



CIGRÉ-UK Next Generation Network (NGN)

Steering Committee Teleconference Minutes 25th March 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: Tuesday 25th March 2014 1600-1700 hrs

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	
JK	James King	James.King@pbworld.com	X
MH	Mike Holmes	Mike.Holmes@nationalgrid.com	
MM	Michal Madera	mick.madera@gmail.com	
NC	Nathaniel Cowton	Nathaniel.Cowton@pbworld.com	X
SC	Stefie Cray	Stefie.Cray@nationalgrid.com	X
SM	Shakeel Mohammad	shakeel.mohammad@alstom.com	
SW	Supipi Weerasinghe	sweerasinghe@globalskm.com	X
TH	Thomas Haslam	Thomas.Haslam@eon.com	
TX	Tianning Xu	tianning.xu@alstom.com	X
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: check on overlap with work German YM group have done.</i>	CA ONGOING
2014-01-30 4.2	Like the new NGN page on Facebook.	CLOSED
Events / Marketing		
2013-08-21 4.3.3	Arrange for attendance certificates at upcoming events	SW / YS ONGOING
2013-12-10 4.3.2	Ask within PB about Siemens gas turbine contact.	JK 2014-05-01
2014-01-30 3.1	Investigate Sizewell B contact.	CLOSED
2014-01-30 3.2	BritNed/Western Link: investigate possible options for visit.	MH / SC 2014-05-01
2014-01-30 3.5	Wind farm visits: investigate wind farm contacts with DNOs.	AR / SW 2014-05-01
2014-02-27 2.1.2	Maintain contact with Ironbridge site and check dates for reorganised tour (September possibly).	CLOSED

Ref	Action & Comments	Responsible & Due Date
2014-02-27 2.2.1	Arrange Culham JET visit in mid April/early May	YS CLOSED
2014-02-27 2.3.1	Investigate possibility of Alstom VSC demonstrator tour in April/May if Culham visit not possible.	CLOSED
2014-02-27 2.4.3	HVDC Workshop Day – check possible dates in June and pursue possible speakers	CLOSED
2014-02-27 2.5.5	London Power Tunnels/Underground Substation – determine possibility of visit	SC 2014-05-01
International Interest		
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 2014-05-01
2013-10-16 4.3	Complete NGN Friends Compilation for web upload	CA 2014-05-01
IET/IEEE Liaison		
2013-08-21 6.2.2	Engineers Without Borders: check with PB contact about EWB	JK ONGOING
2014-02-27 1.1	Discuss appetite for holding joint events with institutions.	SW / SM 2014-05-01
Secretary and Treasury		
2012-09-21 9.1	Reimburse HK for web hosting expenses <i>Update: Expenses still not reimbursed. YS to contact Baljeet Kaur.</i>	MH / YS 2014-05-01
Membership		
2013-08-21 4.2.2	Coordinate development of welcome pack for new members	MM / JK 2014-05-01
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>	TX / SM ONGOING
2013-10-16 2.3	Prepare modified version of membership database to capture activities	MM / JK 2014-05-01
2013-12-10 3.1	Reconcile/clean membership database.	MM / JK 2014-05-01
2013-12-10 3.2	Add membership tracking information into database.	MM / JK 2014-05-01
2013-12-10 3.3	Investigate adding in membership applications tracking in to membership database.	MM / JK 2014-05-01
2014-02-27 6.4	Develop new membership strategy.	JK / JH 2014-05-01
2014-02-27 6.5.4	Obtain list of Collective members and cross-reference with NGN member database; find how many NGN members would fall under Collectives.	JK 2014-04-18
2014-02-27 6.6	Conduct short survey of this year's leavers.	JK / MM 2014-04-18
UKNC Working Groups		
2013-12-10 6.2	Assign members to the UKNC WGs. <i>Update: technical and finance WGs are still unassigned.</i>	JK 2014-04-11
Other		
2014-02-27 7.1	Discuss with Ray Zhang whether SW / SM can attend the B5 Study Committee meeting on April 16th.	CLOSED
2014-02-27 7.2	Investigate possible involvement of the NGN in the development of the B3 Substations Green Book.	SC 2014-05-01
2014-02-27 8.1	Send out Doodle Poll for availability for next meeting	CLOSED

