

Steering Committee Teleconference Minutes – 19th September 2013

Time: 1600-1700

(teleconference)

Dial in details:

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Attendees:

AG Aruna Gunatilake, aruna.gunatilake@LPAworld.com
 AR Angela Rotheram, Angela.Rotheram@pbworld.com
 CA Chichi Agwu, Chidinma.agwu@alstom.com
 CT Christos Takoudis, christos.takoudis@alstom.com
 JK James King, James.King@pbworld.com
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 TX Tianning Xu, tianning.xu@alstom.com
 YS Yasir Siraj, yasir.siraj@alstom.com

Apologies :

AK Amir Khan, amir.khan@alstom.com
 AV Alberto Villar, Alberto.Villar@mottmac.com
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 MH Mike Holmes, Mike.Holmes@nationalgrid.com
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 SM Shakeel Mohammed, shakeel.mohammad@alstom.com

Agenda:

1600-1605	Attendees register	ALL
1605-1625	Dinorwig event (date, agenda, promotion, sign-up)	YS/TX/AG/JK
1625-1630	WG FAQ sheet	AG/AR/JK
1630-1650	Action list review	ALL
1650-1655	Next SC meeting (15 January?)	ALL
1655-1700	AOB	ALL

Action List:

No.	Action	Responsible Person	Due date
1	Communications		
1.1	Communicate with international NGN groups, discuss how we can link the websites, Facebook, and LinkedIn groups.	RIW / CA	Ongoing

No.	Action	Responsible Person	Due date
1.2	Actively engage discussions on a weekly basis through the use of discussion pages on Linked-in group	PR	Ongoing
1.3	Be more active on Facebook and LinkedIn (e.g. "liking" NGN-related posts)	ALL	Ongoing
1.4	Renew NGN domain	JK	CLOSED
2	Events		
2.1	Wylfa Nuclear power station visit	YS/AG	2014
2.2	Radcliffe power station visit	YS/TX	Ongoing
2.3	Dinorwig power station - contact Dinorwig to book event and ask for agenda	YS/TX	Ongoing
2.4	Prepare advert (including role description) for event coordinator support; to be included in next newsletter	YS	Next newsletter
2.5	Check with Tom Haslam if mid-November ok for event	YS	CLOSED
2.6	Arrange for attendance certificates at upcoming events	YS/TX	Next event
3	International Interest		
3.1	NGN Friends compilation: provide information and photo for compilation	ALL	15/10/13
4	IET/IEEE Liaison		
4.1	NGN representation in IEEE event in Bristol	AV/ALL	CLOSED
4.2	Forward emails about IEEE Student Congress to AV	AG	CLOSED
4.3	Engineers Without Borders: check with PB contact about EWB	JK	Ongoing
5	Secretary and Treasury		
5.1	Reimburse HK for web hosting expenses	MH	DONE(?)
5.2	Raise concerns regarding NGN expenses with UK NC Exec	AG	Ongoing
5.3	Pass on invoices for Hassan's expenses to AG	JK	27/09/13
6	Membership		
6.1	Prepare advert (including role description) for membership coordinator; to be included in next newsletter.	SLC/AG	Next newsletter
6.2	Coordinate development of welcome pack for new members	SLC/AG	27/09/13
6.3	Develop NGN contribution certificates	AG/JK	Ongoing
6.4	Investigate constitution changes for yearly membership renewal	AG/JK	Ongoing
6.5	Investigate possible automated processes for renewals	JK	15/11/13

No.	Action	Responsible Person	Due date
7	Member Services		
7.1	WG FAQ: take final draft, add in SC/WG structure diagram and reformat to CIGRÉ norms	JK	Next newsletter
8	AGM		
8.1	Prepare role descriptions for request for nominations (by end of August/beginning of September)	AG/JK/MH/PR	CLOSED
8.2	Investigate options for voting (e.g. email, SurveyMonkey)	AG	04/10/13
8.3	Invite Colin Ray to NGN AGM	AG	CLOSED
8.4	Use Twitter for AGM	YS/TX/PR	By AGM

Minutes:

1 Events

1.1 Dinorwig event

- 1.1.1 Availability: Angela (no), Aruna (no), James (yes), Tianning (maybe), Yasir (yes)
- 1.1.2 Date set for 10th October
- 1.1.3 Need to arrange agenda, food
- 1.1.4 ACTION (JK): find agenda from last Dinorwig visit and send to YS
- 1.1.5 YS to ask about food, send draft agenda
- 1.1.6 ACTION (YS): to confirm with that 10th October is ok with Dinorwig by end of Friday 20/09
- 1.1.7 ACTION (JK): send out invite to members (agenda to follow) once date confirmed.

1.2 AGM / Ratcliffe visit

- 1.2.1 Tom Haslam ok with 22nd (preferred date) or 29th of November, but needs to check power station staff will be available on those dates

1.3 Event checklist

- 1.3.1 ACTION (AG): request event checklist from Angeliki.

2 Membership Services

2.1 WG FAQ sheet

- 2.1.1 Once formatted, this will be uploaded to the website and announced in the newsletter.
- 2.1.2 ACTION (PR/JK): add WG FAQ sheet to website and newsletter.
- 2.2 **ACTION (AR):** ask NGN WG members about their experience joining/contributing to WGs.

3 International Interest

3.1 NGN Friends Compilation

- 3.1.1 Most contributions now received.
- 3.1.2 **ACTION (AR):** provide photo for NGN Friends Compilation.
- 3.1.3 **ACTION (EG/PR):** provide details for NGN Friends Compilation.

4 IET/IEEE Liaison

4.1 IEEE PES MEEPS (November)

- 4.1.1 On the 6th November, the IEEE Student Branch PES Chapter at the University of Manchester has arranged a workshop called "MEEPS" (Manchester Electrical Energy and Power Systems Workshop), covering Distribution Networks of the Future. This is an opportunity to investigate collaborating with the IEEE (e.g. introducing their members to CIGRÉ).
- 4.1.2 Aruna would be available to present on that date.
- 4.1.3 **ACTION (JK):** Make contact for possible NGN presentation/involvement at IEEE PES MEEPS event in November.

5 AOB

- 5.1 **ACTION (AG):** arrange teleconference on constitution changes regarding membership.
- 5.2 Next SC telecon: 15 Oct, 1600-1700. **ACTION (JK):** send out invite for 15 October telecon.
- 5.3 **ACTION (TX):** provide marketing coordinator role description for next newsletter.