



AHWP Secretariat Meeting

Agenda of 1st Meeting (v5)

Date : 28 Feb 2012 (Tue)

Time : 9:00 – 17:00

Venue : Indiana Meeting Room, Fairmont Singapore & Swissôtel The Stamford,
2 Stamford Road, Singapore

Time	Agenda Item(s)	Moderator(s)
09:00 - 09:15	Opening Remarks	Dr Saleh S AL-TAYYAR (Chair)
09:15 - 09:25	Agenda Item 1: Adoption of Agenda Agenda Item 2: Roll call	Mr Ali AL-DALAAN (Secretary General)
09:25 - 10:30	Agenda Item 3: AHWP Strategic Plan and Work Plan (2012-2014) <ul style="list-style-type: none"> • Attendance to GHTE/IMDRF • Nomenclature and UDI • Operation with other Internal Organizations • Review of TOR and House Rules • AHWP Main Meeting and Workshop • AHWP ASL Updates • E-Newsletter • Training • Work Plan of AHWPCTC • Others 	Ms Lindsay TAO (Vice-Chair) & Mr Ali AL-DALAAN (Secretary General)
10:30 - 10:50	Group Photograph & Tea Break	
10:50 - 12:00	Agenda Item 3 (Continue)	Mr Ali AL-DALAAN (Secretary General)
12:00 - 13:00	Lunch	



13:00 - 14:00	Agenda Item 4: 17th AHWP Meeting Preparation <ul style="list-style-type: none"> • Introduction • Formation of Organizing Committee • Site confirmation • Hotel and Accommodation • Agenda, Guest, Speaker, Budget, etc. • Registration • Support of the Secretariat (HKPC) • Others 	Ms Li-ling LIU (Vice-Chair)
14:00 - 15:00	Agenda Item 5: AHWPTC Meeting <ul style="list-style-type: none"> • Report on Work Plan • Next Time Arrangement • Meeting Agenda • Sponsors and Registration • Support of the Secretariat (HKPC) • Others 	Ms Joanna KOH (TC Chair)
15:00 - 15:15	Tea Break	
15:15 - 16:15	Agenda Item 6 : AHWP Secretariat Work Update <ul style="list-style-type: none"> • AHPW Website and Sponsors • Members Updates • SADS Alert Dissemination • AHWP Official Name Card and Letters • Set up of Conference Call Line • Others 	Mr Bryan SO (Exe-Deputy Sec General)
16:15 - 16:30	Agenda Item 7 : Group Discussion	Mr Ali AL-DALAAN (Secretary General)
16:30 - 17:00	Conclusion of the Meeting	Dr Saleh S AL-TAYYAR (Chair)