

Action Lists of the Technical Committee

Technical Events (TE-WG)

Industry Theme	Initiative	Project Leader	WG Name
PEOPLE	CONTINUE – educating our new entrants in the industry (Tape College)	Reinhard Storbeck (TC)	Technical Events (TE-WG)
Action / Deliverable		WHO	WHEN
Items from previous minutes – to be reviewed			
<ul style="list-style-type: none"> Raising awareness of tape industry to future workforce/educating new entrants to the Industry: Afera’s link with Fraunhofer’s new Adhesive Tape Bonder (ATB) Course in Europe? 		Uwe, Evert?, Reinhard?, Ruediger?, someone from Vito Irmen?	
<ul style="list-style-type: none"> Hosting Afera’s 9th Technical Seminar in 2020, incl. new supplier table top exhibition 		Reinhard, Danny, Ian, Michel, Ralf, Gert-Jan, Martijn, Astrid	
<ul style="list-style-type: none"> Hosting Afera’s 10th Tape College in 2021 		Same as above	
Actions from the Meeting in Dusseldorf – February 2020			
<ul style="list-style-type: none"> Send Astrid the title of your TechSem presentation 		Danny	

Sustainability (Sus-WG)

Industry Theme	Initiative	Project Leader	WG Name
ENVIRONMENT / SUSTAINABILITY - AWARENESS	GROW – Increase industry perception/awareness of necessity and that sustainability is an opportunity	MartijnVerhagen (TC)	Sustainability (Sus-WG)
Action / Deliverable		WHO	WHEN
Items from previous minutes – to be reviewed			
<ul style="list-style-type: none"> Confirming Afera’s Sustainability Programme, incl. MV’s definition, purpose, members, focus and budget 		Martijn, Ian, Teoman, Jeff, Nicolas, Vesna, Jarno, Axel, Gert-Jan, Michel, Yasemin	
<ul style="list-style-type: none"> Promoting end-user awareness about environmental PST success stories Raising awareness/knowledge of regulatory/political positioning among Members 			
Actions from the Meeting in Dusseldorf – February 2020			
<ul style="list-style-type: none"> Discuss with Reg-WG what related developments there are in this arena 		Martijn	After 16 March ASAP
<ul style="list-style-type: none"> Co-ordinate inclusion of EPD information in the WG-Sus action plan 		Martijn	29 Sept 2020
<ul style="list-style-type: none"> Edit draft mission statement drafted by the WG 		Bathsheba	Completed
<ul style="list-style-type: none"> Summarise main sustainability subtopics discussed in the MKC Meeting and distribute to all Sus-WG Members 		Martijn	Completed – see 20 Feb email
<ul style="list-style-type: none"> Determine dates for WG teleconferences including all TC and MKC Members 		Martijn	
<ul style="list-style-type: none"> Create 3-4 slides on what Sus-WG has accomplished 		Martijn, Deniz	Before Valencia Conference
<ul style="list-style-type: none"> Together with the CGE-WG, conduct one 2-part survey among Afera’s Membership and potential Member list (preferably to 1 commercial and 1 technical contact each), highlighting <ul style="list-style-type: none"> What is sustainability’s strategic importance to your company? Do you have a sustainability programme, and if so, what does it entail? What departments or how many personnel do you have working on sustainability issues? Marketing, R&D? Include another section with questions on Circular Economy, which is a subset of sustainability Convey the results to the Valencia Conference speakers and present the results to Members at the time of the Conference. Then map out WG plan, incl. a roadmap message, for the next 3-4 years 		Martin, Deniz, Matthias	Conduct the survey soon; tally and analyse results in time for the Valencia Conference
<ul style="list-style-type: none"> Send Astrid the survey on sustainability (conducted at Organik) 		Deniz	

Next-Level Test Methods (TM-WG)

