



# CIGRÉ-UK Next Generation Network (NGN)

## Steering Committee Meeting Minutes 27 January 2015

### A MEETING INFORMATION

- Location: Parsons Brinckerhoff, 6 Devonshire Square, London, EC2M 4YE
- Date & Time: Tuesday 27<sup>th</sup> January 2015, 1100-1600h

### B ATTENDEES LIST

Initial	Name	Email	Present
AR	Angela Rotheram	<a href="mailto:angela.rotheram@pbworld.com">angela.rotheram@pbworld.com</a>	Y
CA	Chichi Agwu	<a href="mailto:chidinma.agwu@alstom.com">chidinma.agwu@alstom.com</a>	(apologies)
DS	Dionisis Stamatiadis	<a href="mailto:dionisis.stamatiadis@mottmac.com">dionisis.stamatiadis@mottmac.com</a>	Y
FS	Fahad Al Sokhiry	<a href="mailto:fsss_sa@yahoo.com">fsss_sa@yahoo.com</a>	(apologies)
JK	James King	<a href="mailto:james.king@pbworld.com">james.king@pbworld.com</a>	Y
MA	Mohammed Alam	<a href="mailto:mohammed.t.alam@alstom.com">mohammed.t.alam@alstom.com</a>	(apologies)
MH	Mike Holmes	<a href="mailto:mike.holmes@ukpowernetworks.co.uk">mike.holmes@ukpowernetworks.co.uk</a>	Y
MM	Michal Madera	<a href="mailto:mick.madera@gmail.com">mick.madera@gmail.com</a>	(apologies)
NC	Nathaniel Cowton	<a href="mailto:nathaniel.cowton@pbworld.com">nathaniel.cowton@pbworld.com</a>	Y
SCo	Simon Cole	<a href="mailto:simon.cole@mottmac.com">simon.cole@mottmac.com</a>	Y
SCr	Stefie Cray	<a href="mailto:Stefie.Cray@nationalgrid.com">Stefie.Cray@nationalgrid.com</a>	Y
SM	Shakeel Mohammad	<a href="mailto:shakeel.mohammad@alstom.com">shakeel.mohammad@alstom.com</a>	(apologies)
SW	Supipi Weerasinghe	<a href="mailto:supipi.weerasinghe@jacobs.com">supipi.weerasinghe@jacobs.com</a>	Y
TH	Thomas Haslam	<a href="mailto:Thomas.Haslam@eon.com">Thomas.Haslam@eon.com</a>	(apologies)
TX	Tianning Xu	<a href="mailto:tianning.xu@alstom.com">tianning.xu@alstom.com</a>	(apologies)
XC	Xi Chen	<a href="mailto:xi.chen-11@postgrad.manchester.ac.uk">xi.chen-11@postgrad.manchester.ac.uk</a>	(tele – all day)
YL	Yunling Li	<a href="mailto:yli@westernpower.co.uk">yli@westernpower.co.uk</a>	(apologies)

### C OUTSTANDING ACTION LIST

Ref	Action & Comments	Responsible & Due Date
<b>Communications</b>		
2014-05-30 1.1	Put case studies in next month's newsletter. <i>Update 2015-01-27: January newsletter has too much content, postpone until February newsletter.</i>	NC 2015-02-27
2014-05-30 7.3	Circulate details of new UK RMs in newsletter after Paris. <i>Update 2015-01-27: This to be included in the February newsletter.</i>	NC 2015-02-27
2014-12-02 2.3	Ask Colin Ray to send the Terms of Reference (ToR) directly to NC <i>Closing note: NC is happy to extract the ToRs from CO Paris website.</i>	CLOSED
2014-12-02 2.4.1	<del>Include alerts for new opportunities to get involved at the top of the newsletter.</del> <i>Closing note: NC has developed a new way to highlight new opportunities in the newsletter – this will start from January newsletter.</i>	CLOSED
2014-09-11 6.1	Collate Paris 2014 content for website.	JK 2015-02-27

