International Council on Large Electrical Systems

UK Next Generation Network

UK NGN Action List – As of 14ᵗʰ April 2008

1. General NGN Actions

Ref No.	(Date) Action	Required by	Responsible
1.1	(05/03/08) Develop a definition of roles for Vice-Chair / Information Coordinator and Secretary / Treasurer roles	by next meeting	BM / BC / JH
1.2	(05/03/08) Send BC information about NGN budget.(including Paris 2008 budget)	Fri 07/03/08	JH / RK / Paris-WG
1.3	(05/03/08) Look at arranging next NGN Steering Committee meeting day before / after TE2.	June 08	JH / JL

2. Actions relating to Communications

Ref No.	(Date) Action	Required by	Responsible
2.1	(05/03/08) Update online NGN guide.	Mon 31/03/08	BM
2.2	(05/03/08) Advertise all CIGRE WG and liaison meetings to NGN members by adding an online resource and summary in NGN newsletter.	Mon 17/03/08 Next newsletter	BM / MB
	(04/08) BM sent request for information to CR.		
2.3	(05/03/08) Produce flyers to distribute at TC meeting, April 2008.	Mon 17/03/08	BM / JH
	(26/03/08) Decided to late to distribute.	Complete	
2.4	(05/03/08) Change new membership registration forms to be sent to YA / GC instead of MB.	ASAP	BM / MB
	(03/08) YA / GC / MB to agree between them.	Complete	
2.5	(05/03/08) Design a standardised "Welcome email" for new NGN members and send them out when necessary.	ASAP	MB / YA / GC
2.6	(05/03/08) Provide a provisional outline of a strategy for NGN membership. (Identify key universities and companies with low or non-existent NGN membership, keep up to date with membership demographic and think of ideas/strategy to attract new and keep active memberships).	Mon 31/03/08	YA / GC
	(31/03/08) YA sent to MB / BM / JH for comments.		
2.7	(05/03/08) Send an email to NGN members to get dates in diary about TE1 and indicate interest.	Fri 07/03/08	Comms-WG / MB / BM
	(07/03008) Invitation email sent.	Complete	
2.8	(05/03/08) Design flyer for TE1 and send out formal email to all NGN.	Fri 14/03/08	Comms-WG / MB / BM
	(03/08) Not required as have full quota for event.	Complete	
2.9	(05/03/08) Setup "events@cigre-ngn-uk.org. " Email address for events registration.	Fri 07/03/08	BM
	(07/03/08) Email set up.	Complete	
2.10	(05/03/08) Create new email address for mentoring "mentoring@cigre-ngn-uk.org." and direct to VS and John McDonald (Imperial College)	Fri 07/03/08	BM
	(07/03/08) Email set up.	Complete	
2.11	(05/03/08) Email reminder about Paris event and call for papers. Ask for interest in submission and if not interested, why not. Aim: to have an idea of submission numbers. Communicate results to all present at 05/03/08 meeting by 14/03/08.	Thu 06/03/08 & 14/03/08	MB / RK
	(06/03/08) Reminder emailed to everyone. Awaiting response & teleconference meeting to discuss.	Complete	
2.12	(05/03/08) Request Colin Ray to put NGN members on a separate email list and send to MB instead of all individuals.	Fri 14/03/08	RK / MB
	(04/08) BM sent request to CR.		

2.13	(05/03/08) Change frequency of NGN newsletter to every 2 months and include list of all CIGRE-UK events.	Next newsletter	MB
2.14	(05/03/08) Email usernames and passwords to all NGN members to increase awareness of forum.	Fri 14/03/08	BM
	(13/03/08) Sent to steering committee members.		
	(07/04/08) NGN Forum: send out usernames and passwords to all NGN members to encourage usage.	Fri 18/04/08	BM
2.15	(05/03/08) Send out invites to international CIGRE representatives about NGN's presence at Paris Session 2008.	July 2008	RK / Paris-WG
2.16	(07/04/08) NGN Forum: ask CIGRE-UK to keep forum online for another 6 months. NGN will reassess usage.	Fri 18/04/08	BM
	(04/08) BM sent request to CR.		
2.17	(07/04/08) Next newsletter: write and email next newsletter after TE1 and Paris paper deadline (18 April 08).	Mon 25/04/08	MB/Comms WG

