

Skype meeting between:

IFTToMM Webpage administrator PhD Nathalie Barmina (Izhevsk, Russia)

and IFTToMM Secretary General Prof. Teresa Zielinska (Warsaw, Poland)

Date of meeting 14.03.2014

Time of meeting 14.00-15.00 (Moscow time)

The meeting was initiated by Webpage administrator Nathalie Barmina on results of two-year work on administrating the IFTToMM official webpage, after personal meeting with IFTToMM Past-President Prof. Marco Ceccarelli in January 2014 in Izhevsk and by request of IFTToMM Vice-President Prof. Veniamin Goldfarb.

The following issues were discussed and decisions were made:

1. Prof. Goldfarb asks to replace him from the position of the Chair of PC CPA for temporarily health reasons.

Decision: Prof. Zielinska sent the EC the proposal, she will discuss and start the procedure of re-election.

EC decided to indicate the deputy chair contribution to the work

2. In case the position of the Chair of PC CPA will be directed to another person, will the position be also redirected to someone else?

Decision: Prof. Zielinska asked Nathalie Barmina to continue her work on administrating the IFTToMM Webpage and proposed her to prepare the draft of the contract between IFTToMM and her, where all the terms and scope of work will be described in details with their cost.

Nathalie Barmina will prepare the draft of the contract with all the details and terms of her work by April 15.

OK

3. Prof. Ceccarelli proposed to replace all .doc files by .pdf files at the webpage for easier reading.

Decision: Prof. Zielinska approved this idea.

Nathalie Barmina will be changing all the existing .doc files during the year 2014.

OK

4. Prof. Ceccarelli proposed to make it obligatory for all IFToMM supported conferences to prepare the flyer of poster for this event. Sometimes weblinks do not work and it is impossible to see the forthcoming event in details. So, the .pdf flyer would help a lot.

Decision: Prof. Zielinska agreed and proposed the following procedure: After the conference is supported by IFToMM, information about it appear at the IFToMM webpage in the section Forthcoming Conference. Organizers will be obliged to sent the Webpage administrator the flyer in .pdf format to be placed as the contact information. After the Conference or some other IFToMM-supported event is over, organizers are obliged to sent the report on this event with photos, it will be downloaded to the IFToMM Webpage in the section “Other announcements” or “Previous conferences”.

OK, but before implementing I prefer to discusse it during Annual Meeting

During Annuall meeting EC approved the introduce the Conference/event report to be submitted in created the „Previous Events” section

5. There is an non-valid document in the section About IFToMM

http://iftomm.org/index.php?option=com_content&view=article&id=129&Itemid=102

with Iftomm officers of the period 2007-2011. The valid flyer with IFToMM officers is needed here.

Decision: Prof. Zielinska addressed Prof. Juan Antonio Carretero to change this flyer. After he sends it, Nathalie Barmina will update this information on the Webpage.

YES, Prof. Juan Antonio Carretero is working on it

6. Nathalie Barmina proposed to create a separate section for each PC and TC on the Webpage, similar to MOs, so that each PC/TC could place there news, information on forthcoming events related to this specific PC/TC, to keep some documents (reports, membership lists, meeting minutes etc.)

Decision: Prof. Zielinska approved this idea.

Nathalie Barmina will be restructuring the IFToMM webpage during the year 2014.

OK – very good,

7. Nathalie asked: there is a problem, that lists of MO members was not valid: There are people who are active within their MO but they are not members of any TC/PC, so they could not be present at the

webpage within their MO. MO Chairs asks / they can't ask about it/ to add someone to the list of their MO members, but this list is generated automatically only from TC/PC representatives of some country.

Decision: Prof. Zielinska explained, that MO lists in fact should be generated only from people who are IFToMM members of some TC/PC. Local MO organizations can not be listed or presented somehow at the IFToMM Webpage.

Nathalie Barmina will address all MO Chairs and clarify this information. If they want to show the list of their local organizations or show active persons, they need to create their own webpage and provide IFToMM Webpage administrator with the corresponding link to be given somewhere at the Webpage.

YES – it is correct

8. There are observers in several PC/TC from countries which are not MOs. They can not be included to some TC/Pc even as an observer, since his/her country is not MO. Nathalie created the chapter in the list of MO countries called “*” and added all those observers there.

Decision: Prof. Zielinska approved this temporary decision but she needs to discuss this issue with EC.

YES

9. Prof. Ceccarelli asked to restructure the section “Young Delegates Program” and update the section “Recipients of IFToMM young delegates assistance”.

Decision: Prof. Zielinska will ask Prof. Just Herder to prepare the updated information of recipients.

I already asked him

10. Prof. Ceccarelli asked Prof. Zielinska and Prof. Marian Wiercigroch to update the section “Honors and Awards”.

Decision: Prof. Zielinska promised to remind Prof. Marian Wiercigroch to send the updated information to Nathalie Barmina.

