At      , *yyyy-mm-dd*

CEN/TC  N *Document number* **E**

**Draft agenda**

**of the** **th plenary meeting of CEN/TC**

**on** ***yyyy-mm-dd* at** ***Place of meeting***

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| ***Agenda items*** | ***Documents*** |

1 Welcoming and opening of the meeting (*hh.mm*)

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| 2 Roll call of delegates | CEN/TC      N |

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| 3 Adoption of the agenda | CEN/TC       N |

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| 4 Appointment of the decision committee |

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| 5 Approval of the report of previous meeting and follow-up of actions | CEN/TC       N |

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| 6 Report of the Secretary and/or the Chair | CEN/TC       N |

7 Report of the Convenors of the Technical Committee Working Groups:

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| 7.1 WG 1 | CEN/TC       N |

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| 7.2 WG 2 | CEN/TC       N |

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| 7.*N* WG *N* | CEN/TC       N |

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| 7.*N* Conclusions of these reports and actions to be taken |  |

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| 8 Environmental actions | CEN/TC       N |

*Examples for topics of this agenda item:*

*- Discuss available CEN-CENELEC guides related to environmental aspects (an overview of relevant guides and checklists can be found in the* [*Environmental Framework*](https://www.cen.eu/about/helpdesks/environmental/pages/default.aspx)*) and in particular their relevance for the TC and how to implement them in their work*

*- Have an open discussion on what type of environmental impacts are relevant for one specific standard or standards developed by your TC in general and check whether this has been properly addressed by the TC, e.g. in the business plan, new work item proposals and revisions*

*- Ask WG convenors to present how they have addressed environmental issues in standards*

*- Discuss if you feel that you have the expertise needed to cover environmental issues*

*- Present best practice of other committees which might be adapted for the purpose of this TC (examples on how environmental aspects have been addressed in standards can be found in the* [*Environmental Framework*](https://www.cen.eu/about/helpdesks/environmental/pages/default.aspx)*)*

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| 9 ................................................... | CEN/TC       N |

10 Preparation of the next meeting (date, venue, home work)

11 Any other business

12 Approval of decisions

13 Closure of the meeting