



freedom of information 信息自由 libertad de información حرية
المعلومات liberté de l'information доступ к информации

Minutes of Videoconference Meeting held on - 17 July 2017

Members Present

1. Toby McIntosh
2. Toby Mendel
3. Adam Foldes
4. Taranath Dahal
5. Gilbert Sendugwa
6. Sarah Faguet

Agenda

1. Matters arising from and adoption of previous minutes
2. 28th of September - FOIANet methodology
3. Website strategy - review and approval of the document prepared by the Communication Committee
4. Social media strategy – to be developed
5. Fundraising - the update of a proposal for UN mission, FOIANet report 2018 and September 28th 2018 as well as a list of potential donors elaborated
6. Report of the activities on the FOIANet list for the last quarter
7. AOB

	Remarks	Action
Minute 1 Matters arising from and adoption of previous minutes	<ul style="list-style-type: none">• No comments were made	All to note

	<ul style="list-style-type: none"> Minutes were approved as true record. Toby McIntosh proposed, Taranath Dahal seconded. 	
<p>Minute2</p> <p>28th of September - FOIANet methodology</p>	<ul style="list-style-type: none"> A new page dedicated to the SDG methodology and reports from the members needs to be created. It will include the background of the study elaboration downloadable methodology, the matrix of country conducting the study and the process of the study for those that authorize it to be public. There is need to engage the membership in conducting the study. In the dedicated web page for the study, include the process undertaken by some members to create emulation among the membership. There is need to follow-up individually the progress of the study for each member that decided to undertake it, set a deadline for receiving draft and final version ahead of the 28th of September. The deadline for the final report should not extend 15th of September to allow enough time to the Steering Committee to summarise the findings. The Steering Committee will then issue a statement for the launch of the reports on the 28th of September. RTKD 2016 activities will be mapped and published on FOIANet website as well as shared with UNESCO. UNESCO is hosting an event in Paris for the 28th of September but FOIANet is not going to participate in the panel discussion. In case it is possible, it could be good to have a representation of FOIANet in the attendance. 	<p>Sarah to create the page and contact members that already shared the progress of the country study to seek their authorisation to publicise it.</p> <p>Content will be validated by Toby Mendel before publication.</p> <p>Toby Mendel to send a message to the list once the page has been created.</p> <p>Sarah to create an e-mail list between the member that decided to undertake the study and to follow up individually.</p> <p>Sarah to send e-mails to the discussion list every couple of weeks to gather information on members activities for the 28th of September.</p> <p>Adam to seek if a colleague in Paris could attend the event and brief him/her about FOIANet.</p>
Minute 3	<ul style="list-style-type: none"> Toby McIntosh presented the website strategy elaborated by the Communication 	

<p>Website strategy - review and approval of the document prepared by the Communication Committee</p>	<p>Committee emphasizing on the activities that could be possible to implement without funds:</p> <ul style="list-style-type: none"> - update the FOIA description, - prepare to publish implementation reports - new page that better exposes FOIANet methodology and national reports. - encourage the group thematic discussions. <p>The rest of the strategy and activities can serve for proposal writing.</p> <p>The Steering Committee had not comment on the content and requested the Communication Committee to:</p> <ul style="list-style-type: none"> -set a list of task to implement the three priorities -elaborate a list of ideas for the thematic discussions 	<p>Sarah to prepare the list of task for review of the Communication Committee</p> <p>Communication Committee to elaborate the list of ideas for the thematic discussions</p>
<p>Minute 4 Social media strategy – to be developed</p>	<ul style="list-style-type: none"> • Since this is a Communication matter closely linked with the website strategy it could be undertake by the Communication Committee and see how to link it with the website strategy 	<p>Communication Committee to be joined by Carol Excell.</p>
<p>Minute 5 Fundraising - the update of a proposal for UN mission, FOIANet report 2018 and September 28th 2018 as well as a list of potential donors elaborated</p>	<ul style="list-style-type: none"> • Sarah presented the updated concept paper to support fundraising of the 2018 activities (RTKD, SDG 16.10 report and website enhancement). • The Steering Committee agrees that the fundraising should focus on the SDG report and build activities around it, such as the RTKD. • Once the concept validated by the Steering Committee, the Secretariat will engage possible funders. 	<p>The Steering Committee to provide comments on the concept by 21st of July, 2017.</p> <p>Sarah to address the comments and provide 2 weeks for approval of the Steering Committee on the final version.</p>
<p>Minute 6 Report of the activities on the FOIANet list for the last quarter</p>	<ul style="list-style-type: none"> • Metrics regarding the website and discussion list were shared. • The number of requests for pages differ from the number of visits because A hit is any request to a web server. Each time a visitor downloads a page, clicks a hyperlink, views a graphic, or performs any other action on a web site, a call is made to the web server. The 	<p>All to note</p>

	<p>web server records each of these requests in a log file. These requests are commonly known as "hits," and the loading of a single web page can amount to many hits, due to all of the elements it contains.</p> <ul style="list-style-type: none"> • The high number of hits for Ukraine is possibly a reflection of spams and shouldn't be taken into account. • In regard to the list number of members (836), it was noted that some address might be dormant or obsolete. Reactions of the Steering Committee is that it will be too cumbersome and time consuming to update the list of e-mails. However, it could be interesting to consider a strategy to boost the number of individual members in encouraging actual members in reaching their network and members organization to provide for more staff contact. • The list of members organization should be updated ahead of the General Assembly. 	<p>Discussion to be pursued in the next Steering Committee meeting.</p>
AOB	<ul style="list-style-type: none"> • Adam Foldes informed the Steering Committee about the coming International Conference of Information Commissioners 2017. Toby Mendel and Helen Darbishire are attending the event and will mentioned the FOIANet methodology. • There is need to scan occurrence of events as such to plan ahead FOIANet participation as a big player on FOI and be included in the panelists. 	<p>Discussion to be pursued in the next Steering Committee meeting.</p>

	<ul style="list-style-type: none"> Adam provided information on the UNCAC/COSP7 Vienna CSO. During the last WB/IMF spring meeting, FOIANet committed to write a letter to WB as follow-up of the campaign. Review of membership applications. <p>Journalist Support Committee (JSC) rejected because their work is not aligned to FOIANet objectives.</p> <p>Fundacja ePanstwo confirmed.</p> <ul style="list-style-type: none"> Toby Mendel thanked all the participants for attendance and encourage each one to fulfil the assigned tasks. 	<p>Adam to share information on the UN funding for support in attending to the event.</p> <p>Toby McIntosch and Gilbert to draft the letter.</p> <p>Sarah to write to both organization to inform them about the result of their application.</p>
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