



# CIGRÉ-UK Next Generation Network (NGN)

## Steering Committee Teleconference Agenda 30th January 2014

### A MEETING INFORMATION

- Location: Teleconference
- Purpose: to discuss and plan events for 2014, and to have an update on main action items.
- Date & Time: Thursday 30<sup>th</sup> January 2014 1600-1630hrs

### B ATTENDEES LIST

Initial	Name	Email	Present
AR	Angela Rotheram	Angela.Rotheram@pbworld.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	
SC	Stefie Cray	Stefie.Cray@nationalgrid.com	
SM	Shakeel Mohammed	shakeel.mohammad@alstom.com	
SW	Supipi Weerasinghe	sweerasinghe@globalskm.com	
TH	Thomas Haslam	Thomas.Haslam@eon.com	
TX	Tianning Xu	tianning.xu@alstom.com	
YL	Yunling Li	Yunling.Li@arup.com	
YS	Yasir Siraj	yasir.siraj@alstom.com	

### C AGENDA

Time	Item	Required
1600-1602	Introduction / attendees register	ALL
1602-1612	Ironbridge visit (6 March 2014) <ul style="list-style-type: none"> <li>• Agenda</li> <li>• Number of attendees</li> <li>• Promotion</li> <li>• SC member availability</li> <li>• Other arrangements</li> </ul>	ALL
1612-1615	Events survey results	JK
1615-1625	Ideas for other events in 2014 <ul style="list-style-type: none"> <li>• Contacts / progress made</li> <li>• Outline events schedule</li> <li>• Determine plan of action</li> <li>• Review Events items in Action List</li> </ul>	ALL
1625-1627	Paris Session 2014 update	ALL
1627-1628	Action List update (highlighted items only)	AR / JK
1628-1630	AOB	ALL

## D 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>	CA ONGOING
<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
2013-12-10 4.2	SM to check with MH for possible BritNed visit.	SM 2013-12-20
2013-12-10 4.3.2	Ask within PB about Siemens gas turbine contact.	JK 2014-01-15
2013-12-10 4.5	Check if Alstom tour would be an option for an event in 2014 (either HVDC demonstrator, transformer factory, valve testing facility).	TX 2013-12-20
2013-12-10 4.7	Develop events checklist/knowledge capture form	JK / YS 2014-02-28
<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
2013-10-16 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
2013-12-10 7.2	Ask international YM chairs for contributions to NGN Friends Compilation at Paris teleconference.	JK 2013-12-20
<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
<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
2013-10-16 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>	JK 2014-01-01
2013-12-10 3.1	Reconcile/clean membership database.	MM / JK 2014-02-01
2013-12-10 3.2	Add membership tracking information into database.	MM / JK 2014-02-01

Ref	Action & Comments	Responsible & Due Date
2013-12-10 3.3	Investigate adding in membership applications tracking in to membership database.	MM / JK 2014-02-01
<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>UKNC Working Groups</b>		
2013-12-10 6.2	Assign members to the UKNC WGs.	JK 2013-12-20
<b>Other</b>		
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
2013-12-10 1.6	Arrange and complete handover meetings for elected roles	AG / JK / PR 2013-12-20
2013-12-10 7.1	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.	JK 2014-01-01
<b>Meetings</b>		
2013-12-10 8.1	Send out invite for January events teleconference.	JK 2013-12-20
2013-12-10 8.2	Send out Doodle Poll of dates for first 2014 SC meeting.	JK 2013-12-20