WING Committee Meeting – Notes & Actions

1. WING website and launch

- The new WING logo and website have now launched.
- The launch has already generated a positive response, including new members joining since the website went live.
- The website provides WING with a more formal identity and a platform for promoting the group externally.
- Committee members are encouraged to share achievements, news, events and other relevant content for inclusion on the website.
- A news/content carousel is being developed to spotlight WING-related activity, including members' external appearances and achievements.
- There is potential to include a section recognising WING supporters, partners and advocates, with logos where appropriate.
- The website should remain relatively fluid and continue to develop as WING's activities grow.

Actions

- **Hannah / Lucy:** Work together on developing and templating the WING website content/news section.
- **All committee members:** Send WING-related news, achievements and content to Inchara/Lucy for inclusion on the website.
- **Lucy / HQ:** Confirm what partner logos can be used.

---

2. WING committee structure

- The WING committee has now been formalised based on those who expressed an interest in taking an official committee role.
- Other RIN members who already have significant roles elsewhere in the Institute, but wish to continue supporting WING, will form an advisory board.
- It was agreed that there can be two Vice Chairs, with Michelle and Colette taking these roles.
- No other formal committee roles are being assigned at this stage. The intention is to allow responsibilities to develop naturally according to members' interests and contributions.
- Colette’s connection with the Cognition and Navigators Group should be reflected on the website to help facilitate links between the groups.

Actions

- **HS/LW:** Update the website to reflect the agreed Chair/Vice Chair roles.
- **HS/LW:** Add Colette's connection with the Cognition and Navigators Group.
- **Inchara:** Consider whether additional committee roles are needed as WING develops.

---

3. Advisory board

Purpose and role

The advisory board was discussed in some detail.

The current intention is for the advisory board to:

- Support the formal WING committee.
- Provide knowledge, experience and expertise behind the scenes.
- Help shape initiatives such as the planned online series.
- Provide input on content, potential interviewees and topics.
- Potentially participate in online events where appropriate.

At this stage, the advisory board is not intended to operate as a formal mentoring/contact network for all WING members. That could be considered in future if there is a need.

There was also discussion about the value of identifying the particular area of expertise or experience each advisory board member can offer. This could include technical/sector expertise, leadership experience, or lived experience of being a woman within a particular sector.

It was also suggested that the advisory board could help WING operate across RIN rather than becoming siloed, using members' connections and expertise across different SIGs and areas of the Institute.

Actions

- **Inchara:** Develop a clearer structure/description for advisory board roles and areas of advice.
- **Inchara:** Contact advisory board members to ask what area(s) they would be comfortable advising on.
- **Advisory board members:** Provide Inchara with their preferred area of expertise/advice.
- **WING committee:** Consider how the advisory board can help connect WING with other RIN SIGs and activities.

---

4. Mentoring programme

- WING would like to become involved in the mentoring initiative being developed by the Early Career Network (ECN).
- Jasmine provided an overview of the upcoming ECN mentoring initiative.
- A few WING committee members were noted to support the mentoring initiative.
- The intention is for the scheme to potentially be extended to WING, with WING committee members supporting as required.
- This could provide a more structured way for WING members to access mentoring without WING needing to create an entirely separate scheme.

Actions

- **WING / ECN:** Explore how the scheme can be extended to WING members in the future.

---

5. Women in Aerospace collaboration

Inchara shared details of the ongoing collaboration discussion with WIA and the initial contract proposed.

There was strong interest in developing a relationship with **Women in Aerospace (WIA)**.

Potential areas of collaboration discussed included:

- A WING newsletter feature.
- An online panel/session.
- Interviews or one-to-one conversations.
- Career progression and leadership.
- Soft skills.
- Women-related issues and experiences.
- Aerospace topics with a specific navigation/PNT angle.
- Eventually, joint in-person events.

The following progression was discussed to build a relationship with WIA:

1. **Newsletter collaboration**
2. **Online panel/session**
3. **In-person collaboration/event**

Inchara has shared an initial newsletter contribution as a low-barrier first step for further collaborations.

The group felt that WING should think about what it wants to get out of the relationship and suggest topics where the navigation community can add something distinctive.

Actions

- **All committee members:** Think about possible WIA session topics/themes over the next week and share suggestions with Inchara/the group.
- **WING:** Identify potential speakers/panellists and people willing to contribute.
- **Inchara:** Progress initial discussions with WIA on online panel session.

---

6. WING online events/content series

A broader discussion took place around the format of WING's future online content.

Potential content includes:

- Career progression.
- Leadership/soft skills.
- Technical topics.
- Interviews with women working in navigation/PNT.
- Interviews with WING members who have received RIN awards.
- Conversations with RIN Fellows and women in leadership positions.
- Content highlighting different careers and experiences across navigation.

Live vs pre-recorded

There was discussion about whether all content needs to be delivered live.

