

## **CIGRE-UK AGM**

### **MINUTES OF MEETING 6<sup>th</sup> November 2013 AT NATIONAL GRID WARWICK TECHNOLOGY PARK GALLOWS HILL WARWICK CV34 6DA**

#### **Present:**

Nick Winser  
Adam Middleton

Chairman – National Grid  
Vice Chairman – Laing O'Rourke

Colin Ray  
Doug Gracias  
Jonathan Halliday  
Bjarne Anderson  
Andy Booth  
Dominic Clater  
Clare Saxby  
Aijuan Wang  
Kamal Siriwardhana  
Andy Balkwill  
Zia Emin  
Paul Jarman  
Julian Head  
Paul Fletcher  
Phil Johnson  
Mark Waldron  
Andre Canelhas  
Aruna Gunatilake  
Leigh Williams  
David Phillips  
Ray Zhang  
Simon Neve  
Martin Ansell

Secretary/Treasurer  
Prysmian Cables & Systems  
ABB  
Consultant  
Ellis Patents  
AMEC  
Parsons Brinkerhoff  
Mott MacDonald  
ARUP  
National Grid  
Parsons Brinkerhoff  
National Grid  
Prysmian  
Mott MacDonald  
National Grid  
National Grid  
HVDC Tech  
LPA  
Network Rail  
Balfour Beatty  
National Grid  
Balfour Beatty  
LIG Consulting

#### **Apologies:**

Mike Barlow  
John Capener  
Nick Jenkins  
Ian Naylor  
Simon Ryder  
Amarjit Jhutti  
Ian Funnell  
Ian Cunningham  
Stuart Grattage  
Goran Strbac

SSE  
EDF Energy  
Manchester University  
EA Technology  
Doble  
LPA  
SSE  
Alstom  
ABB  
Imperial College

## **Minutes of last meeting**

1. These were accepted

## **Outstanding Actions**

2. All actions were either completed or on the agenda

## **CIGRE-UK Business**

3. The members considered the nominations for UK Regular Members for the period 2014 – 2016. All Study Committee Chairman had been asked their views on whether the current UKRM in their SC is active and contributing to the work of the SC and would support them continuing for the next two years. Also all the current UK RM's had been asked if they wished to continue, for some the term of office expires in 2014, for others they were not able to continue. In the case of a vacancy nominations had been sought and members had voted to select the candidate. The results of this process had been circulated in advance of the meeting and there was agreement to the UKRM proposed.
4. It was noted that of the current UK study committee chairman, Bjarne Anderson (SC B4) completes his term of office at the CIGRE session in 2014. It was agreed that the UKTC chairman should look to identify potential SC chairman for 2016.
5. The members considered the Executive membership for the next two years including Chairman and Vice Chairman. All members had been asked for nominations for Executive members for the period 2014 to 2015 and 21 names were received (the full list is attached at the end of these minutes). It was noted that this number of Executive members could be accepted under the Constitution given the current number of CIGRE-UK 'equivalent' members. The list of names was considered and agreed. The members then considered the position of Chairman and Vice Chairman. Nick Winser was nominated by Mark Waldron seconded by Adam Middleton for the position of Chairman, there were no other nominations and this was accepted. Adam Middleton was nominated by Mark Waldron seconded by Martin Ansell for the position of Vice Chairman, there were no other nominations and this was accepted.
6. There followed a discussion of financial matters. First it was noted that the final accounts for 2012 have been signed off by the independent accountant. Second the financial forecast for the period 2013 to 2018 was considered. Following a discussion it was agreed that:

- a) the practice of offering free membership for the first year to a company member new to CIGRE would be stopped from 2014 onwards
- b) the secretariat fee is to remain at the 2012 level and be reviewed every five years instead of increased annually by RPI
- c) the membership fee would remain unchanged from the 2013 value. It was noted that the membership fee payable to Paris had been calculated based on the FOREX euro/sterling exchange rates quoted at 31<sup>st</sup> October 2013 of 1.17. It was agreed the total membership fee for 2014 would be:

Membership category	Membership fee 2014 £ Excl VAT
	Paris/UK
Collective I	
- Category A	439/2362
- Category B	439/1475
- Category C	439/24
Collective II	219.5/0
Individual	65/32

7. There was a discussion of the arrangements for the Paris 2014 session as follows:
  - a) It was noted that authors of UK papers had now been contacted by Central Office and UK referees had been appointed to review the papers before they are sent to Paris in early January 2014.
  - b) Arrangements for the UK Networking Function have been made and the Secretary is to seek sponsors to fund the event. This would be managed by the new Events WG.
  - c) A UK delegate gathering will be arranged for the Monday early evening. This will be managed by the new Events WG.
  
