



# CIGRÉ-UK Next Generation Network (NGN)

## Steering Committee Teleconference Minutes 24th June 2014

### A MEETING INFORMATION

- Location: teleconference
- Date & Time: Tuesday 24<sup>th</sup> June 2014 1600-1700hrs

### B ATTENDEES LIST

Initial	Name	Email	Present
AR	Angela Rotheram	angela.rotheram@pbworld.com	X
CA	Chichi Agwu	chidinma.agwu@alstom.com	(apologies)
CT	Christos Takoudis	christos.takoudis@alstom.com	
JK	James King	james.king@pbworld.com	X
MH	Mike Holmes	mike.holmes@ukpowernetworks.co.uk	
MM	Mick 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	supipi.weerasinghe@jacobs.com	X
TH	Thomas Haslam	Thomas.Haslam@eon.com	(apologies)
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
<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.	CA ONGOING
2014-05-30 1.1	Put case studies in next month's newsletter.	NC 2014-06-26
2014-05-30 1.2.1	Take lead on website review and update.	NC 2014-06-26
2014-05-30 1.2.2	Advertise for new role of "Website Coordinator" in newsletter.	CLOSED
2014-05-30 7.3	Circulate details of new UK RMs in newsletter after Paris.	NC 2014-09-15
<b>Events / Marketing</b>		
2013-08-21 4.3.3	Arrange for attendance certificates at upcoming events	SW / YS ONGOING
2014-01-30 3.2	BritNed/Western Link: investigate possible options for visit. <i>Update: leave until October to investigate.</i>	MH / SC 2014-10-01
2014-01-30 3.5	Wind farm visits: investigate wind farm contacts with DNOs.	AR / SW 2014-06-26
2014-03-25 2.1	Ironbridge: maintain site contact and review for an event next year. Possibly expand to look at other E.ON sites.	TH 2014-09-01

Ref	Action & Comments	Responsible & Due Date
2014-05-30 2.1	<del>Book coach, coordinate with EDF contact and advertise event.</del>	CLOSED
2014-05-30 2.2	Attendance certificates: circulate certificate template.	SM 2014-07-27
2014-05-30 2.3	Gas Turbine visit: NC to obtain contact at Siemens.	NC 2014-06-26
2014-05-30 2.5	Wind farm visit: investigate opportunity and possible location to hold presentations.	SW 2014-06-26
2014-05-30 7.2	Put together a calendar of university/company marketing events and refresh marketing material.	YL 2014-06-26
<b>International Interest</b>		
2013-10-16 4.3	Complete NGN Friends Compilation for web upload	CA 2014-05-01
<b>IET/IEEE Liaison</b>		
2014-02-27 1.1	Discuss appetite for holding joint events with institutions.	SW / SM 2014-05-01
2014-05-30 3.2	Talk to Newcastle university about use of a conference room for presentations.	JK 2014-06-26
2014-05-30 3.3.1	Talk to Angeliki, chair of IET Midlands. <i>Update 2014-06-24: TX to take on action.</i>	<del>JK</del> TX 2014-06-26
2014-05-30 3.3.2	<del>Talk to Tinyang Guo about IEEE stand in Manchester</del> <i>Closing note: no job fair this year so no opportunity for a stand.</i>	
2014-05-30 3.3.3	Talk to contact at IMechE Young Member group.	SW 2014-06-26
2014-05-30 3.3.4	Contact IET to find list of all young member groups.	SC 2014-06-26
<b>Secretary and Treasury</b>		
<b>Membership</b>		
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 3.2	Add membership tracking information into database.	MM / JK 2014-05-01
2014-05-30 4.1	Send a copy of current welcome email to JK for updating.	MM / JK 2014-06-26
2014-05-30 4.2.1	Send acknowledgement email on receipt of all future membership applications.	MM 2014-06-26
2014-05-30 4.2.2	Add opt-out checkbox on membership form for adding new applicants to the newsletter mailing list, and note that they can unsubscribe at any time (details of how to do this can be found on each newsletter).	MM 2014-06-26
2014-05-30 4.2.3	Add new applicants to mailing list.	NC 2014-06-26
2014-05-30 4.3.1	Add note to membership form / website about deferred membership.	JK 2014-06-26
<b>UKNC Working Groups</b>		
2013-12-10 6.2	Assign members to the UKNC WGs. <i>Update: representative on finance WG still unassigned.</i>	JK 2014-06-30

Ref	Action & Comments	Responsible & Due Date
<b>Other</b>		
2014-02-27 7.2	Investigate possible involvement of the NGN in the development of the B3 Substations Green Book. <i>Update 2014-06-24: no progress yet; SC will wait and see.</i>	SC 2014-07-30
2014-05-30 8.1	<del>Send out a Doodle Poll for availability for next meeting.</del>	CLOSED

## D MINUTES & ACTIONS ARISING

### 1. Events

- 1.1. West Burton: coach booked; event announced. SC and JK are confirmed to be attending. NC and AR may attend. Power station tour will include control room but not the new CCGT. NG substation team leader will provide tour of substation. SC will do short introductory presentation.
- 1.2. Culham Centre for Fusion Energy: Aijuan Wang (UK NC events WG chair) will attend to gather ideas for UK NC events. **ACTION (YS 2014-07-30)**: check status of visit/booking.
- 1.3. Laing O'Rourke Nuclear Event: SC may be able to go.
- 1.4. SW is looking into an event at a windfarm in Hull, but has not had chance to talk to CLNR team. Hull office is small so other location may be needed.
- 1.5. Mott MacDonald event in August has been cancelled as it is not long before the Paris Session.
- 1.6. UK NC would like CIGRÉ-UK stand at LCNI conference in October, with the NGN providing representatives to man the stand.

### 2. Feedback from UK NC Executive Meeting

- 2.1. Overall, the Exec's view of the NGN is very positive.
- 2.2. The proposed changes to NGN membership were outlined, but there was limited time for feedback from the Exec. It will be necessary to have a plan for implementation in 2015.
- 2.3. Membership fee WG: this will aim to have a plan to report at the UK NC AGM in November. An NGN representative needs to be appointed. **ACTION (JK 2014-07-30)**: appoint NGN representative.
- 2.4. Paris CO processes have improved, so membership numbers can be turned round in <24 hours.
- 2.5. Joint membership with IET still under discussion.
- 2.6. Budget procedure: this has not been released yet and should be finalised between August and November. Procedure will apply for next year.
- 2.7. Student membership category will be approved by Paris CO to apply from January 2015. It will be free of charge and will cover students on courses of 12 or more months up to and including PhDs.
  - 2.7.1. It is intended for student members in the UK to be part of the NGN. The general view was that the 5 year NGN membership limit would not apply for student members.

### 3. Paris

- 3.1. SC awaiting company approval, TX awaiting visa; all other Steering Committee members going to Paris have registered.
- 3.2. Review needed of draft poster and best practice guide. **ACTION (JK 2014-06-30)**: send out Paris poster and best practice guide for review.
- 3.3. There will be a gathering of UK delegates on the Sunday, and an evening event next to the British Embassy on the Wednesday evening (t.b.c.).
- 3.4. SC and AR (?) have been invited to a women in engineering event at Paris.

### 4. Next Meeting

- 4.1. It was agreed the next face-to-face meeting should be deferred until after Paris. Next SC meeting will be a teleconference, ideally the w/c 11 August. **ACTION (JK 2014-07-15)**: set date for telecon.