



## Steering Committee Meeting – Notes of Meeting

**Date:**

12th January 2010, 10:30– 16:00

**Location:**

National Grid, Thorpe Park, Leeds

**Attendees:**

Beatrice Chong- Chair, **BC**  
Sarah Follmann, **SF**  
Ashraf Muhammad, **AM**  
Aruna Gunatilake, **AG**  
Eswar Chukaluri, **EC**  
Julija Matevosyab, **JM**  
Gan Li, **GL**  
Xuan Yang, **XY**

## Agenda:

<b>10:00 - 10:30</b>	Coffee/Tea	BC
<b>10:30 – 11:15</b>	Roadmap 2010	PFP
<b>11:15 – 12:15</b>	Paris 2010 – progress update	CD / BC
<b>12:15 – 13:00</b>	Membership update and way forward	RM / BC
<b>13:00 – 13:45</b>	Lunch / Networking	All
<b>13:45 – 14:45</b>	Working Group Involvement	SKY /BC
<b>14:45 - 15:30</b>	Website update and way forward	AM
<b>15:30 - 16:00</b>	AOB / Close meeting	All



## Notes of Meeting

### 1. Roadmap 2010

#### Event review:

PFP dialed in via a teleconference and gave a brief overview on last year's events and feedback received. Short notice and problems with event registration were named as main shortfalls.

Coaching of event chair person needs to be improved. PFP to provide guide before first event in April.

Online event registration will be set up by AM/AP to improve registration process. Some people encountered problem with sending current PDF form.

Summary of points:

Achieved in 2009:

- short events introduced
- ongoing support from industry
- coordination established to support local organizer

Discussion

- Electronic registration: PDF operational but Html to come – **AM** to establish
- Events reports. Local organizer to organize a report from event including photographs. **PFP** to include into guide and brief local organizer
- **EC** and **AG** to report on the latest Areva event. **JM** to provide PFP with name of her colleagues who attended as well. PFP to talk to him to get report on Alstom part of event for Newsletter.

Upcoming events:

Core Events for 2010 were confirmed:

- a. Event 1: Offshore Wind Generation hosted by Siemens in Newcastle  
Visit to offshore substation platform. Suggested date 21 April – **SF** to confirm
- b. Event 2: Storage systems for future electricity networks hosted by TBC



Visit to Dinorwig Storage Plant, Wales – Colin Ray to establish contact- PFP to follow up (Remark: Transport to plant to be looked into)

c. Event 2: Standards and testing –

Visit to test facility at Uni Manchester – Yasir to establish

**PFP** to finalise dates for events by early February to have 2010 roadmap ready to communicate to members. The roadmap need to be ready with committed dates at companies and sponsors. This will allow NGN members to plan their attendance well in advance and give enough time to liaise with companies.

Non-core events 2010: - Cruachon Hydro Plant as event in Scotland (1.5h from Glasgow)

- Forensics/ diagnostics of faults e.g. in cables - **RW**

- Palarmis wave generator in Edinburgh-**CD**

- OHL tower with insulated cross arms at National Grid- **BC**

Suggestions for events in 2011:

§ Storage systems for future electricity networks

Visit to ABB/EDF battery storage trial project– **JL**

§ SPPS Whitelee Windfarm near Glasgow

§ HVDC converter technology

§ Visit to BritNet converter station – construction progress permitting

## 2. Paris Session 2010

CD is coordinating NGN's involvement in the Paris 2010 session. Ryan Tumilty; Julija Matevosyan and SF are assisting. Separate teleconferences take place to move things on.

Stand:

§ Stall has to be ready on Sunday morning, prior to registration starting. Chris put together separate document detailing suggestions on format for the stand. Format was discussed and steering committee agreed to Chris' comments and bullet points.