Industry Theme	Initiative	Project Leader	WG Name
INDUSTRY DEFINITION & STRUCTURE	CONTINUE – Establishing globally recognised test methods	Lutz Jacob (TC)	Next-Level Test Methods (TM-WG)
Action / Deliverable		WHO	WHEN
Items from previous minutes – to be reviewed			
<ul style="list-style-type: none"> Issue 2020 edition of <i>Afera Test Methods Manual</i> (incl. Glossary of Terms, photos and images) 		Lutz, Uwe, Astrid, Bathsheba	
<ul style="list-style-type: none"> Input into upcoming Osaka GTF & GTMC Meetings, Afera as GTF Secretariat 		Astrid, Lutz, Uwe	
<ul style="list-style-type: none"> Drafting simple survey text re: developing a Dynamic Shear TM to be sent out to all TC Members by AL 		Lutz	
<ul style="list-style-type: none"> When Test Panel Cleaning Study results are issued by the PSTC, analyse them and determine with Afera's TC whether to pursue the Study further 		WG	
<ul style="list-style-type: none"> Once receiving the Methodology of Measurement Uncertainty/Variability Guideline from KM, assigning it a GTF number (6008?) and distributing it to all GTF members 		Lutz, Astrid	
<ul style="list-style-type: none"> Checking w/the PSTC as to the restrictions, if any, on publishing globally harmonised TMs in <i>Afera TMs Manual</i>; also inform all the GTF Members by email that in 2020 you are planning to issue the <i>Manual</i>, including the content of all the 'GTF-Harmonised TMs' 		Astrid	
<ul style="list-style-type: none"> Reviewing Glossary of Terms of <i>TM Manual</i> 		TC	Completed? See Bathsheba's question in her 11 February 2020 email to Uwe
<ul style="list-style-type: none"> Drafting a list of photos/images needed for the <i>TMs Manual</i> and then co-ordinating w/Reinhard on getting them from Afera Member tape manufacturers (tesa, Lohmann, Nitto, etc.) 		Uwe, Lutz	
<ul style="list-style-type: none"> Developing functionality within the GTF website for TMs development process 		Astrid, Bathsheba (Stephanie)	
Actions from the Meeting in Dusseldorf – February 2020			
<ul style="list-style-type: none"> Collect photos for the <i>TM Manual</i> from Lohmann, tesa and Coroplast and decide which are most appropriate for use 		Uwe	
<ul style="list-style-type: none"> Finalise the content of the <i>Manual</i>, including addressing the 9 questions Bathsheba has asked in the latest version sent to Uwe on 9 Feb 2020; send final version to Bathsheba for one final read-through 		Uwe	
<ul style="list-style-type: none"> Due to pressure on tape manufacturers from the market, set up a questionnaire among specific Afera Member Companies covering traditional TMs and modern approaches such as DMA, rheology, AI, etc. to gauge the wants and needs re: the next generation of TMs 		Uwe and Lutz, with the help of the TM-WG	Draft and carry out Survey in spring/summer; collect and analyse results to be presented at TC's 29 Sept 2020 Mtg.
<ul style="list-style-type: none"> After discussing with the TC and SC, develop Afera's vision for future TMs 		TM-WG	April 2021
<ul style="list-style-type: none"> Review with Reinhard and Evert a request from Bostik to speak at JATMA's international technical event in Osaka, Japan, 17-19 November 2020 		Astrid	

• Tell Astrid if tesa is able to contribute a speaker to Osaka	Reinhard	1 March
• Get back to Astrid about a possible Osaka speaker from Nitto Japan	Michel	
• If interested in presenting in Osaka, contact Astrid	Any TC Members	

Regulatory Affairs (Reg-WG)

