



## Minutes of the CANCON Steering Committee

23 September 2014

Milan

The meeting was chaired by Tina Lipušček, Project Manager of the CANCON Joint Action.

The GANTT chart for the CANCON Joint Action was presented. Work Package Leaders are requested to fill in the activities, meetings and deliverables of their Work Packages as soon as possible. The GANTT chart will be available on the CANCON website; the Project Management Team will be responsible for its updating. Where possible, links to meeting documents and deliverables will be included.

Leena Vuorenmaa, CANCON Communication Officer, presented the proposal for a CANCON Extranet, which would operate within the framework of the CANCON website. Users have to register themselves and the Dissemination Team will be responsible for making sure that the registered users are in fact partners of CANCON. The Extranet would be open to all Associated and Collaborating Partners of CANCON. In order to be as transparent as possible, all registered users will have the possibility of viewing documents in all WP folders.

Some of the issues which were mentioned during the debate on the Extranet were:

- Who has the rights to upload documents? Steering Committee members agreed that only members of the Steering Committee with their respective WP administration teams should upload documents into their WP folders,
- Who has the rights to move a document 'in progress' to finished documents? Again, only the Steering Committee should have these rights.

The Dissemination Team took note of all comments on the Extranet and will look into the technical possibilities for modifying the Extranet to reflect the expressed concerns. Based on this, they will try to take into account the comments made by Steering Committee members.

Upon reviewing the list of Collaborating Partners, it was stressed that more efforts should be made to include representatives of Member States who have not yet nominated official representatives for CANCON.

The last topic of discussion was the link between the WP 5 Member State Platform and the Commission Expert Working Group. The synergies between

these two groups and the way they will function in the future should be a topic for the next Steering Committee meeting.

The next Steering Committee meeting will take place in roughly 6 months time or when it can be linked to a series of CANCON meetings where WP Leaders are present.