

Minutes of Steering Group Meeting
Tuesday 14th Jan 2020 at 11 AM GMT

Attendees: Antonio Astone, Jose Abreu, Ahmed Babader, Lex Bruijn, Shaun McCarthy, Adriana Rosenfeld, Jacques Schramm, Jorge Soto, Carole Ann Smith, Annie Sorel, Staffan Soderberg.

1. Welcome by Shaun
2. Carole Ann gave a brief data report and answered questions.
3. Shaun demonstrated the new features on the website now phase 2 is complete. The site can be translated to any language we have on it but individual contributions will not be translated, they will stay in the language they were contributed in. We are still awaiting some more translations before more can be added to the site. Shaun also demonstrated the self-assessment tool which is in several languages now. Shaun displayed the results of his self-assessment against data such as country, sector, business size. There followed a question and answer session and suggestions were made of how to “correct” data using statistical analysis to ensure better results.
4. Antonio sent CAS the Korean translation of our flyer and I have added this to our website and our social media sites LinkedIn, Twitter and Facebook.
5. Jacques suggested Shaun and Carole Ann attend event in France in September and will get back to them in due course.

6. Carole Ann reminded everyone that she was putting together a “Hot Topic” based on the steering group for the website. She had earlier sent out an email to everyone requesting this. So far Carole Ann has 4 blogs from Shaun, Adriana, Cristina and Ahmed. Could everyone send in theirs as soon as possible please.

7. AOB Thank you to everyone who helps me (Carole Ann) constantly by translating and vetting any contributions as and when needed. It is very much appreciated. I look forward to receiving your bios to add to our hot topics shortly.

Next meeting via Skype Tuesday 7th April at 11 am GMT