Industry Theme	Initiative	Project Leader	WG-name
REGULATION / POLITICAL - POSITIONING	GROW – Increase relevant direct or indirect influence with regulatory bodies	New Regulatory Specialist Lejeune (March 2020) (TC)	Regulatory Affairs (Reg-WG)
Action / Deliverable		WHO	WHEN
Items from previous minutes – to be reviewed			
<ul style="list-style-type: none"> Stepping up Afera’s regulatory affairs programme, incl. hiring new Afera Public Affairs Manager 		Afera Public Affairs Manager, Reinhard, Jeff, Alan, Axel, Dirk, Miriam	Completed
Actions from the Meeting in Dusseldorf – February 2020			
<ul style="list-style-type: none"> Co-ordinate training sessions for Pablo with Miriam Verbruggen, Dirk Lamm, Ingrid Wasbauer, H.B. Fuller, Henkel and 1 carrier supplier 		Astrid	

Content Generation & Engagement WG (CGE-WG)

Industry Theme	Role	Project Leader	WG Name
OVERALL	Defining the priorities and quality of the content of all Afera Communications (incl. the Annual Conference)	Co-Lead: Thorsten Meier, TC; Co-Lead: Jacques Geijsen, MC	Content Generation & Engagement (CGE-WG)
Action / Deliverable		WHO	WHEN
Items from previous minutes – to be reviewed			
<ul style="list-style-type: none"> Organising papers on transitioning from commodity to specialty tape business for 2020 Annual Conference 		Thorsten, Jeff, Ruediger, Alan, Costas, Michael, Astrid, Jacques, Matthias, Rupert, Aris, Evert, Bert	
<ul style="list-style-type: none"> Maintaining <i>Why Tape?</i> section of <i>afera.com</i> as fresh and relevant 		WG, Bathsheba	
<ul style="list-style-type: none"> Sending TC CGE-WG a <i>Why tape?</i> comprehensive document, communicating to TM that he should update the TC on this technical update project and ask for their input 		Bathsheba	
Actions from the Meeting in Dusseldorf – February 2020			
<ul style="list-style-type: none"> Submit recommendations on speakers for the above topics listed in item 2.C.2 		All TC Members	
<ul style="list-style-type: none"> Spend part of your time on creating a definition of a footprint—to make things comparable—not only within the tape industry but in alternative bonding methods 		Pablo Englebienne	
<ul style="list-style-type: none"> Co-ordinate with Astrid re: inviting European Commission DG Environment representative Olivier de Clercq to speak at Afera’s Valencia Conference on implementation of the Circular Economy 		Axel Hessland	
<ul style="list-style-type: none"> On the next Annual Conference participants survey, include the question, “Are you a tape manufacturer, supplier, converter, trade association, research institution or university?” in order to determine better the motivations of each Member group for attending the event 			
<ul style="list-style-type: none"> Arrange Valencia Conference speaker from your company on the “Examples of inspiration” topic 		Deniz Bölükbaşı	
<ul style="list-style-type: none"> Support in arranging Valencia Conference speaker on the “Scoping” topic 		Rupert	
<ul style="list-style-type: none"> Support in arranging Valencia Conference speaker on the “Alternative Bonding Methods” topic 		TC Members	
<ul style="list-style-type: none"> Support in possibly arranging Valencia Conference speaker on the “Future workforce related to sustainability” topic 		Evert	

TC Operational Activities

Operational Activities (not linked to a specific Initiative or WG) (TC)

Action / Deliverable	WHO	WHEN
Items from previous minutes – to be reviewed		
<ul style="list-style-type: none"> Collaborating with FEICA, IVK, FINAT, RadTech Europe, EPRC, Cefic and CheMI, incl. ES' attendance of FEICA's Jan. 2020 meeting 	Evert, Incoming Public Affairs Manager (SC)	
<ul style="list-style-type: none"> Forward all communications with the ERPC to RS 	Astrid	
Actions from the Meeting in Dusseldorf – February 2020		
<ul style="list-style-type: none"> Have Afera's Competition Law Compliance Policy printed on the back of TC Committee Meeting attendance sheet 	Astrid	
<ul style="list-style-type: none"> Liaise with Jules Lejeune and Chris Ellison in order to attend FINAT's next meeting to determine where the 2 organisations overlap 	Evert	
<ul style="list-style-type: none"> Forward the 21 January 2020 EPRC meeting minutes to the TC 	Astrid	

