Meetings to be held in Bangkok - Overview

Group / Event	*Purpose* - Proposed main agenda items	Organizer	Invited participants
Opening ceremony	Official opening of the meeting.	Host (TISI/JISC) and WG Secretariat	WG experts and observers Special Guests

WG SR Plenary	*Decision making body.*
	
	Overall objectives of the 2nd meeting
	Priority 1:
	1. Agree on Design specification
	2. Agree on organization of standard writing TGs
	3. Agree on a process for appointment of permanent TG leadership
	Priority 2:
	4. Agree on permanent TG leadership
	
	Opening plenary
	- Roll call of delegates
	- Agree on the objectives of the meeting
	- Approve the agenda
	- Assign a resolutions committee
	- Presentation from ILO
	
	Closing Plenary
	- Presentation from TG and ITG Convenors
	- Report from CAG
	- Pass resolutions on:
	  - Design Specification;
	  - organization of standard writing TGs;
	  - process for appointment of permanent leadership;
	  - other strategic issues proposed by TG 1-3;
	  - next meeting;
		WG Secretariat	WG experts and observers

Resolutions committee	*Draft all the documented WG decisions for approval by the WG.* - Appointment of spokesman of the Resolutions committee (to read the draft resolutions at the closing plenary) - Review of resolutions proposed by sub groups of the WG during the meeting week - Final drafting of resolutions reflecting WG decisions for approval by the WG	WG Secretariat	Resolutions committee appointed at the opening WG SR Plenary

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CAG - Chairman Advisory Group	*Advice the WG Chairs.* - Terms and reference of the CAG - Stakeholder definition - Stakeholder balance - Other burning issues - Proposed resolutions from the resolutions committee Co-ordinate the discussions within TG 1-3 to avoid gaps and overlaps. Give the stakeholer representatives a possibility to check that any major concerns from the stakeholder groups have been adressed in the draft design specification ot be presented to the WG. **No decision making**	WG Secretariat	CAG members (ITG Convenors invited to report on the status and progress of the ITG 4-6 work) (Spokesman of the Resolutions drafting committee invited to report on the drafting of resolutions)
Task Group 1 - Funding and stakeholder engagement	*Building consensus on how to handle the issues within the TG 1 mandate and to propose solutions for the WG to approve.* Discuss the following issues including comments from WG experts 1. Funding for underrepresented groups: a) define which these are; b) getting funding; c) defining criteria for receiving funding ; d) disseminating information to these groups. 2. Definition of "balanced representation" a) targets; b) assessing of targets (who?, how?) Review Terms of reference of TG 1 (N 15, Resolution 5) Review TG 1 Action plan.	TG 1 Secretariat	TG 1 experts and observers
Task Group 2 - Communication	*Building consensus on how to handle the issues within the TG 2 mandate and to propose solutions for the WG to approve.* - deal with comments from whole WG on TG 2 Draft Action Plan - revise the draft TG 2 Action Plan based on the comments and observation above - allocate tasks among TG 2 members and break out in groups - start working on brochures, presentation materials etc - discuss about the proposal for ISO/SR logo - discuss about the proposal for future possible workshops (in consultation with TG 1/DEVCO) - discuss about information route and its approval process (in consultation with other TGs) - review Terms of reference of TG 2 (N 15, Resolution 8)	TG 2 Secretariat	TG 2 experts and observers

Group / Event	*Purpose* - Proposed main agenda items	Organizer	Invited participants
Task Group 3 - Operational procedures	*Building consensus on how to handle the issues within the TG 3 mandate and to propose solutions for the WG to approve.* Conclude discussions on the issues adressed by TG 3 prior to the meeting: - CAG Alternates; - Media participation; - Selection process for TG Convenors; - TG3 Responses and Recommendations; - Balanced participation - observers and additional experts; Begin to address the following issues (from a procedural perspective): - Implementation of SAG and TMB pre-requisites (oversight and implementation) - Balanced stakeholder participation (WG and mirror committees; including SMEs) - Liaison bodies (criteria for approval; voting rights; key organizations) - Proactive engagement with ILO - Clarification of issues that require expert / member body input - Mandatory publication of CD - Virtual Review Group (proposed in the NWIP) - Documentation (availability and translation) * - WG meetings (timing of TG meetings; information/documentation during meetings; clarification of decision-making; workshops) * - Public input on draft WG documents (desirability and mechanism) * - Fundraising (transparency and objectives/targets) ** * In consultation with TG 2 ** In consultation with TG 1	TG 3 Secretariat	TG 3 experts and observers

Joint meeting - TG 1 and TG 2	Discussion of issues related to both TG 1 and TG 2, for example:
	- Clarify share of responsibiliyt between TG 1 and TG 2;
	  - Provision of information for and about future workshops;
	  - Provision of information to facilitate fundraising;
	  - Provision of information to raise awareness.
	- Arrangements for co-operation between TG 1 and TG 2.
		TG 1 and TG 2 Secretariats	TG 1 and TG 2 experts and observers

Interim Task Group 4 - "Stakeholder engagement"	*Building consensus on how to integrate comments on the issues paper to the respective sections of the draft design specification. Propose solutions for agreement at the for the Joint meeting of ITG 4, 5, 6 and for final approval by the WG.* Agenda to be set based on comments received.	ITG 4 Secretariat	ITG 4 experts and observers

Group / Event	*Purpose* - Proposed main agenda items	Organizer	Invited participants
Interim Task Group 5 - "Context"	*Building consensus on how to integrate comments on the issues paper to the respective sections of the draft design specification. Propose solutions for agreement at the for the Joint meeting of ITG 4, 5, 6 and for final approval by the WG.* Agenda to be set based on comments received.	ITG 5 Secretariat	ITG 5 experts and observers
Interim Task Group 6 - "How"	*Building consensus on how to integrate comments on the issues paper to the respective sections of the draft design specification. Propose solutions for agreement at the for the Joint meeting of ITG 4, 5, 6 and for final approval by the WG.* Agenda to be set based on comments received.	ITG 6 Secretariat	ITG 6 experts and observers
Joint meeting - Interim Task groups 4, 5, 6	*Building consensus on the design specification and organization of standard writing TGs.* Main agenda items for the first session: - Presentation from ITG Convenors - General issues related to the Design specification Agenda for the following sessions to be set based on comments received on the design specification and the results of the ITG meetings.	ITG 4, 5, 6 Secretariats	ITG 4, 5, 6 experts and observers
STTF - Spanish Translation Task Force	Agenda to be decided by the STTF	STTF Secretariat	STTF members
Editing Committee	No meeting scheduled.	-	-
Stakeholder group meetings	Agenda to be decided by each stakeholder group.	To be decided by the stakeholder group.	Experts and observers from each stakeholder group.
Workshop on SR - Developing countries	*Capacity building for developing countries experts.* Agenda set by ISO/DEVCO. Note that the workshop is not arranged by the WG.	ISO/DEVCO	Developing countries experts registered to ISO/DEVCO.
Open Workshop (for all WG SR members)	*Seminar with focus on capacity building on ISO procedures and Social responsibility.* Agenda to be decided.	WG Secretariat in consultation with CAG	WG experts and observers