**TCNN/Sec0XXX**

**Month YYYY**

**CLC/TC NN - ‘Title’**

**CLC/SC NN - ‘Title’**

**Draft Agenda**

**Meeting date:** DD Month YYYY – from ….. to ……

**Venue:**

|  |  |  |
| --- | --- | --- |
|  | **Opening of the meeting and roll call of participants** |  |
|  | **Approval of the agenda** |  |
|  | **Approval of the report of previous meeting and follow-up of actions** |  |
|  | **Relevant BT decisions since the last meeting** |  |
|  | **Work programme of TC/SC …..**  |  |
| **5.1** | **Verification and update** (list to be downloaded from Projex Online) |  |
| **5.2** | **New Work Initiatives**  |  |
| **5.3** | **Identification of new work stemming from IEC and its reflection in the Work Programme***NOTE: Consider the need for Common Modifications and Annex ZZ for harmonized standards* |  |
| **5.4** | **Review of exemptions from parallel procedures** |  |
|  | **Harmonized standards** |  |
|  | **Review of TC/SC Business plan** |  |
|  | **Systematic review of standards**  |  |
|  | **Review of liaisons** |  |
|  | **Questions of principle requiring BT decision**  |  |
|  | **….** |  |
|  | **Any other business** |  |
|  | **Date and place of the next meeting** |  |
|  | **Approval of decisions** |  |
|  | **Closure of the meeting** |  |