

# telecentres-europe

## Steering Committee Meeting #2

30.04.08

Participants: Ian, Gabi, Pawel, Juan Bosssicard, (later) Medi, Pedro, Lize

Chair: Ian, Chair and took notes

Duration of meeting: 2h

### Notes

1. Welcome of Chair
2. Review of notes from last meeting

Notes quickly reviewed since no one present at this time (other than Ian) from last meeting

3. Review of suggested topic for discussion (see below).

### Meeting 2 – Define the target Network/Organizational Structure

**Goal:** Agree on what network structure best positions Telecentre.Europe to achieve its goals.

**Discussion:** Keeping the vision and mission of the Network in mind, discuss and decide on a network structure that will enable the network to accomplish these goals. May want to use the continuum of networks structures – from informal to formal as one guide of possible structures. (See attached document.)

*Sample of some questions that may help guide the decision:*

1. Will you be applying for funds that require a separate, legal entity?

Yes, there is much funding available, and this has been discussed previously. We do need a legal entity and could take up support from Econet for common project applications.

2. Do you need to have a defined network identity?

We do need our own identity, with a logo and branding!

3. How will the structure support or discourage “organic networking” and sharing among members?

The structure of the organisation must always support networking, and will be built to do so, and should serve the needs of the members.

4. Do you need to have dedicated staff (e.g. a secretariat) to manage and administer business and coordination aspects for the Network? If so, what will their primary responsibilities be and do you need a full-time person to do this? If so, will the “network” be the formal employer or will another organization need to employ this person and be reimbursed by the network?

Melissa Pailthorp 6/5/08 21:45

**Comentario:** This is something MS may be able to help with via outside vendor. If someone wants to talk through possibilities, please let me know.

In the long term the organisation needs to have full-time administrative employees, and have leadership. In the short term we have some administrative support from Mada and Lize. It could be that some of the organisations could apply for funding for people to help support the organisation from telecentres.org. The location of the organisation could be in a number of places across Europe, and could work on a virtual basis with no physical office. We should define criteria for the organisation and develop a possible staffing structure.

All of this will be developed in the Work package

Melissa Pailthorp 6/5/08 21:47

**Comentario:** Please do not count on Mada to be more than support to Joan (who is on board still???). Lize also has defined scope of work. I think you need to plan for one person to play coordinating and support role from June. Has Meddie discussed resources possible for network with you all?

#### 4. Review of relevant sections of proposed Work Packages Document

No comments on the document circulated by Ian from those present. It is therefore assumed that this is a v1 for the Work Packages and can be published. Ian will update and circulate for publication.

#### 5. Review of "Elevator pitch" document

The name of the organisation should be 'telecentre-europe' to be consistent with the website name ([www.telecentre-europe.org](http://www.telecentre-europe.org)).

logo contest to be launched. 'Organisation' to come before 'people' in first sentence Elevator pitch approved, Ian to check final English. Ian to produce as .ppt file

Melissa Pailthorp 6/5/08 21:49

**Comentario:** Might an "s" (telecentres) be added?

#### **telecentre-europe**

telecentre-europe is a European network of organizations and people committed to increase the social and economic impact of grassroots telecentres.

The telecentre-europe community includes more than 40 telecentre practitioners, program leaders and development partners from non-government organizations and organizations that fund telecentre activities across 23 countries of Europe.

telecentre-europe provides a unique opportunity for participants to coordinate efforts, share skills, compare experiences, integrate resources, learn best practice and strengthen connections in Europe. It aims to improve the capacity and management of community-focused telecentres and to help telecentres achieve the European Union strategic goals for building the European Information Society.

More information: [www.telecentre-europe.org](http://www.telecentre-europe.org)

#### 6. Any other business

Attendance at the EUTA event in Hungary will be Pawel, Ian and Pedro who will help to develop a strategy for telecentres-europe. We need to clarify roles in the meeting. Any element of a strategy that is created will not be a final strategy. This will be developed after the EUTA event. We can only present where we are at this moment, and not be drawn into developing new projects before the organisation is fully developed. TE is an inclusive organisation that any organisation representing telecentres can join, and EUTA will be offered this open invitation.