



MINUTES OF THE WEBSITE STANDING COMMITTEE MEETING (San Sebastian 17th October 2008)

San Sebastian, October 17th, 2008

Present:

- Milena Falaschi (Italy)
- Judge William Hamill (Ireland)
- Elisha D'Arcy (Ireland)
- Marc Cornelissen (Netherlands)
- Andrew Tuff (representative of the ENCJ's President)
- Reyes Goenaga
- Julen Lasa
- Pilar Ruiz Carnicero

The Committee started the meeting at the time and place in the agenda included as annex 1 to these Minutes.

The coordinator welcomed the participants and informed them that, as usual, the Website Standing Committee's last report on 7th May and the final document of the Website Workshop on 8th May had been presented to the Steering Committee in London on 7th July 2008 and then circulated a copy to all those present by email (see annex 2 and 3).

After approving the Agenda the coordinator explained that the object of the meeting was as agreed to firstly evaluate the Website, secondly to discuss new change proposals to make the Website more attractive for judges and users and thirdly to consider the suggestions of the Workshop's final document.

All the participants agreed that the ENCJ Website should be a vehicle of communication among the Members and the use of it encouraged.

With regard to the final document of the Website's Workshop, the Standing Committee agreed on the following points:



- Include a “*what’s new*” section, with a RSS, that informs Members and Observers about anything new from each Council. The news in this section should be kept in the public part for 3 months. If the news is confidential, the access will be denied.
- Remind the Members and Observers that all the documents must appear either in English or in French or in Spanish.
- Try to find out the technical specifications to enable our Website to appear in first place when looking for it in Google.
- To develop Website search tool documents.
- To create email addresses for Executive Board and Permanent Office’s Members and later on to consider the possibility to extend this email addresses section for the Steering Committee Members.
- To ask the Website’s Technical Service to include an abstract of the User’s Guide or to include “help” at different points.
- To include a record of “click enters” and hits
- To include a list of the IT Members, who took part in the Website’s Workshop on 8th May, in the part devoted to the Website Standing Committee and to send a thank you letter to them informing them that some of their suggestions have been taken into consideration by the Standing Committee.
- To make a proposal to the Steering Committee that all Members download future ENCJ’s Bulletins from the Website instead of sending them by mail.
- Remind the Secretariat that their help is very important to update the Website, Calendar, Minutes of the Steering Committee, Conclusions of the General Assemblies and list of members of the Executive Board, Steering Committee and General Assemblies.
- Invite the Permanent Office’s new Director to the next Standing Committee meeting.
- Continue to update the Website as much as possible.

Finally, the Standing Committee agreed that the next meeting would take place in the second half of April, in principle, in San Sebastian at the Judicial Documentation Centre (CENDOJ). Should the new Office Director request it, the Standing Committee also considered the possibility of meeting in Brussels.