Meeting 03 jun 2007

Meeting of International Delegates

3th and 4th of june 2007
Meeting at Hällsnäs Gothenburg, Sweden.

Minutes of the LOLA (EU Chapter) meeting

Attendance:
Peter Ryder (SOCITM)
Torbjörn Larsson (KommITS)
Chrtistian Bonfré (KommITS)
Eddy van der Stock (V-ICT-OR)
Luc Stinissen (V-ICT-OR)
Arend van Beek (VIAG)
Antoinette van Leeuwen (VIAG)

1. Chair
Thorbjörn Larsson (KommITS) was elected Chair for the meeting.
Notes taken by Christian Bonfré (KommITS)
Minutes produced by Peter Ryder (SOCITM)

2. Minutes from meeting on 14/15 January - Agreed.

3. Matters Arising

3.1. Comments from each society:
SOCITM
A paper previously circulated was discussed:
  It was agreed that the chair for the coming year would be elected at the September meeting.

- *Consideration should be given to a two year cycle of chairing as this may be more helpful and allow time for specific initiatives to deliver the expected benefits.*

It was confirmed that the chair would normally only be for one year unless at the September meeting representatives agreed an extension to the existing chairs term of office.
In order to be effective it was agreed that the role of the chair would be revised. The chair would no longer set the agenda for the year – this would be agreed by the LOLA representatives at the September meeting. The chair would be responsible for setting meeting agendas and ensuring agreed tasks are progressed.

- *The document says LOLA should "be the organization that delivers applications for appropriate EU funding". Perhaps it should read LOLA should "be a channel for communicating and determining information about funding opportunities and putting together partnerships for bids" (but not for actually submitting applications).*

  Agreed.

- *In the goals if a vision is to share best practice how do we measure the outcomes? and how can we determine what is transferable between organisations of the same type/size.*

  These could not necessarily be measured. However benchmarking could be introduced which would give a degree of measurement.

- *The scope for a LOLA (EU Chapter) should be focused on a few key areas that are relevant to each member association and to the EU e.g. take-up and inclusiveness of e-enabled services. For early delivery the goals need to be reduced to perhaps three key goals.* There should be two or three specific targets identified for the initial period.

  Agreed – 2 or 3 achievable goals should be set for each year

- *The document is a mix between minutes and proposals – a properly worked proposal needs to be produced. Throughout, there is confusing use of the term 'member' and 'individual' which needs to be tidied up.*

  New draft documents have been produced.

- *It should be made clear and distinguished between those things that are 'Role of the chair' and those that should be jointly established and agreed by a Management Board e.g. agenda/priorities, controlling workstreams.*

  Role of the chair has been revised

- *It is unclear what if all the work is on a voluntary basis or if any paid activity is envisaged, in particular how the costs of attaining some of the goals will be met e.g. lobbying in Brussels.*

  Currently voluntary but will be reviewed.

KommITS
The LOLA representatives are seeking a mandate from the KommITS board concerning the International undertaking
In November LOLA will be discussed in the annual meeting.
Due to the set up in Sweden KommITs cannot represent all members so the wording will need revision.
The cost of participation in LOLA needs clarification.

V-ICT-OR
The phrase "*Members of LOLA (EU chapter) must represent local authorities in their country*" needs revision as there are different laws in different parts of Belgium concerning local authorities therefore there are problems with some of the proposed tasks/commitments.
The name LOLA and LOLA (EU Chapter) needs amending to reflect that they are the same entity but one is worldwide and the other Europe only – the current names do not really indicate this.
Commitments to LOLA should be for three years starting September 2007. If after this time it is not working, then LOLA should be terminated.

Costs and individual names should be removed from any documentation.

VIAG
Agree with the proposal and a trial period of 3 years.

3.2 It was agreed that an overall vision for LOLA (EU chapter) should be agreed and that the name should be considered.

New name – Peter Ryder proposed - **LOLA (Europe) and LOLA (International)** – These were agreed.
Overall Vision - Peter Ryder proposed - **Foster International Co-operation**. After a lot of discussions this was agreed. It was also agreed that the main goals for LOLA (Europe) would be those already stated in the minutes from the meeting on14/15 January

4. Documents
At this stage Peter Ryder presented 3 draft documents; Agreements, Constitution and Code of Conduct. It was agreed to have a break and for each society to discuss their responses.
All representatives agreed that the rest of the meeting should be focused on the draft documents and the web site.
As a result of discussions the Agreements were revised and there were some minor revisions and highlights (where changes are required) to the other documents. These are attached to minutes.
Peter Ryder agreed to combine the Agreements and Constitution into one document (by the end of June if possible) and then circulate the draft along with a revised code of conduct. If any representative wanted to make further comments or changes theses should be circulated ASAP.

5. **Proposal for Chair**
Peter Ryder was proposed as chair starting at the September meeting - agreed by all representatives.

