Notice of meeting / Draft agenda

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| **Number and title of Committee**  Click here to enter text. | | |
| **Secretariat**  Click here to enter text. | **Meeting**  Meeting dates:  Click here to enter text. |
| **Host**  Click here to enter text. | **Place**  Address:  Click here to enter text.  Tel: Click here to enter text. |

Additional relevant information on meetings can be found:

* [My ISO job](https://www.iso.org/files/live/sites/isoorg/files/archive/pdf/en/my_iso_job.pdf)
* [TMB/SMB Guidance on effective virtual and hybrid meetings](https://isotc.iso.org/livelink/livelink/fetch/2000/2122/15507012/20090199/21977132/TMB_SMB_Guidance_on_effective_virtual_and_hybrid_meetings_V1.pdf?nodeid=21907997&vernum=-2)
* ISO Helpdesk [knowledge base](https://helpdesk-docs.iso.org/)
* ISO/IEC Directives, Part 1, Clause 4 and Annex SK

Please note that the use of [ISO Meetings](https://sd.iso.org/meetings/) is mandatory. Please remind your committee members that they have to be registered to be able to participate. Once you have circulated the agenda, ensure ISO Meetings is updated accordingly (i.e.: Ticking of the tasks).

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| --- | --- | --- | --- | --- |
| **#** | **Items** | **Action (e.g**  **for vote**  **for discussion**  **for information)** | **N-Doc Number\*** | **Time allocated (min)** |
|  | Opening of the meeting |  |  |  |
|  | Welcome from host |  |  |  |
|  | Roll call of delegates |  |  |  |
|  | Work environment: [Presentation](https://isotc.iso.org/livelink/livelink?func=ll&objId=20762572&objAction=Open&nexturl=%2Flivelink%2Flivelink%3Ffunc%3Dll%26objId%3D20094274%26objAction%3Dbrowse%26viewType%3D1) on the ISO Code of Ethics and Conduct  Direct [link](https://www.iso.org/files/live/sites/isoorg/files/store/en/PUB100011.pdf) to the ISO Code of Ethics and Conduct |  |  |  |
|  | Adoption of the agenda |  |  |  |
|  | Appointment of the resolution drafting committee |  |  |  |
|  | Report of the Committee Manager/Chair |  |  |  |
|  | Strategic issues / Review Strategic Business Plan |  |  |  |
|  | Subcommittee reports |  |  |  |
|  | Working Groups reports |  |  |  |
|  | Advisory Groups reports |  |  |  |
|  | Reappointment of convenors |  |  |  |
|  | Liaison reports |  |  |  |
|  | Review of liaisons (to be done at least every 2 years or at every committee meeting) and confirmation of Liaison Representatives |  |  |  |
|  | Status of all items of the portfolio and actions to be taken   * Current work programme * Update on target dates for work in progress * Confirmation or withdrawal of items on which no progress has been made * Systematic review results |  |  |  |
|  | Items for future work |  |  |  |
|  | Communication (updating of Committee website (if any), Press -releases on publication, etc.) |  |  |  |
|  | Next TC, SC and WG meetings |  |  |  |
|  | Any other business |  |  |  |
|  | Approval of resolutions |  |  |  |
|  | Closure of the meeting *(date and time)* |  |  |  |
|  | \* N-doc to be circulated |  |  |  |