ASD-STAN

Rue Belliard 40,  
1040 Brussels

e-mail: contact@asd-stan.org

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. Presentation of ASD-STAN | |  | |
|  | |  | |
| 1. Standardization Process Manual (milestones and scheduling) | |  | |
|  | |  | |
| * 1. Domain Structure | |  | |
|  | |  | |
| * 1. Livelink with CEN | |  | |
|  | |  | |
| 1. Member List of D x/WG x | |  | |
|  | |  | |
| 1. Nomination and election of the Working Group Convener | |  | |
|  | |  | |
| 1. Definition of scope | |  | |
|  | |  | |
| 1. Work program | |  | |
|  | |  | |
| * 1. Definition of the work program (including re-allocation of projects to WGs) | |  | |
|  | |  | |
| * 1. Ongoing projects | |  | |
|  | |  | |
| * 1. Any other document to be taken into account | |  | |
|  | |  | |
| 1. New standardization ideas/projects | |  | |
|  | |  | |
| 1. Any other business | |  | |
|  | |  | |
| 1. Location and date of the next meeting | |  | |
|  | |  | |
| 1. Adjournment | |  | |
|  | |  | |