

## Policy Team Meeting

GA-2010 Madrid – Spain

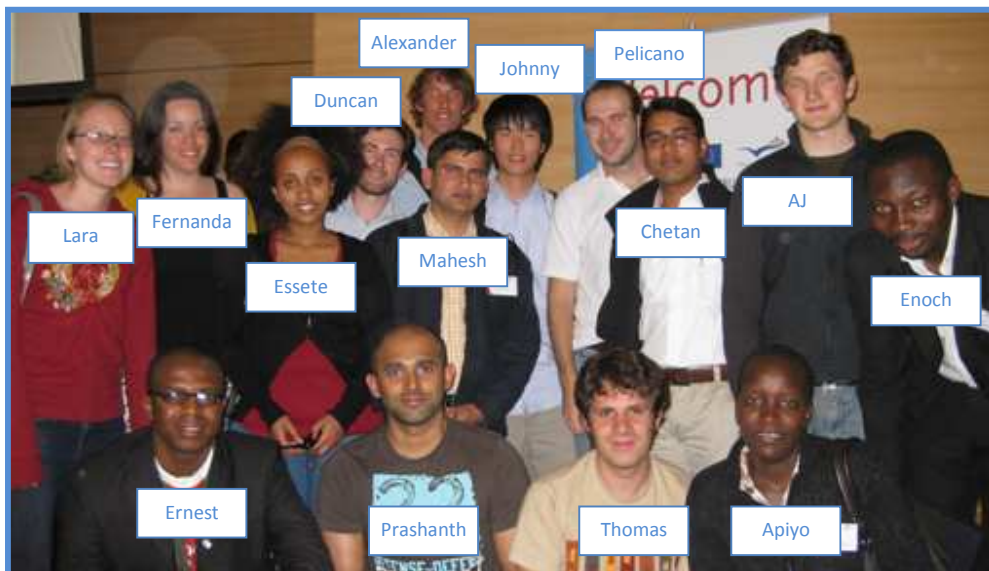
11 June 2010

***Note: Actions of the meeting in red, bold and italics***

The GA in Madrid was a huge success! I would like to remind you this GA was possible thanks to the European Commission as main sponsor through the Spanish presidency of Europe, the Technical University of Madrid (UPM) as host and our four Industry sponsors.

### New members

We are very happy to announce we have 11 committed and enthusiastic new policy team members. They are: **Essete, Duncan, Mahesh, Fernanda, Enoch, Johnny, Alexander, Chetan, Prashanth and Zahid.** We also counted with the participation of Lara, Apiyo, Thomas and AJ who are senior members of the team. We took the following picture for those who were not at the GA to get familiar with their new colleagues:



***Welcome to the Policy Team, we are looking forward to working with you this new year!***

### Membership status (active / informed / inactive)

Please find enclosed a file with the PT database. You will be able to find the list of the members of the team, their courses, status, e-mail, skype, phone number, home country, etc.



PT-members-databas  
e-11-JUN-2010.xls

Like every year I would like to ask to each one of you (new members and senior members) to **fulfill and complete the table with your respective data and send it back to me before June 21st, 2010. Please also let me know whether you would like to be an active, informed or inactive member of the team.** For the new joiners this will be your first action within the team ☺

Hereafter further information on the membership status:

Service Team Coordinators are invited at least once a year (usually at the GA for new members and immediately after the GA for senior members) to review the type of membership of the members of the team according to the following categories:

- **Active member:** member involve on at least one work-stream (or activity) of the team, he/she will be available and expected to dedicate some time per week to the activities of the team. He/she could lead initiatives of the team and report directly to the ST or the SC if necessary.
- **Informed member:** member that would like to be informed on the different initiatives of the team and will reply to emails or provide feedback to the team if possible. An informed member is not expected to work on any initiative of the team but could provide feedback from time to time.
- **Inactive member:** member not involved on any initiative of the team and does not wish to be informed of the activities of the team.

Final remarks:

- At any time a service team member holding any type of membership may change his/her status on the team by requesting so to the coordinator (e.g. sending an email, making a request through SharePoint, etc.). The coordinator will then take the necessary actions to modify the status of the member.
- Only active and informed members will be kept within the emailing list of the team as well as SharePoint. The coordinator may request to the team members to verify/update their status from time to time in order to update the emailing lists, SharePoint and databases of the team and the association if necessary. However and as stated above the coordinator shall review the status of the service team members at least once per year.

## **Policy Team Coordinator elections:**

The current coordinator of the team, JC Pelicano, explained the tasks of the coordinator within the team as well as other responsibilities within the SC and the Association. The amount of workload this position was also explained.

Also the current coordinator explained that due to EMA possible restructure and re-organization the position may disappear, change or evolve. Therefore the elected coordinator may only stay in office one year instead of two as stipulated within the Statute of the EMA.

