



# CIGRÉ-UK Next Generation Network (NGN)

## Steering Committee Teleconference Minutes 16th October 2013

### A MEETING INFORMATION

- Location: Teleconference
- Date & Time: Wednesday 16th October 2013, 1600-1700hrs

### B ATTENDEES LIST

Initial	Name	Email	Present
AK	Amir Khan	amir.khan@alstom.com	
AG	Aruna Gunatilake	aruna.gunatilake@LPAworld.com	X
AR	Angela Rotheram	Angela.Rotheram@pbworld.com	
AV	Alberto Villar	Alberto.Villar@mottmac.com	
CA	Chichi Agwu	Chidinma.agwu@alstom.com	
CT	Christos Takoudis	christos.takoudis@alstom.com	
EG	Elise Ganendra	esganendra@gmail.com	
JK	James King	James.King@pbworld.com	X
MH	Mike Holmes	Mike.Holmes@nationalgrid.com	
MM	Michael Madera	mick.madera@gmail.com	
PR	Peter Roddis	peter.roddis@mottmac.com	
RW	Richard Wallis	Richard.Wallis@nationalgrid.com	X
SLC	Sunny Leong Cheng	leong.cheng@alstom.com	
SM	Shakeel Mohammed	shakeel.mohammad@alstom.com	
TX	Tianning Xu	tianning.xu@alstom.com	X
YS	Yasir Siraj	yasir.siraj@alstom.com	X

### C OUTSTANDING ACTION LIST

Ref	Action & Comments	Responsible & Due Date
<b>Communications</b>		
2012-05-21 3.1	Communicate with international NGN groups, discuss how we can link the websites, Facebook, and Linked-in groups.	RIW / CA ONGOING
2012-05-21 3.2	<del>Actively engage discussions on a weekly basis through the use of discussion pages on Linked-in group</del>	PR CLOSED
2013-08-21 7.1.1	Be more active on Facebook and LinkedIn (e.g. "liking" NGN-related posts)	ALL ONGOING
<b>Events / Marketing</b>		
2011-08-11 6	Wylfa Nuclear power station visit	YS / AG 2014
2013-04-15 1.9	Radcliffe power station visit	YS / TX 2014
2013-08-21 2.2.3	<del>Dinorwig power station – contact Dinorwig to book event and ask for agenda</del>	YS/TX CLOSED
2013-08-21 1.2.1	<del>Prepare advert (including role description) for event coordinator support; to be included in next newsletter</del>	YS CLOSED
2013-08-21 4.3.3	Arrange for attendance certificates at upcoming events	YS / TX ONGOING

Ref	Action & Comments	Responsible & Due Date
2013-09-19 1.1.4	Dinorwig: find agenda from last Dinorwig visit and send to YS	JK CLOSED
2013-09-19 1.1.6	Dinorwig: YS to confirm with that 10 <sup>th</sup> October is ok with Dinorwig by end of Friday 20/09	YS CLOSED
2013-09-19 1.1.7	Dinorwig: send out invite to members (agenda to follow) once date confirmed	JK CLOSED
2013-09-19 1.3.1	Request event checklist from Angeliki	AG CLOSED
2013-09-19 5.3	Provide marketing coordinator role description for next newsletter	TX CLOSED
<b>International Interest</b>		
2013-08-21 8.1.2	NGN Friends compilation: provide information and photo for compilation	ALL 2013-10-31
2013-09-19 3.1.2	Provide photo for NGN Friends Compilation	AR CLOSED
2013-09-19 3.1.3	Provide details for NGN Friends Compilation	EG / PR 2013-10-15
<b>IET/IEEE Liaison</b>		
2013-08-21 6.2.2	Engineers Without Borders: check with PB contact about EWB	JK ONGOING
2013-09-19 4.1.3	<del>Make contact for possible NGN presentation/involvement at IEEE PES MEEPS event in November</del>	JK CLOSED
<b>Secretary and Treasury</b>		
2012-09-21 9.1	Reimburse HK for web hosting expenses	MH DONE(?)
2013-08-21 9.1.2	Raise concerns regarding NGN expenses with UK NC Exec	AG ONGOING
2013-08-21 9.1.3	<del>Pass on invoices for Hassan's expenses to AG</del> <i>Closing note: invoices passed to AG including 2013/14 domain renewal (paid for by JK)</i>	JK CLOSED
<b>Membership</b>		
2013-08-21 1.1.2	<del>Prepare advert (including role description) for membership coordinator; to be included in next newsletter.</del>	SLC / AG CLOSED
2013-08-21 4.2.2	Coordinate development of welcome pack for new members	SLC / AG 2013-11-11
2013-08-21 4.3.2	Develop NGN contribution certificates	AG / JK ONGOING
2013-08-21 4.4.4	<del>Investigate constitution changes for yearly membership renewal</del> <i>Closing note: constitution in current form allows members to be assessed to see if they are "active" and therefore qualify subsidised membership.</i>	AG / JK CLOSED
2013-08-21 4.4.5	Investigate possible automated processes for renewals	JK 2013-11-15
<b>Member Services</b>		
2013-08-21 5.1.1	<del>WG FAQ: take final draft, add in SC/WG structure diagram and reformat to CIGRÉ norms</del>	JK CLOSED
2013-09-19 2.1.2	WG FAQ: add WG FAQ sheet to website and newsletter	PR / JK CLOSED
2013-09-19 2.2	Ask NGN WG members about their experience joining/contributing to WGs	AR 2013-11-15
<b>AGM</b>		
2013-08-21 3.3	Investigate options for voting (e.g. email, SurveyMonkey)	AG CLOSED

