

IEA Incoming Council Meeting at Saitama, Japan on 22-23 August, 2017

Secretary's Plan for 2017-2020

1. Query outgoing council members on policies and procedures
2.
 - a. Identify what has worked smoothly, and any needed changes or additions to policies and to documentation
 - b. Recommend priorities for action; determine need for resources and support
 - c. Determine if there is consensus among current Council members
 - d. Constitute working groups to implement agreed on changes
3. My initial thoughts
 - a. Streamline handbook and include definitions of roles and responsibilities
 - b. Develop protocols and templates for each role in the Council
 - c. Follow recommendations of Sue Thorn, or identify obstacles to implementing them:
 - i. Constitute a working group to harmonize handbook, constitution and webpage
 - ii. Update and modernize webpage
 - iii. Separate archival material from Handbook
 - c. Document guidelines for Congresses
 - i. Necessary and appropriate interactions between local Congress hosts and IEA.
 - ii. Timeline for key tasks
 - iii. Examples-sharing schedules and agendas; cross posting Congress information; posting registration list beginning 1 month prior to meeting date, to facilitate networking.

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