

**Steering Committee Meeting Minutes – Tuesday 17<sup>th</sup> July 2012**

**Time**

1000-1700

**Location:**

National Grid, A3.3, Warwick Technology Park, Warwick CV34 6DA

Ask for Mike Holmes or Richard Wallis at the reception desk

Mike Holmes 07768251379

Richard Wallis 07768251387

**Attendance:**

AG Aruna Gunatilake, [aruna.gunatilake@alstom.com](mailto:aruna.gunatilake@alstom.com)  
 MH Mike Holmes, [mike.holmes@nationalgrid.com](mailto:mike.holmes@nationalgrid.com)  
 SLC Leong Cheng (Sunny), [leong.cheng@alstom.com](mailto:leong.cheng@alstom.com)  
 JK James King, [james.king@pbworld.com](mailto:james.king@pbworld.com)

**Apologies:**

RW Ross Wilson, [ross.wilson@RWE.com](mailto:ross.wilson@RWE.com)  
 AK Amir Khan, [amir.khan@alstom.com](mailto:amir.khan@alstom.com)  
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**Agenda: Please note due to change in meeting attendance the meeting agenda was modified.**

<b>09.30-10.00</b>	Arrival/Registration	ALL
<b>10.00-10.10</b>	Welcome and introduction	AG
<b>10.10-10.45</b>	Events	AG, PR
<b>10.45-12.15</b>	The Stand – Material, Poster, Fliers	SLC
<b>12.15-13.00</b>	Lunch Break	MH
<b>13.00-13.30</b>	Memberships	AK

13.30-14.00	The Stand – Material, Poster, Fliers (cont)	SLC
14.00-14.15	Tea Break	ALL
14.00-14.10	Schedule for Manning the stand	AG
14.10-15.00	CIGRE UK NGN Presentation for Open Forum	AG
15.00-15.20	EPEE Discussions	AG, MH
15.20-15.30	Paris Technical Event – RTE : update	AG
15.30-15.35	Informal Networking Event	ALL
15.35-15.40	Virtual Tour	AG
15.40-15.45	Communications – Twitter, Linked-in, FB	AG, MH, PR
15.45-16.55	Action List	ALL
16.55-17.00	AOB	ALL

**Minutes:**

1. Welcome
2. CIGRE Event Mott Macdonald 26<sup>th</sup> July – Attempted to contact Alberto, to have a quick conversation about the arrangements for the event. Alberto was unavailable. The event seems to be heavily biased towards Mott Macdonald. ACTION MH to contact NG members to see if they would be interested in leading discussion.
3. Paris Session Stand
  - 3.1. Posters – SLC presented posters including information from the international groups. ACTION - SLC to get more images and detail for the US poster, with support from the committee.
    - 3.1.1. Working Groups Case Studies, Update required for some of the case studies. ACTION – JK to get an update from Samuel Jupe.
    - 3.1.2. Professional Development Case Studies – Still waiting for these case studies. UK NGN and other YM to send through completed case study for the poster.
    - 3.1.3. YM experiences – Include a poster that states testimonials from members about their experiences with the CIGRE. The UK testimonials will be from SLC and JK.
    - 3.1.4. International Posters – Germany have provided content for the posters. With regards to the UK poster – Constitution section needs to be updated. ACTION MH to update constitution. SLC to email countries
    - 3.1.5. Introduction Poster – The old one needs to be adjusted.
    - 3.1.6. Stationary – ACTION MH to organise quotes for stationary.
    - 3.1.7. Poster design – JK gave out initial proposals for the Posters layout.
    - 3.1.8. ACTION - All poster designs completed ready for handover before Monday 13<sup>th</sup> August. All content to be completed and submitted to JK by Friday 3<sup>rd</sup> August.
  - 3.2. Flyer – UK NGN will use the existing flyer. Template for the UK flyer can be used for the general flyer for all YM groups.
  - 3.3. Stand Management Schedule – ACTION AG reminder email to Paris committee to provide details about whereabouts for the week.
4. EPEE – As stated in AG and MH to be on the discussion panel. To prepare for this meeting, AG and MH to discuss possible discussion points, trial questions. ACTION MH to arrange meeting with AG and RW
5. Open Forum Presentation - AG read through the presentation (that he wrote the night before), slides received comments and were amended.
6. Membership Statistics – Amir gave a run through of the current statistics. For the use of the Paris Membership Poster it was decided that the representation of international friends needs to be removed from the graph.
7. Paris technical event will go ahead, but still needed to be confirmed by RTE which substation we going to visit and date/time and capacity. AG to contact RTE urgently and YS to organise the program for the event.

