

Meeting 14 jan 2007

Meeting of International Delegates

14th and 15th of January 2007

Meeting at the Schiphol Airport - Amsterdam, Netherlands.

Minutes of the LOLA (EU Chapter) meeting 14th and 15th of January 2007

Attendance:

Peter Ryder (SOCITM)

Thorbjorn Larsson (KommITS)

Eddy van der Stock (VICTOR)

Luc Stinissen (VICTOR)

Arend van Beek (VIAG)

Antoinette van Leeuwen (VIAG)

Johan van der Waal (VIAG)

It was stated that there had not been a recent meeting of LOLA (EU chapter) due to a variety of reasons and that it was now imperative that terms of reference and agreements on the future of LOLA be determined.

This meeting was specifically arranged to discuss the above and to make new proposals for each member to take back to their boards. The following minutes are a summary of all these agreements and proposals.

LOLA Agreements

- The LOLA (EU chapter) was defined as consisting of - KommITS (Sweden), SOCITM (United Kingdom), VIAG (Holland) and VICTOR (Belgium)
- The LOLA (EU chapter) year will commence on the 1st September each year
- The LOLA (EU chapter) is not necessarily linked to the international conference which is held every year in another country worldwide
- The LOLA (EU chapter) needs a legal status which will be signed by the four members attending this meeting
- Members of LOLA (EU chapter) must represent local authorities in their country
- Members of LOLA (EU chapter) can not be regional organizations if there exists a federal one in that specific country
- A new organization can apply become an associate member for one year and be entitled to attend meetings but not to have full participation rights.
- A new organization can apply to become a full member by submitting the relevant forms and signing the relevant agreements which will then be considered by existing LOLA (EU chapter) members
- Full members can resign their membership effective from the date of the next coming year
- It is proposed that the LOLA (EU chapter) holds at least 2 meetings a year. Each meeting should be held in a different members country
- It is recommended that the LOLA (EU chapter) chair should attend the yearly international conference
- In September of each year each year the LOLA (EU chapter) chair gives a presentation to the LOLA (EU chapter) members outlining their agenda for the coming year
- The LOLA (EU chapter) chair should change every year and no member country should hold the chair for more than year consecutively.

LOLA Goals

LOLA (EU chapter) should

- be a networking organization
- share knowledge
- exchange best practices/case studies
- be a communication channel for the EU on IT matters
- be the organization that delivers applications for appropriate EU funding
- be a negotiating partner for ICT providers/suppliers

Goals to be reached

- a new website will be created for LOLA World wide. VICTOR is offering to develop a new site
- ICT Best practices and case studies from each member will be posted and exchanged via the new website
- appropriate working groups will be scoped prior to starting – these will be on topics raise by individual members
- will start a lobby to EU in Brussels
- will start communications to the individual members in each country
- will provide an Q&A database on the website for individual members
- commitment for these agreements are required by each society
- draft Public Relations documents - what is LOLA, who are the members, aims and objectives, who can join etc.
- will actively enter into dialogues with other EU countries in order to seek new members
- will report annually on progress against targets and goals
- LOLA to be represented and promoted at conferences of the individual members
- do initial research on the Co-operation with UDITE
- need to appoint a LOLA spokesperson to handle queries/questions/interview from whichever source , initially this will be the chair
- try to find funding opportunities from EU
- will see if organizing an EU conference (with UDITE?) is possible
- will look at the viability of a LOLA study tour

Role of the chair

- Initiator
- Sets the agenda for the coming year
- Responsibility to arrange agenda for the meetings – organize meeting with the country where meeting is to be held or ask J. van der Waal as fallback
- Rotating each year
- Controlling work streams
- Starts September each year

Website

- V-ICT-OR will propose their CMS for using by LOLA; They will also be leading webmaster
- They will look for funding (website sponsors and funds)
- The website will be the worldwide LOLA website
- The website is moving from SOCITM (Bob Griffith) to V-ICT-OR
- For advertising purposes only sponsors logo's will be allowed
- Each LOLA member needs a webmaster who can enter content
- Best practices approach from each country will get a place on the website
- Success stories (history) can get a place on the website

Expectations of the individual members

- Commitment for at least 3 years
- In the first year submit at least 3 best practices/case studies from their country for publishing on the website
- Submit further best practice/case studies in subsequent years

- Each member at the LOLA (EU chapter) meeting is fully representative of its member organization and its own members
- Organization costs for meeting (meeting room and catering) will be paid by the organizing country (it is advisable to commit EU 2000 for a meeting based on a maximum of two representatives by each member)
- Travel, hotel and any other incidental costs for meetings are the responsibility of each member country
- Each member country is expected to provide the LOLA (EU chapter) chair in the rotation system
- For LOLA (EU chapter) meetings a member country will send at least one representative

Future Dates & Immediate Actions

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| • V-ICT-OR proposal website by mail | February |
| • Minutes of the meeting 14/15 January | March |
| • Reaction on proposal | March |
| • Agreement by individual member boards | March/April |
| • Results of board meetings by mail | first week of May |
| • If results positive then organize a meeting in June | Early May (Thorbjorn/Johan) |
| • Draw up a list of actions | Late May |
| • Set Agenda for June meeting | Late May (Johan) |
| • If results positive draw up draft constitution | before next meeting in |
| June*** | |
| • Start website | 1 st of June (Eddy/Luc) |
| • Next meeting | 3 and 4 June Stockholm |
| • Inform other LOLA members
(Johan) | Following above meeting |
| • Launch new website/close old website | ASAP |
- *** do we have a current constitution that we can use as a starter or does any member have something that could be suitable