Ref	Action & Comments	Responsible & Due Date
2014-12-02 6.2	Contact NGN members who showed interest in getting involved in SC during the membership survey. <i>Closing note: Three new members joined the NGN SC as Events support coordinators.</i>	CLOSED
<b>Events / Marketing</b>		
2013-08-21 4.3.3	Arrange for attendance certificates at upcoming events. <i>Update 2015-01-27: SW to email SM to get an update, cc DS on the email.</i>	SW / YS/ DS / SM ONGOING
2014-05-30 2.2	<del>Attendance certificates: circulate certificate template.</del>	CLOSED
2014-05-30 2.3	Gas Turbine visit: NC to obtain contact at Siemens.	NC 2015-02-27
2014-05-30 7.2	Put together a calendar of university/company marketing events and refresh marketing material. <i>Update 2015-01-27: JK to speak to YL by 2015-02-06 to get an update on Marketing.</i>	YL 2015-02-27
2014-09-11 1.1.4	Investigate visiting an E.ON CCGT (Connah's Quay in particular, or Grain) or wind farm site (London Array in particular). <i>Update 2015-01-27: JK to speak to TH.</i>	JK / TH 2015-02-13
2014-12-02 5.0	University of Strathclyde event: SCr to investigate further. <i>Update 2015-01-27: Event details are finalised, event will be held on 2015-06-04.</i>	SCr ONGOING
<b>IET/IEEE Liaison</b>		
2014-05-30 3.3.1	<del>Talk to Angeliki, chair of IET Midlands.</del> <i>Closing note: Due to the limited time available to advertise the event on 2015-03-05 it was decided not to pursue this further.</i>	CLOSED
2014-05-30 3.3.3	Talk to contact at IMechE Young Member group. <i>Update 2015-01-27: SW spoke to IMechE in NE, keep in contact for future. MH to request an event calendar from IMechE Midlands.</i>	SW / SCr/ MH 2015-01-30
<b>Membership</b>		
2013-08-21 4.2.2	Coordinate development of welcome pack for new members.	MA / JK 2015-02-27
2013-08-21 4.3.2	<del>Develop NGN contribution certificates.</del> <i>Closing note: it was decided to develop these in a different way and to re-assign the task.</i>	CLOSED
2014-12-02 4.0	Send membership survey data to SCo for analysis.	JK 2015-02-13
<b>International</b>		
2014-10-15 6.1	<del>Chase up YM Chairs to kick off regular International YM Chair meetings.</del> <i>Closing note: International YM Chairs tele-con will be held in February 2015. JK and CA to participate on the call.</i>	CLOSED
<b>Other</b>		
2014-01-30 3.2	<del>BritNed/Western Link: investigate possible options for visit.</del> <i>Update 2015-01-27: Agreed to wait until March/April 2015 to speak to Western Link. This could be a potential joint event with CIGRÉ-UK.</i>	MH / SCr 2015-03-27
2014-02-27 7.2	Investigate possible involvement of the NGN in the development of the B3 Substations Green Book.	SCr 2015-03-27
2014-12-02 3.0	<del>Provide comments on proposed revisions to the Constitution.</del>	CLOSED

Ref	Action & Comments	Responsible & Due Date
2014-12-02 7.2	<del>Send a Doodle Poll for the SC face-to-face meeting in January 2015. Proposed location PB office London.</del>	CLOSED
2014-12-02 7.3	Website update: SCo to look into update the NGN website by the end of new year.	SCo 2015-02-27
2014-12-02 7.4	<del>Speak to SCo regarding updating the NGN website.</del>	CLOSED
2014-12-02 7.5	UKPN Innovation competition event: speak to Chris Jones to find out more information. <i>Update 2015-01-27: Chris Jones talking to NPG to host instead; JK to contact Chris for update.</i>	JK 2015-02-06

