



CIGRÉ-UK Next Generation Network (NGN)

Steering Committee Meeting Agenda 10th December 2013

A MEETING INFORMATION

- Location: Parsons Brinckerhoff, Manchester Technology Centre, Oxford Road, Manchester M1 7ED
- Date & Time: Tuesday 10th December 2013 1030-1300

B ATTENDEES LIST

Initial	Name	Email	Present
AK	Amir Khan	amir.khan@alstom.com	
AG	Aruna Gunatilake	aruna.gunatilake@LPAworld.com	
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	
MH	Mike Holmes	Mike.Holmes@nationalgrid.com	
MM	Michal Madera	mick.madera@gmail.com	
NC	Nathaniel Cowton	Nathaniel.Cowton@pbworld.com	
PR	Peter Roddis	peter.roddis@mottmac.com	
RIW	Richard Wallis	Richard.Wallis@nationalgrid.com	
SLC	Sunny Leong Cheng	leong.cheng@alstom.com	
SM	Shakeel Mohammed	shakeel.mohammad@alstom.com	
SW	Supipi Weerasinghe	sweerasinghe@globalskm.com	
TX	Tianning Xu	tianning.xu@alstom.com	
YL	Yungling Li	Yunling.Li@arup.com	
YS	Yasir Siraj	yasir.siraj@alstom.com	

C AGENDA

Time	Item	Required
1030-1100	Arrival. Tea/Coffee	ALL
1100-1110	Attendees register	ALL
1110-1200	NGN AGM	AG / JK
1200-1210	Events - Ratcliffe Power Station - BritNed (2014?) - Other	YS / TX / SW / SM
1210-1220	Membership and Membership strategy	MM
1220-1240	NGN Contribution for CIGRE Paris session 2014	ALL
1240-1250	Membership services	AR
1250-1300	AOB	ALL

D OUTSTANDING ACTION LIST

Ref	Action & Comments	Responsible & Due Date
Communications		
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
2013-08-21 7.1.1	Be more active on Facebook and LinkedIn (e.g. "liking" NGN-related posts)	ALL ONGOING
Events / Marketing		
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 4.3.3	Arrange for attendance certificates at upcoming events	YS / TX ONGOING
2013-10-16 1.3	Investigate control centre visit with other NG contacts	RW 2013-10-18
International Interest		
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
2013-10-16 4.2	Chase other countries for contributions (for NGN Friends Compilation)	CA / RW 2013-10-31
2013-10-16 4.3	Complete NGN Friends Compilation for web upload	CA / RW 2013-11-11
IET/IEEE Liaison		
2013-08-21 6.2.2	Engineers Without Borders: check with PB contact about EWB	JK ONGOING
Secretary and Treasury		
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
2013-10-16 6.1	Pass expense form to JK	AG 2013-10-31
2013-10-16 6.2	Attempt to contact Hassan via YS	AG 2013-11-11
Membership		
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 4.4.5	Investigate possible automated processes for renewals	JK 2013-11-15
2013-10-16 2.3	Prepare modified version of membership database to capture activities	AG 2013-10-31
2013-10-16 2.4	Investigate survey of current members	AG / JK 2013-11-11
Member Services		

Ref	Action & Comments	Responsible & Due Date
2013-09-19 2.2	Ask NGN WG members about their experience joining/contributing to WGs	AR 2013-11-15
AGM		
2013-08-21 7.1.3	Use Twitter for AGM	YS / TX / PR (by AGM)
2013-10-16 1.6	Prepare candidate profiles document for voting	AG 2013-10-31
Other		
2013-10-16 5.2	Send out request to Steering Committee for NGN rep at MEEPS	AG 2013-10-18
2013-10-16 7	Constitution: arrange call to review constitution and clarify membership.	AG / JK 2013-11-11
2013-10-16 8.1	Teleconference on 11th November 1600-1700: send invite	AG 2013-10-25