

Draft Agenda scope meeting June 6th 2011 London

- 13:30 13:45 Start of the meeting
- Introduction participants
 - Role of MASPNOSE for the position paper
 - Chair of the day, reporting
 - Setting the Agenda
- 13:45 14:00 Added value for the NSRAC
- 14:00 14:30 Rules of engagement (draft TOR)
- Roles, who does what and when and who is responsible for what?
 - Agreed roles and responsibilities
- 14:30 14:45 Product and procedure
- What are the objectives of the position paper and how are they going to be reached (points for a plan of approach)
 - Role of ExCom
- 14:45 15:00 Coffee/tea break
- 15:00 15:15 Format position paper
- Agree on a format for the position paper. Table of contents.
 - Agree on writing and editing tasks.
 - Relevant documents
- 15:15 15:45 First Workshop 20-21 June 2011
- Are the members of the focus group available or have circumstances changed
 - Objectives, what do we want to achieve with the workshop
 - Who do we need at the workshop
 - Preparations for the workshop
- 15:45 15:50 Second Workshop (end of August beginning of September 2011)
- Week 35 or week 36?
 - Specific date?
 - Location?
- 15:50 16:00 Recap of all that has been decided in the meeting