



Security Working Group

Typical SWG Meeting/Workshop Agenda

21 Days before Meeting/Workshop – Members are to send “Special Topics Notice” to SWG Secretary for inclusion into the Meeting/Workshop Agenda. Some meetings may be totally dedicated to a Special Topic. Sign up for meeting via WEB site.

14 Days before Meeting – The SWG Secretary will issue a memorandum reminding members of the scheduled EFCOG SWG Meeting/Workshop including an Agenda. Sign up for meeting via WEB site.

The Host is to finalize the Agenda and send to SWG Secretary for posting. The SWG Secretary is the time keeper for the meeting.

Host Site
Host Contacts
Dress Requirements

Day 1

8:00 Badging (Host Site Safety & Security Requirements)
8:30 Welcome from Host site and all to sign the Roster
9:00 Host Speaker on support of EFCOG
9:30 Welcome and News from Chair/Vice Chair about DOE & other EFCOG Working Groups
9:45 Break
10:00 First Sub-Committee Report
12:00 Lunch
13:00 Second Sub-Committee Report
15:00 Break
15:15 Site Tour
19:00 Networking Dinner – (Dutch)

Day 2

8:30 New Business & Special Topics
10:00 Old Business – Review of WEB Site, Other Sub-Committees status, etc
10:45 Break
11:00 Action Items and Status
11:30 Review of next Meetings/Teleconferences
12:00 Meeting adjourned

The SWG Secretary will post the meeting minutes within 30 days on the EFCOG SWG WEB Site.