International Council on Large Electrical Systems

UK Next Generation Network

UK NGN Meeting Minutes – 2 July 2008

Location:	National Grid - Warwick
Attendees:	Jonathan Halliday (JH) AREVA (NGN Chair)
	Bob McDonald (BM) Siemens (NGN Vice Chair / Info Co-ordinator)
	Beatrice Chong (BC) University of Warwick (NGN Treasurer / Secretary)
	Colin Ray (CR) CIGRE-UK Secretary/Treasurer
	Soon Kiat Yee (SKY) University of Manchester
	Kieran French (KF) National Grid
	Ben Adams (BA) RWE Power
Apologies:	Maria Brucoli (MB) Imperial College (Communication WG Convener)
	Rose King (RK) University of Cardiff (Paris 2008 WG Convener)
	Biljana Stojkovska (BS) Imperial College
	Gavin Crook (GC) National Grid
Minutes Prep By:	B. Chong
Minutes Checked By:	B. McDonald

Discussion

1. Review of previous actions

(Refer to list of actions, available online)

2. NGN update

Including update provided by JH at CIGRE-Exec meeting (10 June 2008):
- Membership – approx. 160, healthy and growing.
- Technical Event 1 – both day and evening events went well.
- IET/CIGRE Interconnections conference – 14 free places given, just short of 14 attended due to last minute arrangements
- Technical Committee meeting (Newcastle) – NGN representation by BM and RK, worthwhile
- Technical Event 2 – looks healthy, organisation in progress
- Paris – refer to later section
- Technical Event 3/AMG – Original date (Jan 2008) AGM postponed to allow more time for NGN member to find out what is going on etc. Now scheduled for November 2008
- Mentoring – progress is being made, refer to later section
- Website – very useful for communication, £62/year to keep online
- Finance summary – so far spend has been under budget, good

Questions, comments and feedback from CIGRE Exec to NGN:
- Q. Should NGN have its own working group? - interesting point, something to consider at a later date
- Q. For larger companies, should there be one liaising person per company? Is it worth it? – have thought about this in the past, something to consider at a later date
- For Paris Session 2008, suggested that we emphasise, what's been done in the past and what will happen in the future

- Paris Session 2008 "Young Delegates Session" will be run Thurs afternoon questioning, what should CIGRE do to engage younger members? NGN has been invited to present
- Paris Session 2008: EPEE – JH presenting
- National Committees from other countries are interested in having their own NGN groups, therefore we need to show that it is a sustainable group
- Q. How NGN could be rolled out globally? – This is an issue for Jean Kowal not NGN-UK
- No cap on registrations, for now
- General positive feedback

3. Mentoring/Working Group involvement

3.1 Mentoring – getting it started

- SKY/BM – Aim of mentoring: primarily for integration into CIGRE UK and working groups.
- SKY has agreed change of role with John McDonald (i.e. co-ordinator for mentoring / working group applications).
- SKY will be only contact for mentoring at mentoring@cigre-ngn.co.uk.
- Applications to be sent to CR/CJ (CIGRE UK facilitators for mentoring scheme).
- CR/CJ will pair people up (may look outside the UK for mentors).
- 2 aspects to deal with: Mentoring into a WG; Direct entry to WG.
- Documents have been prepared for each aspect: application form; mentor guide; mentee guide. (Documents put have been reviewed by CR and CJ, SKY has made all suggested changes, CR happy).
- Q. How long would you like to be continuously be mentored. Either party can pull-out at any time.
- Discussion point: how to deal with confidentially between different companies? Add "conflict of interest" session in mentor guide.
- Timescale for mentoring – any max time? WG usually run 2/3 years. NGN don't know what official cut-off date is? NGN will officially step back after 12 months.
- What monitoring is necessary, how long is CR/CJ needed? Review mentoring, in 6 months, how is initial batch going, can we cope with more?
- Agreed: essential for pair to meet in person before becoming mentor/mentee. AGM team to try encourage mentors/mentees to meet there, give another incentive.
- Consider mentoring workshop for future.
- Q. do we have any idea of what demand is expected? Is there a difference from academia / industry?
- SKY - How can NGN get mentoring scheme certified by IET? CR - IET are quite happy to adopt it, and wants the two 'Young Members' groups to meet. Start with 10 mentors/mentees only.

Mentoring launch date:
- 22 July 2008 to coincide with TE2.
- SKY/BM to finish and send off draft email. SKY will periodically ask how progress is going from both sides. Needs to have an anonymous feedback system to allow open feedback.

3.2 Getting people involved in working groups

Q. How to start getting people involved in WGs? – Mentoring is key because it is difficult/daunting to join WG/SC directly. For people wanted to gain direct access, NGN is to give guidance to these individuals only (not endorse them).
- Contact to working group is regular member of Study committee.
- 2 methods of joining at WG: with a mentor through mentoring process; direct access to WG, standard application process necessary

Procedure:
- Application form for WG, NGN will facilitate initial contact.

- Form separate to mentoring application.
- Standard procedure: if any member is not active enough on the WG, then group will let them know the consequences, will come through National Representative.
- Ultimate responsibility of WG member lies with Working Group Convener – can accept or reject an application. Convener will tell applicant if they are successful or not. NGN is just a facilitator.
- Appointed working group coordinator will get feedback from WG Conveners on how the NGN participants are getting along (6 months/1 year review).
- Each WG starts/ends/has meetings at different times of the year – to keep up with this look at CIGRE website. About 170 active WGs at moment.
- Best time to join WGs is at beginning.

4. Paris 2008 progress update

Set budget = £7 500.
Paris WG – RK, CD, RC, SKY, BC and JH can help out if required.

