ASD-STAN

Rue Belliard 40,
1040 Brussels

e-mail: contact@asd-stan.org

email of the EM

Status Quo, DD-MM-YYYY

|  |
| --- |
| **Draft Minutes****of the XX meeting of ASD-STAN/D XX/WG XX “Title”** |

**Date: 202x-xx-xx**

**Opening time: xx:xx a.m.**

**Closing time: xx:xx p.m.**

**Venue: company, place, country**

**Chairman/Convener: name**

**Secretary: name**

*Please note that the up to date mailing list of this committee can be accessed via the CEN Documents “Navigation Menu“ under “Member List“.*

**Agenda:** **N xxx**

**Unless we hear from you by 202x-mm-dd, we shall assume that the minutes are approved.**

**Participants**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Company/Institute** | **Country and/or Function** | **Present** | **Absent** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Minutes**

***Please add the agenda below.***

| **Item** |  | **Documents** |
| --- | --- | --- |
|  | Opening and welcome |  |
| **xxx** opened the meeting and welcomed all attendees. He thanked xx, place for hosting the meeting. |
|  | Roll call of delegates/experts |  |
| A short roll call of delegates/experts took place. |
|  | Approval of the agenda | **N xxx** |
| The agenda was approved with/without changes. |
| 1.
 | Adoption of the last meeting minutes in place, country on 202x-mm-dd | **N xxx** |
| The meeting minutes (**N xxx**) were adopted without changes/with the following changes: … |
|  | **Updating of the membership list** |  |
| The participants had a look at the membership list on Livelink.  |
|  | **General information from the ASD-STAN organization**Report: **xxx** |  |
|  |
|  | **Publications since last meeting** | **N xxx** |
| ASD-STAN prEN xxxx (see **N xxx**) was published on 202x-mm. |
|  | **EN standards *Hydraulic coupling*** |  |
|  |  |  |
|  | **ASD-STAN prEN xxxx (Px),** *Title*Sponsor: **xxx**, status report (next: NDB) | **N xxx** |
|

|  |  |
| --- | --- |
| Standard number | **ASD-STAN prEN xxxx** |
| Title | *Aerospace series — …* |
| Project leader | name |
| Status | NWP Ballot (P1) – 202x-mm-dd till 202x-mm-ddstart National Domain Ballot (P1) |
| Notes/ Discussions/ Actions | **Action nr/meeting nr (name, DIN, ASD-STAN)****Name** will send TPF to **DIN**. **DIN** will send the draft (**N xxx)** and TPF to **ASD-STAN** to initiate the New Work Proposal (NWP).Afterwards the project can be put on hold.The result of NWP was distributed with **N xxx**. It was approved without comments.**Action nr/meeting nr (DIN, ASD-STAN)****DIN** will send the current draft (see **N xxx**) to **ASD-STAN** for National Domain Ballot (NDB). |

 |
|  |  |  |
|  | **Adjournment** |  |
| **xxx** thanked all participants for their contributions and the helpful discussions and closed the meeting at xx:xx h. |

**Approved by: Written by:**

Chairman/Convenor Secretary

202x-mm-dd 202x-mm-dd