



MINUTES OF THE MEETING COMMUNICATION 2005

SATURDAY 8 MAY

Attending

ITA President	Harvey Parker
South Africa	John Cruise
Germany	Fritz Gruebl, Alfred Haack, Martin Muncke
Australia	Arnold Dix
Austria	Peter Göbl, Harald Wagner
Belgium	Willy De Lathauwer
Brazil	Andre Assis , Tarcisio Celestino
Canada	Rick P. Lovat
Korea	Chungsik Yoo
Egypt	M. E. Abdel Salam
United States of America	John Reilly, Henry Russell
France	Yann Leblais, Eric Leca, Olivier Vion
Indonesia	Agita Widjajanto
Italy	Piergiorgio Grasso, Claudio Oggeri
Japan	Koichi Ono
Norway	Einar Broch, Eivind Grov, Jan K. G. Rohde
Romania	Ovidiu Arghiroiu, Sorin Calinescu
United Kingdom	Rodney Craig , Donald Lamont
Russia	M. Belenkiy, A. A. Umnov, Sergey N. Vlasov
Singapore	Jan Zhao
Sweden	Thomas Franzen, Annica Nordmark
Switzerland	Heinz Ehrbar, Peter Teuscher, François Vuilleumier
Secretariat:	Claude Berenguier, Bettina Gugger

1. ALLOCUTION D'OUVERTURE

President H. PARKER welcomed the representatives of the Member Nations, the Animateurs of the Working Groups, and the representatives of the publishers who participate in the actions of communication of the Association: Elsevier (Nick PINFIELD) and Olivier VION.

He reminded that the preparation file of the meeting was sent to the Member Nations along with the notice to the General Assembly in Istanbul (report of activity of the Executive Council - item 4 of the agenda).

Encl.1 | The present minutes come with the Slide Show presented in session.

2. APPROVAL OF THE AGENDA

| The agenda was approved without amendments.

3. APPROVAL OF THE MINUTES OF 2004

| The minutes of the meeting held in 2004 were approved without amendments.

4. REPORT OF ACTIVITY

4.1 *Annual TRIBUNE*

| The Secretary General presented the results of the Annual TRIBUNE published on the occasion of the meeting held in Istanbul; he reminded that the distribution includes 10 copies free of charge for the Member Nations, the Animateurs and the Vice-Animateurs, 1 copy to the Affiliate Members and 1 copy to the Executive Members.

| He reminded that the provision for 2005 will be reduced to the publication of the annual issue before the meeting in Seoul.

4.2 *ita@news*

| The Secretary General presented the state of publication of the letter prepared with Olivier VION; the letter comes out on the basis of 6 issues per year; every member of the Association is naturally invited to send some news about themselves to the Association.

| The letter is sent free of charge by @mail from the website to all the members (Member Nations, IAM and CAM) as well as all the people who gave their visiting card to the Secretariat. The next letters will also be sent to the non-members of the Association who will ask for it, through their Member Nation or directly through the website after the agreement of their Member Nation. The letter is also available for consultation on the website.

| Those who will not want to receive the letter may also say so through the website.

| The participants are invited to send to the Secretariat the e-mail address of all the people likely to be interested in receiving the ita@news letter.

| The potential number of addressees is of 20,000!

4.3 *WEBSITE*

| The Secretary General presented the main results of the consultation of the site in 2004, its new functionalities, the main pages introduced since 2004; he showed the really positive progress since the renovation of the site at the beginning of 2004, and notably the doubling of the number of distinct visitors that has reached 10,000 per month on average.

He reminded that the aim of the renovation of the site was to have at their disposal an access page better adapted to the different publics, to enable the Member Nations to insert directly the news concerning them, after the approval of the Executive Council, and finally to introduce the possibility for CAM and Member Nations to proceed to advertising inserts.

4.4 TUST

Nick PINFIELD presented the results for 2004 as well as the programme for 2005.

The Secretary General pointed out that the subscription rate for ITA Members (73 €) has remained the same for 2005.

4.5 GLOSSARY

The Glossary of the terms of Underground Works has been integrated on the website.

