



Security Working Group

Typical Teleconference Agenda

21 Days before Teleconference – Members are to send “Special Topics Notices” to SWG Secretary for inclusion into the Teleconference Agenda. Some Teleconferences may be totally dedicated to a Special Topic.

14 Days before Teleconference – The SWG Secretary will issue a memorandum reminding members of the date and time scheduled for the next EFCOG SWG Teleconference including the Agenda. The SWG Secretary will also forward the required telephone numbers and access codes.

The SWG Secretary is the time keeper for the teleconference.

The Teleconference will utilize the Discussion Forum located at the EFCOG SWG WEB Site <http://www.efcog.org/wg/sc/index.htm>

Please register for the Web Site Discussion Forum prior to the Teleconference.

- 0:00 Secretary takes role per SWG Roster
- 0:05 News from Chair/Vice Chair about DOE and other EFCOG Working Groups
- 0:15 First Sub-Committee Report
- 0:45 Second Sub-Committee Report
- 1:15 New Business & Special Topics
- 1:45 Old Business – WEB Site, Other Subcommittee status, etc
- 1:50 Action Items and Status
- 1:55 Review of next Meetings/Teleconferences
- 2:00 Teleconference adjourned

The SWG Secretary will post the Teleconference Minutes within 30 days on the EFCOG SWG WEB Site.