



SaPPART Action General Meetings – 12-13 May 2016

Aveiro – Portugal

Core Group

Working Group 1&2 – Task Forces 1&2

V5 (2016.05.03)

Draft Agenda – Overview

Date	Time	Meeting / participants	Location Mechanical engineering department, 2 nd floor
Thursday 12 May	09h00 – 10h15	(1) CG meeting – preparation of the meetings	
	10h15 – 10h30	Coffee break	
	10h30 – 13h00	(1) CG meeting – review of the Handbook	
	13h00 – 14h00	Lunch	
	14h00 – 15h00	(2) Plenary Session - welcome - status of the work plan - introduction to the meetings	
	15h00 – 16h30	(3) (4) Parallel Sessions WG1+WG2 (part 1)	
	16h30 – 16h45	Coffee break	
	16h45 – 18h00	(3) (4) Parallel Sessions WG1+WG2 (part 2)	
	20h00	Dinner CG + MC + WGs	
Friday 13 May	9h00 – 11h00	(5) (6) Parallel Sessions TF1+TF2	
	11h00 – 11h15	Coffee break	
	11h15 – 12h30	(7) Joint session WG1 – WG2 on the next deliverable (Guidelines)	
	12h30	End of the meetings	

Agenda (1) – Core Group Meeting – Thursday 12 May (09:00 – 13:00)

#	Topic	Who	Doc / remark
1	Welcome and introduction to the meetings and objectives	Chair	
2	Review of minutes of CG7 physical meeting (Nantes) Review of the actions	All	A: Minutes
3	Programme of WG1, WG2, TF1, TF2 meetings	WG and TF leaders	
4	Dissemination activity & publications, ENC-GNSS	Chair, vice-chair	B: Dissemination Plan
5	Budget issues		C: Budget
6	Training school assessment	Vice chair	D: Program
7	Next AGM : date, agenda	all	
8	Next CG meetings (skype)	all	
9	Handbook: status of the draft	all	E: "Handbook" objective and table of content
10	Diverse		

Agenda (2) – Plenary Session – Thursday 12 May (14:00 – 15:00)

#	Topic	Who	Doc / remark
1	Welcome	Chair	
2	Welcome – host organisation	Mrs Coehlo	
3	WG1 - status of activity	WG1 leader	Slides to be prepared
4	WG2 – status of activity	WG2 leader	Slides to be prepared
5	TF1 – status of activity	TF1 leader	Slides to be prepared
6	Dissemination activity	TF2 leader	Slides to be prepared
7	Introduction to the meetings and objectives	Chair	

Agenda (3) – WG 1 “Applications requirements” – Thursday 12 May (15:00 – 18:00)

#	Topic	Who	Doc / remark
1	Introduction of participants	all	
2	Review of minutes of previous WG1 meeting including actions list	WG1 leaders	F: Minutes
3	Review of Chapter 2 of the Handbook	WG1 leaders	G: Draft Chapter 2 of the Handbook
4	For each application : - Status of the work on simulation models and Sensitivity analysis - Status of the drafting of Chapter 4 of the handbook	WG1 leaders + application champions + all	Slides to be prepared
5	Actions for next steps	WG1 leaders	
6	Any other business		

Agenda (4) – WG 2 “Performance assessment” – Thursday 12 May (15:00 – 18:00)

#	Topic	Who	Doc / remark
1	Introduction of participants	all	
2	Review of the WG2 minutes	WG2 leaders	H: Minutes
3	Review of the listed actions	WG2 leaders	
4	Final review of the task 2.3	WG2 leaders + all	I : Document on error models
5	Discussion and next steps for task 3.3 Test procedures	WG2 leaders + all	
6	Discussion and next steps for task 3.3 European test and simulation facilities	WG2 leaders + all	
7	Glossary	WG2 leaders + all	J: Draft of glossary
8	Actions for next steps	WG2 leaders	
9	Compilation of action list	WG2 leaders	
10	Diverse		

Agenda (5) – TF1 “Standardisation & Certification” – Friday 13 May (09:00 – 11:00)

#	Topic	Who	Doc / remark
1	Introduction and agenda	TF1 leaders	
2	Roll call of participants	All	
3	Approval of minutes of previous TF1 meeting	TF1 leaders	K: Minutes
4	Status of action points	TF1 leaders	
5	Gap analysis and main findings 5.1 Analysis and findings by Application teams 5.1.1. C-ITS 5.1.2 ADAS 5.1.3 Digital tachograph 5.1.4 Dangerous goods 5.2 Overall analysis and findings	Guilhem Autret Thierry Chapuis Thierry Gross Miguel Ortiz	L: Gap analysis report M: Dashboard N: Status of activity
6	TF1 Outlook - Themes and actions?	all	
7	AoB		

Agenda (6) – TF2 “Dissemination” – Friday 13 May (09:00 – 11:00)

#	Topic	Who	Doc / remark
1	Introduction of participants	all	
2	Review of minutes of TF2_4 meeting	TF2 leaders	O: Minutes
3	Review of the actions list	TF2 leaders	
4	Review of Key contacts list	TF2 leaders	
5	Review of Training School	Vice-chair	
6	Website support	TF2 leaders	
7	STSM 2016	STSM coordinator	
8	File service @ EPFL	Vice-chair	
9	Dissemination plan	Vice-chair + TF2 leaders	B: Dissemination Plan
10	Actions for next steps	TF2 leaders	
11	Diverse		

Agenda (7) – Joint session WG1-WG2 on the “Guidelines” – Friday 13 May (11:15 – 12:30)

#	Topic	Who	Doc / remark
1	Introduction of participants	all	
2	Recall of the initial objectives of the deliverable	Chair	P: First ideas for the “Guidelines”
3	Discussion	all	
4	Synthesis	Chair + vice chair	
5	Identification of potential contributors		
6	Draft work plan		
7	Actions for next steps		