

**First Meeting of the IALA Council Working Group on the
IALA Change of Status Project – CoS1
Madrid 9-10 April 2015**

Provisional Timetable

Time	Agenda	Topic	Input	Output
9.00	1	Welcome		
9.30	2	Approval of the Agenda	Draft Agenda Provisional Timetable	Agreed agenda
9.45	3	Review of Input papers	Five input papers: 4.1 Terms of Reference 6.1. Standards 7.1. Project Implementation Document 8.2.1 Draft Convention Text 8.2.5 Draft risk register	
10.00	4	Revised Working Group Terms of Reference	Input paper 4.1 - proposed amendments	Agreed amendments to go to Council 60 for approval
10.30		Break		
11.00	5	Update on French diplomatic actions		
11.30	6	Update on current change of status related activities	Input paper 6.1 - Standards	
12.30		Break		
1.30	7	Change of Status Project Initiation Document (PID)	Input paper 7.1 - draft PID	Updated PID to go to Council 60 for approval

2.00	8	Project Phase One	Draft PID Input paper 8.2.1 - Draft Convention text Input paper 8.2.5 - Risk Register	Task register with tasks, planned outputs, timeframes, resources Risk Register
5.00		Close of day		
9.00	9	Project Phase Two Development of outputs	No – but will build on Phase One	Working papers Deliverables
12.30		Break		
1.30		Project Phase Two (cont.)		
2.45	10	Allocation of intercessional tasks		Agreed task allocation
3.15	11	Review of formal output papers		Papers for Council 60
3.30	12	Date and place of next meeting		
3.30	13	Approval of meeting report	Draft Meeting Report produced during meeting	Final meeting report
4.00		Meeting Close		