ASD-STAN

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