

# ACT MEETING AGENDA



## **ACT Review Participants**

ACT Core Group

Additional ACT Experts

ACT Secretariat

ACT Observers

ACT Applicants

REVIEWERS		REVIEW 1	REVIEW 2	REVIEW 3	REVIEW 4
	TYPE OF EXPERT				
CORE GROUP					
ADDITIONAL REVIEWS					
SECRETARIAT					
OBSERVERS					
APPLICANTS					

**Type of participation Key:** Lead reviewer  
Present in the room only (e.g. secretariat)  
Not present - written review submitted

**Lead** ✓  
**Rev** Not in attendance for particular review

**√rev**  
**Rec**  
**X**

**EVENING:**

16:00 – 18:00 Core Group meeting

**MORNING:**

08:30 – 09:00 Briefing for new reviewers

09:00 – 10:00 Reports from reviewers and general discussion  
- led by

10:00 – 10:15 Coffee (with applicant)

10:15 – 11:45 Discussion with applicant - led by

11.45 – 12:00 Break (with applicant)

12:00 – 13:00 ACT summary and recommendations (without applicant)  
- led by

13:00 – 14:00 Lunch

**AFTERNOON:**

14:00 – 15:00 Reports from reviewers and general discussion  
- led by

15:00 – 15:15 Coffee (with applicant)

15:15 – 16:45 Discussion with applicant - led by

16.45 – 17:00 Break (with applicant)

17:00 – 18:00 TACT summary and recommendations (without applicant)  
- led by

18:00 Meeting closes

## MORNING:

09:00 – 10:00	Reports from reviewers and general discussion - led by
10:00 – 10:15	Coffee (with applicant)
10:15 – 11:45	Discussion with applicant - led by
11.45 – 12:00	Break (with applicant)
12:00 – 13:00	ACT summary and recommendations (without applicant) - led by
13:00 – 14:00	Lunch

## AFTERNOON:

14:00 – 15:00	Reports from reviewers and general discussion - led by
15:00 – 15:15	Coffee (with applicant)
15:15 – 16:45	Discussion with applicant - led by
16.45 – 17:00	Break (with applicant)
17:00 – 18:00	TACT summary and recommendations (without applicant) - led by
18:00 – 19:30	Core group wrap-up meeting
19:30	Close of meeting

Contact details for ACT

## MEETING VENUE & HOTEL

**Venue:**

**Address:**

**Telephone:**

**Website:**

## CONTACT DETAILS FOR ACT