

**CIGRE-UK AGM
MINUTES OF MEETING
HELD ON
27th November 2014
AT
NATIONAL GRID
Warwick Technology Park
Gallows Hill
WarwickCV34 6DA**

Present:

Adam Middleton Chairman
Colin Ray
Mark Waldron
Martin Ansell
Zia Emin
Julian Head
Bjarne Andersen
Paul Fletcher
Leslie Falkingham
Simon Neve
Carl Barker
John Fitch
Hector Pearson
Andy Balkwill
Gordon Wilson
Paul Jarman
Clare Saxby
Aruna Gunatilake
Simon Ryder
Doug Gracias
Peter Roddy
Andre Canelhas
David Phillips
John Wright
Dominic Clater
Tony Bryne
Kamal Siriwardhana
Roman Svoma
James King
Chris Jones
Ian Johnston
Chris Morgan
Norman MacLeod
Stefie Cray
Jonathan Halliday

Apologies:

Nick Winsor
Amarjit Jhutti
Leigh Williams
Aijuan Wang
Ian Naylor
Stephen Trotter
Stuart Grattage
John Capener
Brian Waring
Philip Johnson
Jonathan Halliday
James Porter
Trevor Stokes
Andy Booth
Nick Jenkins
Diane Clayton
Steve Swingler
Frank Duffy
Anthony Zymelka
Peter Crossley
Leong Koo
A C Hall
Chichi Agwu
Anthony Price
Nick Randles
Jason Potter

Minutes of last meeting

These were accepted.

Outstanding Actions

All actions were either completed or on the agenda.

CIGRE-UK Business

Election of the Secretary/Treasurer for the period 2013-2014. Adam Middleton proposed Colin Ray and was seconded by Chris Jones. Colin Ray was duly elected as Secretary/Treasurer for 2015-2016.

The final accounts for 2013 have been signed off by the independent accountant.

The forecast accounts for 2014 were presented; the final position will be presented to the Executive at their meeting in June 2015.

NGN Report

The last 6 months have meant that 2014 has been a busy and successful year for the NGN. We have now held 4 technical events this year, have had ten or more NGN Members attend the Paris Session, and membership numbers have remained stable. We have established a renewal process that allows NGN Members to provide vital information about their CIGRÉ involvement, among other things, which has helped establish that there are at least 5 current NGN Members in Working Groups, and a similar number that have prepared papers for the Session or are involved in creating CIGRÉ-UK Technical Insights. The NGN elections have recently been completed, with Stefie Cray elected as Vice Chair, Supipi Weerasinghe elected as Secretary & Treasurer, and Nathaniel Cowton re-elected as Communications Officer. Due to some Steering Committee members changing roles and others stepping down, in the short term it is important to recruit some new members into the Steering Committee, particularly in the Events team.

2015 will see the introduction of the Student Member category and, potentially, allowing a Collective-only option for NGN Members in the 4th and 5th of membership. Implementing the processes to allow these changes will be a key development going in to 2015. Also for 2015 the main areas for development are:

1. Recruiting new members, particularly developing recruitment of Student Members
2. Increasing understanding of CIGRÉ's technical activities, allied with increasing the involvement of NGN Members in technical activities.

Review of Paris Session

The 2014 Paris session was reviewed. A number of UK papers were accepted for the technical sessions and contributions presented during the session. Members who attended the session were asked for their views on the session and the views received were circulated in advance of the meeting. The UK Networking Reception was a great success with the largest number of guests for many years. It was agreed that we would look at alternative venues for the 2016 session and report back by the end of the 2014 when a decision will be made. (**ACTION:** Adam Middleton, Chris Jones, Martin Ansell, Colin Ray) NOTE: this action has been completed and the previous venue will be retained for the 2016 session but the date changed to the Tuesday of the session, the situation will be kept under review for the 2018 session.

