

Steering Committee Monthly Teleconference – 20th July 2010

Timings:

Tuesday 20 July 2010, 1800-1900

Contact:

To join the teleconference, please dial: **02071 890 454** at the arranged time and date.

Host: Sarah Follmann, 07921 246 421

Chair and author: Beatrice Chong

Attendees:

EC, Eswar Chukaluri, eswar.chukaluri@areva-td.com
PFP, Patrick Favre-Perrod, patrick.favre-perrod@areva-td.com
SKY, Soon Kiat Yee, soon.yee@siemens.com
KW, Kevin Wilson, keven.a.wilson@gb.abb.com
BC, Beatrice Chong, beatrice.chong@uk.ngrid.com

Expected to attend but didn't:

SF, Sarah Follmann, sarah.follmann@siemens.com
RM, Rodrigo Moreno, rmoreno@imperial.ac.uk

Apologies:

AG, Aruna Gunatilake, aruna.gunatilake@areva-td.com
EG, Elise Ganendra, esganendra@gmail.com
MA, Muhammad Ashraf, muhammad.ashraf@areva-td.com
RT, Ryan Tumilty, ryan.tumilty@kema.com
EP, Elena Petrova, elena.petrova@gb.abb.com

Requested, no response:

MB, Maria Bruccoli, maria.bruccoli@arup.com
JM, Julija Matevosyan, julija.matevosyan@gmail.com
RK, Rose King, kingr11@cardiff.ac.uk
RW, Ross Wilson, Ross.Wilson@RWEpower.com

Agenda:

Aim: update on NGN activities, assign future actions and dates for completion

Communications

- Email for Paris Networking event EP/RT
- July newsletter EP
- Facebook status
- Latest post RW
- Adverts for upcoming events
- Adverts for recruitment

Membership update RM

Paris 2010

- Sponsored places BC
- WG "observers" update BC
- Starter pack for other countries RM (see draft?)
- Stand SF/RK/BC
- Germany collaboration update SF
- Posters SF/PFP/SKY/BC
- Printing arrangements
- Introductory flyer EP
- Membership profiles BC
- Business cards BC
- TV/DVD equipment order BC/RM
- Networking event RT/BC
- Publicity
- Arrangements
- Technical event BC for JM

Video EC

- Watch video - all
- Feedback - all

Website

- On-line registration form for Paris Networking event
- Update ready for off-line version to take to Paris
- Web assistant recruitment
- Advertise in next newsletter MA/EP

Events

- Event coordinators: plan of future arrangements
- Smart grids at University of Birmingham
- HV testing at University of Manchester
- Advertise before smart grid event?
- Short events
- Any upcoming events?

Members Services – SKY

- Mirror working group
- IET accreditation (action 5.2) from last SC meeting

AOB

- Review of previous actions
- Next monthly update teleconference, Aug (before Paris)

Minutes & Actions:

Communications

| Action | Responsible person | To be completed by |
|--|--------------------|--------------------|
| Talk to EP about July newsletter -- Adverts for upcoming events -- Adverts for recruitment | BC | Fri 23 July |
| Facebook - get update from EG | BC | Fri 23 July |
| Technical corner and Facebook topics for discussion – get update from RW | BC | Fri 23 July |

Membership – didn't discuss as RM was not present

Paris 2010

- BC gave update on sponsored places after discussion with CR Mon 19/07/10.
- BC gave an update on current state of WG observers at Paris. After meeting with CR Mon 19/07/10 BC had been advised not to contact National Secretaries about this issue as it has not been through the formal channels of CIGRE. BC is allowed to continue to promote the current spaces to the NGN only.

| Action | Responsible Person | To be completed by |
|--|--------------------|---|
| Sponsored registrations | | |
| Some people on sponsored registration list have already paid, email CR how to handle these cases | BC | Completed, waiting for CR response |
| KW is a new CIGRE NGN member who doesn't have his CIGRE membership number yet. Contact CR and RM | BC | Completed, waiting for CR/RM response |
| MA confirmed he cannot attend Paris session. Inform CR. | BC | Completed |
| SKY is still to confirm his attendance to Paris session | SKY | asap |
| WG observers | | |
| Send SKY list of accepted WG observers | BC | Completed |
| Send NGN members update on spaces for WG observers | BC | Fri 23 July |
| Posters | | |
| Ask AG if he's able to print off all 4 A0 posters to keep colour and print consistent | BC | Completed, waiting for AG response (currently on holiday) |
| Agreed to bring a 2 nd copy of posters in a smaller size for backup | BC | Mid Aug |
| Introductory flyer | | |
| Proof read and edit ready for printing (BC spoke to SF after teleconference) | SF | Mon 26 July |
| Member Profiles | | |
| Send KW template and example | BC | Completed |
| Send BC member profile | KW | Mon 26 July |
| Stand | | |
| TV/DVD CR is chasing up Paris/Pro4Events on this issue as RK and BC have had no response | | |
| "Starter pack" | | |

| | | |
|--|-----|-------------|
| Send out first draft to Paris team to have a look at (BC contacted RM after the meeting via email) | RM | Fri 23 July |
| Networking Event | | |
| Check flyer with sponsors before event can be advertised | PFP | Mon 26 July |
| Online registration form needs to be set up | MA | Mon 26 July |
| Technical Event | | |
| Did not speak about since JM was present | | |

*Brought over from last teleconference

Video

Only KW able to watch video, only comment was video needs subtitles for Paris 2010 stand.

| Action | Responsible Person | To be completed by |
|---|--------------------|--------------------|
| BC to watch video | EC | Fri 23 July |
| John (producer/director) needs to add subtitles | EC | End of July |

Website

BC gave update on website issues after speaking to MA earlier in the day to catch up with status of actions.

| Action | Responsible Person | To be completed by |
|--|--------------------|--------------------|
| Offline version needs to be ready for Paris 2010 and a few DVD copies sent out to Paris attendees to bring with them | MA | Mid Aug |
| Recruitment advert to be publicised on website and in next newsletter | MA | asap |

Events

| Action | Responsible Person | To be completed by |
|---|--------------------|--------------------|
| Short event – send out confirmation to SC members | PFP | Fri 23 July |
| Arrange meeting with future event coordinators | PFP | End of July |

Member Services

| Action | Responsible Person | To be completed by |
|--|--------------------|--------------------|
| Mirror working group update, chase up Mark Waldron of National Grid | SKY | asap |
| IET accreditation action 5.2 from last SC meeting, agreed to discuss in Sep SC meeting | BC | 14 Sep |

AOB

| Action | Responsible Person | To be completed by |
|---|--------------------|------------------------------------|
| Next update teleconference, check with SF that she can attend, email sent | BC | Completed, waiting for SF response |
| | | |