

2018-08-14/15 Orchestration Focal Point ConfCall #006 notes

Date

15 Aug 2018

Attendees

- [Rajiv Garg](#)
- [Ian Watt](#)
- [Steven Capell](#)
- [Anita Patel](#)
- [Unknown User \(malik\)](#)
- [Fatou Ndiaye](#)
- [Meg Jones](#)
- [Zisis Palaskas](#)
- [Marek Laskowski](#)
- [Lance THOMPSON](#)

Goals

- Position to progress the Orchestration Focal Point

Discussion items

Time	Item	Who	Notes
2	Read and approve prior meeting notes and action items	All	
3	Review today's meeting agenda	Rajiv Garg	
10	Deliverables for Forum to Lance on or before 15 Aug: 1. Synopsis for half day workshop 2. PDA Weekly Meeting agenda 3. Forum Schedule - Room allocation	Ian Watt Rajiv Garg	 1. Review and Finalize synopsis for half day event • Draft Submitted to Lance 9 Aug • Agree and submit final 2. PDA Weekly Meeting agenda • Draft submitted to Lance 9 Aug • Agree and submit final 3. Forum Schedule - Room allocation • Final submitted to Lance 9 Aug Review docs in CUE Files - Orchestration Focal Point
10	1. Suggested discussion topics, presentations and speakers for a half 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	Rajiv Garg Zisis Palaskas Steven Capell Meg Jones	The workshop is 3 hours in length. Inviting speakers and other PDAs to participate in the workshop - Discuss Status of contact for speakers • Rajiv – to confirm with Jaco GS1 - Jaco confirmed GS1 participation • Zisis – to confirm with David Roff, • Steve - to confirm Dept. of Home affair speaker • Meg – to confirm a speaker
20	POW to be submitted to Lance by 20 Aug	Steven Capell Ian Watt Rajiv Garg	Draft project proposal to be submitted on Aug 12

2	Conference call schedule 1. A regular weekly schedule is proposed as we prepare for the October 2018 forum 2. Rotating meetings will continue to accommodate time zones – at 10PM, 6AM or 4PM Geneva time	Rajiv Garg	Weekly conference call to be scheduled till October.
5	Call for engagement 1. Confirm interested parties and acceptance of roles	Ian Watt	
2	Attend China Forum	ALL	Reminder to attend China forum: • Don't forget to enroll early • Deadline for Deefly hotel in Hangzhou room reservation is 20 August, secretariat is working with hotel to extend the date for blocked rooms, but no guarantee that they will do it. So book early • Deadline to Register for Visa invitation - 20 September
1	1. Wrap up and next call a. Confirm action items –who does what b. Next meeting will be Aug 21/22	Rajiv Garg	Next conference call on USA TUE Aug 21 7AM PT - 4PM (Geneva) & Aug 22 Wed Midnight Melbourne

Action items for Meeting #006

