



# CIGRÉ-UK Next Generation Network (NGN)

## Steering Committee Meeting Minutes 10th December 2013

### A MEETING INFORMATION

- Location: Parsons Brinckerhoff, Manchester Technology Centre, Oxford Road, Manchester M1 7ED
- Date & Time: Tuesday 10<sup>th</sup> December 2013 1030-1330 (with teleconference)

### 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	X
AV	Alberto Villar	Alberto.Villar@mottmac.com	
CA	Chichi Agwu	Chidinma.agwu@alstom.com	(tele)
CT	Christos Takoudis	christos.takoudis@alstom.com	X
EG	Elise Ganendra	esganendra@gmail.com	
JK	James King	James.King@pbworld.com	X
MH	Mike Holmes	Mike.Holmes@nationalgrid.com	
MM	Michal Madera	mick.madera@gmail.com	X
NC	Nathaniel Cowton	Nathaniel.Cowton@pbworld.com	X
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	X
SW	Supipi Weerasinghe	sweerasinghe@globalskm.com	
TX	Tianning Xu	tianning.xu@alstom.com	X
YL	Yunling Li	Yunling.Li@arup.com	X
YS	Yasir Siraj	yasir.siraj@alstom.com	

### 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. <i>Update: some information received from German YM group.</i>	RIW / CA ONGOING
2013-08-21 7.1.1	<del>Be more active on Facebook and LinkedIn (e.g. "liking" NGN-related posts).</del> <i>Closing note: this is always a permanent/perpetual action, so removed.</i>	ALL CLOSED
<b>Events / Marketing</b>		
2011-08-11 6	Wylfa Nuclear power station visit	YS / JK 2014
2013-04-15 1.9	Ratcliffe power station visit	YS / TX 2014
2013-08-21 4.3.3	Arrange for attendance certificates at upcoming events	YS / TX ONGOING

Ref	Action & Comments	Responsible & Due Date
2013-10-16 1.3	<del>Investigate control centre visit with other NG contacts</del> <i>Closing note: visit not possible until late 2014 due to refurbishment.</i>	MH CLOSED
<b>International Interest</b>		
2013-08-21 8.1.2	NGN Friends Compilation: provide information and photo for compilation <i>Update: this needs to be updated with new members of team (after recent appointments and elections).</i>	ALL 2013-12-19
2013-09-19 3.1.2	<del>Provide photo for NGN Friends Compilation</del>	AR CLOSED
2013-09-19 3.1.3	<del>Provide details for NGN Friends Compilation</del>	EG / PR CLOSED
2013-10-16 4.2	Chase other countries for contributions (for NGN Friends Compilation) <i>Update: response awaited from Australia, Brazil, China; CA to check if request has been sent to New Zealand, Russia and United States.</i>	CA 2014-01-17
2013-10-16 4.3	Complete NGN Friends Compilation for web upload	CA 2014-02-01
<b>IET/IEEE Liaison</b>		
2013-08-21 6.2.2	Engineers Without Borders: check with PB contact about EWB	JK ONGOING
<b>Secretary and Treasury</b>		
2012-09-21 9.1	Reimburse HK for web hosting expenses <i>Update: YS will check if HK reimbursed after holiday (early 2014)</i>	MH / YS 2014-02-01
2013-08-21 9.1.2	<del>Raise concerns regarding NGN expenses with UK NC Exec</del>	AG CLOSED
2013-10-16 6.1	Pass expense form to JK	AG CLOSED
2013-10-16 6.2	<del>Attempt to contact Hassan via YS</del>	AG CLOSED
<b>Membership</b>		
2013-08-21 4.2.2	Coordinate development of welcome pack for new members	MM / JK 2014-01-17
2013-08-21 4.3.2	Develop NGN contribution certificates <i>Update: this can be an opt-in following someone's contribution; main effort would be in developing a template for these certificates.</i>	AG / JK ONGOING
2013-08-21 4.4.5	<del>Investigate possible automated processes for renewals</del> <i>Closing note: once membership database has been refreshed, the need for automated will be reassessed.</i>	JK CLOSED
2013-10-16 2.3	Prepare modified version of membership database to capture activities	MM / JK 2014-01-17
2013-10-16 2.4	Investigate survey of current members <i>Update: can be included in "Happy New Year" email.</i>	AG / JK 2014-01-01
<b>Member Services</b>		
2013-09-19 2.2	Ask NGN WG members about their experience joining/contributing to WGs	AR 2014-02-07
<b>AGM</b>		
2013-08-21 7.1.3	<del>Use Twitter for AGM</del>	YS / TX / PR CLOSED
2013-10-16 1.6	<del>Prepare candidate profiles document for voting</del>	AG CLOSED
<b>Other</b>		
2013-10-16 5.2	<del>Send out request to Steering Committee for NGN rep at MEEPS</del>	AG CLOSED
2013-10-16 7	Constitution: arrange call to review constitution and clarify membership. <i>Update: this can be done as part of handover.</i>	AG / JK 2013-12-20

