

The transition team (TT) members as appointed at the first interim ISOC Switzerland Chapter board meeting, 22 March 2010, 1815 – 2000 h, at Webster University, Geneva, plus observers of the transition process and meeting agendas.

The transition board is a coordination body of volunteers founded to establish a future Swiss ISOC chapter. It is based on function, not form, and will dissolve once its goals are met.

Management (interim board coordinator):

Tasks:

- Roles and leadership
- Quality assurance
- Project documentation

Vincenzo Pallotta <pallotta@webster.ch>

Media PR and Outreach:

Tasks:

- Stakeholders identification
- Survey design

Théophile Burnet <theoburnet@hotmail.com>

Federico Galati <FGalati@wmo.int>

Martin Labbé <labbe@intracen.org>

Resource Management:

Tasks:

- Assets assessment
- Collaborative tools management
- Interface with unchartered Geneva chapter
- Financial plan

Raphaël Dard (for collaborative space management) <dard@intracen.org>

Content and Strategy:

Tasks:

- Mission and vision
- Stakeholder identification

Sathya Rao <rao@telscom.ch>

Thomas Ruddy <thomas.ruddy@empa.ch>

Marcel Schneider <marcel.schneider@switch.ch>

Legal issues:

Tasks:

- Bylaws
- Compliance

Members TBA

Unassigned to specific jobs:

Alexandre Delage <alexandre@delage.ch>

Roque Gagliano <rgaglian@gmail.com>

Observers:

Werner Staub <werner.staub@axone.ch>

Sabrina Wilmot <wilmot@isoc.org>

First action items:

1. The Media and PR group will draft a survey for polling the current Swiss ISOC constituency (done, survey sent, answers received)
2. Raphael Dard will take care of setting up a Wikispace (done <http://isoc-ch-chapter-re-creation.wikispaces.com/>)
3. The Content and Strategy group will start identifying main stakeholders and work on a plan on how to get in touch with them (done, see Implementation Proposal, V4c)

Next TT group meeting:

- Date: Friday, 15.10.2010, WMO-OMM Geneva, ITD training room, 1700-2030 h
- Sathya Rao offered to host the next meeting in Bern
- Sabrina offered ISOC facilities for a meeting outside office hours
- Federico offered WMO - OMM Geneva to host an end of afternoon meeting session for free even remotely through webEx (not provided by WMO) or Skype
- Agenda proposal, initially by Vincenzo, additions by Marcel

Agenda:

Date: 15.10.2010

Time: 1700 - 2030 h

Location: WMO-OMM Geneva, ITD training room

Remote participation:

- Dial-In (Voice):
 - Telephone: +41 44 250 96 94
 - H.323 (GDS): 0041 44 250 96 94
 - SIP-URI: sip:94@mcu.switch.ch
 - Collaboration Room:
 - <http://collab.switch.ch/isoc-ch/>
- 1) Discussion of implementation proposal V.4c. In this context also: Decide whether to accept the offer from SwissMedia for sharing the secretariat. More details are needed in order to estimate the costs.
 - 2) Define the content for upcoming ISOC-CH websites (recommended: consult several other ISOC sites, e. g. isoc.fr, isoc.it and isoc.de, to get an overview of current chapter activities)
 - 3) Discuss Swiss-compliant chapter association statutes and procedure to establish an ISOC Chapter in Switzerland
 - 4) Develop a plan for an outreach campaign. Appointment of an interim Liaison Manager who will be responsible for coordination activities
 - 5) Discuss funding activities
 - 6) Work towards submitting a Chapter application to ISOC global
 - 7) AOB