



2009-10-01

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## ISO/TC 211 Geographic information/Geomatics

<b>Title:</b>	<b>Notice of a project team meeting and draft agenda for PT 19160, Addressing, to be held in Quebec, Canada, 2009-11-02</b>
<b>Source:</b>	ISO/TC 211/PT 19160 Project leader
<b>Expected action:</b>	For information
<b>Type of document:</b>	Notice of meeting and draft agenda
<b>Meeting date/location:</b>	2009-11-02, Quebec, Canada
<b>Hyperlink:</b>	<a href="http://www.isotc211.org/opendoc/211n2785/">http://www.isotc211.org/opendoc/211n2785/</a>
<b>Reference:</b>	<a href="http://www.isotc211.org/calendar.htm">http://www.isotc211.org/calendar.htm</a>

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## Notice of a project team meeting of PT 19160, Addressing

<b>Meeting date:</b>	2 November 2009
<b>Time:</b>	10:00 – 12:30, 13:30 – 17:00
<b>Place:</b>	Hôtel Plaza Québec 3031, Boulevard Laurier, Quebec City, Quebec, Canada, G1V 2M2  Tel (Canada & U.S.) 1-800-567-5276; (Other countries) 1-418-658-2727 Fax 1-418-658-6587; E-mail <a href="mailto:reservation@jaro.qc.ca">reservation@jaro.qc.ca</a>  See <a href="http://www.geobase.ca/ISOTC211_Quebec2009/">http://www.geobase.ca/ISOTC211_Quebec2009/</a> for more information

### **P. and O. members should note the following:**

1. This meeting of the Addressing project will immediately precede the 28th plenary meeting of ISO/TC 211, which is being held on 5-6 November 2009.
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 2755](#)
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 the ISO/TC 211 meeting home page <http://www.isotc211.org/Quebec/registration.htm>
2. Hotel reservations are the responsibility of the participants. Full details are found on the meeting home page (see URL 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**  
**2 Nov 2009**

## **Draft agenda**

<b>09:00</b>	<b>1. Welcome</b>	Chair
	<b>2. Roll call of members</b> Introduction of members	Members
	<b>3. Approval of agenda</b>	Members
	<b>4. Scope</b> Confirm the scope, based on comments received	Chair, Members
	<b>5. Planning</b> Work breakdown Assign responsibilities Time schedule List of deliverables Draft project plan	Chair, Members
	<b>6. Requirements in relation of addressing</b> Identify item(s) from the work breakdown on which we can start working, e.g. list terms and definitions, etc.	Chair, Members
	<b>7. Other</b> None	Chair, Members
<b>17:00</b>	<b>Close</b>	

NOTE: There will be a lunch break from 12:30 to 13:30.