



2023-06-12

Draft Agenda for the kick-off meeting of CEN/WS “Guidelines on Action Research for Large Scale Piloting”

Date: 17th July 2023
Time: 10:00 – 13:00 CEST

Venue: virtual via Microsoft Teams

Agenda	Timing
1. Opening of the meeting	10:00 – 10:05
2. Roll call of participants	10:05 – 10:25
3. Adoption of the agenda	10:25 – 10:30
4. Introduction on CEN and on the Workshop concept	10:30 – 10:45
5. General presentation of the Workshop	10:45 – 11:00
6. Election and appointment of Workshop Chair (<i>and Vice-Chair</i>) Confirmation of the Secretariat	11:00 – 11:15
7. Project Plan	11:15 – 11:45
a. Discussion and review of comments received	
b. Adoption of the Project Plan (<i>by consensus</i>)	
8. Break	11:45 – 12:00
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. Organization of the technical work	12:00 – 12:30
10. Next meeting, future actions and their assignment	12:30 – 12:45
11. Any other business	12:45 – 12:55
12. Closure of the meeting	12:55 – 13:00