

SoE Tasks

Journal Club

Only papers generated using SAFE funds should be included on the website. They should include the abstract and if possible links to relevant parts of the website. The current categories on the website will remain, but Olivia will remove all papers in this area and replace them with SAFE generated papers.

SoE need to contact all SAFE members and identify relevant publications. This will need to be done regularly (?quarterly email to everyone) so as to keep the area up to date.

Maj Hulten has volunteered for this task

Collecting presentations for the website

Where possible all presentations (unless too big) given by SAFE partners should be placed on the website. SoE need to ascertain all presentations and ask the presenter for the permission to place it on the website. This will need to be done on a regular basis in order to keep the website up to date.

Elisa Barilli has undertaken to contact SAFE partners and collect in all the presentations.

Development of standard SAFE presentation

SAFE needs a standard presentation with basic information about the project that could be adapted for various purposes. The agreed version should go to the Steering Committee for approval.

Maj Hulten has such a presentation and she will send it to SoE board members for comment and adaptation if necessary.

Identification of meetings suitable for presenting SAFE work/promoting SAFE

SAFE members need to be aware of forthcoming meetings, national and international, where SAFE generated work can be presented. SoE will identify such meetings and keep partners aware of the deadlines.

Francoise Soussaline volunteered

Development of links to and from the SAFE website

All partners need to be contacted and asked to get a link to the SAFE website on their institutional website.

Amelia Hollywood has taken on this task

Frequently asked questions

This is to be an area for use by the lay public where NIPD could be explained.

Lyn Chitty and Barbara Pertl offered to take this on.

Newsletter

SAFE needs a regular newsletter that can be emailed to interested parties, and available as hard copies for meetings etc. Production, printing etc will be part of the remit of a PR company yet to be employed by SAFE. Some identification of work to be included in the newsletter will need to be done by SoE. The content of the newsletter will be approved by the SoE board before publication, and it will also have to have the approval of the Steering Committee prior to emailing out or printing.

Maj Hulten has volunteered to help with the newsletter.

Esther Guetta has volunteered to generate an email list of professionals who may be interested (eg obstetricians etc)

Leaflet

SAFE needs a short leaflet with brief details of its objectives and work. The exact format of this will probably have to await appointment of PR assistance but we do need to generate the basic information that needs to be included. Once we have generated a draft of the leaflet that SoE agree, it will go to the Steering committee for final approval before printing. SoE will devise a template that WP leaders can complete with the information they would like to have in a leaflet

Leeza Osipenko has volunteered to develop the template

Lyn Chitty will generate the generic information required