Steering Committee Meeting 2 November 2010

Meeting by free conference call service (although most phoned in by Skype) Present at Meeting: Toby, Eduardo, Andrea, Gergana, Lydia, Codru (could only hear but followed discussion and contributed via Lydia), Shushan was not able to dial in.

1. The meeting was opened by Toby at just after 1.30pm GMT time. Significant interference remained a problem during the call although it was decided to continue with the meeting.

2. The minutes from the previous meeting were confirmed.
   ➔ It was agreed that Lydia would be the on-going minute taker.

3. Lydia reported back on Right to Know Day, and identified several outstanding follow-ups particularly finishing the summary of right to know day and uploading some extra country information to the website, she reported that she was working on this. Lydia questioned what to do with extra photos from Right to Know Day and the committee agreed it would be a good idea to upload them onto an on-line photo album.

   ➔ Lydia will investigate the best platform for sharing photos and upload photos that she received form Right to Know Day.

   The question was raised about if there was a better way to present Right to Know Day Information however it was decided that it would be best to talk about this in more depth before the next Right to Know Day.

4. Report-back from Groups

   The groups on fundraising and communications formed at the previous meeting reported to the committee that they had not been able to meet since the last meeting.
   ➔ The Fundraising group (Toby, Andrea and Lydia) agreed to have a meeting in person in Thailand, where they will be for the 14th IACC meeting.
   ➔ Andrea and Lydia (and Emilene if she is there?), two of the communications team, will also meet in Thailand to talk about communications.
   It was commented that these groups are informal and are open to other members of the Steering Committee if they want to join them.

5. Discussion on Policy and Membership

   Several issues were raised regarding this point:

   Membership
   Gergana said that information on how to become a member of the FOIAnet was difficult to find on the website, Toby suggested that we move this

information from the 'About' section to the members section. Lydia pointed out that there were many possibilities for how to make it easier to find information on how to become a member but that the simplest would be to link the two sections with so that from the members section people can see where to go.

- ➔ not sure what the decision was – Lydia will make membership info clearer?
- ➔ A decision was taken to allow a approve a recent membership application although the organisation only has a small proportion of its projects focusing on FOI.

Policy Document for FOIAnet

Toby proposed that the committee draw up a policy basis for the FOIAnet to cover issues such as membership, purpose and key activities. There was some discussion about where existing policies can be found, principally in founding documents and in the text of the website which for example how membership works. Toby proposed that while the new document should not be extensive it should clearly set out the structure and working policy of the network covering more eventualities than are currently foreseen by existing documents. The committee agreed on the following steps to develop the document:

- ➔ Toby would work with Eduardo to draft the document which would then be presented to the committee (who has little availability until January)
- ➔ Lydia would send a list of eventualities that have occurred over the last year that have not been covered by policy to Toby

Inclusion of Under Represented Regions in the FOIAnet

There was a discussion about how to best include under-represented regions (Africa, Asia and MENA region) in FOIAnet. Committee members agreed that working with active organizations and especially networks, would be a good start. Lydia mentioned that this could coincide with long term partnership building and the planned funding proposal. It was decided:

- ➔ As a first step Toby will draw up a list of key actors in these regions and circulate it around the list to members of the SC

6. AOB

Technology for the Call

- ➔ Toby assured other members that a new technology for a call would be found before the next call.

7. Next Meeting

- ➔ The next meeting will be scheduled for January, the exact date will be proposed and agreed by e-mail nearer the time.