

Advisory Group on Communication
Report to Executive Committee on Meetings/Interactions
Date 2 March 2017

First meeting was held at the IFOMPT congress in Glasgow, where the following problems and aims were mentioned:

1. Regarding internal communication between MO's

- To set up a guideline on how MO's should ideally communicate & let people sign that they will respond
- The following problems with communication amongst MO's and the IFOMPT Office were mentioned:
 - too many mails
 - late responses
 - people had difficulty finding documentation
- Would be good to have online software to be able to work on documents together – possibly a central place on the IFOMPT website.
- All executive members and all MO's should have a specific Email account, so that it is easy to hand it over if people change, and always copy Ingrid in the Office.
- I would be very useful to have a picture and the name of each MO delegate on the IFOMPT Website!

2. Regarding external communication

- Identify HOW & WHAT to communicate to WHOM
- Communicate the people back home what the budget of IFOMPT is used for
- Have good communication between IFOMPT and WCPT

3. Regarding Reciprocal recognition:

- It seems a good idea to do more advertising on this. For instance, if a teacher teaches in a foreign country perhaps it could be advertised that this person is a member of a Member Organisation on IFOMPT
- These teachers can be invited to give a lecture on IFOMPT's teachers' meeting
- The IFOMPT Website could have a list with experts

Subsequently one GoToMeeting was held on 2 February 2017 – three members + Ingrid attended

- Dates of next 4 GoTo meetings for 2017 was established
- A meeting on 1 July was tentatively booked
- There was decided that DROPBOX will be used as central document store and all members given edit rights
- There was decided that all MO's should be asked whether they want generic IFOMPT email addresses
- A manual re COMMUNICATION will gradually be developed
- A question re IP between countries was sent to the group for discussion

General Progress Report:

- A WhatsApp group was formed for quick communication [Ingrid]
- A Dropbox Account was opened for the group, and all documents were uploaded [Ingrid]
- The group members were requested to reply on the questions asked from the last meeting
- Ingrid sent a letter to all MO's regarding their opinion/need for a generic vs personal email account:
 - Netherlands, Nathan Hutting: NO for generic
 - Ireland, Helen French: YES
 - Canada, Paolo Sanzo: NO

- UK, Mindy Cairns: YES
- Hong Kong, Nicol Mok: YES
- Austria, Rene Bakodi: YES
- Italy, Firas Mourad: YES – MO_Italy@ifompt.org
- Sweden, Ingela Lundholm: YES – MOSweden@ifompt.org

Matters that the Group would like to bring to the Attention of the Executive Committee:

Nothing more at this stage

Submitted by: Ina Diener

Date: 3 March 2017