

Steering Committee Meeting – Tuesday 21th May 2012

Time

1000-1600

Location:

Parsons Brinckerhoff, Manchester Technology Centre, Oxford Road, Manchester, M1 7ED.

Required Attendees:

AG Aruna Gunatilake, aruna.gunatilake@alstom.com
 RW Ross Wilson, Ross.Wilson@RWEpower.com
 JK James King, James.King@pbworld.com
 LC Leong Cheng (Sunny), leong.cheng@alstom.com
 YS Yasir Siraj, yasir.siraj@alstom.com
 AK Amir Khan, amir.khan@alstom.com
 ANK Angeliki Kavvalaki, angeliki.kavvalaki@alstom.com
 RIW Richard Wallis, Richard.Wallis@uk.ngrid.com
 TX Tianning Xu, tianning.xu@alstom.com
 JK Jhansi Kuchimanchi, jhansi.kuchimanchi@pbworld.com
 AR Angela Rotheram, Angela.Rotheram@pbworld.com
 EG Elise Ganendra, esganendra@gmail.com
 EG Elena Gorman, elenagorman10@gmail.com
 HK Hassan Kayani, Hassan.kayani@gmail.com
 DP Dhavalkumar Parmar, dhavalkumar.parmar@alstom.com
 XH Xiaoling Hu xiaolong.hu@postgrad.manchester.ac.uk
 MH Mike Holmes, Mike.Holmes@nationalgrid.com

Agenda:

09.30-10.00	Arrival/Registration	ALL
10.00-10.10	Welcome and introduction	ALL
10.10-10.20	Steering Committee Members	AG
10.20-11.20	Tour of the new website	JK
11.20-11.30	Tea Break	ALL
11.20-12.00	Communications - Linked-in, Facebook, Twitter	AG, JK
12.00-13.00	Lunch Break	ALL
13.00-13.40	Marketing/Events	TX, YS, ANK
13.40-14.00	Membership	LC, AK
14.00-14.15	Tea Break	ALL
14.15-15.15	Paris 2012	AG, LC, AR
15.15-15.30	IET/IEEE	DP, AR, MH
15.30-15.40	International Groups	RW

15.40-15.55	Action List	ALL
15.55-16.00	AOB	ALL

Actions
Steering Group Communications [AG]

Action	Responsible Person	Due date
Contact SC members individually to confirm still they are on list and update their status.	AG	Ongoing
BC to advert for STEM & Small Trust and Imagineering volunteer opportunities. This action need to take over by AG and AR as BC is no longer in the SC committee.	BC, AG, AR	Ongoing

Membership [RM]

Action	Responsible Person	Due date
Publish the survey	LC/EG/AK	29/02/2012
Adil will check the databases of e-mail addresses and will do the necessary updates	MHA/MH	15/02/2012
Amir to check with Colin Ray how many NGN members, membership fee is due	AK	31/03/2012

Communications [JK]

Action	Responsible Person	Due date
Find an efficient solution for keeping CIGRE UK member emails up to date with Colin Ray to enable regular send out of NGN newsletter to all CIGRE UK members	JK	ongoing
JK to advertise new roles in April newsletter	JK	15/04/2012

Website [HK]

Action	Responsible Person	Due date
The use of original domain was discussed as this appears more professional. JK will contact HK to find possible ways to use multiple email addresses under original domain name.	JK, HK	Ongoing
New dedicated tab in CIGRE NGN site for Paris Session. AG will send an introduction on Paris 2012 to HK	HK, AG	31/03/2012
JK to send a link to Beta version of new CIGRE website	JK	31/03/2012

Events [YS]

Action	Responsible Person	Due date
Wylfa Nuclear power station visit, keep in contact and up to date with repair status to run a Technical Event as soon as possible. YS will send an email to Colin to find more about contact detail of Relevant person.	YS/AG	31/03/2012
DNO substation visit near Olympic Park. YS will chase up BC to find more about it.	BC/YS/AG	31/03/2012
Finalise the 1 st core event in 2012	YS/TX	29/02/2012
Short visit to the new Power labs in Nottingham	YS	TBA

Paris 2012 Session [AG]

Action	Responsible Person	Due date
Paris Video	RW	Ongoing
LC need to finish the plan for the YM stand send it to SC for comments	LC	31/03/2012
AG and AR need to send an email to all International NC's	AG, AR	31/03/2012

with NGN Paris proposal		
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CIGRE 2020 Strategy Groups [AG/AK]

Action	Responsible Person	Due date
AG will chase the respective team lead in these groups for updates	AG	In progress

Marketing [YS/TX]

Action	Responsible Person	Due date
Chase SC members for promotional events at their universities.	YS/TX	On going

International Interest [RIW]

Action	Responsible Person	Due date
AR to have hand over meeting with Richard Wallis	AR	31/03/2012