

# **Telecentres. Europe**

## **Steering Committee Meeting**

### **23.04.08**

Participants: Meddie, Juraj, Ekaterina, Ian, Mada, Lize and Pedro

Chair: Ian

Duration of meeting: 1h 30'

#### **Agenda:**

1. Chair of meeting welcome (and rules and timeframe for meeting, who is taking notes/minutes)
2. Who is present? (And role within group (ie on committee, advisor, secretariat, etc))
3. Agree on decision making process (ie how we make decisions)
4. Agree on process for work package delivery and consultative process (ie how we deliver work)
5. Agree on work packages (ie what work we will deliver)
6. Agree on communications channels/processes/ framework (ie how we will communicate)
7. Agree on forthcoming meeting schedule (inc Barcelona)
8. Any Other Business

#### **Minutes:**

##### **1. Chair of meeting welcome**

Rules of the meeting: don't speak over other people! Mada making notes.

##### **2. Who is present?**

See above the participants. The roles in the group weren't finalized.

Steering Committee Members: Ekaterina, Pawel, Ian, Pedro, Gabi, Matyas, Juraj, Kirstin.

##### **3. Agree on decision making process**

The Committee are the only ones with voting rights. The rest of the people involved don't vote (can debate and give inputs).

A decision will be made with 2/3 majority from the people present at a meeting.

#### **4. Agree on process for work package delivery and consultative process (ie how we deliver work)**

The steering committee should draft a specification for the work. A small group of people should then be convened and work on a topic. They will have a timeframe to return the work/draft to the rest of Steering Committee and receive their feedback.

Any documents and materials will be shared with the network at a time close to completion.

For certain topics/work the Steering Committee can ask for volunteers from the network.

#### **5. Agree on work packages (ie what work we will deliver)**

Steering Committee agreed on the following work packages

- Creation of an organization (including membership criteria, legal structure of organization, benefits for members)
- Creation of environments where info sharing (knowledge sharing) can happen
- Advocacy EU (potential funding for the future)

**Next step:** take Joan documents and work with Pedro and Gabi to develop them and incorporate the above work packages. More documents to be circulated in the following week

**Responsible:** Ian

#### **6. Agree on communications channels/processes/ framework (ie how we will communicate)**

Communication channels already existing:

- Email groups (one for taskforce and one for all members)
- Website
- Ning site

Use the mail group for communication among steering committee and for communication with the network will be used both ning and list group.

**Website:** Work plan developed by Lize together with Christine (telecenter.org). Ning is seen as a work space/interactive tool. Website is the place for the results of the work, the interface with the world. The website will be open to be wider public soon.

The website will have a fix content section (ie. Vision, mission of the network) and a news section.

**Next steps:** Build an editorial committee; Create discussion groups on Ning (where needed)

**Responsible:** Lize

**Videos:** Lize finished the first video and it will be share with Steering Committee for feedback. Mark proposed to make a 2<sup>nd</sup> video (2 min) for external public.

**Next steps:** The short videos with interviews will be uploaded on Youtube and network members can add the link to their profiles

Steering committee to provide feedback on videos by Friday

Lize to send a proposal around communication on April 24<sup>th</sup>

**Responsible:** Lize, Steering Committee

## **7. Agree on forthcoming meeting schedule (inc Barcelona)**

Weekly meeting of steering committee at 16:00 CET

For some topics is not necessary for all steering committee members to be present.

Proposal from Pedro: people resp for a topic compulsory to be at the meeting and the rest optional

Barcelona Steering Committee meeting will be on June 17-18 after the EU commission event (June 16)

**Next steps:** Develop the document from Joan adding the names of people that volunteer for a different topic (meetings) to be circulated by the end of **Friday**

**Responsible:** Ian

## **8. Any Other Business**

Telecenter.org is willing to pay another 7 days for Joan's consultancy. Steering Committee confirmed that Joan's help is still needed. Need Gabi's input as Joan's contract is with her organisation.

**Next steps:** Meddie to talk to Gabi around Joan's involvement

Meddie to add Lize to the taskforce list

Pedro to send working group reports from Riga to the network by end of the week. Katia to forward the report to Pedro.