

Paris 2012 Organising Committee – 22nd June 2012

Time:

1100-1230

Contact:

UK participants - UK local number - 0800 358 7292 - participant pin code 554128#

Swedish participant - Sweden local number 0200 125 679 - participant pin code 554128#

Anyone dialling using a mobile telephone 00 44 208 609 3655.

Chair: Aruna Gunatilake

Authors: Mike Holmes

Attendees:

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ROW Ross Wilson, Ross.Wilson@rwe.com
JK James King, James.King@pbworld.com
SLC Leong Cheng (Sunny), leong.cheng@alstom.com
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 AK Amir Khan, amir.khan@alstom.com

Agenda:

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|---|---------------------------|-----|
| 1 | Welcome to the team | AG |
| 2 | Registration | ALL |
| 3 | Programme | AG |
| 4 | Open Forum | AG |
| 5 | The Stand | SLC |
| 6 | EPEE | AG |
| 7 | Technical Event | AG |
| 8 | Informal Networking Event | AG |
| 9 | Virtual Tour video | AG |

Minutes & Actions

1. Attendees.

2. Paris session registration - anybody who still needs to register should do so by 5th July.

3.1 Update on the programme

The CIGRE programme is available on the Paris central website or in the most recent version of Electra.

UK-NGN will meet the other nationalities at the CIGRE stand on Sunday. Times are still to be agreed. LSC stated that there is a concern for the amount of people available to help set up the stand on Sunday. The exhibition area is closed off on the Sunday evening. The red shaded area on the map is closed until Monday morning.

3.2 Technical Programme

AG - in order for uk-ngn to organise the shift order for manning the stand, all session member should centrally send to AG the technical sessions that they wish to attend using the program.

4. Open forum

Still waiting for the advert to go out to the other national committees to see if they wish to contribute.

ACTION RW - invite other international NGN and friends of NGN to contribute to the 'open forum'. More detail needs to be provided about the forum. ACTION RW - send template for the presentation for the other NGN committees open forum.

5.1 Stand

ACTION SLC to send stand pack over to the NZ.

Case studies - Paris team to review interview and provide comments on what should be said on the poster. The transportation of the posters is becoming critical. An agreement needs to be reached amongst Paris team.

Flyer - needs to be produced and sent round Paris team for comment. James to lead on this.

5.2 Stand shift schedule

Detail whereabouts of technical sessions in order to put schedule together of shift work for the stand.

5.3 Promotional Video

All to get all the video material as agreed ASAP. the agreed date for filming of Colin Ray 20th July.

6. EPEE

There is no presentation to be given by CIGRÉ UK NGN. AG and MH to represent on the panel for discussion, other CIGRÉ members are invited to attend.

ACTION ALL - think about discussion points and questions that can be used in the panel discussion. By 17th July meeting.

7. Technical event

Visit to the underground substation has now been confirmed. This needs to be publicised to all NGN members who are attending the Paris session so they may show interest in attending the technical event.

8. Informal networking event

At the 17th July meeting, need to generate some ideas about what to do at the meeting. One idea, a quiz night? Further discussion is required. ACTION ALL - think of ideas for networking.

9. Virtual Tour video

Virtual tour - As requested by CIGRE, outline the story board of content, rather than video

Paris session video – Recording of video to be done without sound. With live audio recorded separately and edited after the event.

CIGRE Paris willing to fund the editing of the video?

TWITTER - an informal twitter account named Paris session 2012 needs to be created. This is to be managed by the NGN and used regularly as requested by CIGRE UK and Paris. Tweets should provide updates of the session, noting points of interests on an informal basis.

Website showcase - this is to be done at the stand, a demo of around 15 mins maximum of the website to give to interested parties.

Actions

| No. | Action | Who | Date |
|------------|---|------------|-----------------|
| 1 | Invite other international NGN and friends of NGN to contribute to the 'open forum' | RIW | 17/07/12 |
| 2 | Send template for the presentation for the other NGN committees open forum | RIW | 17/07/12 |
| 3 | Send stand pack over to the NZ | SLC | 17/07/ |
| 4 | Think about discussion points for EPEE panel | ALL | 17/07/12 |
| 5 | Think about ideas for informal networking | ALL | 17/07/12 |
| 6 | Create the Paris 2012 Twitter account | ? | 01/08/12 |
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