

Steering Committee Meeting Teleconference – Tuesday 17th April 2012

Timings:

16:30-17:30

Contact Number:

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

Chair: Aruna Gunatilake

Authors: Angela Rotheram
Mike Holmes

Attendees:

AG Aruna Gunatilake, aruna.gunatilake@alstom.com
RW Ross Wilson, Ross.Wilson@RWE.com
JK James King, James.King@pbworld.com
LC Leong Cheng (Sunny), leong.cheng@alstom.com
YS Yasir Siraj, yasir.siraj@alstom.com
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RIW Richard Wallis Richard.Wallis@uk.ngrid.com
JHK Jhansi Kuchimanchi jhansi.kuchimanchi@pbworld.com

Agenda:

1630-1632	Steering Committee Members	AG
1632-1635	Steering Group Communications	AG, JK
1635-1655	Marketing/Events	TX, YS, ANK
1655-1700	Members Services/Membership	LC, AK
1700-1710	Paris 2012	AG, LC, AR
1710-1720	Communications/ Website	JK, HK, EG
1720-1725	IET/IEEE	DP, AR
1725-1730	AOB	ALL

Minutes and Actions Update

Steering committee members

- An organisational chart is going to be produced. Aruna will draft this and James will talk about it in Newsletter.
- James said that an organisation chart exists and we can update that instead of starting from scratch.

Communications

- Reminder that all should copy in CIGRE NGNs email address so that when people log into Gmail they can see what is happening.
- Aruna wants to put mobile number into Gmail contact list. Everyone to send contact detail to Aruna.

Marketing and Events

- Event at Alstom grid – successful, well organised, ran smoothly. 4 presentations – CIGRE NGN, transformers, VSC, dc grid, tours round VSC demo and transformer factory. Comments were good but some said visits were rushed and should have given more time to tours. About 25 -30 people at event.
- Yasir done summary of event and has sent it to James.
- Yasir to analyse the responses so can compare to previous events.
- Uni of Nottingham – 19th June. Room can accommodate 70 people. Pb power, national grid and rolls Royce likely to present. Agenda needs to be fixed by end of April. Event for Cigre ngn + students. Good marketing opportunity.
- Chris (CIGRE UK) got contacts from Siemens oil + gas Lincoln who have agreed to host event on turbine generation. CIGRE to let him know format of event + expected numbers. Chris wants to open event to full CIGRE members as well. Yasir will sort with help from Tianning

Membership Services

- Seven new members in April.

- Amir to have separate access to email so he can put data files in location and no one can see due to confidential nature of contact details.
- James now set up 4 email addresses – membership, communications, event and NGN. The emails come in as unread and are marked with the area they are for. Aruna will provide access to Yasir and Tianning for event emails. James will set it up so events emails forwarded to Tianning and Yasir.
- Sunny has sent survey. Already 25 responses, one month left to complete survey

Paris

- Aruna and Sunny discussed stand. At this stage everyone should get involved. Sunny to send the plan to everyone involved in Paris.
- Need to finalise advert before end of April otherwise they won't be able to publish it in Electra.
- Technical visit isn't confirmed. Can put provisional date. Thursday is the preferred date. Eswar chasing to get that date. Aruna will keep James updated.
- Central Paris commented on logo on advert. Aruna to send James this email and the up to date logo.
- Paris telecom to be organised for first week in may.
- Got 2 sponsors so far for video. National grid also likely to be a sponsor.

Website

- National committee website development still going on. Beta version to be presented at Paris session.
- James developing proposal of how want NGN website to look.

Facebook

- Elise will upload photos from latest event soon. Tianning will forward her the pictures.

IET/IEEE Liaison

- Rather than joint events could maybe support events by asking IET about advertising cigre events.
- There is a difficulty with joint events due to IET being local groups. Colin had agreement with IET to collaborate more. Maybe IET could send informal event details around.
- Difficult for IET to put events in official newsletter due to the processes involved.
- Find out contact details of young professional network around the country. Angela to find out IET young professional contact details for Nottingham.

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
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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

