

telecentre-europe

Steering Committee Meeting #4

21.05.08

Chair: Gabi Barna

Taking notes: Lize De Clercq

Duration of meeting: 1h30

Present: Gabi Barna, Ian Clifford, Pedro Aguilera, Pawel Makowiecki, Melissa Pailthorp, Madalina Botoroaga, Lize De Clercq

Agenda (incorporating Pedro's agenda from last week and a couple of other additions):

1. Welcome of Chair

Agenda is overloaded because of last week's canceling of the meeting. We should try to stick to the one hour planned. We should go through each of the items and if no decision can be reached within 5 minutes, we should suggest continuation of these discussions over email or ning. Otherwise it will become counterproductive.

2. Review of notes from last meeting

No comments. Notes are ok to publish then.

3. Continue of discussion topic of last week: progress on TE logo (Lize), review discussions on network membership (Gabi), EUTA workshop.

- **Logo discussion** has been implemented now on ning:

<http://telecentreeurope.ning.com/forum/topic/show?id=2058019%3ATopic%3A3602>

We need to extend the deadline originally set for the 19th of may, as people are still discussing and presenting logo. Lize to change the deadline.

- **network membership & organisational workpackage**: 2 types of categories – core members.. – associated members. more info from gabi interesting is bangladesh network: different charging for different organizations. could be useful to share. Gabi to publish this information as a reply to the organisational workpackage that is now up for consultation on ning:

<http://telecentreeurope.ning.com/group/steeringcommittee/forum/topic/show?id=2058019%3ATopic%3A4283>

ian, gabi and pedro will work on detailed membership. gabi asking for replies & feedback of other members through the discussion started on ning.

- **EUTA conference in Budapest**: ian is going on 22th and on 23th gabi is going. still no news from matyas about a slot. pawel and pedro are not going finally.

4. Resign of steering member Juraj Suchanek and candidacy from Christophe Devolder

Juraj wants to resign, Kirsten will only be available after June 10th, Christophe is interested in joining. There is a vacancy and an interest, a good match. And there is a consensus that Christophe would be a good asset to have in the steering committee group But there is no procedure and rule about entering steering committee. In Pedro's opinion steering committee appliance was closed after Riga, if we want to change anything we have to create a kind of rules. Gabi: Maybe we announce that there is a vacancy. Maybe we could keep the size of the number of steering committee members. Ian: But we selfselected ourselves, we need people to work and able to contribute. we don't have a system so it's different to change a system. Gabi: maybe we can have a election procedure to ning. but we should be clear to wider community what is the way to join the steering committee and we should not keep the number of members too high. Pedro: christophe is good candidate because of his experience in management and e-inclusion and he is in brussels. Now we have to cover the vacancy, in june we can agree on the procedure. Pawel: we have a procedure of 2/3 voting that make regulations. I vote "yes" for Christophe... it's really cool that he want to join to the steering committee Gabi: Christophe is a taskforce leader, he could join the steering committee now as a consultant (without voting rights), and then at the meeting in june we can make it official. It was decided to give Christophe the status of a consultant untill june and invite him for the weekly conference call and the june meeting. At the june meeting he can talk on EU advocacy. lize to ask meddie for adding him at the mail list. gabi to invite him at the ning steering group. (melissa is exiting the meeting and offering help for anything we might need from microsoft.) more talking have to be done on how steering committee should function. we should make a draft plan of that before june and we should start a discussion already on ning, so we can decide at barcelona

5. Progress report by working group leads on workpackages. Also discuss communication method to continue and enhance work on the Work Packages (Ian)

history: 2 weeks back: review of workpages posted by Ian on ning:

<http://telecentreeurope.ning.com/group/steeringcommittee/forum/topic/show?id=2058019%3ATopic%3A3245>

- Ian dropped out Advocacy workpage and asks for Ok on appointed responsibilities*
- Gabi asking for a lead person of every workpackage*
- Lize offering to be the lead person to encourage, consult and assist the appointed steering committee members in delivering the Knowledge Sharing workpackage (Gabi & Ian endorsed)*

progress of knowledge sharing workpackage:

lize will take the lead on launching a discussion on both the knowledge sharing strategy and communication strategy on ning at the end of the week. she already agreed with Pawel to work with him on the knowledge strategy

(also during lize's f2f visit in Poland) and will ask Ekatarina to work with her on the communications strategy. The CCF Community Facilitation Strategy (see underneath) will be the starting point for the Communications Strategy. The website development will form another important part. The URL telecentre-europe.org is now active. Lize will receive training on Joomla on Thursday and will upload content on Friday, Monday the website will go live. Lize will be writing a draft of both strategies and then ask appointed steering members for corrections, feedback and input.