D MINUTES & ACTIONS ARISING

1. VSC Demonstrator

- 1.1. Unfortunately due to an unforeseen commercially sensitive event Alstom are not able to host any events before the end of April and our event will have to be postponed. **ACTION (TX 2014-04-04):** Speak to contact by the end of this week and confirm date for first week of May.
- 1.2. Arrange guest speakers for the event. **ACTION (NC / SW 2014-04-04):** Check availability of Norman MacLeod (PB) and Chris Jones (SKM).
- 1.3. Possibility of a presentation on the East-West Interconnector. **ACTION (NC 2014-04-04):** Confirm with EirGrid whether NC can give this presentation.
- 1.4. Once the date is fixed an e-mail invite will be sent out with an option for members to volunteer to do presentations if they would like to.

2. Other Events

- 2.1. Ironbridge: TH has confirmed that Ironbridge have currently shut down tours completely until further notice. **ACTION (TH 2014-09-01):** Maintain site contact and review for an event next year. Possibly expand to look at other E.ON sites.
- 2.2. Culham JET event has been booked and confirmed for 22nd September.
- 2.3. University of Manchester visit is a possibility for end of Nov/Dec. This would involve presentations, a tour and the AGM.
- 2.4. HVDC Workshop: this will not run this year as CIGRE-UK is running a similar event. Possibility for next year. Another event is required for June or July
- 2.5. Sizewell B Nuclear Power Station: SC has established a contact that would be happy to host a tour. There is a visitors centre at the site and approx 30-35 people could attend. There is a possibility of getting guest speakers in from Sizewell A (decommissioning) and Sizewell C (new build) if enough notice is given. Geographical location is not ideal, however. **ACTION (SC 2014-05-01):** Confirm with contact whether tour would be possible for June/July this year.
- 2.6. Western Link: review this in June pending a visit in early 2015.
- 2.7. Energy Storage: AR has confirmed that this is a possibility however somewhere would be required for presentations after the tour and transport could be a problem (high cost).

3. Marketing

- 3.1. Attendance certificates are currently being developed by YS / SM and feedback from other members of the committee is now being incorporated into the design.

4. IET/IEEE Liaison

- 4.1. SW confirmed that IET Northumbria would be interested in holding a join event and would be able to give money towards this. A proposal would need to be put together to present to the committee.

5. Secretary/Treasury

- 5.1. Expenses have still not been refunded (for Hassan). **ACTION (JK 2014-04-11):** follow up Hassan expenses with Baljeet Kaur.

6. Membership

- 6.1. JK is working with Jonathan Halliday on the new membership strategy and an e-mail is being sent out to everyone who didn't renew at the end of last year.
- 6.2. JK has obtained a list of Collective Members from Colin Ray.

7. UKNC Working Groups

- 7.1. Communications: The WG is developing a set of 'technical insights' which are 1-2 page summaries aimed towards organisations such as DECC/Ofgem to get them engaged. NC is working on one with Chris Jones on Long HVAC Cables & Challenges.
- 7.2. Events: UKNC planning to hold 2 evening talks, including one at ScottishPower.
- 7.3. Technical: SC to take on role as NGN representative in this WG.
- 7.4. Finance: This WG is still unassigned.

8. Any Other Business

- 8.1. Information on the criteria for young members to go to the Paris session will be available shortly.

8.2. Information should be sent out to members to make sure they are aware of how to join WGs. Case studies are to be included on the monthly newsletters of the involvement of members in WGs.

ACTION (AR/JK/NC 2014-03-28): AR/JK to send case studies to NC to add into the next newsletter.

9. Next Meeting

9.1. A face-to-face meeting should be planned in for next month. **ACTION (JK 2014-04-04):** Send out a Doodle Poll for availability for next meeting.