

Teleconference Minutes - Thursday 8th September 2011

Time: 16:30 – 17:30

Host: Aruna Gunatilake

Chair: Beatrice Chong

Number: 02070 819 473 **Participant code:** 9805 613#

Author: Angela Rotheram, angela.rotheram@pbworld.com

Attendees:

Accepted:

AG Aruna Gunatilake, aruna.gunatilake@alstom.com

BC Beatrice Chong, Beatrice.Chong@uk.ngrid.com

RW Ross Wilson, Ross.Wilson@RWEpower.com

JK James King, james.king@pbworld.com

AR Angela Rotheram, angela.rotherman@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:

EG Elena Gorman, elena.gorman10@gmail.com

MA Muhammad Ashraf, Muhammad.ashraf@alstom.com

YA Yasir Ahmed, yasir.ahmed@uk.ngrid.com

BI Bitia Izadyar, bita.izadyar@alstom.com

KW Kevin Wilson, Kevin.a.wilson@gb.abb.com

No response:

EC Eswar Chukaluri, eswar.chukaluri@alstom.com

RK Rose King, rosemary.king@alstom.com

LC Leong Cheng (Sunny), leong.cheng@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

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

Notes of meeting

1. LinkedIn

- No update as BI is on holiday.
- A point was raised that people may have tried to join LinkedIn but may not yet have been accepted.
- Ross copied the previous technical corner comments to EG and BI so that it could be included on LinkedIn.

2. Membership update

- No update on general membership, RM unable to attend teleconference.
- There is 1 new international member from China, Roger Xia, Kingsine Electric Automation Co., Ltd, roger@kingsine.com.cn

3. Website update (Website structure, Minutes & Newsletters)

- There is no update on the website, HK unable to attend teleconference.

4. NGN Marketing update

- No general update as YS was unable to attend teleconference.
- YS have now taken the role of Marketing and Events Coordinator.

5. NGN marketing flyer and promotion email update

- No update, YS unable to attend teleconference.

6. Promotional Event at National Grid update

- An NGN promotional event is to take place at NG on the 10th Nov.
- Nick Windsor is a confirmed speaker.
- An internal group at NG called Newnet are going to help to organise this event.

7. Core and Short events update

- EC stepped down from Event Coordinator role. YS have taken his role as Events Coordinator.

- The next AGM and NGN Technical Event will be at National Grid on the 24th October and includes a tour of the national control centre.
- A possible future event is to be organised relating to the Olympic village. AR and BC to search for contacts.

8. Newsletter Update

- The approval process should be finalised. UK Cigre Comms have 24 hours, Chris and Colin have the next 24 hours and if there are no comments then the document should be sent out.
- Cigre UK want to receive a newsletter and decisions are still to be made regarding the interaction with the Cigre NGN newsletter. A possible suggestion is to have 2 separate areas on the same newsletter. A meeting between Cigre UK communications and Cigre UK NGN communications is required. This is to be organised by BC.

9. Update on Paris 2012 strategy and representation from NGN

- RW is meeting up with German Cigre NGN. The meeting and time is still to be arranged. During this meeting he will discuss getting a member of German Cigre NGN to present at the NGN Session Paris.
- RW is to double check with Chris Jones regarding the Paris forum and stand. He is to ask Colin Ray about the UK taking the lead on the stand and forum
- Germany, USA, New Zealand and all international members who were sent starter packs need to be contacted regarding helping with the stand. AR is to contact these to invite them.
- Comments on the Paris proposal have already been received from Chris Jones and Colin Ray. The committee have until 18th September to comment on the proposal. Aruna will then send it round again with modifications giving the committee a second chance to comment.
- A Paris meeting will be organised by end of September, early October by AG at Alstom Grid offices, Stafford.

10. CIGRE NGN slogan for Paris 2012

- Action closed, applied to new CIGRE NGN Banner for use on 21-22 Aug at Alstom HVDC event and Paris 2012.

11. NGN stand at Cigre UK conference in Stafford

- No update, RK was unable to attend teleconference.

12. Mentoring Scheme

- No update, LC unable to attend teleconference.

13. WG involvement update

- No update, LC unable to attend teleconference.

Review Actions from August SC meeting and updates from September's Teleconference:

Steering Group Communications

Action	Responsible person	Due date
To sort the emails, labels are added to each email. This is a new responsibility for NGN Secretary/Treasurer role, it has been added to the 2011 Constitution document, to be published in October.	BC, AK	Complete

Membership

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 at the end of their 3 year subsidised period, find out why they don't choose to renew. BC/LC and RM to put survey together in preparation for this year's renewal period. The committee to give feedback on first draft.	BC/LC/RM	Next SC meeting (TBC - Nov 2011)

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 th November in Wolzbury, Germany. The email is to be forwarded to RW, who is a potential attendee.	AR	Completed
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	In progress
AR will introduce herself to US contacts	BC/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 the information can be added to the next newsletter	LC	September newsletter
Populate the list of UK WG chairpersons and interested NGN members.	LC	October
LC and AK will draft the proposal for encouraging WG involvement.	LC, AK	October
Repeated from Membership action list: Get information on NGN members at the end of their 3 year subsidised period, find out why they don't choose to renew. BC/LC and RM to put survey together in preparation for this year's renewal period. The committee to give feedback on first draft.	BC/LC/RM	Next SC meeting (TBC - Nov 2011)

Communications

Action	Responsible person	Due date
Find an efficient solution for keeping CIGRE UK member emails up to date with Colin Ray to enable regular send out of NGN newsletter to all CIGRE UK members	BC/EG (Communications team)	October

Website

Action	Responsible person	Due date
The use of the original domain was discussed as this appears more professional. HK will look into the matter to find if this is possible. BC emailed HK for progress on this action Tue 20/09/11	AG,MA, HK	October

Events

Action	Responsible person	Due date
Wylfa Nuclear power station visit, keep in contact and up to date with repair status to run a Technical Event as soon as possible	YS	4 October (next teleconf)
DNO substation visit near Olympic Park. BC to continue to attempt contact with Liam O'Sullivan (contact provided by Leigh Williams, Atkins)	BC	4 October (next teleconf)
DNO substation visit near Olympic Park. AG/JK to ask for Atkins contact through managers at PB	AG/JK	4 October (next teleconf)

Paris 2012

AG was unable to stay for the entire teleconference, there was no update provided for Paris.

Action	Responsible person	Due date
Arrange face-to-face meeting with Paris 2012 organising team at Alstom Grid, Stafford	AG	End Sep /Early Oct

Cigre 2020 Strategy Groups

Action	Responsible person	Due date
Find willing NGN volunteer (preferable in the Stafford, Stone area) to represent NGN at Adam Middleton's 2020 Communications WG	BC	4 Oct (next teleconf)

Marketing

Action	Responsible person	Due date
The promotional flyer that is to be approved	BC	4 Oct
The promotional presentation is to be produced.	BC, RW	4 Oct

Constitution

Action	Responsible person	Due date
The new constitution is to be completed for approval by all NGN members.	BC, RW	19 Sep
The new constitution should be sent to the steering committee for approval	BC, RW	Complete
The use of voting buttons in emails with Lotus Notes is to be tested.	BC	Complete, unsuccessful

AOB

Action	Responsible person	Due date
Next steering committee meeting, AR looking into holding it in PB Manchester office	AR	4 Oct
Next monthly teleconference, proposed date 4 Oct 1630-1730	AK	21 Sep