

## Teleconference – Monday 11<sup>th</sup> July 2011

**Time:** 16:30-17:30

**Host:** Beatrice Chong

**Number:** 0207 081 9473 and Code: 9805613#

**Author:**

*Amir Khan, amir.khan@alstom.com*

## Attendance

**Accepted:**

AG Aruna Gunatilake, aruna.gunatilake@alstom.com  
EG Elena Gorman, elenagorman10@gmail.com  
BC Beatrice Chong, beatrice.chong@uk.ngrid.com  
LC Leong Cheng (Sunny), leong.cheng@alstom.com  
AR Angela Rotheram, Angela.Rotheram@pbworld.com  
EC Eswar Chukaluri, eswar.chukaluri@alstom.com  
AK Amir Khan, amir.khan@alstom.com  
YS Yasir Siraj, yasir.siraj@alstom.com  
RK Rose King, rosemary.king@alstom.com

**Apologies:**

PM Parth Mehta, parth.mehta@siemens.com  
CD Chris Dent, chris.dent@durham.ac.uk  
BI Bitia Izadyar, bitia.izadyar@areva-td.com  
MA Muhammad Ashraf, muhammad.ashraf@alstom.com  
RW Ross Wilson, ross.wilson@rwenpower.com  
YA Yasir Ahmed, yasir.ahmed@uk.ngrid.com

**Tentative:**

ESG Elise Ganendra, esganendra@gmail.com

**No reponse:**

RM Rodrigo Moreno, Rodrigo.moreno07@imperial.ac.uk  
KW Kevin Wilson, kevin.a.wilson@gb.abb.com  
JM Julija Matevosyan, julija.matevosyan@gmail.com  
LY Li Yang, li.yang-3@postgrad.manchester.ac.uk  
HK Hassan Kayani, Hassan.kiani@gmail.com

**Topics to be covered:**

Agenda:

- Promote LinkedIn NGN group to all members, Communication should be sent out to all members to encourage them to create LinkedIn profile – AG/BI
- Membership numbers – RM
- Website update (Minutes & Newsletters) – AG/MA/HK
- NGN promotion presentation –AG/BC to create new marketing presentation
- NGN marketing flyer and promotion email update– YS/AG/AK/BC
- Promotional Event at National Grid update– YS/BC/AG/AK
- Core and Short events dates for this calendar year and venue to be confirmed asap – EC
- Update on Paris 2012 strategy and representation from NGN – BG/AG/RW
- CIGRE NGN slogan for Paris 2012 – EC/AG
- NGN stand at CIGRE UK conference in Stafford – AG
- Mentoring scheme – New idea proposed for adhoc mentoring & need further discussion update – EG
- Update on Non-financial mutual promotion offer and Smart Substation Event, London – EC
- AOB

**Review actions from the last teleconference held on 06<sup>th</sup> June:**

**Steering Group Communications**

Action	Responsible person	Due date
The password for the Gmail email account should be taken off of the Agenda before uploading it to the CIGRE NGN website. A new password should be created. This password should be sent to the chair, vice chair, secretary, communications lead, membership coordinator and international liaison.	BC	Complete
CIGRE UK regular members list should sent to EG.	LC	Complete
To sort the emails, labels are added to each email. How to labelling guide will be produced first.	BC, AK	In progress 15/06/2011
The use of the original domain was discussed as this appears more professional. A separate discussion into how this can be achieved is to be organised and a trial take place.	BC, AG, MA, HK	In progress

**Membership [Not discussed]**

Action	Responsible person	Due date
An update on the status of membership is to be sent to the steering committee	RM	Next SC teleconference 06/06/11
Continue to push CIGRE-UK and CIGRE Paris on receiving the membership numbers quicker.	RM	Next SC teleconference 06/06/11

**International Interest in NGN**

Action	Responsible person	Due date
Representatives from Germany suggested a meeting between themselves and CIGRE NGN. A proposed location and date for this meeting is the 7 <sup>th</sup> November in Wolzbury, Germany. The email is to be forwarded to RW, who is a potential attendee.	AR	Post meeting – RW has permission from his manager to meet CIGRE

