



2024-05-22

Draft Agenda for the kick-off meeting of CEN/WS Sustainable Aviation Fuel

4th of July 2024, 9:30 – 16:00

**Venue: CEN CENELEC MANAGEMENT CENTRE
MEETING ROOM Magellan 1
Rue de la Science 23 - 1040 Brussels, Belgium**

Agenda	Timing
1. Opening of the meeting, Dr. Bernard Gindroz	09:30
2. Roll call of participants, DS Secretariat	09:40
3. Adoption of the agenda, DS Secretariat	10:10
4. Introduction on CEN and on the Workshop concept, CCMC Kursley Alairy	10:15
5. General presentation of the Workshop, Dr. Bernard Gindroz	10:30
6. Possibly other presentations, Alight Partners	
7. Election and appointment of Workshop Chair Confirmation of the Secretariat	
8. Project Plan, Dr. Bernard Gindroz	11:00
a. Discussion and review of comments received	
b. Adoption of the Project Plan (by consensus)	
9. Coffee break	11:15
10. Organization of the technical work, Dr. Bernard Gindroz	11:45
- Content	
- Participation	
- Time schedule for Working Group meetings	
11. Lunch	13:00



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| 12. Organization of the technical work (Continued),
Dr. Bernard Gindroz
- Content
- Participation
- Time schedule for Working Group meetings | 14:00 |
| 13. Any other business | 15:15 |
| 14. Next meeting, future actions and their assignment | 15:30 |
| 15. Closure of the meeting | 16:00 |