8. Bjarne Andersen reported that there had been a meeting of the Cigre UK Technical Committee during the morning, with 12 of the RMs participating, plus 2 invited members of the Exec. The creation of WG 4 Technical was the major topics, and there were good discussions. The RMs agreed that their participation in the Technical WG was essential, as they represent the UK technical expertise of Cigre's 16 Study Committees. Effectively, the UK TC will merge with the Technical WG. The issues involved with creating a maintained up to date list of technical experts were also discussed. It may be necessary to define different types of technical experts. The experts should maintain their own contact details, a commercial tool for this purpose could be embedded in the Cigre UK website. The selection of

successors for RMs was discussed – it was felt that a template CV, which places emphasis on Cigre experience should be used by candidates. The interest in liaison meetings vary substantially from SC to SC and different suggestions for the way forward was discussed, and will be taken up by the new Technical WG/Technical Committee. Other discussions included the website, WG meetings during the Paris session, and a brief overview of changes to the paper selection for the Paris Session 2014. 32 synopses were submitted to Cigre UK, of which 28 put forward from UK, of which 22 were accepted for the 2014 session.

9. An NGN Update report was circulated before the meeting, the main points from the report are:  
CIGRÉ-UK NGN has had another successful 6 months. Two successful technical events took place in second half of the year, one in July to the Olympic Park Energy Centre, jointly organised with the IET and one in October to the Dinorwig pumped hydro storage plant, sponsored by First Hydro. We aim to continue organising events of the same quality in 2014. These events have been managed through a free online event tool (Eventbrite) which was successfully trialed for the Connah's Quay event.

Membership has remained high at 214, although there is a slight reduction from our membership in 2012. The main activities in the past 6 months have been:

- Joint collaboration with IET and IEEE.
- A comprehensive analysis of NGN membership, and:
- Strengthening involvement of NGN members in Working Groups by publishing FAQ sheet on how to get into WGs.

NGN had a successful collaboration with both IET and IEEE Gold organisations, by organising a joint event with IET and taking part in a carrier fair associated with IEEE MEEPS in Manchester. NGN aim to strengthen these links in 2014 by organising joint activities.

After analysing the NGN membership, we made a conclusion that it is vital that we provide NGN membership for only active members and remainder can still be with NGN as Associates. This initiative has taken for sustainability of CIGRE UK and will be effective from January 2014 onwards.

Another major and continuing activity is strengthening NGN members' involvement in CIGRÉ's technical work. There are currently 21 NGN members involved in Working Groups, with a further 14 that have been involved in the past. The NGN is working to improve WG involvement, and has published a FAQ sheet on WGs for its members, the next stage is to carry out a survey on existing WG members to see their experience on being involved in a WG.

We have also made an initiative to improve communication between Young Member groups in other countries by creating a contact list of steering group members from each country and publish in NGN web portal. We have finalised the UK part and aim to launch global contact list in 2014.

Last but not least I would like to thanks CIGRE-UK and its Executive members for their support, advice and encouragement they have given me to run the NGN for past two years as the chairman of NGN ( Aruna Gunatilake: NGN Chair 2011-2013)

### **CIGRE-UK Executive working groups**

10. At its meeting in June 2013, the Executive Committee agreed that it would be prudent to establish a number of WG's to progress the ever increasing busy schedule of activities being pursued in CIGRE-UK. Executive members had been engaged in a process of identifying a lead and members for each of the WG's and as part of this the lead person had set the parameters for their WG. There followed a presentation by each WG lead person as follows:

#### WG1: Finance

An overview of the WG terms of reference was given. A key task of this WG is to provide financial governance to ensure the long viability of CIGRE-UK. Support will be provided to all other WG's and a financial risk policy will be developed to underpin this. It was agreed that a first objective should be to structure a budget process to establish a stable financial framework in which other WG's can work and that can be built into future financial forecasts.

#### WG2: Membership

An overview of the WG terms of reference was given. The issue of access to collective members was raised and it was suggested that a strategy be developed to improves access to collective members It was also agreed that it was key to develop a strategy with NGN to improve the pull through of NGN Members to full fee paying members at the end of their subsidised period. Some time was also spent discussing how best to engage new members from the distribution section - close engagement with the technical WG will be required to develop a 'value package' to promote Cigre membership to this group.

One of the key responsibilities of the Membership WG will be to run the CIGRE 2013 Membership Survey - it was agreed that this should be launched immediately following the meeting. It was agreed that we would do a prize draw for this members that offer their contact details with their survey response - Arup kindly agreed to sponsor the survey

and donate a prize.

It was also agreed that the Membership WG should support the review of the membership fee structure.

#### WG3: External Communications

From the 2011 membership survey and follow up discussion, it was agreed that CIGRE UK needed to organise itself to be better able to present key technical issues to selected external organisations and individuals (E.g. to UK Government, Regulator, etc).

This would be focused on improving the understanding of and hence the value of the UK Electrical Supply Industry and the specialists who work within it.

As a result, a working group has been established with the specific remit to define the policy, process, content and controls required to undertake selective external communications.

This is in complement to the Internal Communications (E.g. Monthly Newsletter; Website) being looked after for CIGRE UK by the Marketing Working Group.

One of the initial external communications issues to be addressed will relate to education and training in the Power sector.

The External Communications WG will operate in close co-operation with the CIGRE UK Chairman, Executive Committee and Marketing Working Group and is planning to have its UK Policy Document drafted and approved by the end of March 2014.