JC Pelicano manifested his wishes to stay as coordinator of the policy team one more year. **The policy team members in the meeting (14 members) agreed and elected JC Pelicano as new coordinator for the next term.**

It was also proposed to have a coordinator mate (or support, or assistant or partner... a better name needs to be found) who will support the coordinator on his activities. **Apiyo Okwiri was then elected by the members to take this position** and they work together on the next weeks to establish their way of working and sharing of responsibilities.

**Action: Pelicano and Apiyo to work together to define this new role.**

## **Activities 2010-2011 (global overview):**

The activities of the Policy Team were explained in detailed to the new members in order to provide a better understanding of the different work-streams of the team. The annual report of the team also distributed among the members of the team and questions were answered.

It was agreed to keep the current work-streams of the team as well as their scope and activities. Moreover the team agreed to carry out the following activities as well:

### **EMA Feedback & Quality:**

- Review the document prepared by the coordinator on a proposal to create an audit body for EMA.
  - *Pelicano to share the document as soon as possible with the team*
  - *Lara, Apiyo and AJ to review the document*
  - *A final draft shall be ready by June, 22<sup>nd</sup>*
- Prepare the GA survey
  - *Lara to get in touch with Taghi from IT and Natalia from ICUnet*

### **EM Feedback & Quality:**

- *Alexander and Peter to get in touch to formalize ideas on best EMMC, contest idea, etc. Deadline: before the next SC meeting (June 25<sup>th</sup>)*
- *Peter to prepare a brief document to request budget for the EMMC survey. Deadline: before the next SC meeting (June 25<sup>th</sup>)*
- *Fernanda to formalize the idea on a centralized complaint center to better complement the em.feedback e-mail address*

EMA and the team need to be more efforts to advertise the two emails addresses of the above work-streams: [ema.feedback@em-a.eu](mailto:ema.feedback@em-a.eu) & [em.feedback@em-a.eu](mailto:em.feedback@em-a.eu)

### **Professional Networks (previously EM Alumni Associations / EM networks):**

- Thomas Vilarinho who was leading this work-stream will keep leading the initiative. However he will report directly to the SC and the Policy Coordinator will support him whenever necessary.
- A separate parallel session was held on this matter with members from Chapters and all service teams that are interested in developing EMA professional networks
- *Senior PT members: if you are interested in working with Thomas on this initiative please contact Thomas*
- *Thomas to send the minutes of the professional networks meeting as well as the presentation of the initiative to the Policy team as well as to the group of EMA members that joined that parallel session*

### **General Policies:**

- Standardize EMA election processes and procedures
  - *AJ, Tammy and Pelicano to liaise on this topic*
  - *Pelicano to send a doodle to set-up a meeting*

### **Restructuring and reorganization of EMA:**

- Start preparing a working document for this topic
  - *Pelicano to liaise with Enoch to work on this initiative*

## Next steps:

- Policy team meeting to be held within the next two weeks in order to refine the list of activities for the new fiscal year. Please cast your availabilities within the following doodle: <http://doodle.com/arxtnxw5k36pt4uf>
- SharePoint access and Policy Team e-mailing list:
  - **Pelicano to send the list of the new PT members to the IT team and ICUnet** for creation of accounts within SharePoint and addition of e-mail accounts within the PT e-mailing list.
  - **PT members are asked to complete their profile within SharePoint. Add a picture and a brief description of yourself if possible**
- For those of you who attended the GA please keep in mind you need to send your travel receipts as soon as possible in order to be reimbursed. Thank you!

## E-mail sent to the PT on June 13<sup>th</sup>:

Hello everyone,

The GA was a huge success! We have 11 new joiners within our team, all excited and ready to kick-off the new fiscal year. It was a great pleasure meeting you and on behalf the senior members of the team: welcome!

Please find enclosed the minutes of the meeting of the PT in Madrid with all the details and actions for all of you (new joiners and senior members). Within the minutes you will be able to read about:

- New members & membership status. Here all of you (new joiners and senior members) have an action
- Policy team coordinator elections
- Activities 2010-2011 (global overview)
- Next steps

Please review the minutes and let me know if you have any comments or questions. Also let me know if I missed something and make sure you review your actions and start working on them before our meeting next week.

At the end of June the SC will be meeting to agree on the core activities of the association for next year based on the inputs of the GA. Therefore I would like to have a policy team meeting next weekend with all of you in order to prepare a concrete proposal on the activities of the Policy Team for next fiscal year. The doodle link to let me know your availabilities is within the minutes.

One last thing, does any of you remember the name of our 11<sup>th</sup> new joiner who couldn't make it to the meeting on Friday but is in the picture with us? Maybe you Enoch? Thank you!

Do not hesitate to contact me if you have any questions or comments.

I am looking forward to working with you guys!

Warm Regards,  
Pelicano

**PS Please confirm reception of this e-mail. Thank you**