ASD-STAN

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email of the EM

Status Quo, DD-MM-YYYY

**Draft agenda**

**for the xxmeeting of ASD-STAN/D xx/WG xx** “title”

at meeting facility in city, country on 202x-mm-dd

building xx, room “xx”

|  |  |
| --- | --- |
| **Opening time** |  |
| **Closing time (approx.)** |  |

| **Agenda**  **Item** | | **Document**  **Number** | |
| --- | --- | --- | --- |
| 1. Opening and welcome | |  | |
|  | | | |
| 1. Roll call of delegates/experts | |  | |
|  | | | |
| 1. Approval of the agenda | | N xxx | |
|  | | | |
| 1. Adoption of the last meeting minutes in city on 202x-mm-dd | | N xxx | |
|  | | | |
| 1. Review of action items | |  | |
|  | | | |
| 1. Updating of the membership list of D x/WG x | |  | |
|  | | | |
| 1. General information from the ASD-STAN organization | |  | |
|  | | | |
| 1. Work program | |  | |
|  | | | |
| * 1. ASD-STAN prEN xxx, *title* | |  | |
| * NWP Ballot results (Mr X from company) | |  | |
| * Presentation of current draft (Mr X from company) | |  | |
|  | | | |
| 1. New standardization ideas/projects | |  | |
|  | | | |
| 1. Any other business | |  | |
|  | | | |
| 1. Location and date of the next meeting | |  | |
|  | | | |
| 1. Adjournment | |  | |