Ref	Action & Comments	Responsible & Due Date
2013-08-21 7.1.3	Use Twitter for AGM	YS / TX / PR (by AGM)
<b>Other</b>		
2013-09-19 5.1	<del>Arrange teleconference on constitution changes regarding membership</del>	AG CLOSED
2013-09-19 5.2	<del>Send out invite for 15 October telecon</del>	JK CLOSED

## D MINUTES & ACTIONS ARISING

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### 1. AGM & Voting

- 1.1. Nominations received for all 4 roles.
- 1.2. National Grid control centre visit: RW contacted Barrie White but he is no longer in control room, email forwarded to control room staff but no response yet.
- 1.3. **ACTION (RW 2013-10-18)**: investigate control centre visit with other NG contacts.
- 1.4. Provisionally: 30 people, 1100-1600, 22 or 29 November.
- 1.5. Backup options: have AGM as part of Steering Committee meeting (could be at NG in Warwick, Alstom in Stafford).
- 1.6. **ACTION (AG 2013-10-31)**: (at the latest) prepare candidate profiles document for voting.

### 2. Monitoring Membership

- 2.1. Add columns on membership database for attendance at events and/or meetings.
- 2.2. Need attendee lists from events; these should be available for Olympic Park and Dinorwig visits but ABB have the list for Connah's Quay event.
- 2.3. **ACTION (AG 2013-10-31)**: prepare modified version of membership database to capture activities.
- 2.4. **ACTION (AG / JK 2013-11-11)**: investigate survey of current members.

### 3. Voluntary Roles: applications received for Marketing, Event coordinator support and Membership Coordinators.

### 4. NGN Friends Compilation

- 4.1. This can be posted as a PDF on website, with a link sent out to other countries.
- 4.2. **ACTION (CA / RW 2013-10-31)**: chase other countries for contributions.
- 4.3. **ACTION (CA / RW 2013-11-11)**: complete NGN Friends Compilation for web upload.

### 5. IEEE PES MEEPS

- 5.1. Due to clash with UKNC AGM, AG cannot attend.
- 5.2. **ACTION (AG 2013-10-18)**: send out request to Steering Committee for NGN rep at MEEPS.

### 6. Expenses

- 6.1. **ACTION (AG 2013-10-31)**: pass expense form to JK.
- 6.2. **ACTION (AG 2013-11-11)**: attempt to contact Hassan via YS.

### 7. Constitution: **ACTION (AG / JK 2013-11-11)**: arrange call to review constitution and clarify membership.

### 8. Next Meeting

- 8.1. Teleconference on 11<sup>th</sup> November 1600-1700: **ACTION (AG 2013-10-25)**: send invite.