

# telecentre-europe

## Steering Committee Meeting #7

### 11.06.08

Chair: Gabi Barna

Taking notes: Lize De Clercq

Duration of meeting: 1h30

Present: Gabi Barna, Pawel Makowiecki, Christophe Devolder, Lize De Clercq, Joan Fanning, Madalina Botoroaga, Pedro Aguilera, Melissa Pailthorp

### Agenda

#### 1. Welcome of Chair

Gabi excuses for not have written anything on membership.

#### 2. Agenda of Steering Committee Meeting

Joan sharing her thoughts on agenda draft – we can still change – important is to be clear about decision process: now is 2/3 : do we confirm?

Joan to send a 2,5 pages of decision making tool we could use

#### AGENDA:

- review the status of workgroups: who are in play – what is the main accomplishment
- review of resources available: telecentre.org paid to esplai – current state of what is available for how long – goals & outcome
- important is to get a good view on knowledge sharing resources

pedro: says grant is for 1 year – instead of doing a presentation on present resources it would be better concentrate on how to catch new resources for the future – to be able to forecast on middle and long term

joan: purpose: understand current resources and upon that make forecast. are there opportunities? what is decision making process on resources? is steering committee involved in this decision?

- network organizational structure:
  - ian-pedro- gabi: maybe review vision, mission, .. recommendation for long term/short term:
- network membership
- network short term goals:
  - throw in the knowledge sharing here: what do we want to do and what do we need in short term: do we want to have a part time staff, do we want a secretary, list what we want, identify and recruit that person if we want a secretary
- end : summarize

pedro: agenda will be very helpful

joan: does this feel like what we expected?

melissa: a clear plan of action needs to come out of this – we should agree on a calendar

joan: sometimes agendas are just in the mind of the person that create them – on recommendation part we could list next steps to achieve

melissa: connection with mission and network: must be more concrete – outcome on why we are supporting/doing this – what is KS going to accomplish? – advocacy: level of detailed?

lize: where to present knowledge sharing strategy and communications plan?

joan: working groups? figure out what are priorities? so we start with high level overview – then we use that to make decision in other areas

gabi: proposes to ammend some points of the agenda based on melissa's view

joan: short on time, but within 24 hours we should send

question/suggestion on ning or list and then to make new version

melissa: we need meddie's feedback if he will facilitate this meeting

joan: who will be the lead for each section?

1. for overview of working group: overview – what are they working on? what are they recommending?

Gabi says to be the lead

2. knowledge sharing

Pedro, will be the lead with assistance of Lize & pawel

3. organization: Ian

4. governance: Gabi & Pedro

5. membership: Gabi & Pawel

6. Resume: given the short term goals, action plan: what are the resource we need? for secretary, knowledge sharing, advocacy?.

Melissa will lead the session network short term goals

7. membership input: what input we need., leading the discussion: what are we deciding on, how do we communicate to members: what decisions we need them to make

Pawel & Lize

8. next steps:

Melissa

9. e-inclusion: pedro

### **e.-inclusion slot?**

not yet brainstorm done between pedro & gabi

gabi: will website be ready? lize says yes

pedro: we don't need really a slot, we will have time during lunch to share our thoughts with the people present

melissa: we should discuss consistency of elevator pitch and how we externally communicate,

christophe: round up is important to be consistent on what will be said next day

### **Final:**

Joan calls for comments within next 24hours and will get final version out.

Joan will be available for the weekend for any thoughts/feedback, but want to set up logistics for that