## D MINUTES & ACTIONS ARISING

### 1. Introductions, attendees register and updates

- 1.1. Contact former NGN members (in their 4<sup>th</sup> and 5<sup>th</sup> years of NGN membership) who may fall under collective membership to inform the recent changes to the NGN membership. **ACTION (AR / JK 2015-02-27)**
- 1.2. NGN presentations to be updated with photographs of current SC members. **ACTION (JK 2015-02-27)**
- 1.3. MH volunteered for the IET/IEEE Liaison post left vacant by SCr.
- 1.4. CT has stepped down from Marketing Coordinator support role and NGN SC. Both TX and YS are happy to remain in the SC. **ACTION (NC 2015-01-30):** Advertise the Marketing Coordinator support role in January newsletter.

### 2. UK National Committee WG update

- 2.1. Technical (SCr) – Simon Neve is the new Chair of the Technical WG replacing Bjarne Andersen.
- 2.2. External Communications (NC)
  - New batch of TIs to be released by the end of February.
  - Adam Middleton (AM) will be stepping down as the Chairman to take up his new role as the Events WG Chair. Simon Neve will replace AM as the External Comms WG Chairman.
- 2.3. Internal Marketing (NC) – Nothing to report
- 2.4. Finance (MH)
  - A new budget procedure to be introduced from 2016. All WGs and NGN must submit a five year strategy plan (2016-2021) to Finance WG by March.
  - Finance WG has approved in principle plans for a CIGRÉ-UK presence at the LCNI conference later in the year.
  - Any expenses occurred when individuals travelling on CIGRÉ-UK business may be reimbursed. However, this needs to be pre-authorized by the Finance WG. The concept is not yet finalised and will be discussed in detail during the next UK Executive meeting.
  - Addition of Student membership may incur extra expenditure to NGN, above the agreed budget (£750). This to be checked and confirmed during the next Finance WG.
- 2.5. Events (JK, NC, SW)
  - The next CIGRÉ-UK event to be hosted by ARUP on 22<sup>nd</sup> April 2015 on Visions of UK Offshore Transmission Network.
  - Other potential events to include Laing O'Rourke Evening event, Parsons Brinckerhoff (HVDC technology in Manchester), Siemens and LPA.
- 2.6. Membership (JK)
  - Membership WG was informed about the recent NGN member renewal process and membership survey.

### 3. Date of next meeting

- Teleconference to be held in mid-February. **ACTION (SW 2015-02-06):** send a doodle poll for next tele-con meeting in w/c 2015-02-27.

- Next SC meeting to be held in w/c 2015-04-27. Location TBC.

#### 4. Discussion Session

##### 4.1. International Update

- 4.1.1. Young / Student member page to be created on the main CIGRÉ website initiated by Paris Central Office.
- 4.1.2. CIGRÉ Paris 2016 YM Stand – Instead of one YM group organising the YM Stand it has been proposed that all YM groups will participate in organising the YM Stand under a lead coordinator.
- 4.1.3. German YM group has access to screen share facility and Australian YM group has access to webcasting. Both facilities will be discussed during the YM Chairs call in February.
- 4.1.4. CA and JK have spoken to AM during the CIGRÉ Technical Committee dinner in November 2014 regarding a potential technical event at Maclaren, AM to speak to one of his contacts to pursue this further.

##### 4.2. Website plan

- 4.2.1. NGN homepage requires updating. SCo to come up with a design and share with SC members for comments. **ACTION (SCo 2015-03-27)**
- 4.2.2. SCo would like to know the details of most accessed page of the NGN website. **ACTION (SCo 2015-02-27)**: SCo to contact JK to get the Google analytical data of the website.

