---------- Forwarded message ----------  
From: **Pat Smedley** <[patsmedley@googlemail.com](mailto:patsmedley@googlemail.com)>  
Date: 3 February 2016 at 17:35  
Subject: Welcome to ICPAN GAC  
To: hanneke van kooten <[hannekevankooten@gmail.com](mailto:hannekevankooten@gmail.com)>, ASPAAN National President <[NationalPresident@aspaan.org.au](mailto:NationalPresident@aspaan.org.au)>, [npgarri@mymts.net](mailto:npgarri@mymts.net), "markku.ahtiainen" <[markku.ahtiainen@nhs.net](mailto:markku.ahtiainen@nhs.net)>, [clodaghwogan@gmail.com](mailto:clodaghwogan@gmail.com)

Hi everyone

A warm welcome to ICPAN GAC!

We now have five members of ICPAN and you represent the first five national representatives to sit on the GAC.  I have attached a list of your names and I wonder if you would complete the details on the form [Work Place / Job Title and your SKYPE address] and return it to me.

This will be the first of many emails we will share over the next months as we help to develop ICPAN as an incorporate collaborative.  I know we will all get to know each other by email, and by SKYPE and it will be fun!

First let me say I hope you do not mind a shared email.  We will all know each others contact details from the start to make regular contacts.  Next time I write I will include everyone on ICPAN GAC group email.

BID EVALUATION FOR CONFERENCE 2017 : FOR AUSTRALIA

As I indicated to you individually, our first task will be to review the bid for ICPAN Conference 2017.  We have one bid from Australia.  I have attached the following forms here:

a. Bid Evaluation Form [all bid categories are awarded points]

b. Conference 2017 Review [notes on completing the bid evaluation]

c. Bid from ASPAAN : Sydney

Of course you will be wondering what is expected of you as a GAC member.

We have prepared a Terms of Reference Draft which will explain the work of the ICPAN GAC.  I have attached it here.  We also have our ICPAN ByLaws document which you can read, but I thought I would send this at a later date -- too much to read all at once!

Please do not alarmed with all this material - it is due to the urgency of confirming out next conference venue.  If you do not understand any points of the Evaluation Form send me your queries.  I will write to you in a few days to organise a SKYPE conference where we can introduce ourselves and discuss the bid evaluation process.

That is enough from me --- let me know that you have received this email.

Looking forward so much to working with you and getting to know you -

Good wishes,

Pat

Vice-Chair ICPAN