8. Informal networking event will be held in a French restaurant on Thursday evening on Paris Session week. ANK to organise it.
9. Virtual Tour-Awaiting go ahead signal from CIGRE UK and CIGRE CO.
10. Twitter- AG to confirm whether twitter account Paris 2012 should be set up, or the alternative suggestion from James is Paris hash tag eg #Paris2012, with Colin Ray.
11. AOB – Next SC Teleconference Meeting 19/09/12

**Actions**

No.	Action	Responsible Person	Due date
1	<b>Steering Group Communications [AG]</b>		
1.1	New Structure	AG	DONE
2	<b>Membership [RM]</b>		
2.1	Update for new members	MHA/MH	30/07/2012
2.2	Amir to check with Colin Ray how many NGN members, membership fee is due	AG, AK	DONE
2.3	Put the results of the NGN survey into a graphical representation	SLC	DONE
2.4	Complete NGN survey	ALL	DONE
3	<b>Communications [JK]</b>		
3.1	Communicate with international NGN groups, discuss how we can link the websites, Facebook, and Linked-in groups.	RIW	30/07/2012
3.2	Actively engage discussions on a weekly basis through the use of discussion pages on Linked-in group	PR	Ongoing
3.3	Passively provoke discussion within NGN linked in group	ALL	Ongoing
4	<b>Website [JK]</b>		
4.1	Find out how the 'Launch' at the Paris session will be delivered, will CIGRE be presenting any of the website at Paris?	JK	DONE
4.2			
4.3	Activities>*Review and edit content (& scope)	SLC	14-Sept-12
4.4	Events>*. Create spreadsheet of past event details (name, location, date, summary, etc.)	AK / YS / TX	DONE
4.5	· Collate and organise documents from previous events into a folder structure to ease uploading	AK / YS / TX	DONE
4.6	· Note: the current website has a number of gaps where events haven't been recorded	AK / YS / TX	DONE
4.7	Sessions>2008JK to get in touch with Rose King to develop content	JK	14-Aug-12
4.8	Sessions>2010Develop content	RW	DONE
4.9	Sessions>2012Copy content of Electra advert	JK	14-Aug-12
4.10	Resources>NGN Docs Collate current documents for uploading	JK	14-Aug-12
4.11	Resources>Links· Create table/spreadsheet of current links	PR	DONE
4.12	· Check link validity	PR	DONE
4.13	· Add/remove links where appropriate	PR	DONE
4.14	Resources>NewsletterAdd newsletter archive, including pre-mailchimp newsletters	JK	14-Aug-12
4.15	Resources>TemplatesCollate current templates for uploading	JK	14-Aug-12

4.16	Resources>Meeting Docs- Create table/spreadsheet of previous meetings (date, purpose, location, agenda/minutes available)	MH	DONE
4.17	· Collate and organise agenda & minutes into a folder structure to ease uploading	MH	DONE
4.18	Join>Review and edit content	AK / RIW	DONE
4.19	Join>Case Studies Develop case studies (will also be used for Paris YM stand posters)	SLC	31-Jul-12
5	<b>Events [YS]</b>		
5.1	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	Postponed
5.2	DNO substation visit near Olympic Park. YS will chase up BC to find more about it.	BC/YS/AG	Postponed (after Olympics)
5.3	Cost and budgeting to be accounted for Nottingham Event	TX	DONE
5.4	AGM organisation for November 2012	AG/YS/MH	19/09/2012
6	<b>Marketing [YS/TX]</b>		
6.1	Chase SC members for promotional events at their universities.	YS/TX	On going
7	<b>Paris 2012 Session [ALL]</b>		
7.1	Paris Video	RW	Ongoing (subject to call)
7.2	Complete, PDF and send templates for posters	JK	DONE
7.3	coordinate and organise all travel and arrival time frames	ALL	20/07/2012
7.4	Send a format for the presentations to each national group to use. Will include what each group has been doing, what each group has achieved, going forward, and challenges	RIW	20/07/2012
7.5	Completion of UK NGN posters	ALL	3/08/2012
8	<b>CIGRE 2020 Strategy Groups [AG/AK]</b>		
8.1	AG will chase the respective team lead in these groups for updates	AG	19/09/2012
9	<b>International Interest [RIW]</b>		
9.1	contact other international groups	RIW	DONE
10	<b>IET/IEEE Liaison [DP]</b>		
10.1	DP to make contact and begin to start liaison MH and AR in support.	DP, MH/AR	31/08/2012