# International Council on Large Electrical Systems

## CIGRE UK's Next Generation Network

### Steering Committee Meeting – Monday 21st May 2012

**Time:** 1000-1600

**Location:**

Parsons Brinckerhoff
Manchester Technology Centre
Oxford Road
Manchester
M1 7ED

**Chair:** Aruna Gunatilake

**Author:** Mike Holmes

### Attendees:

AG Aruna Gunatilake, aruna.gunatilake@alstom.com
RW Ross Wilson, Ross.Wilson@RWE.com
JK James King, James.King@pbworld.com
ANK Angeliki Kavvalaki, angeliki.kavvalaki@alstom.com
RIW Richard Wallis, Richard.Wallis@nationalgrid.com
TX Tianning Xu, tianning.xu@alstom.com
AR Angela Rotheram, Angela.Rotheram@pbworld.com
MH Mike Holmes, Mike.Holmes@nationalgrid.com
PR Peter Roddis, peter.roddis@mottmac.com
SLC Leong Cheng (Sunny), leong.cheng@alstom.com

### Apologies:

EG Elise Ganendra, esganendra@gmail.com
EEG Elena Gorman, elenagorman10@gmail.com
HK Hassan Kiani, Hassan.kiani@gmail.com
DP Dhavalkumar Parmar, dhavalkumar.parmar@alstom.com
XH Xiaoling Hu xiaolong.hu@postgrad.manchester.ac.uk
JHK  Jhansi Kuchimanchi, jhansi.kuchimanchi@pbworld.com
YS Yasir Siraj, yasir.siraj@alstom.com
AK Amir Khan, amir.khan@alstom.com

### Agenda:

(Note: due to traffic and delayed arrival, the meeting ran 30 minuets behind schedule)

| | | |
|---|---|---|
| 09.30-10.00 | Arrival/Registration | ALL |
| 10.00-10.10 | Welcome and Introduction | ALL |
| 10.10-10.20 | Steering Committee Members | AG |
| 10.20-11.20 | Tour of the new website | JK |
| 11.20-11.30 | Tea Break | ALL |
| 11.30-12.00 | Communications - Linked-in, Facebook, Twitter | AG, JK |

| | | |
|---|---|---|
| **12.00-13.00** | Lunch Break | ALL |
| **13.00-13.40** | Marketing/Events | TX, YS, ANK |
| **13.40-14.00** | Membership | SLC, AK |
| **14.00-14.15** | Tea Break | ALL |
| **14.15-15.15** | Paris 2012 | AG, SLC, AR |
| **15.15-15.30** | IET/IEEE | DP, AR, MH |
| **15.30-15.40** | International Groups | RW |
| **15.40-15.50** | Action List | ALL |
| **15.50-16.00** | AOB | ALL |

**Minutes and Actions Update**

**Welcome and Introduction**

- Meeting members introduced themselves around the table.

**Steering committee members**

- AG and JK presented the organisational chart, outlining the NGN committee structure. This is to go onto the website. ACTION AG to finalise.
    - Chairperson = AG
    - Vice Chair = AR
    - Secretary = MH (acting)
    - Communications Coordinator = JK
    - Communications Team = EG,EEG, PR
    - Web Design Team = JK, HK, PR
    - Membership Coordinator = AK
    - International Liaison = RIW
    - Members Services = SLC
    - Events Coordinator = YS
    - Events Coordinator Assistant = ANK
    - Marketing and Publicity = TX, JHK
    - IET/IEEE Liaison = DP
    - Publicity Video = RW
    - Paris Session 2012 Team – tbc
    
    Opportunities in event coordination team, Marketing and publicity, and web design support.
- AG did a power point presentation on introduction to CIGRE-UK NGN.

**Tour of New Website**

- JK presented the new CIGRE NGN website, with a power point. Describing the history of web development within the CIGRE NGN, drivers behind its makeover, the stakeholders, and the new functionality of the website.
- Discussion took place on how the new NGN website would link in and interact with the central office website, and how the other international NGN websites may interact with ours. Arising issues are international members trying to join the wrong international group. ACTION RIW to

communicate with international NGN groups on how we could link our websites/Linked-in/Facebook.

- Time Line for upcoming web design
    - June 2012 – Finalise Content
    - Start July 2012 – Populate new site
    - Mid July 2012 – Test new site
    - End July 2012 – go live
    - August 2012 – Launch at Paris session
- ACTION JK to find out at the next meeting how the "launch" is going to be done, will we be presenting any of the NGN website at the session?
- JK gave a fantastic demonstration of the website, showing the flexibility and ease of updating things such as events information. The possibility of a Twitter account, and how it may be used going forward was discussed.


