

Teleconference – Thursday 08th August 2011

Time: 16:30-17:30

Host: Beatrice Chong

Number: 02070756551 Code: 600753#

Author:

Amir Khan, amir.khan@alstom.com

Attendance

Accepted:

EG Elena Gorman, elenagorman10@gmail.com
BC Beatrice Chong, beatrice.chong@uk.ngrid.com
AR Angela Rotheram, Angela.Rotheram@pbworld.com

Tentative:

AK Amir Khan, amir.khan@alstom.com
YS Yasir Siraj, yasir.siraj@alstom.com
PM Parth Mehta, parth.mehta@siemens.com
ESG Elise Ganendra, esganendra@gmail.com

Apologies:

MA Muhammad Ashraf, muhammad.ashraf@alstom.com
YA Yasir Ahmed, yasir.ahmed@uk.ngrid.com
BI Bitia Izadyar, bitia.izadyar@alstom.com
KW Kevin Wilson, kevin.a.wilson@gb.abb.com

No reponse:

EC Eswar Chukaluri, eswar.chukaluri@alstom.com
RW Ross Wilson, ross.wilson@rwenpower.com
RK Rose King, rosemary.king@alstom.com
LC Leong Cheng (Sunny), leong.cheng@alstom.com
AG Aruna Gunatilake, aruna.gunatilake@alstom.com
RM Rodrigo Moreno, Rodrigo.moreno07@imperial.ac.uk
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 update – RM
- Website update (Website structure, Minutes & Newsletters) – AG/HK
- NGN Marketing update – YS
- 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 – YS
- Newsletter Update – EC/JK/AR
- 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 – LC
- WG Involvement update – LC/AK
- AOB

Review actions from the last SC Meeting held on 11th August:

Steering Group Communications [BC/AG/AK/HK]

Action	Responsible person	Due date
To sort the emails, labels are added to each email.	BC, AK	On going
The use of the original domain was discussed as this appears more professional. HK will look into the matter to find the possibility.	AG, MA, HK	In progress

Membership [RM]

Action	Responsible person	Due date
Continue to push CIGRE-UK and CIGRE Paris on receiving the membership numbers quicker.	RM	Ongoing
Get information on NGN members becoming regular and direct entry for regular members.	BC	08/09/2011

International Interest in NGN [BC]

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 8 th /9 th November in Wolzbury, Germany. The email is to be forwarded to RW, who is a potential attendee and has his managers approval.	AR	In progress
AR to keep in touch with Australian contact for future opportunities	AR	N/A due to situation change
AR will chase New Zealand friends.	AR	15/09/2011
BC will chase US contact.	BC	15/09/2011

Members Services [LC]

Action	Responsible person	Due date
An email will be sent to Colin Ray to obtain the status of working	LC	In progress

groups so that this information can be added to the next newsletter.		By next newsletter
Populate the list of UK WG chairpersons and interested NGN members.	LC	08/09/2011
LC & AK will draft the proposal for encouraging WG involvement.	LC, AK	08/09/2011

Communications [JK]

Action	Responsible person	Due date
A general invitation to go out on newsletter for everyone to come on SC meeting.	JK	Complete
A link to minutes and agendas should be added to the LinkedIn website. EG will chase with BI.	BI	In progress
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 15/09/2011
A technical corner should be created on the LinkedIn website. A short article on smart grids is to be posted.	AR, RW	In progress 15/09/2011
AG will get main file for CIGRE logo from MA and email it to JK.	AG	15/09/2011

Website

Action	Responsible person	Due date
AG will chase HK to add a tab on Paris 2012 on NGN website	AG, HK	ASAP
AG will get payment details from MA and pass it to HK for purchasing server and domain.	AG, HK	Done
HK will create an e-form for membership renewal.	HK, RM	08/09/2011

Events

Action	Responsible person	Due date
For organisation of events it would be useful to see where members are based. This information should be sent to EC.	RM	In progress
EC to find out geographical distribution of NGN members across the UK for future event purposes from RM	RM/EC	In progress
BC will try to find a contact for Olympic village.	BC, EC	In progress

Paris 2012 Strategy Groups

Action	Responsible person	Due date
AG is lead for Paris 2012.	AG	Complete
Another teleconference/face-to-face meeting will be held in early October to finalising the strategy.	BC/AG	In progress

CIGRE 2020 Strategy Groups

Action	Responsible person	Due date
AG & BC will chase team lead in the strategy group for update.	BC/AG	15/09/2011

Marketing

Action	Responsible person	Due date
AG & BC will review the final draft by the end of this month.	YS, BC, AG	Complete
A small article on marketing in June's newsletter.	EG	Complete
ABB event is on hold till early next year due to refurbishment.	YS	Complete
YS will populate a list for possible venues & hosts.	YS	In progress

AG took lead to update leaflet for promoting NGN at Alstom Grid CIGRE UK event in September.	AG	15/09/2011
YS will take feedback form from EC and will modify for promotional event.	YS	08/09/2011

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	Complete
New constitution should be sent to all members for their approval and comments.	BC	18/08/2011

AOB

Action	Responsible person	Due date
Future invitations to teleconferences and SC meetings to be sent out using gmail account instead of MS Outlook by BC so AK is able to see accept/decline responses for ease of creating agendas. Test feasibility	BC/AK	N/A
Start the election process.	BC	By AGM
Now onwards BC confirm the event details and AK will send the invitation via Lotus Notes.	AK,BC	On going
Next teleconference will in September on 08 th from 16:30-17:30.	AK, BC	08/09/2011