

2023-05-15

## **Draft Agenda for the kick-off meeting of CEN and CENELEC WS "Manufacturer's declaration on the data quality of a manufacturing line: Guideline for an audit procedure and audit criteria"**

***Date: 19 July 2023  
Time: 13:00 – 17:00 CEST***

**Venue: virtual via Webconference**

<b>Agenda</b>	<b>Timing</b>
1. Opening of the meeting	13:00-13:05
2. Roll call of participants	13:05-13:30
3. Adoption of the agenda	13:30-13:35
4. Introduction on CEN and CENELEC and on Workshop concept	13:35-14:00
5. General presentation of the Workshop and presentation of the project involved	14:00-14:30
6. Election and appointment of Workshop Chair ( <i>and Vice-Chair</i> ) Confirmation of the Secretariat	14:30-14:50
7. Project Plan	14:50-15:10
a. Discussion and review of comments received	
b. Participants – Registration form	
c. Adoption of the Project Plan ( <i>by consensus</i> )	
8. Break	15:10-15:30

The next agenda items are to plan the next meetings and assignments. Only organisations/people that wish to join the working group should stay:

9. Discussion first draft CWA and organization of the technical work  
15:30-16:30
10. Next meeting, future actions and their assignment  
16:30-16:45
11. Any other business  
16:45-17:00
12. Closure of the meeting  
17:00

