



CIGRÉ-UK Next Generation Network (NGN)

Steering Committee Teleconference Minutes 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	
CA	Chichi Agwu	chidinma.agwu@alstom.com	Y
CT	Christos Takoudis	christos.takoudis@alstom.com	
JK	James King	james.king@pbworld.com	Y
MTA	Mohammed Touqeer Alam	mohammed.t.alam@alstom.com	
MH	Mike Holmes	mike.holmes@ukpowernetworks.co.uk	Y
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	Y
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	
YL	Yunling Li	yli@westernpower.co.uk	
YS	Yasir Siraj	yasir.siraj@alstom.com	

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.	NC 2014-11-28
2014-05-30 7.3	Circulate details of new UK RMs in newsletter after Paris.	NC 2014-10-31
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 2014-10-31
2014-09-11 6.1	Collate Paris 2014 content for website	JK 2014-10-24
Events / Marketing		
2013-08-21 4.3.3	Arrange for attendance certificates at upcoming events	SW / YS ONGOING
2014-05-30 2.2	Attendance certificates: circulate certificate template.	SM 2014-10-31

Ref	Action & Comments	Responsible & Due Date
2014-05-30 2.3	Gas Turbine visit: NC to obtain contact at Siemens.	NC 2014-11-28
2014-05-30 7.2	Put together a calendar of university/company marketing events and refresh marketing material.	YL 2014-10-31
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 2014-11-28
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.	CLOSED
2014-09-11 1.5.2	Send acknowledgement, general visit information and safety details provided by Culham to all attendees, ~1 week before event.	CLOSED
2014-09-11 1.6.1	Confirm list of activities/agenda with UoM	CLOSED
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 2014-10-31
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 2014-10-31
2014-05-30 3.3.3	Talk to contact at IMechE Young Member group. <i>Update 2014-11-15: SCr has spoken to IMechE in Midlands, SW speaking to IMechE in NE.</i>	SW 2014-10-31
2014-05-30 3.3.4	Contact IET to find list of all young member groups.	SCr 2014-10-31
Membership		
2013-08-21 4.2.2	Coordinate development of welcome pack for new members	MA / JK 2014-10-31
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 2014-10-31
2014-05-30 4.2.1	Send acknowledgement email on receipt of all future membership applications.	CLOSED
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).	CLOSED
2014-05-30 4.3.1	Add note to membership form / website about deferred membership.	CLOSED
Long-term actions – to be reviewed in 2015		
2014-01-30 3.2	BritNed/Western Link: investigate possible options for visit.	MH / SCr 2015-02-27
2014-02-27 7.2	Investigate possible involvement of the NGN in the development of the B3 Substations Green Book.	SCr 2015-01-26

D MINUTES & ACTIONS ARISING

- Feedback from Culham:** 13 members signed up and 10 attended on the day. SM led the event on the day, JK gave NGN presentation. Lots of questions in a well-run and well-supported event. Talks ran over at lunchtime (due to questions) and tours took longer than expected but the event finished on time.
- UoM/AGM agenda & arrangements:** UoM has proposed agenda (including presentations and lab tour), which has been revised with NGN suggestions. There will be an NGN meeting at 1600 with Colin Ray, to discuss NGN member involvement in CIGRÉ technical activities, followed by a meal. Arrangements need finalising soon though. SW agreed to set up Eventbrite page once information finalised.
 - 2.1. ACTION (JK 2014-10-16):** speak to TX to finalise UoM arrangements.

3. Event Plans

- 3.1. JK to have events kick off call with YS to establish an events plan for 2015.
- 3.2. Western Link: SC has established a contact for Western Link and has guideline date in Autumn 2015. This is dependent on construction progress.
- 3.3. Both SCr and SW have got links to IMechE members who have suggested a joint event. SCr will provide update at next meeting; it seems like IMechE Midlands had a healthy events budget and an appetite for joint events. SW to speak with IMechE North East in the next week (on behalf of IET North East, but SW will also mention the NGN).

4. Website: nothing to report.

5. UK Executive Working Groups

5.1. External Communications

- 5.1.1. First 2 Technical Insights (2-page summaries of recent Technical Brochures) are now live on the UK NC website
- 5.1.2. WG sought NGN volunteers to write control and protection TI. This was slightly over-successful, in that 3 members responded and now some form of selection process may be needed.
- 5.1.3. There will soon be a TI on regulation that will need volunteers
- 5.1.4. Recognition of TI contributions was discussed. Current TI template does not have space to list out authors, plus most of the work will have been done by the WG who produced the TB on which the TI is based. Recognition could come through an event (e.g. the AGM) where authors present Tis or through identification of the authors when the TI is announced in the newsletter.

5.2. Marketing: nothing to report.

5.3. Finance:

- 5.3.1. Meeting held to discuss the budget for WGs and NGN for next 5 years (starting 2016); unfortunately no NGN representative could attend this.
- 5.3.2. Budget process is yet to be finalised and it is unclear whether a budget for 2015 needs to be submitted imminently. **ACTION (MH 2014-10-22)**: ask Colin Ray to clarify timeline budget procedure and about Exec meeting attendance.
- 5.3.3. Unclear whether NGN events will come out of NGN budget or Events WG budget.
- 5.3.4. **ACTION (MH 2014-10-31)**: MH to lead on preparation of NGN budget.

5.4. Membership / Membership Fees: proposals being developed to consolidate the 3 tiers of Collective I membership (which are related to company size) into 2 tiers. Some interest in idea of allowing NGN members to fall under Collective memberships. Furthermore, not counting Student Membership towards the 5 year NGN membership cap appears to be supported.

5.5. Events: on pause due to work commitment from the chair. This WG may be superseded by a joint event working committee, which will probably have a few members of the NGN on it, rather than one. Events have been proposed.

6. AOB

- 6.1. International YM Chair meetings: as discussed in Paris, these are to be held regularly, but none has been held yet. **ACTION (JK / CA 2014-10-24)**: chase up YM Chairs to kick off regular meetings.
- 6.2. Membership renewal survey: questions for survey and survey process to be prepared. SW agreed to be involved; AR and MTA to be involved also. **ACTION (JK 2014-10-22)**: coordinate renewal survey proposal preparation and implementation.
- 6.3. Dinner with CIGRÉ Technical Committee: JK plus one other NGN member has been invited to a dinner with the CIGRÉ Technical Committee on the 6th November in Warwick. UK NC has expressed a preference that an NGN member who had not been to the Paris Session should attend. SW, SCr and MH had expressed interest, but had each been to Paris, so it was agreed that CA would attend. **ACTION (JK 2014-10-16)**: send details to CA.
- 6.4. Membership: JK advised of changes to new member registrations. Any applications received after the end of May each year would not receive CIGRÉ membership until the following year, in order to maximise the use of subsidised memberships. Further to this, it is now possible from October onwards of the current year to pre-register members for the following year.