Points raised in favour of pre-recording:

- Easier to schedule internationally.
- Makes it easier to interview people who cannot attend at a particular time.
- Creates an evergreen resource.
- Existing RIN/MNG YouTube content has continued to attract views after the live event.
- Avoids having a live event where the audience is too small to justify the time commitment.

Points in favour of live sessions:

- Allows audience interaction and Q&A.
- Some panel discussions benefit significantly from being live.
- Previous sessions have achieved around 40 registrations / 20 attendees, suggesting that some topics can attract a worthwhile live audience.

Overall conclusion: there is no need for a single format. The format should depend on the content. Panels and interactive discussions could be live and recorded, while one-to-one interviews could be pre-recorded and published as evergreen resources.

There was agreement that a small working group should develop the structure for the online series before launch, rather than trying to resolve everything within the wider committee.

Actions

- **Inchara:** Set up a small working meeting to develop the WING online series structure.
- **Small working group:** Develop proposals covering:
    - Types of content.
    - Live vs pre-recorded format.
    - Potential themes.
    - Frequency.
    - Where recordings will be hosted/promoted.
    - Potential presenters/interviewers.
- **Colette:** Interested in leading/interviewing for pre-recorded conversations, including a potential interview with Tasneem.
- **All committee members:** Send ideas for potential interviewees, topics and formats to Inchara.

---

7. WING networking at RIN events

The possibility of introducing WING networking opportunities alongside existing RIN events was discussed.

Potential formats:

- Networking lunch.
- Networking dinner.
- Coffee/chat.
- Informal gathering before or after an event.
- A WING networking session linked to an existing RIN event.
- Using networking opportunities to promote/register interest in the mentoring programme.

ECN / NextGen

Jasmine suggested that an upcoming **NextGen/early-career event** could be a particularly good opportunity, given the strong participation of women in previous early-career events.

The ECN is happy to support WING with this.

Avoiding conflicts

Hannah highlighted that WING activities should not run concurrently with the main networking opportunities at RIN events.

In particular, the networking element of events such as the PNT Leadership Seminar is itself extremely valuable, so a parallel WING event could inadvertently take people away from the main event.

A better approach may be:

- Before or after the main event.
- At a nearby venue.
- An informal gathering that doesn't require additional travel.
- Clearly connected to the main event but not competing with it.

Actions

- **Inchara / HQ:** Identify suitable upcoming RIN events where WING networking could be attached.
- **Inchara / Jasmine:** Explore opportunities to collaborate with ECN, particularly around NextGen/early-career events.
- **WING committee:** Consider suitable networking formats.
- **HQ:** Ensure any WING networking activity complements rather than conflicts with the main event programme.

---

8. AOB

Discussion on how WING can support all RIN SIGs will continue in future meetings. Ideally, there should be at least one WING representative at each SIG meeting to facilitate cross-SIG discussions and provide support.

Inchara reiterated the need to build relationships with other women's organisations, such as Women in Maritime and Women in Rail, to strengthen support and partnerships. Committee members and the Advisory Board will help establish and develop these connections.

To provide members with sufficient notice ahead of committee meetings, it was suggested that the 2027 meeting dates be scheduled and communicated in advance.

Action Summary

Action	Owner	Timing
Update website with Chair/Vice Chair roles	Hannah / Lucy	ASAP
Add Colette’s Cognition & Navigators connection	Hannah / Lucy	ASAP

Set up WING as a SIG	HQ	ASAP
Develop advisory board structure/areas of advice	Inchara	Next stage
Ask advisory board members what they can advise on	Inchara	Next stage
Send WING news/achievements for website	All	Ongoing
Develop website news/content carousel	Hannah / Lucy	Ongoing
Confirm use of supporter/partner logos	Lucy / HQ	As required
Share WIA topic ideas	All	Within next week
Progress WIA collaboration	Inchara	Ongoing
Set up small working group for online series	Inchara	ASAP
Develop online series format/structure	Small working group	Before launch
Explore pre-recorded member interviews	Colette / WING	Ongoing
Identify suitable RIN events for WING networking	Inchara / HQ	Upcoming events
Explore WING/ECN activity at NextGen	Inchara / Jasmine	Upcoming event planning
Set committee meeting dates for 2027	Inchara	Upcoming meeting planning

Key decisions / takeaways

1. WING's new website and formal committee structure are now in place.
2. Two Vice Chairs are acceptable, with Michelle and Colette taking those roles.
3. The advisory board will initially support the committee, rather than act as a direct mentoring network.
4. Advisory board members should ideally have a defined area of advice/expertise.
5. WING will collaborate with ECN on mentoring, rather than necessarily creating a separate scheme.
6. There is strong interest in a Women in Aerospace collaboration, beginning with lower-barrier online/newsletter activity.
7. The online WING series should use a mixture of live and pre-recorded content, depending on the purpose.
8. A small working group will develop the online series before launch.
9. WING networking should be incorporated around RIN events where useful, but should not compete with or replace existing event networking opportunities.