3. Actions relating to Member services

Ref No.	(Date) Action	Required by	Responsible
3.1	(05/03/08) Contact CR / CJ to approve mentoring documents, (change as necessary) and put online. 'Live' documents to be mentioned in newsletter.	Fri 28/03/08	VS / MS-WG / BM
3.2	(05/03/08) Identify which WGs are willing / able to take in NGN members by contacting all WG and SC chairs.	Fri 21/03/08	MS-WG / CJ / CR
3.3	(05/03/08) Write 3 dos and 3 don'ts for mentoring scheme. Send to mentoring@cigre-ngn-uk.org . MS-WG to incorporate into document for CR.	Fri 14/03/08	NGN members present 05/03/08

4. Actions relating to Events

Ref No.	(Date) Action	Required by	Responsible
4.1	(05/03/08) Confirm funding for TE1 evening networking event.	Fri 07/03/08	JH
	(04/08) Numbers and funding agreed.	Complete	
4.2	(05/03/08) Liaise with CJ/CR about rules associated with companies advertising at CIGRE events.	Mon 31/03/08	JH
4.3	(05/03/08) TE2: start to plan and organise dates, location, sponsorship, speakers etc.	Mon 31/03/08	JL / JH
4.4	(05/03/08) Set up Task Force to arrange AGM.	Next meeting	JH

5. Actions relating to Paris

Ref No.	(Date) Action	Required by	Responsible
5.1	(05/03/08) If necessary (from results of Action 2.11), form a backup plan if there is little interest from NGN members.	14/03/08	MB / RK
	(07/04/08) No problems at the moment. To be reassessed after paper deadline.	21/04/08	RK / Paris-WG
5.2	(05/03/08) Decide who will be part of the small team required to maintain the stand at the Technical Exhibition at Paris Session 2008.	June 08	RK / Paris-WG
5.3	(05/03/08) Finish design of stand for submission to events company.	June 08	RK / Paris-WG
5.4	(05/03/08) Ask paper selection committee to push back current submission deadlines if necessary RK (after responses about interests are known).	Fri 14/03/08 if necessary	RK
	(07/04/08) See point 5.1		
5.5	Email people who give positive replies about submitting a paper. Ask if they will still be ok to meet the 18th deadline or would they require more time to complete paper. Can be flexible with 18 April deadline on an individual basis.	Mon 14/04/08	RK

5.6	Arrange an update meeting regarding Paris 2008 paper submission.	Mon 21/04/08	RK/Paris WG
5.7	Write a standard reply for authors with successful paper submissions. To include duties required with 'free' registration and notification of days/times they are not available to man stall to help coordinate during 4 days.	Fri 02/05/08	RK/Paris WG

Responsibilities

AA – Ahmed Ali	CR – Colin Ray	NA – Neil Adams
AM – Adam Middleton	GC – Gavin Crook	RK – Rose King
BC – Beatrice Chong	HT - Huw Thomas	RN – Rob Nuttall
BCy - Bob Curry	IK – Imad Kahn	SF - Sarah Follman
BM – Bob McDonald	JH – Jonathan Halliday	SKY - Soon Kiat Yee
BS - Biljana Stojkovska	JL – Jonathan Leucci	SO – Stephen Okoye
CD - Chris Dent	JM - John McDonald	VS – Vera Silva
CJ – Chris Jones	MB – Maria Brucolli	YA – Yasir Ahmed
CP – Craig Pregett	MF - Mathew Freeman	

Note: Actions will be added as and when required. Complete actions (in grey) will be removed after an official Steering group meeting where the completed action will be confirmed.

If information in this action list in incorrect (or an action has been completed) please email actions@cigre-ngn-uk.org with the appropriate information regarding changes.