

Steering Committee Teleconference Meeting – 26th June 2013

Time: 1100 – 1500

Room C3.3
National Grid
Warwick
CV346DA

Contact Mike Holmes upon arrival at reception - XX

Dial in Details

XX

Pass codes:

Leader: XX

Participant: XX

Required Attendees:

- AG Aruna Gunatilake, aruna.gunatilake@alstom.com
- JK James King, James.King@pbworld.com
- MH Mike Holmes, Mike.Holmes@nationalgrid.com
- AR Angela Rotheram, Angela.Rotheram@pbworld.com
- CA Chichi Agwu, Chidinma.agwu@alstom.com
- PR Peter Roddis, peter.roddis@mottmac.com
- YS Yasir Siraj, yasir.siraj@alstom.com
- TX Tianning Xu, tianning.xu@alstom.com
- RW Richard Wallis, Richard.Wallis@nationalgrid.com
- EG Elise Ganendra, esganendra@gmail.com
- AV Alberto Villar, Alberto.Villar@mottmac.com
- AK Amir Khan, amir.khan@alstom.com
- SLC Sunny Leong Cheng, leong.cheng@alstom.com

Colin Ray
Mark Waldron

Agenda:

1100 – 1110	Attendees register	ALL
1110 - 1130	Study committee reporting structure (special attention to UK)	Colin
1130 - 1200	CIGRE working Groups- Types of members and commitment	Colin
1200 - 1230	Paris session 2014– structure (special subjects, contributions and audience contribution)	Colin
1230 – 1245	Q & A session with Colin	ALL
1245 – 1330	Lunch	ALL
1330 –1340	Feed back from the Connahs Quay Event	TX
1340- 1400	Events <ul style="list-style-type: none"> - Olympic Park CIGRÉ/IET - Dinorwig - Ratcliffe Power Station 	TX/YS

	- BritNed (2014?)	
1400 - 1415	Membership Services	AR
1415 - 1430	Memberships and Membership strategy	SLC/AG/JK
1430 - 1440	Communications	PR
	- Twitter - Linked-in	
1440 -1445	IET/IEEE collaboration	AV
1445 - 1455	International Liaison update	RW/CA
1455 - 1500	AOB	ALL

Actions

No.	Action	Responsible Person	Due date
1	Steering Group Communications and Chair [AG]		
1.1			
2	Membership [RM]		
2.1			
3	Communications [JK]		
3.1	Communicate with international NGN groups, discuss how we can link the websites, Facebook, and Linked-in groups.	RIW	Ongoing
3.2	Actively engage discussions on a weekly basis through the use of discussion pages on Linked-in group	PR	Ongoing
4	Website [JK]		
4.1			
5	Events [YS]		
5.1	Wylfa Nuclear power station visit	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
6	Marketing [YS/TX]		
6.1			
8	CIGRE 2020 Strategy Groups [AG/AK]		
8.1			
9	International Interest [RIW]		
9.1	Contact international friends	RIW	15/05/13
10	IET/IEEE Liaison [AV]		
11	Secretary and Treasury [MH]		
11.1	Authorise budget payment for catering at Culham JET event, Liaise with YS for final numbers and requirements.	MH/YS	Ongoing
11.2	Reimburse HK for web hosting expenses	MH	Ongoing