Ref	Action & Comments	Responsible & Due Date
2013-10-16 8.1	<del>Teleconference on 11th November 1600-1700: send invite</del> Closing note: this teleconference was not necessary so did not take place.	AG CLOSED

## D MINUTES & ACTIONS ARISING

### 1. NGN Team Members & Elections

- 1.1. The following members have been appointed to NGN non-elected roles:
  - 1.1.1. Membership Coordinator: Mick Madera
  - 1.1.2. Marketing Coordinator: Yunling Li
  - 1.1.3. Marketing Coordinator Support: Christos Takoudis
  - 1.1.4. Events Coordinator Support: Shakeel Mohammed
  - 1.1.5. Events Coordinator Support: Supipi Weerasinghe
- 1.2. Richard Wallis has decided to step down from his role as International Liaison. Chichi has taken over.
- 1.3. For the elected positions, over 10% of the NGN members voted, so quorum was met.
- 1.4. There was a single candidate for each role, and no votes were received to Re-Open Nominations, so the members elected in to the elected NGN roles for 2014 are:
  - 1.4.1. Chairman: James King
  - 1.4.2. Vice Chair: Tianning Xu
  - 1.4.3. Secretary/Treasurer: Mike Holmes
  - 1.4.4. Communications Officer: Nathaniel Cowton
- 1.5. Handovers from previous holders of the roles should be completed by Christmas.
- 1.6. **ACTION (AG / JK / PR 2013-12-20):** arrange and complete handover meetings for elected roles.

### 2. Marketing

- 2.1. NGN stand at IEEE PES MEEPS workshop (held at the start of November in Manchester) worked well. CT and JK attended. Many of the workshop attendees were interested in CIGRÉ and the NGN, and 15 provided contact details. These have been followed up by email by JK (2013-11-29).
- 2.2. Ways to raise funds was discussed (e.g. charging for events, sponsorship of logos in the newsletter). Although this may help to offset the subsidy provided by the UKNC for NGN members' subscriptions, more active management of membership may help to reduce the burden to the UKNC. Furthermore, any fund raising involving sponsorship must be carefully considered so that no bias in the NGN's activities/communications is introduced or perceived.

### 3. Membership

- 3.1. **ACTION (MM / JK 2014-02-01):** reconcile/clean membership database.
- 3.2. **ACTION (MM / JK 2014-02-01):** add membership tracking information into database.
- 3.3. **ACTION (MM / JK 2014-02-01):** investigate adding in membership applications tracking in to membership database.

### 4. Events

- 4.1. Ratcliffe – out until at least mid-2014
- 4.2. BritNed – **ACTION (SM 2013-12-20):** SM to check with MH for possible BritNed visit.
- 4.3. Siemens gas turbine plant
  - 4.3.1. Relevant Siemens contact still needs to found.
  - 4.3.2. **ACTION (JK 2014-01-15):** ask within PB about Siemens gas turbine contact.
- 4.4. It was suggested to have more events at universities, e.g. workshops, on relevant topics (e.g. DC grids, TX noted Carl Barker is interested in contributing on this topic).
- 4.5. **ACTION (TX 2013-12-20):** check if Alstom tour would be an option for an event in 2014 (either HVDC demonstrator, transformer factory, valve testing facility).
- 4.6. JK suggested that the events checklist could be extended to include relevant event details (such as contact names and emails) and to capture post-event information (e.g. attendees list, event summary and feedback overview). These could be stored for all previous events (e.g. on the Google Drive) to help in organising future events at the same locations.
- 4.7. **ACTION (JK / YS 2014-02-28):** develop events checklist/knowledge capture form.

5. **Paris Session 2014:** Germany taking lead for Young Member stand; chairpersons meeting on 20 Dec.
6. **UKNC Working Groups**
  - 6.1. UKNC has set up six Working Groups (not the same as WGs under the Study Committees) to focus on delivering particular UKNC functions. These WGs are:
    - 6.1.1.WG1: Finance
    - 6.1.2.WG2: Membership
    - 6.1.3.WG3: External Communications (*post meeting note: NC has been nominated for this role*)
    - 6.1.4.WG4: Technical
    - 6.1.5.WG5: Marketing (JK is a member)
    - 6.1.6.WG6: Events (TX is a member)
  - 6.2. **ACTION (JK 2013-12-20):** assign members to the UKNC WGs.
7. **AOB**
  - 7.1. **ACTION (JK 2014-01-01):** send out "Happy New Year" email to NGN members, reminding them of the benefits of the NGN and also asking them to contribute (e.g. suggesting events). The email can perhaps include a short survey of what members would like to see in 2014.
  - 7.2. **ACTION (JK 2013-12-20):** ask international YM chairs for contributions to NGN Friends Compilation at Paris teleconference.
8. **Next Meetings**
  - 8.1. Teleconference about events to be held in January 2014 (after the 15<sup>th</sup>); **ACTION (JK 2013-12-20):** send out invite for January events teleconference.
  - 8.2. First face-to-face SC meeting of 2014 to be held in February; **ACTION (JK 2013-12-20):** send out Doodle Poll of dates for first 2014 SC meeting.