

ERFP Steering Committee meeting in Ljubljana, Slovenia**14th – 15th November, 2018**

M Hotel Ljubljana, Derčeva ulica 4, 1001 Ljubljana

Meeting room: M Hotel Ljubljana

Chair: Sipke Joost Hiemstra

	14th November 2018	
	Steering Committee Meeting	
9:00-9:10	Welcome and presentation of the Agenda	S. J. Hiemstra
9:10-9:30	Short presentation from the hand-over meeting	C. Danchin Burge
9:30-10:30	Evaluation and follow-up actions of General Assembly Meeting	S. J. Hiemstra, C. Danchin Burge
10:30-11:00	Coffee break	
11:00-13:00	ERFP hosting agreement	S.J. Hiemstra, C. Danchin Burge
13:00-14:00	Lunch break	
14:00-18:00	Outcomes of the SWOT analysis and development of new MYPOW – Agreement on outline and main components of MYPOW	S.J. Hiemstra
18:30-19:00	Closing remarks / end of meeting	
20:00	Dinner together	

	15th November 2018	
	Steering Committee Meeting	
9:00-10:30	Further work on developing new MYPOW	
10:30-11:00	Coffee break	
11:00-13:00	Updating the ERFP ToR	
13:00-14:00	Lunch break	
14:00-15:00	Communication issues: • ERFP website • EUGENA Portal • Further development and implementation of ERFP communication strategy • Role of the Secretariat, work of the ERFP communication group, need for communication expert	
15:00-16:00	• Planning of further ERFP activities in 2018/2019 • Ad hoc actions proposals – overview and procedure	
	AOB	
	End of meeting	