- § It was suggested to organise (hire?) a large screen (40inch) and have slide shows / videos about NGN and members available. This could be info on past events, profiles of members, pictures. AP can organise slideshows if material is made available to him.
- § It was suggested to have info material available on memory sticks and to organise give-aways/goody bags.
- § It was discussed whether it would be possible to have the world map available online. AM to explore.
- § Someone from UK should be present at all time to give guide on stand
- § Get group photo from different countries on Sunday event to display on stand
- § Organise handouts /flyers and business cards on NGN, similar to last time
- § Beatrice's colleague provided a windfarm game which is to be send to Chris for discussion. It could be made available on laptops on the stall
- § Maria to send out call for photos of past events – to be send to Ash
- § Discussion to be continued on separate teleconference

#### Technical Event:

JM is organising the technical visit during the Paris session and gave an overview over two possible events. Event to take place on Monday afternoon.

- Option 1: Presentation on system modelling software developed by RTE combined with research centre visit
- Option 2: Presentation on challenges faced by an interconnected network with level high level of nuclear generation combined with visit to HVDC or underground substation

Options were discussed and decided to try and combine the two options. JM to approach RTE with proposal to find out what would be possible.

- § Colin to contact other country secretaries to investigate if other young member groups exists. **CR/CD**
- § Colin to confirmed location of the stand. **CR**
- § EPEE session and possible NGN participation has to be coordinated - **CD**
- § Colin to push that at least paper authors get free registration for Paris session. He agreed to ask for a total of 15 sponsored registrations.- **CR/CD**



- § Colin to discuss with Paris whether it is possible to get number of young members. Find out if link to NGN activities on website is possible. – **CR/CD**
- § Chris to get in touch with young members from 2008 asap - **CD**
- § Find out from Colin how advertising of our events is possible. Can we get our event advertised in main programme? Can we get list of young members. **CR/ SF**
- § AP can organise slideshows if material is made available to him. **MB/AG** to provide material. **MB** to send out request for event pictures.
- § **CD** to arrange teleconference for this week to discuss progress on Paris coordination. - **CD**

### **3. Membership Update**

- § **RM** made report available summarising membership status. We discussed implications of high number of members who now reached the end of their 3 year sponsored membership period and therefore will have to pay and might drop out. It was discussed that a new attempt to attract members has to be made. See actions.
- § **MB** to start updating info leaflet / flyer with new concept of “mentoring”, plans for Paris session, Roadmap and benefits of joining. **CR** to send out promotion email to all Cigre members about NGN and encourage young members to get in contact.
- § Get one NGN representative in each company/university to be responsible to recruit more members. **RM/MB** to liaise with **CR**
- § **RM** to urgently send out membership numbers out. People are complaining that they don't know their number.

### **4. Mentoring / Working Group Involvement**

New service was summarised again:

- § New name for the service: Technical Facilitator and Working Group access – **SKY** to facilitate working group issues, **CD** to facilitate paper submission issues
- § New process: NGN members contact **SKY** with their needs and **SKY** makes contact to working group convenors. Match NGN members to working group convenors and ease access into working groups. **SKY** to act as intermediate contact linking young members to Cigre convenors. **SKY** works also as complaints receiver. Complaints to be forwarded to **CR** and **CJ**.



- § **SKY** to draw up process chart for new process.
- § **CD** to draw up process chart for paper submission process.
- § **AP/ AM** to produce catchy link to this new service which clearly shows benefits of new service. Benefits for NGN members are: Contact to more senior expertise (networking), encourage exchange.
- § **CR** to provide a copy of statement on Cigre's position on benefits of working group participation by young members.
- § After Cigre UK Exec Meeting in November SKY suggested to have a shadow working group. This idea has to be followed up by **SKY** but should be an addition to the process as discussed above.

## 5. Website/ IT Support

- § AM informed that committee that AP and he are currently working on an updated website.
- § **AM** is creating an online registration form for membership and a personalised auto reply for registration.
- § **AM/AP** to liaise with **MB/AG** to get more recent information to put onto the website, including information on Paris 2010 involvement
- § **AM/AP** to include link to facebook group
- § **AP/ AM** to produce catchy link to this new service which clearly shows benefits of new service. Benefits for NGN members are: Contact to more senior expertise (networking), encourage exchange.

