ASD-STAN

Rue Belliard 40,
1040 Brussels

e-mail: contact@asd-stan.org

email of the EM

Status Quo, DD-MM-YYYY

 To the members/experts of

 ASD-STAN/D      /WG

 “title”

 **Call for convenorship for the working group for ASD-STAN/D xx/WG xx “title”**

 Dear Sir or Madam,

 We would like to inform you that the positionASD-STAN/D xx/WG xx “title” convenor is open.

 You are kindly invited to submit your candidacy and send it to the Dxx secretariat (e-mail) at your earliest convenience but no later than **202x-mm-dd**.

 A resume and a letter of intent would be greatly appreciated along with the candidate's name, organization and contact information.

 The tasks of a convenor are described in the [SPM](https://asd-stan.org/wp-content/uploads/ASD-STAN_Standardization_Process_Manual-approved-by-the-TA-30March22-final-for-publication-1.pdf), chapter 4.5 Working Group Convenor (WGC).

 Thank you for your cooperation.

 Yours sincerely,

 Name

 Function