**1st Meeting of S-130 Project Team**

20 January 2022, (13:00 – 15:00, UTC+1, CET) / VTC Event

DRAFT AGENDA\_rev1

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| **Agenda item** | **Title** | **Lead** | **Remarks** |
| 1. **Opening and Administrative Arrangements**
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| S130PT1-1.1 | Opening and Welcome Introductions | Chair  | 1.      brief self-introduction of all participantsv |
| S130PT1-1.2 | Select a voluntary Secretary |  |  |
| S130PT1-1.3 | Scope of Project Team* Terms of Reference
* Rules of Procedures
 |  |  |
| 1. **Approval of Agenda**
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| S130PT1-2 | Agenda | Chair |  |
| 1. **Matters Arising from the PT and Others**
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| S130PT1-3 | Review decisions and actions from HSSC based on A-2 decisions and related to the work of the PT | IHO Sec. |  |
| 1. **Work Items**
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| S130PT1-4.1 | Objective of meeting* Agreement of general design and elements of the future S-130 development process based on S-97
 | Chair |  |
| S130PT1-4.2 | Briefly discuss building blocks and timelines of the S-130 development process | All |  |
| S130PT1-4.3 | Discuss ways of distribution of work packages and meeting frequency | All |  |
| 1. **Any Other Business (AOB)**
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| S130PT1-5 | AOB | All |  |
| S130PT1-6 | Date of next meeting  | Chair | 2.       |
| S130PT1-7 | Review Action items | IHO Sec. |  |
| **Close** |