CIGRE Business

Paris session 2014 was a success, possibly the best ever. Preparations have now started for 2016 and the preferential subjects will be available before

Christmas 2014. Central Office will undertake a wide ranging review of the session arrangements (location, frequency, Soiree arrangements). For 2016 the only major change expected is the location of the Soiree.

CIGRE has had a good session year and the finances are in relatively good shape. We are on target to re-establish the working contingency level of "available finance" to be able to withstand the loss of income from the late cancellation of a Paris session.

The performance of Central Office has improved markedly since the arrival of the new Secretary General. The membership system has moved forward, planning for the improvement of IT systems is well advanced and Central Office staffing arrangements have been moved to a much more transparent and consistent framework.

The relationship between CIGRE's governing bodies is being scrutinised from within. The roles & responsibilities of the Steering Committee, Administrative Council and Technical Committee, and their working interactions will all be looked at. Two particular aspects require focus:

- Improving the effectiveness of the Steering Committee/Administrative Council in setting, maintaining and promoting the strategic direction of CIGRE.
- Reviewing the role & constitution of the Steering Committee to allow it greater decision making powers whilst retaining the engagement & governance of the Administrative Council.

A joint meeting of the Steering Committee & the Technical Committee will be held in May 2015.

A new strategic plan for CIGRE will be prepared over the coming 12 months. Similarly the Statutes & Rules of Procedure are to be reviewed to make them more relevant and better reflect the requirements of the organisation.

CIGRE's publication portfolio continues to develop and, excluding conference publications, now consists of Technical Brochures, ELECTRA (the magazine of the association), Green Books (consolidated technical knowledge on a per topic basis), CIGRE Science & Engineering (our new peer reviewed journal, first issue due in February 2015) and the CIGRE newsletters. The need for additional means of communication remains under review.

A new category of Student Member has now been established which is free for those in full time education. Other initiatives such as giving "free" membership as part of any conference registration are also being looked at. Two Symposia are being held in 2015, the first in Lund, Sweden, the second in Cape Town, South Africa. Details are on the CIGRE website.

CIGRE-UK Executive working groups

Finance

At the Executive meeting on 10 June 2014 a finance task force was established to define a set of principles for the structure of membership fee and associated services/benefits. The CIGRE Central Office (CO) had informed each National Committee that the membership fee payable to CO for

2015 had increased in Euro between 2% and 3%, but in the UK this was likely to be offset by a FOREX euro/sterling exchange rate quoted at 31st October 2014 as 1.25. The Finance WG recommended the following for 2015:

- The CO fee be calculated based on the FOREX euro/sterling exchange rate of 1.25
- Retain the existing membership fee structure
- No increase to Individual fees
- Increase Collective Ia and Ib fees by 2% overall and Collective Ic by 8% overall (currently the Collective Ic CIGRE-UK levy is very small)
- Currently Collective II members have zero CIGRE-UK levy and it was felt a small levy was appropriate

The following membership fees for 2015 were presented and agreed:

Membership category	Membership fee 2015 £ Excl VAT
	Paris/UK
Collective I	
- Category A	420/2438
- Category B	420/1533
- Category C	420/81
Collective II	206/45
Individual – I	65/32
- II	32.5/16

The TF had also reviewed the CIGRE-UK reserve level policy and the results of this review were presented. The TF recommended the following which was agreed:

- Maintain CIGRE-UK minimum reserve level of £45k
- Review again in 2015 during the financial planning for 2016

Marketing/Internal Communications

Arrangements for a Webinar programme has been researched to enable technical experts to conduct a workshop for members, this is planned to be available during 2015. A Webinar has been arranged for the AGM to be available for members, this is a first and has proved very successful with members.

External Communications

Considerable progress continues to be made in publishing Technical Insights, three have already been completed and another three are planned for the end of 2014. A further set of TI's are currently being identified for publication

in 2015. Adam Middleton has moved to lead the Events WG and a new lead for the External Communications WG will be sort. In the interim Adam will continue to lead the WG.