**Communications**

- The group discussed how the use of Facebook could be improved. How can we be more proactive in encouraging member's participation? Should the NGN be more active on Facebook discussion? – SC decided that Facebook would start to take a bit of back seat with regards to discussions and forums. Facebook should still promote events and post photos of events.
- Linked-in will start to be used more frequently by committee members to promote the NGN. Discussions will be started by committee members in order to provoke discussion between other group members. ACTION JK, PR to frequently provoke discussion and update events on Linked-in, other SC members passively engages in discussions.

**Marketing and Events**

- TX presented the Event at Nottingham; a run through of the proposed agenda was given. The lab tour will not be given to the students, the NGN members will stay. Students will be given a promotional presentation of the NGN, encouraging them to join on completion of their undergraduate studies. Communications building up to the event should state that the event will start promptly in order to not allow the event to run over time.
- Cost and budget of event to be accounted by TX, Nottingham University to offer half sponsorship for the event.
- ANK presented the 2012 planned events to the group. SC discussed the practicalities of the Mott MacDonald event, its timings and possible agenda.
- It was decided that the AGM would take place at Warwick University in October or Siemens in Swindon, in November.
- It was decided that the next SC meeting would be held at National Grid, Warwick, in late July.


**Membership Services**

- AG presented the 239 NGN members. These are split 60% Industry 40% academia. Since 2012, 27 new CIGRE members and 2 new associate members.
- Since 2007 the categorisation of membership has changed a lot (eg International, Associated, and CIGRE).
- AK to come up with a growth chart of members, and to review the data representation.  AG and AR to provide feedback from SC meeting.
- LC handed out and presented the results of the survey. A total of 50 responses, 1st of June final date for the survey.
- ACTION LC to put results of the survey into a graphical representation.

**Paris**

- AG went through CIGRE's involvement at the session.
- AG, a fifth element of involvement will be introduced, 'media watch'. A media/video diary of the session, to be filmed by NGN. A proposal for how we are to conduct the video diary needs to be developed.
- The Stand, LC – the stand is not going to be divided by corners for different nations. It has been decided that each national group will integrate, so that NGN is seen as one group of young members, not different nations. The stand will be located on the third floor.
- ACTION ALL, coordinate and organise all travel and arrival time frames.
- LC - Draft for work agenda presented to the SC, with responsibilities and actions detailed.
- Posters, JK – UK NGN to administer all posters. UK NGN will give a common image to all the posters; other national groups will provide the content to the posters. JK will use content and format to ensure consistency.
- Flyer – AR, UK NGN to produce one general flyer that provides information about the NGN, each national group to provide their own flyer.


- Posters
  - General
  - Membership
  - Events
  - WG involvement
  - Personal Development case study poster
  - Communications
  - Four posters for each national SC group.

- ACTION JK, Templates for posters to be completed by Friday. PDF all old posters to send as example.
- All UK NGN posters to be completed by mid June.
- Forum – RW presented the run through of the forum and its agenda. ACTION RW, RIW to send a format for the presentations to each national group to use. Will include what each group has been doing, what each group has achieved, going forward, and challenges.
- Video – RW explained that some other national groups have responded to the request for video media, the response has been that not enough time or resource will be decided. Therefore an SC decision that the video will only be made by the UK, so not to exclude other countries unable to make a video. Other nations have the opportunity to make a video either at the next session or when there country becomes a host.
- IET announced two Young Members going to Paris.


**IET/IEEE Liaison**

- ACTION DP to make contact and begin to start liaison MH and AR in support.

**International friends**
- ACTION RIW to contact other international groups


**Actions**

| No. | Action | Responsible Person | Due date |
|---|---|---|---|
| 1 | **Steering Group Communications [AG]** | | |
| 1.1 | Finalise new structure and distribute to committee members | AG | 25/05/2012 |
| 2 | **Membership [RM]** | | |

