



CIGRÉ-UK Next Generation Network (NGN)

Steering Committee Teleconference Minutes 02 December 2014

A MEETING INFORMATION

- Location: teleconference
- Date & Time: Tuesday 2nd December 2014, 1500-1600hrs

B ATTENDEES LIST

Initial	Name	Email	Present
AR	Angela Rotheram	angela.rotheram@pbworld.com	
CA	Chichi Agwu	chidinma.agwu@alstom.com	Y
CT	Christos Takoudis	christos.takoudis@alstom.com	
JK	James King	james.king@pbworld.com	Y
MTA	Mohammed Touqeer Alam	mohammed.t.alam@alstom.com	
MH	Mike Holmes	mike.holmes@ukpowernetworks.co.uk	
MM	Michal Madera	mick.madera@gmail.com	
NC	Nathaniel Cowton	nathaniel.cowton@pbworld.com	Y
SCo	Simon Cole	simon.cole@mottmac.com	Y
SCr	Stefie Cray	Stefie.Cray@nationalgrid.com	Y
SM	Shakeel Mohammad	shakeel.mohammad@alstom.com	
SW	Supipi Weerasinghe	supipi.weerasinghe@jacobs.com	Y
TH	Thomas Haslam	Thomas.Haslam@eon.com	
TX	Tianning Xu	tianning.xu@alstom.com	
YL	Yunling Li	yli@westernpower.co.uk	
YS	Yasir Siraj	yasir.siraj@alstom.com	

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.	CLOSED
2014-05-30 1.1	Put case studies in next month's newsletter. <i>Update 2014-12-02: Recent newsletters had too much content, postpone until January newsletter</i>	NC 2015-01-31
2014-05-30 7.3	Circulate details of new UK RMs in newsletter after Paris.	NC 2014-12-24
2014-09-11 4.3	For WG announcements in NGN newsletter, add in paragraph about contacting Regular Member first, and then contact JK if they are having difficulties	CLOSED
2014-09-11 6.1	Collate Paris 2014 content for website	JK 2014-12-31
Events / Marketing		
2013-08-21 4.3.3	Arrange for attendance certificates at upcoming events	SW / YS ONGOING
2014-05-30 2.2	Attendance certificates: circulate certificate template.	SM 2014-10-31

Ref	Action & Comments	Responsible & Due Date
2014-05-30 2.3	Gas Turbine visit: NC to obtain contact at Siemens.	NC 2014-12-31
2014-05-30 7.2	Put together a calendar of university/company marketing events and refresh marketing material.	YL 2014-10-31
2014-09-11 1.1.4	Investigate visiting an E.ON CCGT (Connah's Quay in particular, or Grain) or wind farm site (London Array in particular). <i>Update 2014-12-02: JK to speak to TH</i>	JK/TH 2014-12-31
2014-09-11 1.4.1	Keep in contact with Prof. Keith Bell regarding Strathclyde event	CLOSED
2014-10-15 2.1	Speak to TX to finalise UoM arrangements	CLOSED
IET/IEEE Liaison		
2014-05-30 3.2	Talk to Newcastle university about use of a conference room for presentations. (note: this is potentially for an event in 2015)	CLOSED
2014-05-30 3.3.1	Talk to Angeliki, chair of IET Midlands. <i>Update 2014-12-02: IET events list received, TX to speak to Angeliki regarding getting involved in "Design of Power Transformers using Modern Modelling Techniques" event on 2015-03-05.</i>	TX 2014-12-12
2014-05-30 3.3.3	Talk to contact at IMechE Young Member group. <i>Update 2014-12-02: SW spoke to IMechE in NE, keep in contact for future. SCr to ask an event calendar from IMechE Midlands</i>	SW / SCr 2015-01-30
2014-05-30 3.3.4	Contact IET to find list of all young member groups.	CLOSED
Membership		
2013-08-21 4.2.2	Coordinate development of welcome pack for new members	MA / JK 2014-12-31
2013-08-21 4.3.2	Develop NGN contribution certificates	TX / SM ONGOING
2013-10-16 2.3	Prepare modified version of membership database to capture activities <i>Update 2014-12-02: Not required due to recent membership survey</i>	CLOSED
2014-10-15 6.2	Membership renewal survey: questions for survey and survey process to be prepared	CLOSED
Secretary & Treasurer		
2014-10-15 5.3.2	Speak to Colin Ray to clarify timeline budget procedure and about Exec meeting attendance.	CLOSED
2014-10-15 5.3.4	MH to lead on preparation of NGN budget	CLOSED
International		
2014-10-15 6.1	Chase up YM Chairs to kick off regular International YM Chair meetings. <i>Update 2014-12-02: JK to speak to CA on this separately</i>	JK / CA 2014-12-12
Other		
2014-01-30 3.2	BritNed/Western Link: investigate possible options for visit. <i>Update: Agreed to wait until Feb/March 2015 to speak to BritNed.</i>	MH / SCr 2015-02-27
2014-02-27 7.2	Investigate possible involvement of the NGN in the development of the B3 Substations Green Book.	SCr 2014-12-12
2014-10-15 6.3	Dinner with CIGRÉ Technical Committee on 6th November 2014 — send details to CA	CLOSED

D MINUTES & ACTIONS ARISING

1. Update from the CIGRÉ UK AGM on 27th November 2014:

- 1.1. Collective-only NGN Members (year 4 and 5 only): proposal has been agreed; we can now implement this in 2015.