5. ORGANIZATION OF THE ASSOCIATION

The distribution of the news of the Association is more and more organised around the electronic means of Communication, and first of all on the renovated website and on the ita@news letter; it also relies on the annual issue of TRIBUNE and on the scientific journal TUST.

The corresponding organization of the Association is now stabilized, as shown on the diagram; it includes:

- The Publisher, responsible for the publications: the Secretary General
- The Associated Publisher: Olivier VION
- The representative of ELSEVIER for TUST: Nick PINFIELD
- The Webmaster: Stefano NEPA

6 – PREPARATION OF THE ACTIVITY 2005

6.1. USE OF THE WEBSITE

As mentioned here above, the Executive Council concentrated their efforts in 2003 and in 2004 on the renovation of the website.

What remains to be done is:

- To enable the Member Nations and the Animateurs to insert directly the news concerning them, after the approval of the Executive Council; this will be done at the request of the Member Nations;
- To transfer the site on a provider of its own; this will be done as soon as the provider is selected;
- To integrate the CD Rom 30th Anniversary and its search engine in the site, which constitutes a fairly heavy workload;
- To add some functionalities to the Glossary, notably other languages, an administration interface,...;

- To produce and publish the pages of the “Underground Worldwide” part; in particular the carrying out of the Streaming Video will enable to better illustrate the corresponding pages;
- To think about the multilingualism of the site, and notably its French version.

What also remains to be done now is to get organised so that the site is correctly updated, permanently, notably by the Member Nations and by the WG.

6.2. INVOLVEMENT OF THE MEMBER NATIONS

- Encl. 2
- a) The Secretary General reported that the 30 Member Nations appointed their correspondent for the Communication (website, ita@news, TUST); he reminded the usefulness to proceed to this appointment.
 - b) Progress on the survey on the journals of the MN; the Secretary General reminded the questions raised:
 - to publish the summaries of the journals of the Member Nations in the website?
 - to establish the reciprocity of publication between the journals of the Member Nations?
 - to create an “International Editorial Committee” to supply the website, notably the “How Go Underground” part (see letter from the Secretariat dated 12 November 2003)?
 - c) Support to the setting up of the Strategy; the Secretary General reported the measures planned in this respect:
 - Development of the activities of the Member Nations
 - Setting up of training sessions
 - Setting up of national or regional seminars
 - Translation of the glossary in other languages, knowing that the financing remains to be found
 - Creation of the Executive Council: Documentation/ Bibliography
 - Creation of the Mirror-Groups of the WG of ITA
 - Improvement of the page of the site of every Member Nation, knowing that every Member Nation is invited to update the page of their country (see 6.1).
 - d) The Secretary General also reminded that the Secretariat would like to develop its activities with the support of the Member Nations; these activities may be:
 - of a technical nature: follow-up of the activity of the WG, preparation of position papers,...
 - of an “administrative” nature: website, ita@news, Documentation, Bibliography, creation of files,...
 - of a prospective nature: relations with the UN, with the European Union, with the Sister Organizations,..

6.3. *RELATION WITH THE SPECIALISED PRESS*

A lot of Publications specialised in Underground Works are closely linked to ITA Member Nations; however, several of them, totally or partly specialised in Underground Works, are independent from these Member Nations; the website Tunnelbuilder, the TMI journals, Felsbau,... may notably be mentioned without forgetting the Journals published by ITA's Sister Organizations.

The question whether to establish links between ITA and these publications was raised, and the Executive Council is planning to establish, first of all, a link between ITA's website and the one of the publishers who would ask for it, according to conditions to be defined in each case.

In conclusion of the meeting, the President thanked the participants, notably those who spoke during the meeting.

He reminded that the success of the strategy of the Association, and of the Association itself, depends mainly on the improvement of the Communication within the Association, and in particular with the Member Nations; he asked everybody to dedicate a great part of their energy to this improvement.

The Secretary General
Claude Berenguier

Encl. 1 : Slide show

Encl. 2 : List of Member Nations Correspondents for communication