International Council on Large Electrical Systems

CIGRE UK's Next Generation Network

Steering Committee Meeting – Tuesday 17th July 2012

Time

1000-1600

Location:

National Grid, A3.3, Warwick Technology Park, Warwick CV34 6DA

Ask for Mike Holmes or Richard Wallis at the reception desk

Mike Holmes   07768251379
Richard Wallis   07768251387

Required Attendees:

AG Aruna Gunatilake, aruna.gunatilake@alstom.com
ROW Ross Wilson, Ross.Wilson@RWEnpower.com
JK James King, James.King@pbworld.com
SLC Leong Cheng (Sunny), leong.cheng@alstom.com
AK Amir Khan, amir.khan@alstom.com
ANK Angeliki Kavvalaki, angeliki.kavvalaki@alstom.com
RIW Richard Wallis, Richard.Wallis@nationalgrid.com
TX Tianning Xu, tianning.xu@alstom.com
JK Jhansi Kuchimanchi, jhansi.kuchimanchi@pbworld.com
AR Angela Rotheram, Angela.Rotheram@pbworld.com
EIG Elise Ganendra, esganendra@gmail.com
EEG Elena Gorman, elenagorman10@gmail.com
HK Hassan Kayani, Hassan.kayani@gmail.com
DP Dhavalkumar Parmar, dhavalkumar.parmar@alstom.com
XH Xiaoling Hu xiaolong.hu@postgrad.manchester.ac.uk
MH Mike Holmes, Mike.Holmes@nationalgrid.com
PR Peter Roddis, peter.roddis@mottmac.com

Agenda:

09.30-10.00	Arrival/Registration	ALL
10.00-10.10	Welcome and introduction	AG
10.10-10.45	The Stand – Material, Poster, Fliers	SLC
10.45-11.30	Schedule for Manning the stand	AG
11.30-12.15	CIGRE UK NGN Presentation for Open Forum	JK
12.15-13.00	Lunch Break	Just MH
13.00-13.40	EPEE Discussions	AG, MH
13.40-14.00	Paris Technical Event – RTE : update	AG
14.00-14.15	Tea Break	ALL

14.15-15.00	Informal Networking Event	ALL
15.00-15.30	Virtual Tour	AG
15.30-15.40	Communications – Twitter, Linked-in, FB	AG, MH, PR
15.40-15.55	Action List	ALL
15.55-16.00	AOB	ALL

Actions

No.	Action	Responsible Person	Due date
1	**Steering Group Communications [AG]**		
1.1	Finalise new structure and distribute to committee members	AG	25/05/2012
2	**Membership [RM]**		
2.1	Update for new members	MHA/MH	15/06/2012
2.2	Amir to check with Colin Ray how many NGN members, membership fee is due	AG, AK	25/05/2012
2.3	Put the results of the NGN survey into a graphical representation	LC	25/06/2012
2.4	Complete NGN survey	ALL	1/06/2012
3	**Communications [JK]**		
3.1	Communicate with international NGN groups, discuss how we can link the websites, Facebook, and Linked-in groups.	RIW	30/06/2012
3.2	Actively engage discussions on a weekly basis through the use of discussion pages on Linked-in group	PR	Ongoing
3.3	Passively provoke discussion within NGN linked in group	ALL	Ongoing
4	**Website [JK]**		
4.1	Find out how the 'Launch' at the Paris session will be delivered, will CIGRE be presenting any of the website at Paris?	JK	Next Website meeting
4.2	About>*Review and edit the content of this key area	AG / AR	14-Jun-12
4.3	Activities>*Review and edit content (& scope)	SLC	14-Jun-12
4.4	Events>*· Create spreadsheet of past event details (name, location, date, summary, etc.)	AK / YS / TX	28-Jun-12
4.5	· Collate and organise documents from previous events into a folder structure to ease uploading	AK / YS / TX	28-Jun-12
4.6	· Note: the current website has a number of gaps where events haven't been recorded	AK / YS / TX	28-Jun-12
4.7	Sessions>2008JK to get in touch with Rose King to develop content	JK	14-Jun-12
4.8	Sessions>2010Develop content	RW	DONE
4.9	Sessions>2012Copy content of Electra advert	JK	14-Jun-12
4.10	Resources>NGN Docs Collate current documents for uploading	JK	28-Jun-12
4.11	Resources>Links· Create table/spreadsheet of current links	PR	28-Jun-12
4.12	· Check link validity	PR	29-Jun-12
4.13	· Add/remove links where appropriate	PR	30-Jun-12
4.14	Resources>NewsletterAdd newsletter archive, including pre-mailchimp newsletters	JK	28-Jun-12

4.15	Resources›TemplatesCollate current templates for uploading	JK	28-Jun-12
4.16	Resources›Meeting Docs· Create table/spreadsheet of previous meetings (date, purpose, location, agenda/minutes available)	MH	28-Jun-12
4.17	· Collate and organise agenda & minutes into a folder structure to ease uploading	MH	28-Jun-12
4.18	Join›Review and edit content	AK / RIW	14-Jun-12
4.19	Join›Case Studies Develop case studies (will also be used for Paris YM stand posters)	SLC	14-Jun-12
5	**Events [YS]**		
5.1	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 will send an email to Colin to find more about contact detail of Relevant person.	YS/AG	Postponed
5.2	DNO substation visit near Olympic Park. YS will chase up BC to find more about it.	BC/YS/AG	Postponed (after Olympics)
5.3	Cost and budgeting to be accounted for Nottingham Event	TX	18/06/2012
5.4	AGM organisation for November 2012	AG/YS/MH	25/06/2012
6	**Marketing [YS/TX]**		
6.1	Chase SC members for promotional events at their universities.	YS/TX	On going
7	**Paris 2012 Session [ALL]**		
7.1	Paris Video	RW	Ongoing (subject to call)
7.2	Complete, PDF and send templates for posters	JK	25/05/12
7.3	coordinate and organise all travel and arrival time frames	ALL	25/06/12
7.4	Send a format for the presentations to each national group to use. Will include what each group has been doing, what each group has achieved, going forward, and challenges	RW	25/06/12
7.5	Completion of UK NGN posters	ALL	25/06/12
8	**CIGRE 2020 Strategy Groups [AG/AK]**		
8.1	AG will chase the respective team lead in these groups for updates	AG	25/06/2012
9	**International Interest [RIW]**		
9.1	contact other international groups	RIW	
10	**IET/IEEE Liaison [DP]**		
10.1	DP to make contact and begin to start liaison MH and AR in support.	DP, MH/AR	25/06/2012