2017-11-23

**Draft Agenda for the kick-off meeting of**

**CEN/WS Name and/or number of WS**

***Date and Time***

**Venue**

**Agenda Timing**

1. Opening of the meeting

1. Roll call of participants
2. Adoption of the agenda
3. Introduction on CEN and on the Workshop concept
4. General presentation of the Workshop
5. Possibly other presentations
6. Election and appointment of Workshop Chair (*and Vice-Chair if one* )  
   Confirmation of the Secretariat
7. Project Plan   
   1. Discussion and review of comments received
   2. Adoption of the Project Plan (by consensus)
8. Organization of the technical work
9. Any other business
10. Next meeting, future actions and their assignment
11. Closure of the meeting