- 1.2. Offshore transmission event at Arup. CIGRÉ-UK event. Hosted by Arup at their London offices, date 22 April 2015
 - 1.3. There will soon be a Young /Student Member page on the CIGRÉ (Central Office) website.
 - 1.4. There will be some slight increases in fees for Collective Members for 2015; Individual fees will stay the same as 2014.
 - 1.5. Paris 2016: main CIGRÉ soiree will be on Thursday (not Tuesday) and the usual location for the UK reception is unavailable on the Wednesday. It has been booked for the Tuesday but other locations are going to be investigated (perhaps even the British Embassy).
 - 1.6. Adam Middleton confirmed as chair of Events WG; leaving a vacancy for the chair of the External Comms WG.
 - 1.7. Bjarne Andersen stepping down as chair of Tech WG; leaving a vacancy for that role.
 - 1.8. Colin Ray will continue as CIGRÉ-UK Secretary.
 - 1.9. SCr provided an update from the Technical WG meeting, held on the same day:
 - 1.9.1. Tech WG will provide technical support to Events WG.
 - 1.9.2. Quality of English in papers submitted to CIGRÉ varies; English-speaking National Committees could provide proofing support (e.g. through the NGN).
 - 1.9.3. Having Study Committee-specific mailing lists was discussed.
 - 1.9.4. A number of UK Working Groups are starting: some “shadow” international WGs, while others are UK-only.
- 2. Feedback from meeting with Colin Ray regarding technical involvement:**
- 2.1. Ways of increasing the engagement of NGN Members in CIGRÉ activities were discussed with Colin Ray.
 - 2.2. Colin to look at how many WGs started in the last year.
 - 2.3. Colin confirmed the process for new WGs being announced (w.r.t. their Terms of Reference – ToR – being released). **ACTION (NC 2014-12-31):** ask Colin Ray to send the ToR directly to NC
 - 2.4. Some modifications to the newsletter / mailchimp were discussed to increase visibility of new WG opportunities:
 - 2.4.1. **ACTION (NC 2015-01-31):** Have alerts for new opportunities to get involved at the top of the newsletter (so they don't get buried below “old” news).
 - 2.5. Colin would like to see more NGN members providing contributions (answering questions) at the Paris Session.
 - 2.5.1. Format of the technical sessions at Paris is particular, so NGN Members could do with being educated about this.
 - 2.5.2. Briefing call held before 2014 Session may not have got the format across as clearly as needed.
 - 2.5.3. A good suggestion was to have a mock technical session, e.g. take a Special Report from this year's Session and have NGN Members provide contributions responding to the questions within the report. Could be done in the lead up to an NGN event.
 - 2.6. Need to refresh NGN Member Services Coordinator role, e.g. make role the central point of contact for NGN members who want to get involved technically.
- 3. NGN Constitution changes/role definitions:** JK to update the NGN Constitution document. Updates to include the addition of Student Members and Collective only members in NGN, SC positions/roles changed to officers with the functions of each role redefined and clarifications on the objectives of CIGRÉ, CIGRÉ UK and the NGN. SCr to proof read the revised version document first and then pass around to other SC members for comments. Once the draft is finalised by the SC it will be sent around the NGN members a consultation period. **ACTION (ALL 2014-12-19):** provide comments on proposed revisions to the Constitution.
- 4. Renewals and Membership update:** Membership renewal emails were sent to 152 members. 101 members renewed the membership [*post meeting note: as of 2014-12-18, 104 members renewed*]. SCo to help JK with membership data analysis. **ACTION (JK 2014-12-12):** send membership survey data to SCo for analysis.
- 5. Update on Strathclyde University event:** SCr has been in contact with Keith Bell and Qiteng Hong from Strathclyde University. Potential event on integration of renewable energy in early June 2015. **ACTION (SCr 2015-01-31):** SCr to investigate further.
- 6. Events team update**
- 6.1. Merger with CIGRÉ-UK Events WG: Adam Middleton to chair the re-formed CIGRÉ-UK Events WG. Adam will take the lead on preparing a rolling 18 month event calendar. NGN to provide support in organising, registration and possibly running the events on the day.
 - 6.2. New members for the NGN Events team: new Events Assistants needed and potentially an Events Lead. **ACTION (JK 2014-12-31):** JK to speak to members who showed interest in getting involved in SC during the membership survey.

7. Any Other Business

- 7.1. CA to hold a meeting with Matthew Zillman (Australian NGN) on 2014-12-07 to discuss building close relationships with different NGN Groups in the world.
- 7.2. **ACTION (SW 2014-12-05)**: SW to send a Doodle Poll for the SC face-to-face meeting in January 2015. Proposed location PB office London.
- 7.3. **ACTION (SCo 2015-01-31)**: Website update: SCo to look into update the NGN website by the end of new year.
- 7.4. The NGN meeting and agenda documents need to be uploaded to the NGN website. **ACTION (JK 2014-12-31)**: speak to SCo regarding the upload.
- 7.5. UKPN are interested in having an innovation competition event involving the NGN. **ACTION (JK 2015-01-31)**: speak to Chris Jones to find out more information.