



## Practitioner Advisory Group

### AGENDA ITEM: PAGCP01- 11.1

November 5-6, 2019 - Nairobi, Kenya

### Proposed Meeting Arrangements

<b>Summary</b>	The paper sets out the proposed meeting dates until June 2020, as well as the proposed approach to call scheduling.
<b>Purpose/Objective of the paper</b>	To agree the frequency, timings and length of the virtual meetings to maximise input and coverage, as well as the dates for the June 2020 PAG meeting.
<b>Other supporting items</b>	None
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<b>Actions for this meeting</b>	<u>Agree</u> the proposed meeting schedule and timings.
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# Practitioner Advisory Group

## Proposed Meeting Arrangements

### 1. **Context**

- 1.1 The Work Plan to develop the Consultation Paper in time for launch at the Humentum Conference in Washington DC on 1-3 September 2020, will require the consideration of a number of issues papers by the PAG, as part of a robust standard setting process. As per the proposed Terms of Reference, the intention is that the PAG meets physically twice a year, and that between the physical meetings, the PAG meets virtually by video/tele conference.

### 2. **Second Face-to-Face TAG Meeting**

- 2.1 The next PAG meeting is proposed to be 16-17 June in Kuala Lumpur, Malaysia.
- 2.2 The second face-to-face PAG meeting agenda will include a review of the draft Consultation Paper as it exists at that time. The meeting will also discuss the remaining issues not discussed earlier by the PAG, as well as allowing for further discussion of the issues unresolved from virtual meetings.

**Question 1: Are PAG members content with the proposed dates and location for the second face-to-face PAG meeting?**

### 3. **Virtual PAG Meetings**

- 3.1 The PAG will need to meet virtually once between now and the next physical meeting to give timely feedback to the TAG on issues arising. It is proposed that this is scheduled to be two hours long. If members are unable to attend it will be possible to take written contributions, which will be fed into the discussions by the Secretariat.
- 3.2 It is the intention that papers for each meeting are distributed a week before each PAG meeting.
- 3.3 Proposed dates for the online meeting are either March 11<sup>th</sup>, 12<sup>th</sup> or 13<sup>th</sup> (Wednesday, Thursday and Friday) which falls between the TAG meetings on 5 March and 4 April.



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**Question 2: What are the views of PAG members on the date of this proposed virtual meeting?**

- 3.4 The virtual meetings will be held by video/tele conference in a time window that is least inconvenient for members. Given the geographical dispersion of members it will not be possible to hold the meetings during normal working hours for all members. Possible meeting windows are set out below. It is possible to rotate the windows for future meeting so that the more unsociable hours are shared across members. We propose Option 1 for the first online meeting.

	<b>Time</b>	<b>Time difference to GMT</b>
Eastern Standard Time	6am-8am	-5
Greenwich Mean Time/Sierra Leone	11am-1pm	0
European Time	noon -2pm	+1
South Africa	1pm - 3pm	+2
VietNam & Indonesia	6pm - 8pm	+7

**Question 3: What are the views of PAG members on the timing for this proposed virtual meeting?**

- 3.5 As PAG meetings are public meetings, whether they are held physically or by video/tele conference, they will be recorded and the recordings will be made available on the project website.
- 3.6 Notes will be taken of video/tele conferences in the same way as physical PAG meetings, with PAG advice and operational requests summarised, rather than providing verbatim minutes.

November 2019