

# 2018-09-11/12 Orchestration Focal Point ConfCall #008 agenda

## Date

21 Sep 2018

## Attendees

- [Anita Patel](#)
- [Ian Watt](#)
- [Rajiv Garg](#)
- [Maurizio Morabito](#)
- [Fatou Ndiaye](#)
- [Lance THOMPSON](#)

## Goals

## Discussion items

	TIME	AGENDA ITEM	WHO
	2	Review today's agenda	Rajiv
	3	Approve meeting minutes and review action items from last call	Rajiv
	2	16 October 2018 forum workshop <ul style="list-style-type: none"><li>• Review topics and speakers confirmed to date</li><li>• Presentation slides are due 10 Oct</li></ul>	Ian
	3	Workshop brochure <ul style="list-style-type: none"><li>• Draft brochure to be provided for review</li><li>• Suggestions for other promotional material and attracting target audience</li></ul>	Rajiv
	5	Elevator pitch <ul style="list-style-type: none"><li>• Develop the strategy and vision for OFP</li><li>• Ensure use of common scope and purpose across all deliverables</li></ul>	Ian
	1	Call for engagement <ul style="list-style-type: none"><li>• Confirm interested parties and acceptance of roles</li></ul>	Ian
	1	October 2018 forum invitation <ul style="list-style-type: none"><li>• Visa application deadline is 20 September</li><li>• Hotel room reservation date extension</li></ul>	Rajiv
	1	Conference call schedule <ul style="list-style-type: none"><li>• Calls will be every two weeks</li><li>• Rotating meetings will continue to accommodate time zones – at 10PM, 6AM or 4PM Geneva time</li></ul>	Rajiv
	2	Wrap up <ul style="list-style-type: none"><li>• Recap action items</li><li>• Next conference call</li></ul>	Rajiv

## Action items

