EPC Knowledge Management Subcommittee
Conference Call, 11/18/13

Participants: Greg Yeo, Mike Kennedy, Walter Postula, Paul van Helmond – Guest for first topic
Not present: Mike Tallman, Sanjeev Kapur

1. Reading of the Antitrust Statement - Read by Greg

   No activity of the committee shall involve the exchange, collection, or dissemination of information among competitors for the purpose of bringing about or attempting to bring about an understanding or agreement, written or oral, formal or informal, express or implied, among competitors, with regard to costs, prices, pricing methods, terms or conditions of sale, distribution, production quotas or other limitations on either the timing or volume of production or sales, or allocation of territories or customers. (The above is referred to as the Committee's General Rules of Anti-Trust Compliance.)

2. Upload of Conference Proceedings:

   a. Status of 2013 uploads - Paul

   60 papers & presentations uploaded. One was not presented, but still included. 8 have presentations, but no paper. Paul will followup to make sure we have not missed any papers.

   b. Status of 2013 Session reviews - Paul, Mike, Mike, Walter, Greg

   Responsibility for proofreading Divided up sessions among KB Subcommittee members. Quality & accuracy errors require correction (broken links, wrong paper/presentation/version, missing papers, etc.) in most sessions. Feedback provided to Paul. He will consolidate and finalize with Omnipress. Discussed Confidential footer on Solomon presentations in Sessions 51 and 52. Agreed to have presentations removed (papers OK) and have Paul followup with Claire at Solomon.

   Paul will review comments and pass to Omnipress as they are found. Do not hold back on communication of the initial list of errors.

   c. Proposal for future years, role of KM Subcommittee - Greg

   Proposed: Knowledge Management Subcommittee take responsibility for uploading papers & presentations

     - Contracting with Omnipress
     - Collaborate with Program Chair to obtain final presentations
     - Assign responsibilities and steward progress of upload & review
     - Steward progress

- Document process and lessons learned
- Live with reviewed documents: ASAP, with target no later than July 31.

Subcommittee agreed with proposal. Include this change in the KM Subcommittee Charter when it is prepared in the spring. *Followup: Greg edit Charter and review with Subcommittee at next meeting.*

3. Status of Process Safety Training Module Proposal - Sanjeev, Greg

- Discussed feedback from previous Committee meetings. Still believe there is support.
- Plan to review the workplan that was tabled with Committee at August meeting
- Discussed interest by Ralph King in preparing technical content as a pilot
- Greg described offers of assistance from other professional groups, specifically AIChE. greed that we prefer to proceed on our own for now and ask for help if we encountered barriers.

4. Greg described AIChE readiness to host the EPC home page under the aiche.org site. Would bring professional look/feel as well as close links to conference information. AIChE will need names of committee members as the "Community". Agreed that the KM Subcommittee should be responsible for managing this site and it's content. Propose to write this into KM Subcommittee charter in the spring.