6. LOLA (International
At GMIS later this June Thorbjörn Larsson will inform our international colleagues about the deliberations and progress of LOLA (Europe). He will also invite LOLA (international) to share and contribute to the new LOLA web site.

7. **New members**
New members would be very welcome and dialogues where appropriate should take place. It was agreed that applications would be encouraged for joining as full members as from September 2008 - this will allow the new arrangements to settle down. Any prospective new members could join as associate members and attend LOLA meeting but would not be allowed to vote.

8. Sponsors for LOLA (Europe)
Sponsorship should be sought and preference would be for worldwide companies however local sponsors for individual countries would be allowed if that country agrees. V-ICT-OR has existing rules concerning their sponsors. Eddy van der Stock will send their rules to Peter Ryder for presentation at the next meeting.
In the interim any sponsorship money received by any society should be dealt with by that society but ring fenced for LOLA. Any income should finance, the running costs of LOLA (Europe), be put towards goals for the coming year or other matters agreed by LOLA (Europe) representatives.
9. Next meetings and Main issues
It was agreed that England would host the next meeting either on the 9/10 or the 16/17 September. Peter Ryder will confirm date and venue.

Agenda to Include:
- Agree Constitution and Code of Conduct
- Establish LOLA (Europe)
- Create the year plan
- Set the goals for 2008
- Finalise/Launch the new web site
- Investigate a conference/study tour for LOLA members
- Decide the rotation for the chair which would be confirmed at each September meeting.

- Discuss possible budget sponsors and funding
- Look at how to set up pan European projects and seek funding (V-ICT-OR will try to set up a dialogue with EU)
- Review best/practice/case studies

10. Meeting 2008
The next meeting after September 2007 will be in Belgium around 15th of May 2008. Eddy van der Stock to confirm.
A meeting in January 2008 was discussed but it was agreed that as things stand today it is not necessary however one could be called at short notice if required.

11. Fee for LOLA (Europe) membership
As things stand today there will be no fee for joining LOLA (Europe).

12. The study tour in New Zealand (ALGIM)
If appropriate each society will advertise the study tour with a link on their web site.
KommITS will not be joining the study tour.
Socitm President will make her own arrangements to attend.
V-ICT-OR will also be making their own arrangements.

It was agreed that the study tour was a good initiative with a good program but it was felt that the costs were too high for joining the tour.

13. The LOLA web site
All representatives agreed that the new web site was excellent and thanked V-ICT-OR.

General Comments:
On the LOLA banner there should have a more discrete picture then the laughing man sitting in the deck chair - Eddy van der Stock agreed to look for alternative images
Eddy van der Stock gave a presentation about the web site and pointed out items that had to discussed, agreed and if necessary brought back to the September meeting. It was agreed that the web site should be finalised/reviewed by September with an aspiration of the official launch being at ALGIM in November.
It was agreed that following discussions at GMIS the international part of the LOLA web site should be established.
It was agreed that V-ICT-OR would be responsible for the overall administration and that Eddy van der Stock will document the part of the CRM that every local administrator will need in order to update their part of the system. It was agreed that the contact should be changed to Info@lola_online.org and distribution (cc) would be to all LOLA contacts but only the chair replies. Eddy van der Stock to set this up ASAP.
Suitable links to documents should be set up at appropriate places.
Appropriate photos/pictures to be added where appropriate.

Security
Each society agreed a local administrator who would be set up by end of June 2007.
Local administrators: Peter Ryder, Torbjörn Larsson, Chrtistian Bonfré, Arend van Beek, Antoinette van Leeuwen

Layout and contents:

Operations Page - Change to year plan

Member - Suitable contact details should be given in the details of each member society. Consideration should be given to putting contact details in "own language" on "own page" as well as in English.
All representatives to review the questions on the members page and send their requirements to Peter Ryder by the end of June who will co-ordinate /cross match them.
A revised list of questions will be circulated.

International Page

Appropriate photos from Gothenburg to be added.

News

This page is to be deleted - news should be put on at the front page as it occurs then quickly removed. If the news is substantial then it may appear on another page and the item itself just a pointer/link.

Discussion Board

Should force a sign up and a login to reduce contributions that are "not welcome".
There should be 2 discussions started and online by July/August:
Board discussion (private discussion group)
Benchmarking tool
-How much do you spend for you PC?
-How much do you spend for your Internet connections?

Knowledge base

Case studies/Best practise – By September meeting one best practise and/or one case study (in English) from each society. Peter Ryder offered to submit some relevant documents, as a starter.
The principle of make it simple, and fast was agreed.
Links to Documents and projects should be provided
Any other interesting links can be submitted.

14. Next Meeting - September in the UK

Enclosed Revised Drafts:
LOLA (Europe) Agreements
LOLA (Europe) Constitution
LOLA (Europe) Code of Conduct