

LTEG WG
Steering group Skype meeting
Thursday, 14th November 2013
Time: 8 pm CET

AGENDA

1. Standard

- No minutes from previous meeting
- No changes to the agenda
- Mails:
 - Maria summarizes info about communication issues with SVIT. She will forward the email to Sonja and Catalina
 - nothing else to discuss

2. Task division of the LTEG SG and possible open questions regarding it

- Following the PoA items (decided which SG member follows which item):
https://docs.google.com/document/d/1_Oyh2j2Y70qCEodmkSc-rROMxF5joTUxG2nB7ESh38/edit?usp=sharing
- “Did you know...” newsletters to introduce LTV coordinators
 - list of questions prepared last year → Sonja will send it to Beatrix
 - whom to contact: Sonja (VCV), Sandra (DE-SCI), Ivana (VCZ), Raphaëlle (SCI CAT), Natalie (CVS), Theres (CH-SCI), Catalina (AVI MD), Peter (SCI USA), Hiroko (SCI JP), Louis (SCI FR), ??? (KVT Finland)

3. Administrative issues: logins, document sharing,...

- email addresses login under www.scimail.org/webmail:
 - lteg@scimail.org
 - lteg-seminars@scimail.org
- member's area of www.lteg.info
 - work in google docs, but put copies of documents in the member's area
- open skype meetings to LTEG activists?
 - keep at least first few meetings just among SG members
 - re-discuss beginning of 2014 if we want to change
 - not a priority, since we have the thematic skype meetings on the PoA
 - invite people for specific topics
- facebook account
 - open to every body → no internal documents
 - info about trainings, vacancies lists, thematic skypes,...

4. Approaching deadlines in the [plan of action 2013 - 2014](#)

- LTV PPs:
 - summarizing the changes in the editing - Sarah
 - editing - Laure

- dissemination - Sonja
 - to which emailing lists: ltvcoord, exchange, announce
 - online: mmeber's area of sciint (Philippe), lteg.info (Sandro), LTDB (Philippe)
- Long Term Database checking the needs for bilateral projects -Maria
- coordination the co-operation with the regional WGs: Catalina
- Thematic skype meetings
 - Sonja reminding people to organize their sessions
 - Sarah prepares doodle for longterm database
 - Have one SG member participating at each meeting
- Newsletter "Portraits of the LTV -coordinators" - Sonja contacts Beatrix
- Vacancies list for December/January - Sarah
- generate accounts for LTDB proofreaders and quality assessors + update manual - Sarah

5. Participation to ICM

- possible news from VCV regarding Sonja's participation and the fee
Sonja will attend, accepting the offer from the LTEG AM
Question about smaller fee: basically not possible. Official answer is that one should ask for a fee reduction one year in advance.

6. POT 2014

- what LTEG needs to do?
 - Stay in contact IS, OWA Poland, see if/which grant application gets accepted
 - basic support, but prep-teams should already be "selected", so no additional major effort for steering group

7. PLOT (MOVE-training) 2013

- anything needs to be done other than what was set between the prep-team?
 - send out list of participants
 - Maria will contact all participants to see if its fine for them to share contacts
 - Maria will send list with participants who are ok with it to all participants
 - France <-> Belgium
 - Don't forget to mention Belgium in the list of promoters (if all countries are written out explicitly)
 - Sonja will ask Annamaria

8. Date for next skype meeting

- setting week during current meeting, then doodle to find date/time
- ICM is 12 - 15 December, we will skype before: week of November 25th
 - Catalina will prepare a doodle next week.