

Steering Committee Meeting Teleconference – Tuesday 20th March 2012

Time: 17.00-18.00

Contact Number:

UK participants - UK local number - 0800 358 7292 - participant pin code 554128#

Anyone dialling using a mobile telephone 00 44 208 609 3655.

Chair: Aruna Gunatilake

Authors: Angela Rotheram
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Attendees:

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 RW Ross Wilson, Ross.Wilson@RWEnpower.com
 JK James King, James.King@pbworld.com
 LC Leong Cheng (Sunny), leong.cheng@alstom.com
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 AK Amir Khan, amir.khan@alstom.com
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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

Minutes and Actions Update

Membership[AK]

- There have been 21 new members since the last meeting; 12 Associate members, 9 CIGRE members.
- End of March payments due. Colin Ray will let NGN know how many members still have outstanding payments.

Events [YS, TX]

- A Health and Safety induction for March 29th Alstom event to be organised.
- A date needs to be established for visit to new Power Labs in Nottingham.

Communications [JK]

- New roles will be advertised in April newsletter

Website[JK]

- CIGRE NGN website will be migrating to the new CIGRE website expected to happen in April.
- Upon reply of HK, NGN may advertise for a new role in the committee as 'Web Assistant', in order to share work load.
- JK will send link to steering committee for the BETA website.

Paris

- Ross is working on creating a Paris Video. NGN have to look for funding this project. Current plan is to get 3 to 4 industrial sponsors. Needs roughly 1300 pound for shooting and editing.

Ross will approach RTE. Other possible sponsors are National Grid, PB and Alstom Grid. See how it goes with RTE. Worst case use existing video and edit.

- Paris – there will be informal social event. Possibly Angeliki will organize it. She will need to check whether she can attend Paris Session.
- Sunny working on a plan for the Young Member Stand for Paris
- Young Member forum – email all NGN ideas for Paris to international committees so they can contribute. Angela and Aruna to discuss further

2020 Strategy

- AG – not many/any NGN members on 2020 strategy working groups. Used to have few members Beatrice, Sunny and SKY. Leave this item for next meeting. AG will look into it and see what's happening.
- Probably need to advertise in up coming newsletter to see if anything wants to join one of these working groups.

Marketing[TX]

- At CIGRE UK Spring conference some engineers expressed interest to register for CIGRE NGN. Tianning has given list to Amir and he will chase it up to see if they really want to join CIGRE NGN or not.
- Possibly may need support for steering committee roles. This will get looked into at future meetings.
- Marketing actions – remove 1st. Keep 2nd as ongoing. 3rd –done. 4th – done.
- AG, TX to think how to expand promotion of NGN e.g. including marketing in universities. YS - Not feasible to just do marketing event, but join with core events. Will leave to think about

International Interest [AR, RIW]

- Angela to have International liaison handover with Richard later this week.

Actions

Steering Group Communications [AG]

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. This action need to take over by AG and AR as BC is no longer in the SC committee.	BC, AG, AR	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
Amir to check with Colin Ray how many NGN members, membership fee is due	AK	31/03/2012

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	Done
JK to advertise new roles in April newsletter	JK	15/04/2012

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
JK to send a link to Beta version of new CIGRE website	JK	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	31/03/2012
DNO substation visit near Olympic Park. YS will chase up BC to find more about it.	BC/YS/AG	31/03/2012
AG need to chase Mott MacDonald 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

Paris 2012 Session [AG]

Action	Responsible Person	Due date
Paris Video	RW	Ongoing
LC need to finish the plan for the YM stand send it to SC for comments	LC	31/03/2012
AG and AR need to send an email to all International NC's with NGN Paris proposal	AG, AR	31/03/2012

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 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	Done
Keep contacts (mail addresses) from all events attended in the future in order to create a 3rd mailing list.	TX	Done

International Interest [RIW]

Action	Responsible Person	Due date
AR to have hand over meeting with Richard Wallis	AR	31/03/2012