



CIGRÉ-UK Next Generation Network (NGN)

Steering Committee Teleconference Agenda 15 October 2014

A MEETING INFORMATION

- Location: teleconference
- Date & Time: Wednesday 15th October 2014, 1500-1600hrs

B ATTENDEES LIST

Initial	Name	Email	Present
AR	Angela Rotheram	angela.rotheram@pbworld.com	(accepted)
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	
MH	Mike Holmes	mike.holmes@ukpowernetworks.co.uk	(accepted)
MM	Michal Madera	mick.madera@gmail.com	(declined)
NC	Nathaniel Cowton	nathaniel.cowton@pbworld.com	(accepted)
SCo	Simon Cole	simon.cole@mottmac.com	
SCr	Stefie Cray	Stefie.Cray@nationalgrid.com	(accepted)
SM	Shakeel Mohammad	shakeel.mohammad@alstom.com	(accepted)
SW	Supipi Weerasinghe	supipi.weerasinghe@jacobs.com	(accepted)
TH	Thomas Haslam	Thomas.Haslam@eon.com	
TX	Tianning Xu	tianning.xu@alstom.com	(accepted)
YL	Yunling Li		
YS	Yasir Siraj	yasir.siraj@alstom.com	

C AGENDA

Time	Item	Required
1500-1505	Attendees register	ALL
1505-1510	Feedback from Culham	JK / SM
1510-1520	UoM/AGM agenda & arrangements (Eventbrite, announcement, meal)	JK / TX
1520-1530	Event plans for 2015	ALL
1530-1535	Update on website	NC
1535-1545	Updates from UK Exec WGs <ul style="list-style-type: none"> • Events WG • Student Members / Collective Members • Technical Insights • Finance 	JK / TX JK NC MH
1545-1553	Action review	ALL
1553-1555	Date of next meeting(s) – i.e. telecon in Dec, face to face in Jan	ALL
1555-1600	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.	NC 2014-10-10
2014-05-30 7.3	Circulate details of new UK RMs in newsletter after Paris.	NC 2014-09-15
2014-09-11 4.3	For WG announcements in NGN newsletter, add in paragraph about contacting Regular Member first, and then contact JK if they are having difficulties	NC 2014-10-17
2014-09-11 6.1	Collate Paris 2014 content for website	JK 2014-09-30
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.	MH / SCr 2015-02-27
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 2014-10-17
2014-09-11 1.1.4	Investigate visiting an E.ON CCGT (Connah's Quay in particular, or Grain) or wind farm site (London Array in particular)	TH 2014-10-17
2014-09-11 1.4.1	Keep in contact with Prof. Keith Bell regarding Strathclyde event	SCr 2014-11-19
2014-09-11 1.5.1	Finalise visitor list and send to Culham.	YS 2014-09-17
2014-09-11 1.5.2	Send acknowledgement, general visit information and safety details provided by Culham to all attendees, ~1 week before event.	YS 2014-09-17
2014-09-11 1.6.1	Confirm list of activities/agenda with UoM	TX 2014-10-17
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. <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
Membership		

Ref	Action & Comments	Responsible & Due Date
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	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
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