		Germany Complete
Representatives from Australia suggested a meeting between themselves and CIGRE NGN. A proposed location and date for this meeting is June in the UK. The date and location is to be finalised. Potential attendees include AR, BC and AG. Needs to arrange a teleconference.	AR	In progress

**Members Services**

Action	Responsible person	Due date
An email will be sent to Colin Ray to obtain the status of working groups so that this information can be added to the next newsletter.	LC	In progress By next newsletter
BC will prompt SKY to find the status of the mirror working groups including the topics, the progress on creating these groups and some statistics. This information can then be added to a future newsletter.	BC, SKY, LC	Complete
LC will get access to Gmail account.	BC, AG	Complete
The 3 priority roles of members services is to be identified. Professional Counsellor Programme (Mentoring) is active now.	LC	Complete

**Communications**

Action	Responsible person	Due date
A template email for all communication relating to Paris 2012 is to be created.	EG	In progress 15/06/2011
A template email for intermediate communication is to be created	EG	In progress 15/06/2011
The mailchimp list of email contacts is to be updated with the associate and international members. The latest newsletter is to then be sent to these members.	RM/AG/EG	Complete
AG should send all intermediate communication to EG so that it can be sent out on the template.	AG	In progress ASAP
A link to minutes and agendas should be added to the LinkedIn website.	BI	ASAP
A technical corner should be created on the LinkedIn website. A disclaimer should be added. The disclaimer should be sent to (BI) to upload.	RW, BI	In progress 15/06/2011
A technical corner should be created on the LinkedIn website. A short article for and against smart grids is to be posted.	AR, RW	In progress 15/06/2011
A check will be performed to check that all executive committee members have a LinkedIn profile.	AG	In progress 15/06/2011
Feedback on the latest newsletter will be given. Feedback given to Elena.	RW	Complete
A short article on the status of the international friends of CIGRE NGN initiative will be produced for the next newsletter.	AR	In progress By next newsletter
EG is to have a discussion with the communications team to reallocate tasks and to train them as a back-up.	EG	27/05/11
Voluntary opportunity for communications team member is to be advertised on Facebook and LinkedIn	EG/BI/EG	27/05/11

**Website**

Action	Responsible person	Due date
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The website code should be sent to HK	MA	Complete
Backlog clearance should be sent to MA for upload asap Post meeting – newsletters have been sent to MA/HK by BC	AG, BC, AK, MA, HK	Complete
AG will chase HK upon his arrival in the UK.	AG	In progress

**Events**

Action	Responsible person	Due date
Feedback analysis for the last 6 months of events is to be sent to BC.	EC	Complete
An event on smart grids is to be held at the end of June. Date & max. number of delegates are confirmed. Please check minutes.	EC	Complete
For organisation of events it would be useful to see where members are based. This information should be sent to EC.	RM	27/05/11
EC to find out geographical distribution of NGN members across the UK for future event purposes from RM	RM/EC	In progress

**Cigre 2020 Strategy Groups**

Action	Responsible person	Due date
A NGN representative for the Organisation Strategy group is available - Advertise opportunity in the next newsletter	EG	Complete
BC will give update on UK Executive meeting i.e. on 8 <sup>th</sup> June.	BC	15/06/2011

**Marketing**

Action	Responsible person	Due date
The promotional flyer that is to be approved.	BC/YS	In progress ASAP
The promotional presentation is to be produced. Under review.	BC, RW, AG, YS	In progress ASAP
A small article on marketing in June's newsletter.	EG	ASAP
YS will get in touch with Kevin Wilson to get the information on NGN promotional event for ABB.	YS	ASAP
YS will populate a list for possible venues & hosts.	YS	ASAP

**Constitution**

Action	Responsible person	Due date
The new constitution is to be completed Post meeting – see notes above for agreed timelines for each stage	BC, RW	In progress Aug 2011 SC meeting
The use of voting buttons in emails with Lotus Notes/MS Outlook is to be tested. We can not use it on Lotus notes.	BC	Complete