

2018-08-2/3 Orchestration Focal Point ConfCall #004 notes

Date

02 Aug 2018

Attendees

- [Ian Watt](#)
- [Rajiv Garg](#)
- [Steven Capell](#)
- [David Roff](#)
- [Unknown User \(malik\)](#)
- [Anita Patel](#)
- [Lance THOMPSON](#)
- [Zisis Palaska](#)
- [Marek Laskowski](#)
- [Sue Probert](#)
- [Meg Jones](#)
- [Fatou Ndiaye](#)
- [Maurizio Morabito](#)

Goals

- Position to progress the Orchestration Focal Point

Discussion items

T I ME	AGENDA ITEM	W HO	NOTES
2	Read and approve prior meeting notes and action items	All	
3	Review today's meeting agenda	Rajiv	
10	Review the ORCH FP (OFP) Background and Scope sections	Ian Steve	Background and Scope sections will be posted on PDA section of CUE. Both sections will be approved by 3 Aug and will be ready for the forum.
5	Review list of defined terms and descriptions	All	It is agreed by the Bureau that terms and definitions are a problem across the domains.
20	1. Suggested discussion topics, presentations and speakers for a 4 hour workshop at the October 2018 forum a. Focal Point workshop b. Transport & Logistics workshop c. Suggestions for promotional material and volunteers i. Preparation of brochures ii. Suggestions for promoting the workshops iii. Target audience	All	The workshop is 3 hours in length.

15	<p>1. OFP meeting topic suggestions for the October 2018 forum</p> <ol style="list-style-type: none"> Deadline to submit a meeting schedule is 15 August Please forward suggestions by August 10 	All	<p>There are 3 documents for review for the forum reflecting planning done to date, including a draft schedule.</p> <p>For the OFP, a meeting room will be available all week except on Tues pm. The blockchain conference takes place on Mon pm.</p> <p>Suggestions for discussion items and meeting topics are encouraged. The deadline for agenda items is 15 Aug.</p> <p>It is planned to hold joint sessions with T&L, smart containers and agriculture on Wed, Thurs and Fri afternoons. It is expected that meeting rooms will be released when not in use. We will also determine how many attendees will likely attend joint sessions. Wed appears to be the best slot for a joint session with T&L, or Thurs pm if a larger room is required.</p> <p>The general schedule is typically: organization and internal work on Mon-Tues, working with others on Wed-Thurs, preparing slides for closing session on Fri am and planning the program of work for the next 6 months on Fri pm.</p>
2	<p>1. Conference call schedule</p> <ol style="list-style-type: none"> A regular 2 week schedule is proposed as we prepare for the October 2018 forum Rotating meetings will continue to accommodate time zones – at 10PM, 6AM or 4PM Geneva time 	Rajiv	Weekly meetings are to be scheduled until mid Aug.
2	<p>1. Call for engagement</p> <ol style="list-style-type: none"> Confirm interested parties and acceptance of roles 	Ian	
1	<p>1. Wrap up and next call</p> <ol style="list-style-type: none"> Confirm action items –who does what <p>Next conference call on Thursday August 16/17, 2018 - 1pm USA PT /10pm Geneva/Friday Aug 17 6am Melbourne</p>	Rajiv	The next meeting will be on Aug 8. The agenda will focus on finalizing materials for the Oct forum.

Action items for Meeting #004

- ☐ Ian Watt, Steven Capell, Rajiv Garg Anita Patel and Everyone -
 1. To coordinate with T&L and agriculture with respect to holding joint sessions, develop a draft meeting agenda and schedule.
 2. To obtain suggestions and suggested speakers for the 0.5 day API mini-conference at the Oct forum.
 3. To plan the Oct forum during the next conference call and finalize the schedule by Aug 15.
 - o Rajiv Garg Schedule next meeting