



## **MINUTES OF THE MEETING COMMUNICATION 2004**

**SATURDAY 22 MAY**

### **1. OPENING SPEECH**

President A. ASSIS welcomed the 60 representatives of the Member Nations, Animateurs of the Working Groups and representatives of the publishers who participate in the actions of communication of the Association: Elsevier (Nick PINFIELD) and Olivier VION.

He reminded that the elements of preparation of the meeting were sent to the Member Nations along with the notice to the General Assembly of Singapore; these include the report of activity of the Executive Council (item 4 of the agenda) and the report concerning the Strategy (item 14.2 of the agenda).

### **2. APPROVAL OF THE AGENDA**

| The agenda was approved without amendments.

### **3. APPROVAL OF THE MINUTES OF THE MEETING HELD IN 2003**

| The minutes of the meeting held in 2003 were approved without amendments.

### **4. ORGANISATION OF ITA FOR COMMUNICATION**

The President pointed out that the Association has organised itself for numerous years from three main means of communication: TRIBUNE, TUST and the website; other more punctual actions (Why Go Underground, for instance) have completed this system.

In 2003, it was agreed to replace the “paper” publication of “TRIBUNE – ITA’s newsletter” by an “electronic” presentation: [ita@news](mailto:ita@news); the first issue was sent on 7 May.

In parallel, the Association has completely renovated its website to make it much more interactive and easier to consult.

This is the way the system of Communication of the Association organises itself more and more around the electronic means of Communication, and first of all around the website, according to the enclosed diagram..

**Encl. 1**  
Slide 3 prep.  
agenda



## 5. REPORT OF ACTIVITY

### 5.1 *TRIBUNE*

**Encl. 2**

Slide 4 prep.  
agenda

The Secretary General presented the results 2003 and reminded that the distribution includes 10 copies free of charge to the Member Nations, to the Animateurs and to Vice-Animateurs, 3 copies to the CAM and 1 copy to the IAM, as well as 1 copy free of charge to the Executive Members.

He reminded that the performance 2004 is limited to the publication of the annual issue distributed in Singapore.

### 5.2 *ita@news*

**Encl. 3**

Slides 5, 6, 7 prep.  
agenda

The Secretary General presented the letter prepared in the framework of a contract signed with Olivier VION; the letter will come out every 6 issues per year; every member of the Association may naturally send news about themselves to the Association.

The first letter was 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 had given 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.

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

### 5.3 *WEB SITE*

**Encl. 4**

Slide 8 prep. agenda

The Secretary General presented the main results of the consultation of the site in 2003 and showed the positive development since the opening in 2000.

He reminded that the goal of the renovation of the site in 2003 was to have 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 the CAM and the Member Nations to proceed to advertising inserts.

**Encl. 5**

Slides 9-16 prep.  
agenda

ITA's Webmaster presented the model of the new organisation of the site.

The President pointed out that what 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 Working Groups.

### 5.4 *TUST*

**Encl. 6**

Slides 17-25 prep.  
agenda

Nick PINFIELD presented the results for 2003 as well as the programme 2004.

The Secretary General reported that the agreement with ELSEVIER was renewed for the period 2005-2007, but that some negotiations are still in progress, notably for the amount of the subscription.



## 5.5 RELATIONS WITH THE MEMBER NATIONS

### Encl. 7

Slides 26-28 prep.  
agenda

The Secretary General presented the progress on the survey on the journals of the MN; the question was raised whether to publish or not 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, and 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).

It was also pointed out that it is necessary for the Secretariat to have at its disposal the @mail addresses of the Member Nations (49 received, 4 are still missing: Algeria, Iran, Israel, South Africa); it is also necessary to improve the page of the website and to include the logo for every Member Nation.

Moreover, the Secretary General mentioned the easing of the By-laws for the sponsorship by ITA of the events of a national nature organised by the Member Nations.

## 5.6 30th ANNIVERSARY

### Encl. 8

Slides 29-36 prep.  
agenda

On the occasion of its 30<sup>th</sup> Anniversary, the Association prepared the CD Rom of (nearly) all the publications made under the care of the Association, since its creation; this CD was achieved thanks to the work carried out by a young Austrian engineer put at the disposal of the Association by the Austrian group; it will be presented and distributed during the General Assembly.

## 5.7 GLOSSARY

The English version of the Glossary of the terms of Underground Works could be finalized this year thanks to the contribution of the national groups from the United Kingdom and the USA; it is under publication on the website.

## 6. FUTURE ACTIONS

### Encl. 9

Slide 37 prep. agenda

The President asked every Member Nation to appoint by the Secretariat a correspondent for the Communication (website, [ita@news](mailto:ita@news), TUST).

### Encl. 10

Sl. 38+39 prep. agenda

The President presented the actions to be implemented to come along with the setting up of the Strategy:

- development of the activities of the Member Nations (see corresponding table);
- setting up of training sessions;
- setting up of national or regional seminars;
- translation of the glossary in other languages;
- creation of the Executive Council: documentation / bibliography;
- distribution of the "Why Go Underground?"
- creation of Mirror-Groups of the WG of ITA.



He reminded the necessity for the Association to take advantage of a support by the putting at its disposal of personnel by the Secretariat of ITA, in Lausanne or in the countries of the Member Nations; the tasks of this personnel 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](mailto:ita@news), Documentation/Bibliography, creation of files,...
- of a prospective nature: relations with the UN, with the European Union,..etc.

In conclusion to the meeting, the President thanked the participants, notably those who spoke during the meeting, and notably C. TARCISIO, P. GOEBL, H. RUSSELL, R. CRAIG and K. GARSHOLL.

He reminded that the success of the strategy of the Association, and therefore of the Association itself, depends for a major part on the improvement of the Communication within the Association, and therefore with the Member Nations; he asked everybody to devote a great part of their effort to this improvement.

The Secretary General  
Claude BERENGUIER

**List of enclosures :**

1. Diagram
2. TRIBUNE – Report of activity
3. [ita@news](mailto:ita@news) - Report of activity
4. Website – Report of activity
5. Website stats for 2003 – Main figures
6. The new ITA-AITES website
7. Elsevier – Report of activity
8. CD ROM 30<sup>th</sup> anniversary
9. Communication Member Nation Correspondent
10. Future actions
11. List of participants
12. List of correspondent Communication (up-dated as of today)