

Steering Committee ConfCall 30 July 2008

Chair: Gabi Barna

Participants: Lize, Gabi, Pawel, Marc, Mada, Melissa, Katia, Meddie (second hour).

Taking notes: Katia

Agenda

- Welcome of Chairs
- Update and schedule telephone interviews with applicants for the TE Project Manager position
- Detail discussions on EC's proposal regarding our expected input to the Vienna conference, including any additional support we might need.
- Content facilitator time dedicated to building the knowledge sharing, including briefing from Lize
- Briefing on Akhtar Badshah visiting Romania and meeting with steering committee on Saturday 13 September.
- EInclusion Awards - support to TE members to apply
- Exchange visits
- Review updated workplan
- AoB

NOTES

1) Update and schedule telephone interviews with applicants for the TE Project Manager position

Two applications were received for the position; both were reviewed by the taskforce, and most of the SC members provided their feedback on the CVs, except for Christophe who is on holiday. Several people suggested phone interviews to clarify some of the issues on how the candidates see their job responsibilities, involvement, as well as their availability and flexibility with time and mobility.

Actions –

- 1) Everybody from the taskforce is encouraged to send specific questions for the interview related to either CVs or letters of interest to Gabi. SC members agree on the questions to be asked during the interviews.
- 2) SC members will conduct the interviews with both candidates on August 1, Friday, at 11am CET. Each interview will take 20-25 minutes. There will be a leading person, asking the general questions that we all agree on. Applicants will not receive the questions beforehand.

Challenges:

- to gather enough SC members for the interview. Currently only Gabi and Katia are available. Gabi will send emails to Ian and Christophe to ask them to try and connect for the interview. If it is ok with Pedro to be covered by Marc, Marc will join, too.
- payment issues are not clarified. The funding is coming from TC.org to the organization depending on where the person sits. Tax status for that person also need to be clarified. Based on the experience with the contract for content facilitation, Marc warns that this organization where might face the issue with signing and approving of the contract as Esplai currently has.

2) Content Facilitation Contract with Esplai – the topic wasn't originally on the agenda, but emerged during the discussion of the project manager payment procedures.

The fact is that the contract was sent to TC.org for approval on March 1, but until today it wasn't approved. This issue needs to be addressed as soon as possible. Gabi hasn't had such problems with her grants from TC.org.

Meddie's input is needed to make the situation clear.

Melissa offers help and support from Msft, if Esplai needs their input.

We all agree that the process should be more transparent to the taskforce members.

Melissa suggests that Esplai should identify clearly what resources are obligated, where the flexibility is. We need much more explicit statements on that – what is paid, what is not paid, where the commitments have been made.

The regular update for the network on what is going on with that is highly encouraged.

Actions:

- Esplai/TC.org/TE discuss the issue with approving the content facilitation contract, it is essential to clarify asap.

Meddie, Gabi, Ian, Esplai on the phone together review that contract agreement next week (need to SET THE DATE AND TIME). When the project manager is hired we have to make sure that he understands the issue.

- By Monday, August 4, Esplai provides a simple statement on the project to see what resources are available, what is left and where the flexibility is, with as much clarification and transparency as possible pertaining to:

content facilitation;

website development;

(anything else on the proposal?)

July expenses will be included in these estimates.

3) Detail discussions on EC's proposal regarding our expected input to the Vienna conference, including any additional support we might need.

So far nobody has taken responsibility to draft the proposal to participate in the Vienna conference. There is no set agenda yet. The first version of the draft agenda was received from Ian, then a slightly updated version came from Pedro.

We can participate in various ways:

- speak at the plenary sessions

- participate in a panel discussion and speak about TE and our view on the topic

- organize our own panel discussion or workshop on TE contribution to e-inclusion.

- do all of the above.

Microsoft is ready to help and provide additional support (besides the one through TC.org)

Actions:

- Given Pedro has the finger on the pulse on what Esplai has planned or could do additionally, and based on Pedro e-mails about communication with European Commission and Gabi's comments, Mark and Lize will create the word doc that outlines the proposal on how we could participate in Vienna.

