

# 2018-08-09/10 Orchestration Focal Point ConfCall #005 notes

## Date

09 Aug 2018

## Attendees

- [Rajiv Garg](#)
- [Ian Watt](#)
- [Steven Capell](#)
- [Anita Patel](#)
- [Meg Jones](#)
- [Zisis Palaskas](#)
- [Unknown User \(malik\)](#)

## Goals

- Progress the Orchestration Focal Point

## Discussion items

Time	Item	Who	Notes
2	Approve prior meeting notes and action items	All	Approved
3	Review today's meeting agenda	<a href="#">Rajiv Garg</a>	Approved
5	Posted the ORCH FP (OFP) Background and Scope sections	<a href="#">Unknown User (malik)</a>	Background and Scope Approved and posted on OFP public section of CUE.
10	Synopsis for half day workshop	<a href="#">Ian Watt</a> <a href="#">Rajiv Garg</a>	0.5 day conference synopsis to be finalized by Aug 15 for posting on public site.  Synopsis based on Purpose and Scope to be submitted to Secretariat 10th Aug
20	<ol style="list-style-type: none"><li>1. OFP meeting topic suggestions for the October 2018 forum<ol style="list-style-type: none"><li>a. Deadline to submit a meeting schedule is on or before 15 August</li><li>b. Please forward suggestions by August 10</li></ol></li></ol>	All	<p>There are 3 documents for review for the forum reflecting planning done to date, including a draft schedule. Review docs in CUE <a href="#">Files - Orchestration Focal Point</a></p> <p>For the OFP, a meeting room will be available all week except on Tues pm.</p> <p>Suggestions for discussion items and meeting topics are encouraged. The deadline for agenda items is on or before 15 August .</p> <p>It is planned to hold joint sessions with T&amp;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&amp;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>

10	<p>1. Suggested discussion topics, presentations and speakers for a half workshop at the October 2018 forum</p> <ol style="list-style-type: none"> <li>Focal Point workshop</li> <li>Transport &amp; Logistics workshop</li> <li>Suggestions for promotional material and volunteers</li> </ol> <p>i. Preparation of brochures</p> <p>ii. Suggestions for promoting the workshops</p> <p>iii. Target audience</p>	All	<p>The workshop is 3 hours in length, with 3-4 topics.</p> <p>Inviting speakers and other PDAs to participate in the workshop.</p>
2	<p>Conference call schedule</p> <ol style="list-style-type: none"> <li>A regular 2 week schedule is proposed as we prepare for the October 2018 forum</li> <li>Rotating meetings will continue to accommodate time zones – at 10PM, 6AM or 4PM Geneva time</li> </ol>	Rajiv Garg	Weekly conference calls to be scheduled till October.
2	<p>Call for engagement</p> <ol style="list-style-type: none"> <li>Confirm interested parties and acceptance of roles</li> </ol>	Ian Watt	Work to date has been operational. In future, the focus will be strategic in as we develop the 2 year program of work. Project proposals are due Aug 22.
1	<ol style="list-style-type: none"> <li>Wrap up and next call <ol style="list-style-type: none"> <li>Confirm action items – who does what</li> </ol> </li> </ol> <p>Next conference call on Tuesday August 14/15, 2018 - 9PM USA PT /Wednesday Aug 15 6AM Geneva &amp; 2PM Melbourne</p>	Rajiv Garg	Next meeting will be Aug 14/15 to finalize material for submission to Bureau

## Action items for Meeting #005

- ☐ To draft the agenda for am and pm 2 hour sessions
- ☐ To prepare a summary of upcoming work for OFP by Sept 22
- ☐ To discuss joint sessions during the next conference call
- ☐ Rajiv Garg to post all planning docs to CUE (6 in total)
- ☐ To provide the project proposal template to attendees
- ☐ Steve will provide 2 proposals for the workshop
- ☐ Rajiv Garg will contact David Roff and Edmund Gray re. joint sessions