#### WG4: Technical

Bjarne Andersen presented WG 4 – Technical. The main reason for the Exec wishing to establish this WG is to strengthen the technical input that Cigre UK Regular Members (RM) can deliver to the Cigre organisation. This requires identification of the technical issues which are important to the UK ESI and other stakeholders, so a survey will be prepared. There is also a need to have higher visibility of the UK technical experts. Technical Events organised by the Events WG will need to have good technical topics, and the Technical WG will provide this input. The participation of the Cigre UK RMs in this WG is vital, and a number of Exec members have volunteered to contribute to the WG. Additional contributors will also be welcome.

#### WG5: Internal Communications

The marketing working group (WG5) will focus primarily on internal communications, providing support to members, other working groups and CIGRE's central office (Paris) as required. This WG will reference best practice in the delivery of CIGRE UK's newsletter, web-site, social

media and collaboration tools. WG5 will meet by teleconference each month. It will be establishing the needs of members during December 2013 and then will propose a plan/budget for 2014.

#### WG6: Events

Deliverables of the event WG are to finalise the CIGRE-UK event policy and guideline document; organise several quality events a year; a two year rolling forward event plan; produce a protocol document between CIGRE-UK and a host company or organisation. We envisage the types of the events are conferences, seminars, evening talks, launch of key reports, technical findings and research results, and networking.

As far as the 2014 events are concerned, we plan to organise one HVDC seminar, 3 to 4 evening talks, and 1 UK exec member gathering on Sunday/Monday evening and 1 network reception on Wednesday evening. Actions are to organise the first event WG meeting to agree the subjects and venue, date and organisation committee for the 2014 events.

11. Changes to the constitution necessary to formalise this new WG structure were presented and agreed.

### **Report from the Executive Committee and Administrative Council**

12. A report was given on the Administrative Council and Steering Committee activities, the full report is attached to these minutes, the main aspects are:

#### **Secretary General**

The Secretary General, Francois Meslier, has left the organisation following a protracted period of negotiation involving the CIGRE officers and the Steering Committee. Recruitment of a replacement is under way and a selection committee has been established for the purpose.

#### **Steering Committee/Administrative Council**

CIGRE's financial position is not as strong as in recent years due, in the main, to exceptional projects such as the website and the History of CIGRE. The treasurer (Richard Bevan) has implemented improved financial management to manage this situation and ensure there is no worsening of the situation. The Administrative Council have sanctioned a target reserve portfolio in the range 2-3 Million Euros; sufficient for the organisation to survive the total loss of income from a Paris session.

A "Marketing" task force is in place looking at aspects such as CIGRE's visibility within the field of distribution, Student membership,

documentation, Electra etc. A proposal to publish Electra in English only (or for it to include the legal minimum French language) is under consideration.

The CIGRE awards system is to be overhauled to make it more relevant and to make the award criteria clearer.

Compliance (anti-trust) guidelines have been drafted will be rolled out to all CIGRE working bodies for agreement by all participants.

Discussions regarding the website continue. In particular feedback is awaited on the technical & collaborative functionality from CIGRE's technical community. Any future decisions on modification or enhancement will be need to give due respect to budgetary constraints.

A membership task force has completed the development of a much improved system which should allow membership applications to be processed within 24 hours. Whilst this is not the preferred "instant" approach, it is an excellent interim solution. Implementation is expected in the coming months.

### **Technical Committee**

Preparations for the Paris session are under way. Paper selection is complete and authors have been notified. The traditional Major Disturbances workshop has been modified to cover Major Disturbances & Market Incidents.

The chairs of five Study Committees (A1, B4, C1, C5, C6) will be renewed at Paris 2014 session.

A closer working relationship with CIRED has been established including improved use of joint Working Groups.

The Technical Committee is particularly interested in new & faster way of publishing interesting & useful output. The challenge of publishing short, easily readable articles within 3 months has been posed as well as the possible use of webcasts for the delivery of tutorial material.

Symposia will be held in 2015 in Sweden and South Africa.

### **AOB**

13. No items were raised.



CIGRE-UK Executive 2014 & 2015  
Executive Member Nominations

Chris Jones	Sinclair Knight Merz
Nick Winser	National Grid
Doug Gracias	Prysmian
Adam Middleton	CG Global
David Phillips	Balfour Beatty
Stuart Grattage	ABB
Ian Cunningham	Alstom
Aijuan Wang	Mott MacDonald
Jonathan Halliday	ABB
Andre Canelhas	Siemens
Leigh Williams	Atkins
Dominic Clater	AMEC
Andy Booth	Ellis Patents
Ian Naylor	EA Technology
Clare Saxby	Parsons Brinkerhoff
Kamal Siriwardhana	Arup
Amarjit Jhutti	LPA
Aruna Gunatilake	LPA
Roman Svoma	PowerSure Technology
Martin Ansell	LIG consulting
John Capener	EDF Energy

UK Study Committee Chairman  
Bjarne Anderson

Consultant

UK Technical Committee Chairman  
Mark Waldron

National Grid

NGN Chairman  
To be confirmed

Secretary/Treasurer  
Colin Ray

Consultant