

LTEG WG  
Steering group skype meeting  
Monday, 28th of November 2011  
Time: 9pm CET

Present: Sarah, Maria, Sandro Cirulli, Marta

## AGENDA

1. Standard
  - a. Comments about minutes from last meeting? - No.
  - b. Changes to the agenda? - Move the web page topic to the beginning.
  
2. LTEG's Plan of Action with passed, or shortly coming up, deadlines
  - a. Web page: concept, timeline [Marta] - 3 hierarchical levels of the web page: public, LTV coordinators, LTEG SG; what we need for now is the divided structure of the web page; Sandor can start on it 3-4th December; Marta to send all the document to Sandro after consulting the list with the SG or uploading them herself; on Monday Sandro will send around an email with the first steps of his work;
  - b. PPs 2012 [Sarah, Marta] - Marta will send an email for proof reading and send it around; Maria already sent them to some branches;
  - c. LT DB: dates and pdfs online [Sarah] - online description includes dates of the projects and .pdf is available in the public area;
  - d. Vacancies Lists [Sarah] - next edition postponed to beginning of January;
  - e. Facebook [Magda] - skip it, as Magda is not here; Sandro can integrate the FB link to the web page;
  - f. Did you know that [Sarah, Marta] - Marta will send the edition about the Infosheet for proof reading
  - g. Survey (bilateral) LTV South Exchanges [Maria] - Maria will contact Manu about it;
  - h. Upon arrival checklist [Sarah (draft from Michael)] - Michael still want to make some LTV specific changes until the end of this week;
  - i. POT 2013 (potential host, timeline) [Sarah] - SCI Switzerland is willing to host it; - Sarah will prepare the open call for hosts and send it to the SG for proof reading;
  
3. ICM 2011
  - a. what could/should Maria do/know to represent LTEG efficiently? - read LTEG's application for the WG status;  
Maria might
  - b. what points on the ICM agenda concern LTEG? What's our position? - Resolution about the statistics; Philippe will send to Maria the information for the test version of the DB, so that Maria can present it to the delegates if they request to see it;
  
4. POT 2012
  - a. summary of submission [Magda]
  - b. expected date for decision [Magda]

- c. online OPS training [Marta] - Marta will sent another email to the OPS Team and the Tech Team after the ICM;

5. PLOT 2012

- a. news from the brainstorming team [Maria, Magda] - not many news yet; Tatyana and Katya are active, but Ozan not anymore;
- b. news from SCI Slovenia as potential host [Magda] - Sarah will contact Magda to ask, what the situation is; otherwise Maria will discuss it with the Slovenian delegate during ICM;
- c. LTEG AM - it will be attached to PLOT without external funding;

6. Others

- a. answer to Margherita about IS applying for funding for the LTEG AM - IS would be happy to apply for other projects for LTEG; Sarah will send the NO answer to the IS;
- b. Tech-team LTV (possible support from LTEG?) [Sarah] - Tech Team is suffering HR shortages; they would like to have an LTV to do this work; would LTEG support it - organise the recruitment and contribute to the costs;
- c. SCI Nepal LTV projects [Sarah] - an email from the new president of SCI Nepal was sent; we can expect the feedback from them after the ICM;
- d. LTEG's finances [Sarah] - the trainer fees from PLOT are being donated back already, so we are finishing the year in a very good condition;

7. Date for next LTEG SG skype meeting - after 11th January 2012