I already asked him

11. Prof. Ceccarelli proposed three types of applying for sponsoring: .doc forms, .pdf forms and on-line application.

Decision: Prof. Zielinska decided not to complicate it and proposed to keep only .doc forms directly sent to her e-mail.

Nathalie Barmina will delete all on-line applications from the Webpage

This is for the time being, however both N.Barmina and T.Zielinska will discuss how the internet application system can be implemented in most efficient way

12. Prof. Ceccarelli asked about the availability of some documents to all IFToMM Members or EC only, for example, MoU.

Decision: Nathalie proposed and made a separate section on the Webpage called “Confidential documents”. This chapter contains different document with different access right. Every time it is clarified for every document, who can read it. This chapter is seen now only for EC members when they enter the Webpage with their login and password.

Prof. Zielinska will discuss it with EC.

EC recognises this importance.

13. Nathalie Barmina proposed to delete the TC/PC/MO annual reports for the year 2013.

Decision: Prof. Zielinska proposed to create the depository of those annual reports for each year, so that TC/PC/MO chair could enter this repository any time to see the previous reports.

Nathalie Barmina will be restructuring the IFToMM webpage during the year 2014.

YES

14. Nathalie Barmina proposed to create a forum for different discussions on the Webpage in order to attract more attention to IFToMM activity and to initiate new projects.

Decision: Prof. Zielinska will discuss it with EC.

YES

15. Nathalie Barmina asked about the procedure of sending the paper version of IFToMM documents to the Archive every year.

Decision: Prof. Zielinska promised to remind the responsible person to send it and to clarify the procedure.

The person responsible for archiving the conference proceedings is PC History... chair – Prof Olga Egorova. She got the instruction about her responsibilities

To be discussed by EC:

1) New candidature for the Chair of PC CPA instead of Prof. V. Goldfarb

OK

2) Necessity of Forum for discussions on the IFToMM Webpage

OK

3) Reliable person for paper documents of IFToMM to be archived every year – terms, procedure of sending etc.

EC recognises this importance, the issue will be progressed

4) Who may have an access to MoU – only EC members or Editors of IFToMM affiliated journals also?

Only EC members

5) To oblige the organizers of IFToMM sponsored events to prepare the poster or flyer and send it to Webpage Administrator right after the approval of this event support. To prepare the report on the event after it is over.

EC decided that thwe link to the event is enough

6) TC/PC members or observers from countries which are not MOs – how can they be viewed on the IFToMM Webpage?

No they can not

To be done by Nathalie:

1. To prepare the draft of the contract with all the details and terms of her work by April 15.
2. To replace all the existing .doc files with .pdf files during the year 2014.
3. To create a separate section for each PC and TC on the Webpage and start filling it with some documents during the year 2014.
4. To create during the year 2014 the depository of TC/PC/MO annual reports for each year, available to all TC/PC/MO chairs.
5. To address all MO Chairs and clarify information on MO representatives (delete Kazakhstan – 6 persons, Italy – 2 persons, etc).
6. To delete all on-line applications from the Webpage
7. To delete the chapter «Technical committee for MO members».
8. To delete MO representatives who are not TC/PC members: Prof. Ioan DOROFTEI (Romania) – keep him as MO Romania Chair. Other are questionable: Prof. Qiaode Jeffrey GE - HE IS MO

CHAIR USA !!-Dr-Ing. Carlos César MUNARES TAPIA (Peru) GE - **I MO CHAIR PERU**, Prof.

Reymond CLAVEL (Switzerland) GE - **MO CHAIR Switzerland**.

9. To make all representatives of TC/PC with the country “*” observing status, since they can not be members of TC as their country is not MO.

To be done by Prof. Zielinska:

1. To address the EC with several issues (see above).

2. To decide how to present the following persons who are not members of any TC/PC but are contact persons from MO: Prof. Qiaode Jeffrey GE (contact person from MO USA), Dr-Ing. Carlos César MUNARES TAPIA (Peru), Prof. Reymond CLAVEL (Switzerland), Italy – 2 persons:

Gasparetto, Qauglia – JUST TO DELETE ALL OF THEM OR MAKE THEM OBSERVERS?

Actual list of MO chairs was done by SG

3. To remind Prof. Juan Antonio Carretero to change the flyer on IFToMM Officers.

Done

4. To ask Prof. Herder to prepare the updated information of YD Program recipients

Done

5. To remind Prof. Marian Wiercigroch to send the updated information on Honors and Awards to Nathalie Barmina

Done

6. To control the paper version of archives submission.

It was discussed during Annual Meeting

7. To make some decision on representatives of TC/PC with the country “*”, since they can not be members of TC as their country is not MO.

They should be deleted