##### 4.3. Events

- 4.3.1. Arup Event – NGN has been given a slot for a presentation during the event but finding an NGN member who can deliver a presentation at high level may be difficult. NGN SC therefore decided not to pursue this further.
- 4.3.2. Alstom workshop on DC Grids – Aruna Gunatilake (AG) has been in discussion with Carl Barker to organise a workshop on DC Grids at Alstom Stafford. **ACTION (JK 2015-02-20)**: JK to contact AG to find out the progress and update the NGN SC by mid-February.
- 4.3.3. North East event with Northern Powergrid (NPg) – SW to contact the NPg CLNR team to get update on the potential CLNR event in March 2015. **ACTION (SW 2015-02-06)**
- 4.3.4. Young Member / NGN presentation competition (for Paris)  
Discussion to have a presentation event (similar to IET Present around the World Competition) for NGN members all over the world – open to students and young professionals. Final round of the competition to consist winners from each YM group. It was proposed that the best presentation should win a subsidised place to Paris 2016 and also to present during Official opening ceremony in Paris. Proposed topic is 'Innovation'. It would be important to market the event well and attract good keynote speakers, in order to make sure that the competition is well attended.
  - 4.3.4.1. **ACTION (JK 2015-02-27)**: discuss this during the YM Chair call in February.
  - 4.3.4.2. **ACTION (SCr 2015-02-27)**: speak to Mark Waldron to see if it is possible to get a presentation slot during the Opening Ceremony in CIGRÉ Paris 2016.
- 4.3.5. Strathclyde event
  - Date confirmed for the event 4<sup>th</sup> June 2015.
  - Feasible to do walking tour of site – which means the group won't need to split.
  - Strathclyde University will provide lunch. Qiteng Hong (University of Strathclyde) will inform the cost of coach hire to SCr.
  - DS to take the lead in organising the event with SCr.
- 4.3.6. National Grid Electricity Control Centre Warwick + 2015 AGM
  - Potential visit to NG Electricity Control Centre in November 2015. **ACTION (SCr 2015-02-27)**: investigate the possibility of an event at to NG Electricity Control Centre.
- 4.3.7. National Grid Gas Control Centre Warwick
  - Discussions around visiting the NG Gas Control Centre. Possibility of combining both NG Electricity and Gas Control Centre events into one event. **ACTION (SCr /MH 2015-02-27)**.
- 4.3.8. MEEPS – XC to liaise with IEEE PES MEEPS organising committee and report back to NGN on potential for collaboration. **ACTION (XC 2015-02-27)**
- 4.3.9. **ACTION (NC 2015-01-30)**: Advertise the Events Lead role in the January newsletter.

#### 4.5. Strategy

##### 4.5.1. Finance – budget submission

New Budget guidelines from CIGRÉ-UK require each WG and NGN to provide a Strategic plan for the next five years (2016-2021). Strategic Planning meeting to be held on 2015-03-10 at National Grid in Warwick. Budget procedure is still unclear. MH to contact Colin Ray to ask for the budget procedure. **ACTION (MH 2015-02-06).**

- 4.6. Recognising contributions – it was decided to develop these for two purposes: 1) certificates for members of the SC (this could use the same template as the event certificates) and 2) thank you cards / notes for other contributions (e.g. thanking an event host). **ACTION (AR 2015-02-27):** develop 1) SC role certificates and 2) thank you cards / notes.
- 4.7. NGN Constitution document – Changes and modifications to the constitution document have not yet been agreed, and NGN Members have not been consulted about the changes yet. Members will be consulted, with any changes considered by the SC before they approve the new version. **ACTION (JK 2015-02-13):** email the NGN Constitution document to all NGN members for consultation.
- 4.8. CIGRÉ-UK / NGN on LinkedIn – CIGRÉ-UK NGN has a LinkedIn group (and page). CIGRÉ-UK would like to have a LinkedIn presence, an one option to achieve this is to have a combined group with the NGN. **ACTION (SCo 2015-02-27):** Investigate the pros and cons of having a combined or separate CIGRÉ-UK and NGN LinkedIn groups.