Action Lists of the Marketing Committee

Industry Promotion (Promo-WG)

Industry Theme	Initiative	Project Leader	WG Name
PRODUCT / MARKET DEVELOPMENT	GROW - Promote end-user application possibilities (awareness, knowledge)	Vacancy (MKC)	Industry Promotion (Promo-WG)
Action / Deliverable		WHO	WHEN
Items from previous minutes – to be reviewed		Bert, Matthias, Rupert, Kim?, Bathsheba, Elke?	
<ul style="list-style-type: none"> Composing the new Industry Promotion WG, incl. project leader 		Jacques	
<ul style="list-style-type: none"> Evaluating strategy and results 2016-2019, redefine strategy <ul style="list-style-type: none"> Tweaking/updating <i>Why Tape?</i> Utilise Converter and future Distributor Member knowhow (as they are closest to end users) 		Bathsheba, TC CGE-WG	
<ul style="list-style-type: none"> Co-ordinating with MarCom-WG to create customer journey map 		Elke	
Actions from the Meeting in Dusseldorf – February 2020			
<ul style="list-style-type: none"> Check with Kim Meekers of Nitto if she would be willing to become a member of this WG 		Stefan M, Dirk Pittoors (SC)	
<ul style="list-style-type: none"> Include announcement of new WG and call for new Members of Promo-WG in <i>Afera News</i> 		Bathsheba	

Membership Recruitment (Mem-WG)

Industry Theme	Initiative	Project Leader	WG Name
ASSOCIATION	CONTINUE - New Member Recruitment activities	Vacancy (MKC)	Membership Recruitment (Mem-WG)
Action / Deliverable		WHO	WHEN
Items from previous minutes – to be reviewed			
<ul style="list-style-type: none"> Recruiting new Members, focusing on Italian and French tape producers, as well as distributors – with the ultimate goal of including all top tape producers (at least 80% in market share) + 30 small tape producers 		Astrid, Beverley, Sharon, Bathsheba, Stefan M, Stefan N, Elke	
<ul style="list-style-type: none"> Drafting a memo for the Mem-WG re: focussing on recruiting tape manufacturers most strongly, followed by the other Member classes (the rest of the adhesive tape value chain); cc the SC in this correspondence 		Jacques	
<ul style="list-style-type: none"> Updating manufacturer + supplier database with assistance from Secretariat if needed 		WG	
<ul style="list-style-type: none"> Approaching potential Members face-to-face, using Afera’s promotional flyer <ul style="list-style-type: none"> Leading Mem-WG in possibly setting up a game plan/schedule in which 5-10 potential new Members are targeted every month or quarter with a call or a face-to-face meeting with an Afera Member 		WG + others Astrid	
<ul style="list-style-type: none"> Ensuring Afera’s flyer is available at AWA’s Global Release Liner Industry Conference and Afera’s 9th Technical Seminar 		Elke	
<ul style="list-style-type: none"> Giving new Members free entrance to 1 Afera event (w/ Membership commitment of 3 yrs) 			
<ul style="list-style-type: none"> Organising veteran Member logo awards for Member sites (“Member of Afera for more than 10 years..., 15 years, 20 years, etc.”) and recognition of long Membership in Afera Member Directory 		Astrid, Jacques, Elke	
Actions from the Meeting in Dusseldorf – February 2020			
<ul style="list-style-type: none"> Contact all Committees to ask for their individual support in <ul style="list-style-type: none"> Offering personal contact names and email addresses of the ~30 potential Member Companies targeted Volunteering to make initial contact with one or more of the target companies on behalf of Afera Adding any other companies to the target list 		Stefan M, Beverley and/or Stefan N	
<ul style="list-style-type: none"> Draft introductory and follow-up email texts laying out the case for joining Afera; distribute them to Committee Members engaged in contacting potentials, requesting that they add their own personal first lines 		Bathsheba, Beverley, Stefan N	
<ul style="list-style-type: none"> Decide how to use Afera’s email distribution list of 1,500 addresses provided by Astrid for recruitment purposes (targeting the non-Members contained in the list) 		Stefan M	
<ul style="list-style-type: none"> Discuss adopting Member incentives, such as referral and half-year Membership buddy (like FINAT does) discounts, with Jacques/Elke 		Stefan M, Beverley and Stefan N	
<ul style="list-style-type: none"> Co-ordinate with SC Member Melanie Ott on finding out why current non-participating Members retain their Membership, to better pinpoint motivations for being Afera Members 		Stefan M	
<ul style="list-style-type: none"> As agreed in the SC Meeting, request Afera Committee Members to introduce Afera to potential Members when they visit key industry events. Request that they use a business card which Bert and Elke will create for all Committee Members. Where the Mem-WG feels 		All Mem-WG Members, Bathsheba	