- based on this proposal Pedro could write back to EC with suggestions on what we could do and whether it is possible to present at the plenary sessions or have a specific workshop.

- the same with Microsoft – Melissa will use the document with comments which support is needed to solicit that support from Redmond.

4) Inclusion Awards – support to TE members to apply

Pedro mentioned previously that he could prepare the template that we could send to our members and encourage them to apply for the award.

Actions:

- Lize will follow up with Pedro on that.
- Esplai will draft the template
- Gabi will start working on the communication in this field.

5) Content facilitator time dedicated to building the knowledge sharing, including briefing from Lize –

Just clarification was done that Lize is working 50% on that.

6) Briefing on Akhtar Badshah visiting Romania and meeting with steering committee on Saturday 13 September.

It would be good to have a meeting with Akhtar, provide the progress, articulate what we think needs to be done, and what support Msft CA can provide. This meeting would require extra and thorough organization, being clear on what is being done, but it is a great opportunity to update Akhtar on the progress and the vision.

The plan is for the SC to travel on the 11th to Romania.

12-13 – working days,

Akhtar joins on the 13th for about 2 hrs, but those should be thoroughly planned hours.

Melissa will keep us updated on Akhtar's plans.

Gabi offers to take care of the logistics, such as accommodation and tickets.

Gabi can buy e-tickets from EOS money.

Currently everybody can join the meeting, except for Christophe and Katia.

If Pedro can't join, Marc will.

7) TE Logo Trademark

Melissa has updated on her consulting with Msft lawyer and her/his advice –

Msft can't do a legal review for another entity, only for Msft corporation; the usual process would be to find a trademark attorney to explore the issue. However, not much legal risk is involved, consequences are very minimal – if someone sees the logo, they have to send a letter with complains on using it. The likelihood of that happening is very low.

Actions:

Proceed with what we've got; reviewing how it's used for the website, brochure, etc.

If there are no objections from tc.org – proceed with this logo and move on.

(Meddie had some comments, but I didn't hear- K.)

8) Funding Opportunities

Gabi found some funding channel through EU to apply for. The programme is related to the DG Information Society and Media and their ICT Policy Support programme. This call opening focuses on Competitiveness and Innovation Framework programme.

Gabi requested support from ECONET through Microsoft in order to make a decision whether this funding channel is appropriate for further supporting the development of the network.

9th of September – deadline for submission of proposals.
Esplai and maybe Gabi could look at it.
Melissa to circulate to all members of the SC

9) Exchange visits

Should happen between September 1 and December 1.

What needs to be done to make it happen:

- decide who will be able to manage the grants technically and financially;
- develop the application form
- determine eligibility criteria;
- develop the presentation (information letter) doc, which explains the objectives and expected results/outcomes of the program

Speaking of the eligibility criteria, we discussed local vs international exchanges and network leaders vs telecenter managers.

Meddie underscores that in their experience local exchanges have been more effective than international ones because of the constraints of adapting lessons and what people learn.

Besides, there is no language issue in that case.

In small groups learning is better (1-2 people). Let's make it practical and intense, but bring the results – this is how they did it.

Other suggestion was to restrict to people working in telecenters, not the network coordinators – this would be a more practical, grass-root experience, which will be more valuable to each particular center.

Challenges:

- For processing of the applications we will need several people.
- Gabi is OK with processing the money, but she needs people to help.
- All candidate organizations should be justified/approved according to IDRC eligibility criteria.

Actions:

- Gabi is already applying for the next SC meeting. She will try to draft the proposal asap for the September meeting in Romania.
- Pawel will try to apply on behalf of the SC for exchange visits. He will send the proposal and SC will provide the feedback.
- Meddie will send the necessary forms for IDRC justification procedure; all the organizations which will potentially apply for TC.org/IDRC funds should fill those forms out.