newsletter.
  - 6.4. Photos can be put uploaded to NGN's Google Drive but JK needs account name to grant access.
- 7. AOB**
- 7.1. Next SC meeting will be mid-October; JK to send out the regular doodle poll.
  - 7.2. SC face-to-face meeting at UoM/AGM, potentially with a meal afterwards.