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ISO/TC 211 Geographic information/Geomatics

Title: Notice of a project team meeting and draft agenda for PT 19160, Addressing, to be held in Canberra, Australia, 6-7 December 2010

Source: ISO/TC 211/PT 19160, Addressing Project Leader

Expected action: For information

Type of document: Notice of meetings and draft agendas

Meeting date/location: 6 – 7 December 2010, Canberra, Australia

Hyperlink: <http://www.isotc211.org/opendoc/211n22?/>

Reference: http://www.isotc211.org/Canberra/Calendar_Canberra.htm

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Notice of a project team meeting of PT 19160, Addressing

Meeting date:	6 and 7 December 2010
Time:	10:00 – 12:30, 13:30 – 17:00 (Monday, 6 December) 9:00 – 12:30, 13:30 – 17:00 (Tuesday, 7 December)
Place:	Hotel Realm 18 National Circuit Barton ACT 2600 Australia See http://www.standards.org.au/ISOTC211.aspx

P. and O. members should note the following:

1. This meeting of the Addressing project will immediately precede the 30th plenary meeting of ISO/TC 211, which is being held on 9 and 10 December 2010.
2. The meeting of the Addressing project will occur at the same time as some other meetings. This is unavoidable.
3. On-line registration is available via the [ISO/TC 211](#) Web site and logistic information for the meeting is given in [document N 2967](#)
4. A draft agenda for the meeting is appended.

Action to be taken by those attending the Addressing project meeting:

1. Please register for the meeting at <http://www.isotc211.org/Canberra/registration.htm>
2. Hotel reservations are the responsibility of the participants. Full details are found on the ISO/TC 211 Web site and logistic information (see above).
3. If there are any difficulties in fulfilling these instructions or any queries regarding the agenda please contact the Project Leader Addressing project (contact details below).

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**Monday
6 December**

Draft agenda

- | | | |
|--------------|--|-------------------|
| 10:00 | 1. Welcome | Chair |
| | 2. Roll call of members
Introduction of members | Members |
| | 3. Approval of the agenda | Members |
| | 4. Review of addressing standards
Presentation of results to date | Chair |
| | 5. Feedback & presentation
Feedback by project team members from other addressing initiatives | Members |
| | 6. Gap analysis
Identify potential additional addressing standardization requirements | Chair,
Members |
| | 7. Draft recommendations
Rework the current draft recommendations based on the results of the review and the gap analysis. | Chair,
Members |
| | 8. Next steps
Prepare a schedule between this and the following plenary week
Content for the report to the plenary | Chair,
Members |
| | 9. Other
None | Chair,
Members |

**Tuesday
7 December
17:00**

Close

NOTE: A meeting room has been reserved for both days. Depending on our progress, we might finish earlier on Tuesday.

NOTE: Refer to the meeting calendar for the schedule of tea and lunch breaks.