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| **Date** | **Activity** | **Comments** |
| **1st February 2016** | Welcome letter from Pat to GAC representatives explaining :   * what the role of GAC /members * By-laws [advised to read] * GAC operational policy * Bid Evaluation Document * SKYPE details * Organising first SKYPE | *Deadline for bids : 22/1/16*  *Attach :*  *By-laws*  *Operational policy for GAC*  *Conference Bid Evaluation Form*  *GAC members should be advised that they will be included in Bid Evaluation this time [together with BoD]*  ***Deadline for return of evaluation forms to be decided by BoD.*** *Need to have SKYPE call while this process is ongoing to advise new GAC members of how to do this*  *Need to establish SKYPE details to call first meeting* |
| **Date of GAC SKYPE call [1]** to be confirmed | To be used to:   * introduce the group * check that all info received * discuss how to evaluate the bid doco * returning evaluation |  |
| **Ongoing activity**  **March onwards** | ‘How to form a peri-anaesthesia nursing association’  GAC could be invited to discuss and advise on the above document | *Sue and I are putting together ideas for this document which should go on the website to advise fledging informal groups on how to formalize themselves into society which can join ICPAN* |

**ICPAN : GAC : welcome : first info : Bid evaluation**