



Tutorial and Workshop on new Knowledge Management System

In January 2016, CIGRE replaced the previous Collaboration System with a new **Knowledge Management System** for use by Study Committees, Working Groups, National Committees, Next Generation Network and Women's Network. The system is also being used in the Paris Session for real-time audience Spontaneous Contributions during the Study Committee Group Discussion Meetings.

The new Knowledge Management System is based on the powerful Atlassian Confluence platform which has specifically been chosen for its intuitive ease of use even with little or no specific training.

To help Users maximise their benefits, CIGRE is hosting a series of four 90-minute interactive tutorial/workshops per day during the 2016 Paris Session. These workshops will be run by Rodney Hughes who is well known within CIGRE SC B5 but has also been the champion user for the Australian National System for the last six years and has been the Implementation Manager for this international system.

Come to learn:

How do I:

- ◇ register my personal account?
- ◇ update my details? (why so many fields?)
- ◇ get access to my Groups: SC/WG/NC/MP?
- ◇ know when I have access?
- ◇ get a username or password reminder?
- ◇ change the menu language?
- ◇ add my photo?

I am registered, ... but I can't see anything!
Will I have access if I change employers?

Access levels:

- What do the access Permission access levels mean or allow me to do?
- Can my fellow colleagues at my company have access?
- Can people without CIGRE Membership status have access?
- Can I just observe different groups?

How do we work in collaboration on a document:

- * write the draft Technical Brochure without emailing multiple versions of documents?
- * create /edit pages?
- * Does it provide "track changes" (like Word) and versioning?
- * How do I comment on a page without changing the page?
- * How do I know when others have change something?
- * What is the initial page structure? Can I change it?
- * Using the "watch" functionality – avoid email flooding

Can I

- use my laptop/tablet or smart phone?
- use my home PC?
- arrange Meetings - attendee RSVPs, minutes of meetings, action lists ...?
- embed any file types?
- display file list links and thumbnails
- see previous versions of files/images
- restrict "confidential" pages to individuals
- restrict pages to a sub-group within the Group
- send announcements/news to my Group?

How can we

- ⇒ run a national Mentor program using this?
- ⇒ use it like a specialist forum/blog within the Group on any topic?

Can I get a Space for my Working Group, National Committee, national Mirror Panel, NGN or Women's Network?

Is it "break-proof"? Is it secure?

Where do I get help? Email assistance? Online tutorial? On-line live demo?

.... and any other questions

Room 336 + 337

4 workshops per day

Bring your Laptop/ Tablet / Smart Phone to access the Palais des Congrès wifi.

Please contact your SC Chairman or Secretary before arrival in Paris to obtain a secure registration code to create your User account.

For further information, contact Rodney Hughes (AU) as the System Implementation Facilitator rhughes@cigre.org



Testimonials

"I was initially unsure why we needed a Knowledge Management System for our Mirror Panel. However, after taking some time create some pages in a structured way, myself and members of my Australian panel started adding agendas, minutes, presentations and papers to our Space. We also used it for online discussions. We could have exchanged and stored all of this information via email - but I soon found that the information could be more easily found in the system. It is so much easier to ask members to indicate on a system page if they are attending a meeting, than to build a table from their email responses [or use third party tools such as DOODLE]. I didn't need to go through last year's emails to find the minutes from the last meeting – we all can easily find them in our Space, and easily identify and use the latest version of information and files. A few years later, our Space has become a well organised library of papers, presentations, minutes etc. that will continue to grow and become an invaluable resource for CIGRE panel members in the future."

Peter Cole Convener AU A2

I would like to share with you that SC B3 had a very successful meeting of the Strategic Advisory Group in San Francisco this week. What made it even more special was the first use of the new KMS to fully document the meeting. We were able to:

- Share meeting papers before the session (no emails)
- Create the Minutes Of Meeting on the fly. The minutes were issued at the end of the meeting before people have left the room instead of several months later
- Produce an active task list for members.
- Have an on-going record of the proceedings for later reference

This is truly an impressive new capability that I hope all our committees will fully utilise.

Terry Krieg, Chairman SC B3

"Several of the CIGRE Australia panels have been using the confluence system as a means of technical collaboration since 2010. The system is a great collaboration tool and allows for the timely and efficient sharing and dissemination of information, and being web-based, it is operating system agnostic."

Terry Killen, ANC Executive Manager

One of the Working Group Conveners (Perry Tonkin) who had been using the new system for just a few weeks said that:

- without reading instructions
 - having no experience in such tools
 - being in a remote location [presumably bad internet]
- the experience in using it is ...
- intuitive
 - so easy and logical
 - discovered some wonderful tools
 - will at least reduce the effort by 40% over the course of the working group it looks like we have been at it for over a year - less than 6 months after WG formation
 - the Intellectual Property remains within CIGRE and accessible to all Representatives and their colleagues

this has been very worthwhile

Perry Tonkin