<p>Afera will not be represented by current Member Company delegates, consider sending Ms. Verbaarschot and/or Ms. Fulton to the event</p>		
<ul style="list-style-type: none"> As agreed in the SC Meeting, create iPhone-sized Afera business cards for each Committee Member to distribute to their contacts at events: "I am an active Committee Member of Afera... Call me or visit/download https://www.afera.com/about-afera/the-association-at-a-glance/ to learn more..." and track conversions from those contacts 	<p>Bert, Elke</p>	
<ul style="list-style-type: none"> 		

Marketing Communications (MarCom-WG)

Industry Theme	Role	Project Leader	WG Name
OVERALL	Strategic and Operational support for all Afera Initiatives and activities	Elke Verbaarschot (Lejeune) (MKC)	MarCom (MarCom-WG)
Action / Deliverable		WHO	WHEN
Items from previous minutes – to be reviewed			
<ul style="list-style-type: none"> Launching new website template, continuing to improve SEO (esp. <i>Why Tape?</i> section), incl. investigating auto-creation of meta data, and developing web pages 		Elke, Bathsheba	
<ul style="list-style-type: none"> Continuing posts on social media, increasing followers 		Elke	
<ul style="list-style-type: none"> Updating Find-a-Member (Member Company descriptions), <i>Why tape?</i> and other sections of the website 		Bathsheba	
<ul style="list-style-type: none"> Updating Afera’s Overview 2019-2025 and include it in an upcoming edition of <i>Afera News</i> 		Bathsheba	
<ul style="list-style-type: none"> Creating content highlighting Afera’s regulatory work (esp. for small and medium-sized companies) 			
<ul style="list-style-type: none"> Updating cloud calendar 		Bathsheba	
<ul style="list-style-type: none"> Creating a customer journey map (co-ordinate with IP-WG and Mem-WG) 		Elke	
<ul style="list-style-type: none"> (Re)Printing of Afera promotional flyer 		Elke	
<ul style="list-style-type: none"> Launching a new Afera app 		Elke	
<ul style="list-style-type: none"> Increasing publishing of “Member of Afera” logo-links and also “Member of Afera for more than XX years” logo/links for Member websites and Afera Find-a-Member (directory) 		Bathsheba	
Actions from the Meeting in Dusseldorf – February 2020			
<ul style="list-style-type: none"> With the Mem-WG, ensure that adequate recruitment materials are available for facilitating the recruitment process, including Afera’s flyer, brochure, presentation and for emails 		Bathsheba	
<ul style="list-style-type: none"> From the Mem-WG’s target list of ~30 tape manufacturers, determine how to contact those which are not connected with any other Afera Member, so that they are approached in the most effective way too 		Elke, Bathsheba	
<ul style="list-style-type: none"> For Mem-WGs purposes, ensure that the Afera 2020-2025 (brochure) document is promoted through more of Afera’s MarCom channels 		Elke, Bathsheba	
<ul style="list-style-type: none"> Determine the breakdown of types of companies sign up for <i>Afera News</i> as there is a field for this when they register via <i>afera.com</i> (name, company, type of company, email address?) 		Elke via Stephanie	

