



Steering Committee Minutes

Date: 07 January 2021

Location: Zoom

Attendees:

1	HKSSC Chair	1	Technical Advisor (TA)
3	Secretariat	4	Steering Committee (SC)

Agenda:

1. Draft work plan for 2021
2. Members meeting agenda
3. TPB submissions

Summary of discussion:

1. Draft work plan for 2021

- Detailed work plan has been developed which incorporates high and medium priority recommendations from TPB based on Steering Committee and member feedback
- Member fee to be added into the work plan
- TPB's submissions have been shared with members for comments and 5 members provided feedback on the recommendations; the feedback will feed into the workplan

2. Members meeting agenda

- Agenda:
 - 2020 in review
 - Add member case studies to let them share about experience relating to risk assessment in order to attract other members to try the excel tool, or other initiatives
 - Add a session about reviewing the challenges of members in 2020 (Ben to lead)
 - Add recap on commitment member progress (who signed, who disclosed commitment)
 - Time: Suggest to start at 3:30pm
 - Bring up GDST in the member meeting (Ben to lead)



- Ben to confirm what information will be sent to member about this
- It is important that the focus of the meeting will need to get their commitment in the coming year, as it impacts the agreement on membership fee and strategy
- Suggest to upload the work plan onto the website / member portal before the meeting
- To discuss with members about funding the marketing and communications working group in order for an extra staff to drive

3. TPB submissions

- Presentation on TPB's recommendations, roadmap and member meeting workshop
- Discussion on key aspects of roadmap, proposed presentation and questions to ask members
- Format of going through the findings in the member meeting
 - 1 - 1.5 hours
 - Proposed formats:
 - present final research and engagement findings
 - share key things from Steering Committee and TPB (combined the findings)
 - ask members for comments and endorsement
 - Potential to utilise breakout rooms to make sure all members discuss items
- TPB to return member meeting materials and approach by 15th January

4. AOB

- Funding opportunities
 - Exploring the opportunities to collaborate or get funded for HKSSC's operations
- Update on marketplace
 - A few other organisations reached out regarding the marketplace with interests in its functionality and possible collaboration
 - Roll-out plan will be developed and shared with members in the member meeting