Membership

Feedback from the survey conducted in 2013 has been consolidated and fed back into various Executive WG's and progress has been made in communicating the results to members. A 'best practice' guide for members is being produced and on completion will be sent to all members. An analysis of members has been conducted to identify potential new members. A 'gap analysis' has been completed and target organizations identified. A plan to implement the new Student Member category is being made.

A review has been made of the NGN member section looking at how an NGN member is funded and viewed over the five years that a NGN member can be in this section. The results of this review were presented. NGN Members are currently required to be Individual Members of CIGRÉ. CIGRÉ-UK fully subsidises the Individual Membership of each NGN Member for the first 3 years of membership, covering the Paris fees for Individual II (Young Member) Membership in the 1st and 2 years, and Individual I in the 3rd year. There is no subsidy for the 4th and 5th years of membership, so NGN Members who wish to continue as part of the NGN must pay the full Individual Member fee for these years. The majority of NGN Members decide not to pay – typically as their organisations will only pay for one professional membership – and thus leave the NGN at the end of their 3rd year. The majority (75-80%) of NGN Members come from organisations with Collective Membership, so may continue to be active in CIGRÉ after they leave the NGN. However, because they are no longer in the NGN, former Members do not receive any assistance from the NGN that could help increase their activity, and CIGRÉ-UK / the NGN has little or no visibility of any CIGRÉ activity they may have.

From 2015 onwards, it is proposed that the NGN membership rules are changed so that NGN Members are not required to be Individual Members of CIGRÉ in their 4th and 5th years of membership, as long as they are from organisations with Collective Membership. Thus, the NGN membership rules would allow for three classes of Member: 1) Individual Members (as per the current rules), 2) Collective-only Members in their 4th or 5th year (as per this proposal) and 3) Student Members (which will be introduced in 2015). All NGN Members (irrespective of what membership they have) will need to renew their membership each year. This was agreed.

Events

It was noted that Aijuan Wang had stepped down from leading the Events WG because of work pressures and Adam Middleton had now taken this role.

Considerable progress had been made in establishing an events programme for 2015. The NGN section had been successful in planning events for NGN members and in future this will be expanded to include events for all member categories. A full events programme for 2015 will be promoted in the Newsletter early in January 2015. To date the following events are being scheduled:

One day seminar: 22nd April 2015, kindly hosted by ARUP.
Venue: London.

Evening event: March 2015 (date TBC), kindly hosted by Laing O'Rourke.

Firm expressions of interest received from the following organizations regarding hosting an event in 2015:

- PB Power: evening networking event. Subject: HVDC.
- LPA
- Siemens
- University of Manchester. Subject: network implications of retirement of life expired generation plant.

The WG will continue to finalise additional expressions of interest to host events for 2015/2016. The University of Manchester kindly offered to host an event every one or two years.

Technical

A number of Task Forces (TFs) are established as follows:

- Task Force 1 definition of scope and activities of Cigre UK Technical WG –Samuel Jupe
- Task Force 2 Events: Andre Canalhas
- Task Force 3 - ESI Stakeholder questionnaire on Technical Issues of interest, Andy Balkwill
- Task Force 4 Register of Technical Experts - Andre Canelhas,
- Task Force 05: Communication for the CIGRE Newsletter - Samuel Jupe
- Task Force 06: Topics to be covered by UK WGs - Roman Svoma

In general the progress of most TF activities have been disappointing. This may be put down to a number of reasons, including high work load of the TF leaders, leaving only limited time for these additional activities, as well as personal reasons. The position on each TF was reported as follows:

TF 1 created a template for the other TFs to allow them to define their ToR. Other than this, TF1 has not made any specific progress, since it was felt that the other TFs should be given a chance to start their work, before any additional tasks or activities were commenced. Generally, it was agreed that the ToRs for the TFs would form an adequate general framework as a starting point.

