



CIGRÉ-UK Next Generation Network (NGN)

Steering Committee Teleconference Minutes 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 30th January 2014 1600-1630hrs

B ATTENDEES LIST

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

C 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. <i>Update: some information received from German YM group.</i>	CA ONGOING
Events / Marketing		
2011-08-11 6	Wylfa Nuclear power station visit	YS / JK 2014
2013-04-15 1.9	Ratcliffe power station visit <i>Closing note: closed as Ironbridge visit is being pursued.</i>	CLOSED
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. <i>Closing note: MH to investigate BritNed with contact inside NG.</i>	CLOSED
2013-12-10 4.3.2	Ask within PB about Siemens gas turbine contact.	JK 2014-02-27
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

Ref	Action & Comments	Responsible & Due Date
2013-12-10 4.7	Develop events checklist/knowledge capture form	JK / YS 2014-02-28
International Interest		
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.	CLOSED
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 <i>Update: YS will check if HK reimbursed after holiday (early 2014)</i>	MH / YS 2014-02-01
Membership		
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	CLOSED
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
2013-12-10 3.3	Investigate adding in membership applications tracking in to membership database.	MM / JK 2014-02-01
Member Services		
2013-09-19 2.2	Ask NGN WG members about their experience joining/contributing to WGs	AR 2014-02-07
UKNC Working Groups		
2013-12-10 6.2	Assign members to the UKNC WGs.	JK 2013-12-20
Other		
2013-10-16 7	Constitution: arrange call to review constitution and clarify membership.	CLOSED
2013-12-10 1.6	Arrange and complete handover meetings for elected roles	CLOSED
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.	CLOSED
Meetings		
2013-12-10 8.1	Send out invite for January events teleconference.	CLOSED

Ref	Action & Comments	Responsible & Due Date
2013-12-10 8.2	Send out Doodle Poll of dates for first 2014 SC meeting.	CLOSED

D MINUTES & ACTIONS ARISING

1. Ironbridge Power Station Tour

- 1.1. TH has kindly offered to help arrange a visit to E.ON's Ironbridge biomass power station (nr. Telford).
- 1.2. It was agreed that this visit will take place on Wednesday 2nd April 2014, as weather and staff availability is likely to be better than the originally agreed date of 6th March. This will also allow a decent amount of time to promote the event.
- 1.3. TH has prepared an outline agenda for the event (**ACTION (JK 2014-01-31)**: circulate outline Ironbridge visit agenda). The visit should take around 4 hours, with the tour starting around 1030hrs.
- 1.4. Presentations could cover: 1) the plant's conversion to biomass, 2) the role of an engineer at the power plant, and 3) commercial/operation side of the plant.
- 1.5. TH advised that areas of the tour (the fuel store and mill) would only be accessible if the station was not generating, as these areas are usually closed off due to safety.
- 1.6. Some PPE will be necessary for the visit. **ACTION (TH 2014-02-14)**: advise of PPE requirements for Ironbridge visit.

2. Events Survey

- 2.1. Before the meeting JK circulated the results of the events mini-survey. This had been open for all of January and despite being promoted a number of times, there were only 6 respondents.
- 2.2. **ACTION (JK 2014-01-31)**: re-open events mini-survey, to close just before next SC meeting.

3. Events for 2014

- 3.1. Wylfa: no contacts for Wylfa at the moment. It was suggested that other nuclear power stations may be easier to visit: Sizewell B, for instance. **ACTION (SC 2014-03-28)**: investigate Sizewell B contact.
- 3.2. BritNed: MH has contact at BritNed; however a tour may be limited in scope (e.g. the valve hall is hermetically sealed) and in numbers (perhaps 10~20 people). **ACTION (MH 2014-02-27)**: investigate possible options for BritNed visit.
- 3.3. Other HVDC: a visit to Western Link may be possible, but would need to be later in construction and preferably before energisation (expected to be 2016).
- 3.4. Workshop: it would be good to repeat the success last workshop (on offshore wind, at Mott MacDonald in July 2012). A range of experts / points of view should be sought. A topic will be agreed following the second round of the events mini-survey.
- 3.5. Wind farm visits: a wind farm visit would be interesting, perhaps combined with a DNO visit. **ACTION (AR / SW 2014-02-27)**: investigate wind farm contacts with DNOs.
- 3.6. Calendar of events: a preliminary calendar was agreed:
 - 3.6.1. April: Ironbridge power station visit (TH as host contact, YS as NGN point of contact)
 - 3.6.2. June: workshop (topic and location to be agreed)
 - 3.6.3. September: Culham Centre for Fusion Energy (YS has contact from last time)
 - 3.6.4. November: National Grid Electricity Control Centre (combined with AGM) (MH / SC contacts)

4. Any Other Business

- 4.1. Paris Session: paragraphs for YM best practice guide to be sent to TX by 14th February, and poster content needs to be provided to JK by 21st February.
- 4.2. Facebook: NC advised an NGN Facebook page had been set up to replace the group. **ACTION (ALL 2014-02-27)**: like the new NGN page on Facebook.
- 4.3. The next SC meeting will be on the 27th February at Alstom in Stafford. An invite will be sent around soon by JK.