



Steering Committee Meeting – Notes of Meeting

Date:

14th July 2009, 14:00-15:00

Location:

Tele-conference

Attendees:

Jonathan Halliday – Chair, **JH**
Chris Dent, **CD**
Sarah Follmann, **SF**
Patrick Favre-Perrod, **PFP**
Maria Brucoli, **MB**

Agenda:

14:00 – 14:10	Brief review of previous actions	SF
14:10 – 14:30	Requirements for AGM	JH
14:30 – 14:40	Changes to Constitution	JH / SF
14:40 – 14:50	AGM / Core Event 3	PFP
14:50 – 15:00	AOB / Close Meeting	All

Notes of Meeting

1. Review of Previous Actions

- Actions from the last meeting were reviewed and closed out / revalidated. See action list at the end of this document.

2. Requirements for AGM

- It was noted that either Chairperson or Vice Chair and Secretary have to be elected this year. The issue was discussed and JH informed the SC that he wants to step down from his post as chair. Candidate suggestions were discussed and JH will approach them to discuss their interest. Further suggestions are required.
- It was decided to amend the membership and terms of office part of the constitution. For details please see point 3. Change to Constitution
- It was decided that the Vice Chair and Secretary shall stand for election every year to encourage more members to get involved in the SC and to enable a transition from vice chair to chairperson. MB and SF confirmed that they would be available to stand for re-election. Further candidate suggestions to be made.
- MB to create call for candidates and include short description / statement for each role. MB/SF and JH to prepare statement about their roles.
- MB to create communication before the election which has to include a short description and photo of each candidate. Also to be made available on website.
- Election shall take place per email before the AGM and additionally at the AGM. Email vote to be set up and closed some days before AGM date. Create spreadsheet for Colin Ray to mark email votes to compare with AGM day votes.

3. Change to Constitution

Following changes will be made to the constitution:

- 3.2 NGN Membership
NGN membership will be limited to 5 years the first three of which will be subsidized.
- 4.1 Terms of Office of the Chairperson
The chairperson shall be elected in odd years. It is only possible to stand for election as chairperson as long as the term of office falls within the 5 year membership period. This

means that you can't stand for election should you be in your 4th or 5th year of NGN membership.

- 4.2 and 4.3 Terms of Office of the Vice Chairperson and Secretary

Appointment will be for 1 year but can be renewed once in the consecutive year. It is only possible to stand for election as long as the term of office falls within the 5 year membership period.

4. AGM / Core Event 3

- The AGM/ Core Event 3 is proposed for the start / mid of November. The topic of the core event is 'Material for the power system of the future' and a visit to Areva and Alstom at Stafford is envisaged. PFP to arrange further.
- This year's AGM shall be in similar format than last year's. This includes a session to announce the candidates, a session on the work of the Steering Committee, voting during the lunch-break and announcement of results.
- The next event shall also include a session on Cigre workinggroup involvement as discussed at the previous SCM. PFP to arrange.

5. AOB

- Next Steering Committee Meeting to be held at Imperial College London on 8th October. RM to organise facilities.
- It was suggested to set up a teleconference on a monthly basis of 1h duration to encourage more frequent conversations and minimise the need for lengthy email discussions.
- The next teleconference will be held at Thursday night 17th September at 9pm. This teleconference will be set up to discuss further requirements for and progress of the AGM election.

Actions

	Action	Responsible Person	Required
2.1	Come forward with suggestions for candidates for NGN chairperson, vice chair and secretary. Email to JH	ALL	Mid Sep 09
2.2	MB/SF and JH to prepare statement about their roles.	MB/SF/JH	10/09/09
2.3	MB to create call for candidates and include short description / statement for each role.	MB	10/09/09
2.4	MB to create communication before the election which has to include a short description and photo of each candidate. Also to be made available on website.	MB	Oct 09
1.1	Set up phone / web conference to discuss roles/ constitutional issues/ elections in preparation of AGM.	SF	complete
1.2	SF to organise next Steering Committee Meeting for 8 th October in London. RM to book facilities at Imperial. In progress	SF/RM	Sep 09
1.3	Alex to upload NGN summary of Cigre UK Exec Meeting onto website	AP	Sep 09
1.4	Financial Overview be updated by SF	SF	complete
1.5	Update Constitution to reflect outcome of this SCM. In progress	SF	Sep 09
1.6	SKY to look into mentoring tie-up with IET accreditation. Sky to liaise with Chris and Colin to approach the IET about this. In progress. Further to discuss at next SCM.	SKY/CR/CJ	Dec 09
1.7	Suggestions for alternative name for mentoring scheme. CD to draw up options discussed to bring mentoring programme forward. CD/SKY to bring proposal forward on how to rework mentoring scheme.	ALL/SKY/CD	Oct 09
1.8	MB to send out email asking everybody on their thoughts on rebranding / specialising mentoring scheme, including	MB	Dec 09

	link to section on Cigre website. To be discussed again at next SCM. Resend CD's email to extended group.		
1.9	Colin to confirm options for NGN stand at Paris session (Location / Size)	CR	Sep 09
1.10	Colin to contact other country secretaries to find out whether national young members group exist.	CR	Sep 09
1.11	NGN social event proposed for Sunday night after opening ceremony/ networking event. CR to organise initially.	CR	Sep 09
1.12	Colin to find out topic for Paris 2010 EPEE session and possibility of NGN participation.	CR	Sep 09
1.13	CR to try and arrange a technical tour during the Paris session for NGN members	CR	Oct 09
1.14	JH to put communication about Paris 2010 together, to be send to contacts as collected at Paris 2008 session.	JH	Sep 09
1.15	Paris 2010 papers: key messages of "call for papers" experience, including reasons for rejection and general and individual feedback to be put together and send out to NGN members.	CD	complete
1.16	Confirmation of attendees of Didcot event. (PFP/B. Adams)	PFP/BA	complete
1.17	PFP to prepare 3 rd core event, send invite and include AGM on agenda.	PFP	Sep 09
1.18	Create a short guide for event coordinator for upcoming events	PFP	Oct 09
1.19	JH / CR to establish contact to visit the windfarm on the UPEC session. Event was cancelled due to low interest. This was due to proximity to August bank holiday.	JH/CR	complete
1.20	CD / PFP to establish topics / presentations for UPEC session.	CD / PFP	complete
1.21	Keith Bell to be asked about registration fee / discount.	PFP	complete
1.22	PFP to include 15 min slot on working group involvement into next technical event.	PFP	Nov 09

1.23	Distribute list of attendees (names, company, location) for technical events among attendees before event.	PFP	Nov 09
1.24	Ensure to have one secure central database with all NGN sensitive member data due to data protection.	RM	Jul 09
1.25	Maria to send reminder out that NGN is looking into web support.	MB	Oct 09
1.26	Rodrigo to prepare formal proposal (A4 page) on membership renewal process.	RM	Oct 09
1.27	Process for new members to be detailed. Procedure for membership registration (A4 page) including cancellation	RM	Oct 09
1.28	Format of link between membership list and event attendance to be formulated between PFP and RM	RM/PFP	Oct 09
1.29	'Plug' for NGN Mentoring scheme in the NGN website homepage has to be reviewed. New proposal about wording to be made.	AP/SKY	Jul 09
1.30	Create online event registration form.	AP/PFP	Oct 09
1.31	Check where membership@cigre-ngn.uk.org alias is linked to. Has to be linked to Rodrigo and Maria.	AP/MB	complete
1.32	Create online membership registration form, linked to a database.	AP/RM	Sep 09