TF 2 provided general support for the Events team, and has provided the basic ideas for the next 1 day Technical Event planned for 2015. However, the TF was not able to meet the request for a forward (12 months to 3 years) list of technical subjects for future Technical Events. A list of technical subjects should be based on better knowledge of the interests and needs of the Cigre UK target audience, which it was hoped to be defined based on a survey (see TF 3).

TF 3 has not made any progress on the survey of the UK ESI. This survey is an important task, and it is hoped that this activity can be performed early 2015.

TF 4 has not made any real progress on the creation of a Register of Technical Experts. Issue that have to be resolved is whether we need to identify different grades of Technical Experts, how the information should be maintained (preferably by the Experts themselves), and whether or not all of the experts should be members of Cigre (individual or part of a collective membership). The Technical WG Chairman has been able to provide a list of UK members of Cigre WGs to the NGN when requested, but this ability no longer exists, as he is no longer a member of the Technical Committee of Cigre.

TF 5 has created a draft document outlining the expected contributions to the Cigre UK Newsletter from UK Regular Members. This document was finalised at the UKTC meeting on 27th November 2014.

TF 6 has made some progress towards the establishment of Cigre UK Shadow and other WGs. Some topics are not related to existing CIGRE WGs, so will not shadow, but will create their own output, which will be shared with the SCs. The formation of the following WGs are in progress:

- A UK shadow WG for JWG C4/B4.38, which will hopefully be launched very soon. A WG secretary is required for this shadow WG and it is hoped that NGN will be able to identify a suitable person for this role.
- a B1UKWG group that is ready to start is on the topic of 66kV Inter Array Cables. A convener and secretary have been identified and the TOR is being formulated as this is not shadowing an International WG.
- A B1 UK WG related to Distributed Fibre Sensing has had interest and is to be progressed.

- Another suggestion for a UKWG is on the topic of HVDC interface issues involving B4/B1/B3. The experts from B1 and B3 are not aware of the current state of HVDC technology including under construction or recently commissioned, interface problems encountered and potential project risks going forward. It is hoped that suitable volunteers can be found to drive the shadow working groups as convener and secretary.

None of the Cigre SC chairmen are currently from the UK. This means that Mark Waldron is the only UK representative on the Cigre Technical Committee, and his tenure will complete in 2016. There will be vacancies in 2016 in SCs A2, B1, B2, C2, D1 and D2. It would be good to maintain a voice for UK in the Technical Committee, and therefore the present RMs have been asked to identify potential SC chairmen candidates as soon as possible. However, at this juncture, no potential candidates have been put forward. Note that the proposal does not need to be a current RM, but should be someone with significant Cigre experience and involvement with one of the SCs. Therefore, it may be useful to seek candidates more widely, than has been done so far.

Bjarne Anderson said that as he is no longer a SC Chairman, he does not have any insight into the activities in the CIGRE Technical Committee. Therefore, there is no specific reason why he should be the Chairman of the Cigre UK Technical Working Group, and it would be more appropriate if one of the Regular Members were to be the Chairman. He said he will be unable to chair the UKTC in future and two nominations for this role are being considered. Adam Middleton thanked Bjarne for his contribution to the UKTC and the Executive committee. Bjarne will continue to lead the Technical WG until the new lead person is in post.

Presentation of Distinguished Member Awards

The Distinguished Member Award is a National Committee award. It is given in recognition of the contribution a member has made to CIGRE. It is given to long-standing individual members who have contributed significantly to the activities of their National Committee and the technical activities of Cigre. Each National Committee can nominate a few of their members for this award.

In 2014 CIGRE-UK nominated three of its members for this award based on their contributions over many years. These members are Zia Emin, Peter Roddy and Norman Macleod. The chairman of CIGRE-UK wrote a personal note to each acknowledging the contributions they each have made.

At the CIGRE-UK AGM each of these members were presented their award by the vice chairman Adam Middleton who said 'May we offer our personal thanks for each of your outstanding contributions to CIGRE and CIGRE-UK,

your contribution has certainly been significant and of value to both the UK and international membership'.

AOB

None