communication method (was not discussed)

Lize's consultation:

** Lize proposes to have communication and discussion through existing ning groups:*

- steering committee group for delivering the Organisational Strategy*
- Communications Group for delivering the Communications Strategy and Knowledge Sharing Taskforce for delivering the Knowledge Sharing Strategy*
- EU Advocacy Taskforce for delivering the EU Advocacy Strategy*

** Lize also proposes that lead persons should start discussions, encourage other members to participate, facilitate to keep focus on quality and resume discussions in a blogpost that is then linked to a "group achievements" textbox*

** Another proposal is that leadpersons should organise chatroom meetings via skype*

6. Review of the telecentre-europe Community Facilitation Strategy (Lize and Pedro)

The strategy has been enthusiastically endorsed on ning, can now change its status from "DRAFT" to "FINAL" and is ready for outreach to wider community. Lize to outreach this on the general forum.

Lize also explained that after the Barcelona meeting, the 100% dedication to telecentre-europe will fall back to 50% of her worktime, as the contract of Esplai with telecentre.org is only for a 50% hired person. Pedro explains that lize is hired full-time by Esplai and that Esplai agreed on a 100% dedication of her time to telecentre-europe during the first months, and Marc decided she should start to work on Esplai projects during the month of June.

7. Review of the draft proposal of the Community Content Facilitator and Face-to-Face Visits Strategy (Lize and Pedro)

Lize explains what it is about: a workout of her general action plan (of the general Community Facilitation Strategy) which states that she should spend a large portion of her time (25%) making personal contact with community members: mostly via phone, skype or chat and face-to-face whenever possible. In the contract between tc.org & esplai there is a travel budget for the CCF (Content Community Facilitator) to realize face-to-face visits to certain members (not all!). The CCF Face-to-Face Visits Strategy outlines the activities the CCF will undertake in order to successfully perform the planned face-to-face visits of the Community Facilitation Strategy's milestones timeline:

30th May: Face-to-face visit 1-3 realized (Belgium & The Netherlands)

30th june: Face-to-face visit 4-6 realized (Poland)

30th september: Face-to-face visit 7-8 realized (Romania)

Selection criteria for choosing these countries were:

- Belgium & The Netherlands: steering committee member visit, ideal as "pilot visit" because Interface3 is Lize's former employer, Christophe & Kirsten are Lize's former colleagues & Dutch is Lize's mothertongue.
- Poland: steering committee member visit, big "crowd" of community members & coincidence of dates with event in Krakow
- Romania: steering committee member visit & big "crowd" of community members

Lize will report on the f2f visit at the june meeting, when face-to-face visit strategy can be evaluated.

8. Event participation in 13th International ITA Workshop, Krakow 4–6 june 2008. Who can attend?

Lize will attend (4-6 june) and combine it with f2f visit with community member Katarzyna Zmijewska (co-organizer of the event), with a visit to all the community members of Pawel's organization and of the organization of the disabled people in Poland (9-12 june).

Scope of the event participation:

1. cover the event
2. exchange our experience: lize will receive a slot of 15-20min to present telecentre-europe and our social networksite
3. network: contribute to network promotion efforts & networking with and connecting members at the event

A detailed Scope of Event Participation will be uploaded by Lize on ning. The result of this participation can also be evaluated at the Barcelona meeting.

9. eInclusion workshop in Barcelona

The event is happening on the 16th of june and is posted on ning, waiting for the members to inscribe their attention. We have a 30 minute slot on the agenda. We need to decide who is speaking.

10. Proposal of social activity at the Barcelona meeting (Pedro). Also discuss admin issues like flights, accommodation, what the agenda of the SC meeting will be? How will we best use the time there?

Pedro has sent out an agenda proposal and is waiting for input and feedback. Lize to ask Pedro to upload the agenda draft on ning. Also start another discussion on ning where people can send out information about accomodation, arrival dates, etc.

11. Start discussing network governance ideas.

This wasn't discussed.

12. Other

Grundtvig discussion is happening on ning's European Fundraising Team:
<http://telecentreeurope.ning.com/group/europeanfundraisingteam/forum/topic/show?id=2058019%3ATopic%3A3345>
there are lot of opportunities to catch.

Also a discussion around EVS application started on the ning group Volunteer Exchangers: Pawel to facilitate that discussion through the group forum:
<http://telecentreeurope.ning.com/group/volunteerexchangers/forum/topic/show?id=2058019%3ATopic%3A3824>