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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
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| **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**