1) **Posters for China**
   - **SEND TO LILI** BEFORE the 26 May text and photos to enable Chinese designers to produce two posters for each Dom. Agency
   - IO to produce photos and materials for six posters

2) **Monthly Video Conference**
   - Monthly video conference of all DA communication staff to discuss and coordinate ongoing communication activities
   - Meeting held every first Monday of each month at 12:00 Cadarache time. Agenda prepared one week in advance
   - First meeting to be held 7 June, 2010.
   - Sabina Griffith to chair

3) **Calendar of events**
   - Dom. Agency communication representatives to come up with lists of major activities within the upcoming months
   - This calendar will be used in monthly meetings for advance planning

4) **ITER Model**
   - Re-examine the Korean manufacturer and other options
   - Neil Calder will post information on com.iter.org
   - Consistency of design important
5) Global Press Visit
- Organize global science and energy journalist visit to Cadarache.
- Coincide this visit with the foundation laying ceremony
- Examine collaboration with Global Energy Prize Foundation to catalyze a wider media interest
- Long term advance planning crucial to success (find a date)
- Alex to stimulate official letter from Foundation

6) Web developments
- Installation of www.iter.org on DA servers
- Initiate contact with IT Working Group (Topher)
- Launch of com.iter.org as resource sharing site before 7 June meeting

7) Press Clippings
- Investigate possibility of posting meltwater links on com.iter.org (Neil Calder)
- Develop discipline to systematically post links to or scans of important articles from each member state in com.iter.org
- Each of us should use Google News (Alerts)

8) Poster
- Prepare template for ITER poster (Neil, Sandbox)
- Use graphics and text from New Scientist “black page”
• Prepare template for “red page” which each DA could customize with graphics, text and nationally relevant material
• Printing, distribution undertaken by each Dom. Agency

9) Interns
• Encourage employment of journalism interns or young freelance writers to produce interesting content for newsletters, websites, brochures and other communication channels
• These interns frequently go on to occupy senior posts in journalism. Interns are thus an investment in the future.
• Candidates should ideally possess writing, video, photography and web skills

10) Common Film
• Initiate filming of major developments in each member by film crew from that member.
• Footage collated into video history of ITER development worldwide
• In depth discussion of production of consistent style, theme, protocol necessary
• Agenda to be prepared one week prior to each meeting

11) Monaco
• DA contribution and support to the Monaco-ITER Fusion Energy Days (MIFED) Conference to be held 23-25 Nov, 2010
• To be discussed at monthly meeting

12) IAEA Conference Daejeon
   • Check with Korean DA colleagues about plans for industry exhibition (Sabina/Ueno-san to contact communication rep in Korean DA)

13) WEC in Montreal
   • IO and IODA participation to be discussed. (Neil Calder to give update)