List of Actions
from the SKYbrary team meeting 2 February 2010

	Action's description	Action owner	Completion date
1	Study the opportunities for cooperation with ESSI/EHEST and off-shore helicopter operating companies	RJ*	April 2010
2	Send to CT the current AW	AK	5 Feb 2010
3	Provide details of IFA member(s) who will be the point of contact and will be put on the Skybrary team distribution list.	CT	15 Feb 2010
4	IFA to review and update the AW CDP and manage the category content development in coordination with the Skybrary content manager.	CT	1 Apr 2010 onwards
5	Review A &SI backlog and advise on the options to reduce the entries in the list of A &SI and provide to AK estimates about the resources that will be needed to produce the remaining cover articles.	EP	8 Feb 2010
6	Establish contacts with airlines and ANSPs for the conduct of the safety letter production trials.	RJ , TB	March 2010
7	Draft template safety letters.	JB, EP, AK, TB	April 2010
8	Improve ICAO search centre's interface according to the provided specification.	TK	1 Mar 2010
9	Study the feasibility of extending the scope of the search function to include EU OPS.	AK	March 2010
10	Elaborate the article creation and upload process description and circulate it to the team members for implementation.	AK	25 Feb 2010
11	Review and modify the current 'editorial action list' to serve the needs of an "content action list".	JB	1 Mar 2010
12	Run the process for a two month period and provide comments to AK by the end of the trial period.	all	May 2010
13	Update the process in line with results from the trial run and publish it on Skybrary	AK	1 Jun 2010
14	Study the options for several levels (hierarchical) of filtering.	TK	1 Mar 2010
15	Review the list of selection criteria and provide comments, if any.	all	12 Feb 2010
16	Develop and implement the semantic data input template.	TK	20 Feb 2010
17	Propose the most suitable from user perspective set of selection criteria (max 6 criteria) to be implemented on the A& SI category page.	EP	1 Mar 2010
18	Implement the agreed set of selection criteria to be available to users.	TK	15 Mar 2010
19	Optimise the homepage URL in coordination with AK.	TK	1 Apr 2010
20	The Editor to implement the new "Aeromedical" category.	JB	March 2010
21	Agree on a 'good collection" of safety journals to be linked from Skybrary. Likewise, provision of links to Skybrary from the journals should be asked for.	EP - lead, TB, JB, RJ	March 2010

22	Implement the links to the selected safety journals.	TK, JB	April 2010
23	Initiate an e-mail discussion about portal highlights and facilitate a team decision on the subject.	AK	March 2010
24	Initiate an e-mail discussion with the objective to agree a Skybrary policy on the provision of links to commercial organisations' websites.	AK	March 2010
25	The Editor to upload the policy to Skybrary.	JB	
26	Study the issue and produce a short paper on possible Forum activation and promotion strategy.	KI	22 Feb 2010
27	Decide the new homepage design	TB, AK	1 Mar 2010
28	Implement new homepage design	TK	1 Apr 2010
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Alexander Krastev (AK)
Tzvetomir Blajev (TB)
Bengt Collin (BC)
Anthony Seychell (AS)
Richard Lawrence (RL)
Kenny van Itterbeek (KI)
Ed Pooley (EP)
John Barrass (JB)
Nikolay Sokolov (NS)
Richard Jones (RJ)
Cengiz Turkoglu (CT)
Timo Kouwenhoven (TK)