

## **CIGRE-UK EXECUTIVE COMMITTEE**

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

#### **Present:**

Nick Winser	Chairman – National Grid
Adam Middleton	Vice Chairman – Laing O'Rourke
Colin Ray	Secretary/Treasurer
Doug Gracias	Prysmian Cables & Systems
Jonathan Halliday	ABB
Bjarne Anderson	Consultant (chair UKTC)
Andy Booth	Ellis Patents
Dominic Clater	AMEC
Mark Waldron	National Grid (chair CIGRE TC)
Aijuan Wang	Mott MacDonald
Aruna Gunatilake	LPA (chair NGN)
Clare Saxby	Parsons Brinkerhoff
Kamal Siriwardhana	ARUP
Martin Ansell	LIG Consulting
David Phillips	Balfour Beatty
Leigh Williams	Network Rail
Andre Canelhas	HVDC Tech

#### **Apologies:**

John Capener	EDF Energy
Nick Jenkins	Manchester University
Ian Naylor	EA Technology
Simon Ryder	Doble
AmarjitJhutti	LPA
Ian Funnell	SSE
Stuart Grattage	ABB
Ian Cunningham	Alstom
Chris Jones	SKM

#### **Minutes of last meeting**

1. These were accepted

#### **Outstanding Actions**

2. All actions were either completed or on the agenda

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

3. 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 improve 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.

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

### **CIGRE-UK Business**

5. 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

6. 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.

7. 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/the 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.

### **Promotional Issues**

8. The current collaboration agreement with the IET was discussed at a previous meeting and a small group formed to review our links with the IET. The members of this group are Nick Winser (Chair), Chris Jones, Kamel Siriwardhana, Marc Boulter, Andy Booth, Colin Ray. Following a meeting with the IET earlier in the year a report is being drafted to examine the scope for future co-operation between the two organisations. This will then be discussed within this small group.
9. At previous Executive meetings Company members were invited to become actively involved in the Imagineering Foundation. Currently only Andy Booth from Ellis Patents has responded and the other companies were encouraged to follow their lead.

### **Paris 2014**

10. 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.

## **CIGRE Business**

### **Secretary General**

The Secretary General, Francois Meslier, has left the organisations 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.

### **AGM agenda**

11. The AGM agenda was reviewed briefly

### **AOB**

12. A few items that were received just before the meeting were described briefly and it was agreed these should be dealt with by the new WG's.