

Steering Committee Meeting Teleconference – Tuesday 20th March 2012

Timings:

Tuesday 20th March 2012 – 17.00-18.00

Contact:

Teleconference # to be confirmed.

Required Attendees:

AG Aruna Gunatilake, aruna.gunatilake@alstom.com
 RW Ross Wilson, Ross.Wilson@RWEpower.com
 JK James King, James.King@pbworld.com
 LC Leong Cheng (Sunny), leong.cheng@alstom.com
 YS Yasir Siraj, yasir.siraj@alstom.com
 AK Amir Khan, amir.khan@alstom.com
 ANK Angeliki Kavvalaki, angeliki.kavvalaki@alstom.com
 RIW Richard Wallis Richard.Wallis@uk.ngrid.com
 TX Tiannin Xu, tianning.xu@alstom.com
 JHK Jhansi Kuchimanchi jhansi.kuchimanchi@pbworld.com
 AR Angela Rotheram Angela.Rotheram@pbworld.com
 HK Hassan Kayani, Hassan.kayani@gmail.com
 DP Dhavalkumar Parmar dhavalkumar.parmar@alstom.com
 ESG Elise Ganendra esganendra@gmail.com
 EG Elena Gorman elenagorman10@gmail.com
 BI Bitia Izadyar, bitia.izadyar@alstom.com
 MH Mike Holmes, mike.holmes@nationalgrid.com

Agenda:

1700-1702	Steering Committee Members	AG
1702-1707	Steering Group Communications	AG, AR, JK, HK
1707-1710	Membership	AK
1710-1714	Members Services	LC
1714-1718	Communications	EG, RW, AG, BI, ESG
1718-1722	Website	HK, AG, JK
1722-1726	Events	YS, ANK
1726-1730	Paris 2012	RW, AG

1730-1735	Cigre 2020 Strategy Groups	BC, AR, EG, RW, AK,
1735-1740	Marketing	YS, TX
1740-1744	International Interest	AR, RIW
1744-1748	IEEE/IEE Joint Collaboration	AG, AR, DP
1748-1752	Constitution	RW, BC, MH
1752-1756	Action List	All
1756-1800	AOB	All

Actions from previous SC 9th February 2012
Steering group

Action	Responsible Person	Due date
Contact SC members individually to confirm still they are on list and update their status.	AG	Ongoing
BC to advert for STEM & Small Trust and Imagineering volunteer opportunities.	BC	Ongoing

Membership [RM]

Action	Responsible Person	Due date
Publish the survey	LC/EG/AK	29/02/2012
Adil will check the databases of e-mail addresses and will do the necessary updates	MHA/MH	15/02/2012

Communications [JK]

Action	Responsible Person	Due date
Find an efficient solution for keeping CIGRE UK member emails up to date with Colin Ray to enable regular send out of NGN newsletter to all CIGRE UK members	JK	ongoing
Send communication template to LC and all other SC members	JK	Completed(?)

Website [HK]

Action	Responsible Person	Due date
The use of original domain was discussed as this appears more professional. JK will contact HK to find possible ways to use multiple email addresses under original domain name.	JK, HK	Ongoing
New dedicated tab in CIGRE NGN site for Paris Session. AG will send an introduction on Paris 2012 to HK	HK, AG	31/03/2012

Events [YS]

Action	Responsible Person	Due date
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	In progress
DNO substation visit near Olympic Park. YS will chase up BC to find more about it.	BC/YS/AG	In progress
AG need to chase Mot McDonald person for update	AG	Done
Finalise the 1 st core event in 2012	YS/TX	29/02/2012

Short visit to the new Power labs in Nottingham	YS	TBA
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Paris 2012 Session [AG]

Action	Responsible Person	Due date
Paris Video	RW	Ongoing

CIGRE 2020 Strategy Groups [AG/AK]

Action	Responsible Person	Due date
AG will chase the respective team lead in these groups for updates	AG	In progress

Marketing [YS/TX]

Action	Responsible Person	Due date
Chase Jonathan Halliday for promotional event at ABB.	YS/TX	Done
Chase SC members for promotional events at their universities.	YS/TX	On going
AR&JK will provide contact details of their relevant universities and other organisations to YS.	YS,AR,JK	On going
Keep contacts (mail addresses) from all events attended in the future in order to create a 3rd mailing list.	TX	On going

AOB [ALL]

Action	Responsible Person	Due date