MKC Operational Activities

Operational Activities *(not linked to a specific Initiative or WG)* (MKC)

Action / Deliverable	WHO	WHEN
Actions from the Meeting in Dusseldorf – February 2020		
<ul style="list-style-type: none">Have Afera’s Competition Law Compliance Policy printed on the back of MKC Meeting attendance sheet	Astrid	

Action Lists of the Steering Committee

Future Workforce (FW-WG)

Industry Theme	Initiative	Project Leader	WG-name
PEOPLE	START – Future Workforce (Raise Awareness of demographic changes in workforce, Attracting and Educating our future industry workforce)	Evert Smit (SC)	Future Workforce (FW-WG)
Action / Deliverable		WHO	WHEN
Items from previous minutes – to be reviewed			
<ul style="list-style-type: none"> Defining Afera’s Future Workforce Programme, incl. input of Afera Workforce Outlook 2030 Survey (2019), Schober Conference Presentation, etc. 			
<ul style="list-style-type: none"> Explore working with FINAT to create a sustainable workforce through branding our industry and creating events and an ambassador system 			
<ul style="list-style-type: none"> Raising awareness to future workforce/educating new entrants to the industry: Afera’s link with Fraunhofer’s new Adhesive Tape Bonder (ATB) Course? 			
<ul style="list-style-type: none"> Put Afera Member Company Workforce Outlook 2030 Survey results into report form, so AL can share them with Afera Members (through <i>Afera News</i>) 		Jacques, Astrid, Bathsheba	
Actions from the Meeting in Dusseldorf – February 2020			
<ul style="list-style-type: none"> Speak with Chris Ellison at FINAT’s next board meeting about Future Workforce topic synergies with Afera 		Evert	
<ul style="list-style-type: none"> Pose open question to Members re: Future Workforce before Valencia Conference in order to start a dialogue to see where/how Afera can tackle this issue 		Evert	
<ul style="list-style-type: none"> Let Evert know when you are free to discuss Future Workforce issues to get the WG off and running 		Melanie	
<ul style="list-style-type: none"> 			

SC Operational Activities

Operational Activities (not linked to a specific Initiative or WG) (SC)