Leaflets:
- About NGN for general visitors -How much will this cost for glossy leaflets? Approx 300 leaflet necessary. (CR – remember that people are given lots of paper that they are likely to throw away).
- For NGN attendees to Paris Session (need 5-3 people on stand at any one time).

Posters:
- 7 July 1st poster deadline, BM will look at them for appearance
- CR/CJ/AM to do final check before print
- Want finish to be the same so all posters will get printed at same place by one person

Registration places:
- Action in hand/waiting for response from Paris, CR is not pursuing it further
- Unexpectedly 17 free registration places given to NGN by Paris

Duties of NGN members during attendance to Paris Session 2008:
- Need to make clear to NGN presenters that additional duties come with the 'free' Session registration

5. Review of NGN working group structures

Necessary review as group has now changed and initial structure needs to be changed

Review of short term goals (set 18 months ago) Procedure
- Improve relationship between NGN and CIGRE UK – yes, improvement made
- Advise existing CIGRE members that met criteria of becoming an NGN member are aware that they can become a NGN member and gain free membership – yes, advised
- Improved communication - successful

Review of long term goals (set 18 months ago).
- Setup Technical Events and activities – good progress, ongoing
- Increase Working Group involvement – currently going in right direction
- Get NGN members invitations to CIGRE meetings/Paris etc – good progress made
- Feedback from NGN members is generally positive
- Improve image of CIGRE to NGN members – going in right direction
- Access to WGs – in progress
- "young members" section in Paris – 1st one this year

Current situation: 3 existing Working Groups.
- Was right at the time to create these

- Constitution WG – changed to Paris WG
- Members Services WG – activities in progress
- Communications WG

Change groups to responsible appointed individuals, called "coordinators", change needs to be agreed by entire Steering Committee

Review of current roles and responsibilities:
- Mentoring – previously Members Services WG, now NGN mentoring coordinator is responsible (SKY)
- WGs – previously Members Services WG, now NGN mentoring coordinator responsible (SKY)
- Events – currently done on a ad hoc basis with JH, in the future the NGN events coordinator and host of event will be responsible (not appointed yet)
- Membership – currently MB of Communications WG responsible
- Budget control – NGN Secretary/Treasurer (BC)
- Communications – currently Vice-Chair/Info Coordinator (BM) and Communications WG responsible.
- Constitution – can continuously be changed/updated after agreement at AGM – NGN Chair (JH) and Secretary/Treasurer (BC) responsible for continuous monitoring and updating
- No max steering committee number set, this allows everyone get involved – this may have to change with restructure.
- Small task group look at specific events to get things done on an ad-hoc basis

Way forward:
- CR suggested 2 choices: single task coordinator that knows everything or one person for each task "coordinator"– they will need to attend SC meetings to feedback to group. Then SC will compose of 3 core members + coordinators active at that time
- Proposal for new structure and roles and responsibilities was compiled during meeting. Will be emailed to all SC members for suggestions/comments.
- KF – suggested it was a good idea to have a separate Webmaster as within National Grid's Newnet, it worked really well.

6. Membership update
- Approx. 50/50 distribution of NGN members from academia and industry.
- Last 6 months – 55 new registration, growth approx. 50 people/6 months, consistent
- Registrations, information now all online.
- Out of total 154 members, 55 have attended an event so far– split 20 adacemia/35 industry, why? cost? Would be interesting to find out (Are academic members more interested in technical info and WG involvement and industry members in events?).
- Membership review to be done in October 2008.
- UK Exec says there is no cap on membership numbers, as long as person meets criteria
- This year all NGN members will be renewed. Next year, people who are not active will not be automatically registered for proceeding year's membership.
- Membership review from academia complete – YA
- Membership review from industry side – not complete yet, responsible GC

7. Events
Technical Event 1: Summary review, feedback:
- 50% of people gave feedback by email after event.
- Probably higher if a hard copy of form was taken to event.
- Generally positive, minority negative

Technical Event 2: Progress update (22 July 2008, NaREC, Blyth, Northumbria)
- AREVA are sponsoring event.
- NaREC is facilitating event.

- JL from ABB chairing day and managing event.
- Currently over 50 people are registered for event. JL currently on holiday, JH thinks that the current list is not a complete and there are probably 70 people registered. Capacity is high, not likely to reach saturation.
- All joining instruction are now online.
- JH needs to confirm numbers to NaREC by Fri 4 July and food by Fri 11 July
- Opened up to IET, company representatives and CIGRE UK for free attendance also

Technical Event 3/AGM
- Preliminary scheduled for Nov 2008.
- Need to find host company for TE3/AGM to keep price down, need to keep event technical to get people to attend.
- Look at 10am start to allow for travel in the morning and avoid having to stay the night before
- Suggest theme for the day.
- Adam Middleton has a connection with STEMNet, if TE3 is in London they would like to attend.
- Discussed getting an MP to attend TE3.
- Possibly Invite IET (Power Academy) to attend.
- Election process and related tasks need to be defined ASAP after Paris

7. AOB

- BM (current Vice-Chair/Information coordinator) is leaving UK due to work commitments
- CIGRE was approached to advertise job vacancies on their website – CIGRE said no. (Agreed by Exec meeting that companies could send an employee (Technical Director) to TEs to see what's going on and talk to NGN members).

Actions

Refer to separate list of actions

Future Meetings

Teleconference with Paris 2008 WG

Date	TBC – Week beginning 7 July 2008
Time	TBC
Location	Teleconference
Organiser / Host	RK/Paris WG
Agenda	TBC
Attendees Req.	JH, RK, Paris WG

Steering Committee Meeting

Date	TBC – September, after Paris Session 2008 and before TE3/AGM
Time	TBC
Location	TBC
Organiser / Host	TBC
Agenda	TBC
Attendees Req.	TBC