

## Meeting Details

**Date:** 30 March, 2016, 14:00 - 15:00 (GMT)

**Participants:**

Brent Carbno (Ericsson Response)  
Caroline Teyssier, Haidar Baqir (Global ETC Support Cell)  
Gilles Hoffmann (emergency.lu)  
Olly Parson (GSMA)  
Elaine Burroughs (Save the Children)  
Alan Kuresevic (SES)

## Agenda

1. Review of sub-categories and activities
2. Completion of activities and identification of focal points to support it
3. Review of the Country profile template developed and shared by the Haiti project team for feedback
4. Next steps in view of the Plenary meeting and beyond
5. AOB/Next call

## Minutes

### 1. Review of sub-categories and activities

Brent Carbno presented the draft Workplan listing activities per focus areas primarily discussed: ETC operational capacity, Human capacity, Community resilience and Solutions.

Clarification was made for some activities listed:

- ETC focal points can be already in place along with the local ETC WG established in some countries. However, in line with the ETC2020 roadmap, we are looking at ensuring ETC focal points from the ETC network are being identified as an entry point especially in all high risk countries.
- Roster: organizations have different model of deployments and often would deploy their staff for the need of their organizations prior to ETC. The roster would show the capacity available and in line with the ETC profiles (existing one + additional if needed as per ETC 2020). There is already a lot of ETC partners being trained over the years but we need to define a model that could include some kind of commitment from organizations if such ETC roster is established. The training WG is already looking at finalizing all ETC profiles required to fulfil ETC2020 requirements.
- Mapping capacity of Global partners – this links to some established partnerships for the ETC (such as the charters).
- Solutions WG might become an independent WG as needed with additional focus on Innovation too. At this stage Preparedness WG proposes to look after the ETC services review. The Cell is working on revising the ETC service Catalogue and will work closely with this group as it moves forward. Haidar Baqir is the focal point for ETC service Catalogue review. He proposed to look at establishing a ETC portfolio in order to capture the cycle of new services, current one and old one as we move into the

review. It will include then 3 categories for the time of the review and the approval of the services: Pipeline (of new services), Current (endorsed, established services) and Phased out services (no longer valid). To this, standardization should also be added to the solutions WG discussion.

- Solutions should balance the discussion around current services and make sure it supports full delivery while looking after innovation and standardization/interoperability of solutions being discussed.

## **2. Completion of activities and identification of focal points to support it**

- Elaine Borough (SCI) volunteers to support coordination for the Human Capacity section.
- Everyone else is encouraged to review the activities and categories and sign up for them.

## **3. Review of the Country profile template developed and shared by the Haiti project team for feedback**

- The Country ICT profile template was developed by the Haiti Pilot Project group. It tries to capture all key information (contacts, infrastructure etc.) that can benefit humanitarian responders in time of an emergency or in implementing preparedness activities.
- Brent went through all fields of the template and ask all for comments.
- It was clarified that the template is currently in a document for purpose of drafting and validating. The idea is to publish it online, format to be confirmed (Wiki or Page). The group proposed to have a community contribution approach to support collaboration and support in updating it while there is need to look at more sensitive information that cannot be made public. The template should find a way to fill these criteria and find a way to keep it most updated.
- The group shall then finalize it with Haiti group in order to roll it out in High risk countries identified.

## **4. Next steps in view of the Plenary meeting and beyond**

- Elaine reported from her colleague Mark Hawkins leading the training WG that their face to face meeting was very valuable to move forward in their activities. This is something that the group may consider in future although it might not be feasible prior to the plenary meeting at this stage.
- Caroline Teyssier informed that in preparation of the plenary, the group will have to provide a written update and short update at the meeting. In addition, the group should highlight their needs and gaps to move forward into the activities and get additional support from partners.

## **5. AOB/Next call**

- A next call is planned prior to the plenary.