Action / Deliverable	WHO	WHEN
Items from previous minutes – to be reviewed		
<ul style="list-style-type: none"> Ensuring Long-term focus (Association policy and execution) for Industry Interest (strategy sessions, WG activation plan) 	SC, Astrid, BvL	
<ul style="list-style-type: none"> Increasing active participation in Committees and WGs <ul style="list-style-type: none"> Sending list to SC Members of Afera Members who do not participate in Association activities and projects Contacting non-participating Afera Members; discussing result research into why some Members do not participate in Afera activities and projects Call/speak to Lucio Trincia (NAR SpA) about his absenteeism from TC 	SC, Astrid Stephanie Melanie Reinhard	
<ul style="list-style-type: none"> Discussing Afera’s test methods development management succession plan vis-à-vis LJ and UM 	Evert	
<ul style="list-style-type: none"> Updating Afera’s Competition Law Compliance materials, incl. RS’ <ul style="list-style-type: none"> Checking it with tesa’s legal dept. Printing Policy on the back of all Afera Meeting attendance sheets and laminating copies for events 	Astrid, Evert Reinhard Astrid	
<ul style="list-style-type: none"> Working on SC composition to best represent Industry landscape and needs, incl. possible 3M replacement and Saint-Gobain (Edgar Lindner), Orafol (Carsten Böhmer) and Italian commodity tape producer candidates 	Evert, Reinhard, Astrid, SC	
<ul style="list-style-type: none"> Deciding if each Afera Member will receive a free copy of <i>Afera Test Methods Manual</i> and how accessible it will be to external parties 	SC	
<ul style="list-style-type: none"> Discussing European trade fairs, exhibitions and other industry events which should be attended by Afera (see updated Afera Industry Events 2020-2021 doc., including Foam Expo Europe in Stuttgart, 10-12 November 2020) <ul style="list-style-type: none"> Checking Foam Expo’s exhibitors to see how many are Afera Members 	Melanie, SC Melanie	
<ul style="list-style-type: none"> Contacting Maabarot and Parafix / Frimpeks, asking if they would like to become Members as they still feature the “Member of Afera” logo on their websites (or send them invoices) 	Astrid, Melanie	
Actions from the Meeting in Dusseldorf – February 2020		
<ul style="list-style-type: none"> Have Afera’s Competition Law Compliance Policy printed on the back of SC Meeting attendance sheet 	Astrid	
<ul style="list-style-type: none"> Personally contact POLIFILM, Novacel and then Atlas and possibly PPM re: filling the vacancy for a tape manufacturer on the SC 	Evert	
<ul style="list-style-type: none"> Contact Bostik to find out who is planning to present in Osaka 	Ian	
<ul style="list-style-type: none"> Contact Michel Sabo to check re: Nitto’s offer to present in Osaka 	Dirk	
<ul style="list-style-type: none"> Organise within H.B. Fuller training in adhesives (Jeff Burrington or yourself) for Pablo 	Melanie	
<ul style="list-style-type: none"> Contact David Vanraes of Henkel to organise training in adhesives for Pablo; note that in the TC Mtg. MKC Member Deniz Bölükbaşı said that Organik Kimya’s regulatory manager could fly up to meet Pablo in Rotterdam for training 	Evert	
<ul style="list-style-type: none"> Check with Uwe on how Afera TMs Manual is being finalised, both text and photos, to make sure it is going to be issued at or before the Valencia Conference 	Bathsheba	
<ul style="list-style-type: none"> Ensure that the TMs Manual has the recipient company embedded in the digital version given to Members, so they cannot print it or pass it on without having their company name in it; also ensure that the purchase price for non-Members is not prohibitively high 	Astrid	
<ul style="list-style-type: none"> Put on next SC Mtg. agenda: Should companies receive a discount for sending more than 2 delegates to an Afera event? 	Astrid	

<ul style="list-style-type: none"> • Talk with Danny Beekman, the SC Members and decide whom the 3 leaders of the Next-Level TMs WG should be 	Evert	July 2020
<ul style="list-style-type: none"> • Join the TC Meeting in Valencia or have a meeting or call with Mr. Storbeck and/or the TC WG leaders afterwards 	Elke	30 September
<ul style="list-style-type: none"> • Contact Rupert Kichler to confirm that he will lead the new Industry Promotion WG 	Evert	
<ul style="list-style-type: none"> • Welcome (potential) new Members at the start of the Valencia Conference Programme 	Evert, SC Members	1 October
<ul style="list-style-type: none"> • Send a 3-question survey to all Committee Members asking their opinion of the new Meeting format; follow-up with all WG leaders to gauge their need for extra support 	Bert	
<ul style="list-style-type: none"> • Explain Afera's €5,000 cancellation credit at Swissotel The Bosphorus in Istanbul and request Committee Members to indicate if they would be in favour of attending the February 2021 Committee Meetings there; if fewer than 20% object, move forward with scheduling the Meetings 	Astrid	
<ul style="list-style-type: none"> • Choose a location for Afera's 2021 Annual Conference 	Astrid	
<ul style="list-style-type: none"> • Review current Tape Manufacturers Target List 09022020 doc and provide your input according to the 1st current action in the Mem-WG action list above (names and contact information of decision-makers, willingness to contact them face-to-face or by phone, any other tape manufacturers which are not on the list) 	All SC Members	
<ul style="list-style-type: none"> • Contact the 14 non-active Members to let them know what Afera is up to presently and to determine what they are getting out of Afera Membership 	Melanie	
<ul style="list-style-type: none"> • Inform Uwe Maurieschat about the SC's decision to offer advertising and a TechSem 2020 booth for the Fraunhofer IFAM ATB Course 	Bathsheba	