## 6. AOB / Close Meeting

### Communication

NGN Communication was discussed. It was suggested that a supportive communication coordinator should be established and Aruna volunteered to take on this role. Aruna and Maria have to coordinate between each other on split of tasks.

- § The bulletin and newsletter should be send out more regularly again
- § A event report has to be obtained after each event and communicated out



- § A call for pictures from past event should be send out, so that these are available to upload on the website, facebook and for the Paris session.
- § NGN info leaflet to be updated so that it can be send out to attract new members (see membership section)
- § .Maria to send reminder to all NGN members about facebook group. All communication and events should be published on the group site.
- § Facebook group site to be updated and linked into website. Look into linking the group with other young engineering groups e.g. IET/IEEE/young engineers in sustainable engineering.
- § Maybe rename facebook group to have more explicit name
- § Find out who is involved in working groups to have information available for Paris –. In conjunction with SKY
- § Create profile template for Paris, so that NGN members can make a profile available for the slide show suggested for Paris – in conjunction with AM
- § Collate material that can be used for the suggested slide show for Paris – in conjunction with AM
- § Coordinate with Colin and Rodrigo to find new ways of distributing info to find new members.

### **Meetings:**

Following meetings were agreed on:

- 14 January 2010 at 15:00 - Teleconference on Paris 2010 – to discuss Stand, Evening Event and Technical Visit.
- 20<sup>th</sup> April 2010: Steering Committee Meeting, Newcastle Siemens (day before technical event 1)

**Actions**

	<b>Action</b>	<b>Responsibility</b>	<b>Required</b>
1.1	AM to set up online event registration.	AM	Feb 10
1.2	EC and AG to report on the latest Areva event	AG/EC	Jan 10
1.3	Sarah to discuss next event with Patrick and confirm date.	SF/PFP	22 Jan 10
1.4	Create a short guide for event coordinator for upcoming events	PFP	March 10
1.5	Distribute list of attendees (names, company, location) for technical events among attendees before event.	PFP	April 10
1.6	PFP to finalise dates for events by early February to have 2010 roadmap ready for distribution among members.	PFP	Jan 10
2	Actions on Paris will be updated separately	CD	ongoing
3.1	Get one NGN representative in each company/university to be responsible to recruit more members. RM/MB to liaise with CR	RM/MB/CR	Jan 10
3.2	RM to urgently send out membership numbers out	RM	Jan 10
4.1	SKY to draw up process chart for new process. CD to draw up process chart for paper submission process. AP/ AM to produce catchy link for website/facebook	SKY,CD,AM. AP	Jan 10
4.2	SKY to look into mentoring tie-up with IET accreditation. Sky to liaise with Chris and Colin to approach the IET about this.	SKY/CR/CJ	March 10
4.3	CR to provide a copy of statement on Cigré's position on benefits of working group participation by young members.	CR	Feb 10
4.4	AP/ AM to produce catchy link to this new service which clearly shows benefits of new service. Benefits for NGN members are: Contact to more senior expertise (networking), encourage exchange.	AP/AM/SKY	Feb 10
4.5	SKY to follow up with idea of shadow working group.	SKY	Feb 10
5.1	Create online event registration form.	AM/PFP	Jan 10





5.2	Create online membership registration form	AM/RM	Jan 10
5.3	AM/AP to liaise with MB/AG to get more recent information to put onto the website, including information on Paris 2010 involvement	AM/MB	Jan 10
5.4	AM/AP to include link to facebook group	AN/AP	Jan 10
5.5	SF to provide constitution to AP. AP to upload constitution.	SF/AP	Jan 10
6	MB/AG to discuss actions as outlined under point 6	MB/AG	Jan 10