| 2.1 | Update for new members | MHA/MH | 15/06/2012 |
|------|---|---|---|
| 2.2 | Amir to check with Colin Ray how many NGN members, membership fee is due | AG, AK | 25/05/2012 |
| 2.3 | Put the results of the NGN survey into a graphical representation | LC | 25/06/2012 |
| 2.4 | Complete NGN survey | ALL | 1/06/2012 |
| 3 | **Communications [JK]** | | |
| 3.1 | Communicate with international NGN groups, discuss how we can link the websites, Facebook, and Linked-in groups. | RIW | 30/06/2012 |
| 3.2 | Actively engage discussions on a weekly basis through the use of discussion pages on Linked-in group | PR | Ongoing |
| 3.3 | Passively provoke discussion within NGN linked in group | ALL | Ongoing |
| 4 | **Website [JK]** | | |
| 4.1 | Find out how the 'Launch' at the Paris session will be delivered, will CIGRE be presenting any of the website at Paris? | JK | Next Website meeting |
| 4.2 | About>*Review and edit the content of this key area | AG / AR | 14-Jun-12 |
| 4.3 | Activities>*Review and edit content (& scope) | SLC | 14-Jun-12 |
| 4.4 | Events>*·      Create spreadsheet of past event details (name, location, date, summary, etc.) | AK / YS / TX | 28-Jun-12 |
| 4.5 | ·      Collate and organise documents from previous events into a folder structure to ease uploading | AK / YS / TX | 28-Jun-12 |
| 4.6 | ·      Note: the current website has a number of gaps where events haven't been recorded | AK / YS / TX | 28-Jun-12 |
| 4.7 | Sessions>2008JK to get in touch with Rose King to develop content | JK | 14-Jun-12 |
| 4.8 | Sessions>2010Develop content | RW | DONE |
| 4.9 | Sessions>2012Copy content of Electra advert | JK | 14-Jun-12 |
| 4.10 | Resources>NGN Docs Collate current documents for uploading | JK | 28-Jun-12 |
| 4.11 | Resources>Links·      Create table/spreadsheet of current links | PR | 28-Jun-12 |
| 4.12 | ·      Check link validity | PR | 29-Jun-12 |
| 4.13 | ·      Add/remove links where appropriate | PR | 30-Jun-12 |
| 4.14 | Resources>NewsletterAdd newsletter archive, including pre-mailchimp newsletters | JK | 28-Jun-12 |
| 4.15 | Resources>TemplatesCollate current templates for uploading | JK | 28-Jun-12 |
| 4.16 | Resources>Meeting Docs·      Create table/spreadsheet of previous meetings (date, purpose, location, agenda/minutes available) | MH | 28-Jun-12 |
| 4.17 | ·      Collate and organise agenda & minutes into a folder structure to ease uploading | MH | 28-Jun-12 |
| 4.18 | Join>Review and edit content | AK / RIW | 14-Jun-12 |
| 4.19 | Join>Case Studies Develop case studies (will also be used for Paris YM stand posters) | SLC | 14-Jun-12 |
| 5 | **Events [YS]** | | |
| 5.1 | Wylfa Nuclear power station visit, keep in contact and up to date with repair status to run a Technical Event as soon as possible. YS will send an email to Colin to find more about contact detail of Relevant person. | YS/AG | Postponed |
| 5.2 | DNO substation visit near Olympic Park. YS will chase up BC to find more about it. | BC/YS/AG | Postponed (after Olympics) |

| 5.3 | Cost and budgeting to be accounted for Nottingham Event | TX | 18/06/2012 |
|------|--------|--------|--------|
| 5.4 | AGM organisation for November 2012 | AG/YS/MH | 25/06/2012 |
| 6 | **Marketing [YS/TX]** | | |
| 6.1 | Chase SC members for promotional events at their universities. | YS/TX | On going |
| 7 | **Paris 2012 Session [ALL]** | | |
| 7.1 | Paris Video | RW | Ongoing (subject to call) |
| 7.2 | Complete, PDF and send templates for posters | JK | 25/05/12 |
| 7.3 | coordinate and organise all travel and arrival time frames | ALL | 25/06/12 |
| 7.4 | Send a format for the presentations to each national group to use. Will include what each group has been doing, what each group has achieved, going forward, and challenges | RW | 25/06/12 |
| 7.5 | Completion of UK NGN posters | ALL | 25/06/12 |
| 8 | **CIGRE 2020 Strategy Groups [AG/AK]** | | |
| 8.1 | AG will chase the respective team lead in these groups for updates | AG | 25/06/2012 |
| 9 | **International Interest [RIW]** | | |
| 9.1 | contact other international groups | RIW | |
| 10 | **IET/IEEE Liaison [DP]** | | |
| 10.1 | DP to make contact and begin to start liaison MH and AR in support. | DP, MH/AR | 25/06/2012 |