

## Board Meeting - Agenda

14-15 December 2011, Pau, France



DAY 1: 14 December 2011, Total Offices		
9:30	Informal pre-meeting: meet at the reception of Hotel Villa Navarre to travel to Total Offices together	
12:30 – 13:30	Lunch	
13:30 – 15:45	1) Review and approval of the October Brighton Board meeting minutes 2) Review and completion of the Actions List 3) Review of ETN Activities Update 4) Structure and topics for the IGTC-12 keynote and panel sessions	
15:45 – 16:00	Coffee Break	
16:00 – 18:30	5) Review of the new internal ETN structure a) Role of the Project Board, and potential Project Board member nominations b) Definition of prioritised key areas and projects c) High-Level User meetings d) Annual ETN Projects meeting/AGM	
DAY 2: 15 December 2011, Total Offices		
08:00 – 10:00	6) Finalisation of the new internal ETN structure 7) Implementation and dissemination to the General Assembly	
10:00 – 10:15	Coffee Break	
10:15 – 12:30	8) Review of current and suggested projects 9) Upcoming Board meetings in 2012 10) Closing of the Board meeting	
Accommodation	Meeting Venue	Contact
Hotel Villa Navarre 59, Avenue Trespoey 64000 Pau, France <a href="http://www.villanavarre.fr">www.villanavarre.fr</a>	Total Offices Meeting room: EA089 Avenue Larribau 64018 Pau Cedex France	Christer Bjorkqvist, ETN +32 495 75 34 27 Julie Linde Kjeldsen, ETN +32 476 99 58 79 +32 484 79 58 09
Informal dinner on 14 December: there will be an informal dinner (individual payment) at ‘La table d’hôte’, 1 rue du Hédas, on the 14 December at 19:30. Meeting point: Hotel Villa Navarre Reception at 19:15.		