

**NDPHS Working Group on Expert Groups' Terms of Reference  
Third Meeting  
Moscow, Russia  
25 February 2010**



<b>Reference</b>	EGTOR 3/2/2
<b>Title</b>	Provisional annotated agenda
<b>Submitted by</b>	Secretariat
<b>Summary / Note</b>	This document provides explanatory notes regarding the items included in the provisional agenda and, within a given item, specifies actions requested from the meeting participants
<b>Requested action</b>	For reference

### **1. Welcome and opening of the meeting**

Mr. Pasi Mustonen, the Chair of the *ad hoc* NDPHS Working Group on Expert Groups' Terms of Reference (EGTOR), who will chair the meeting, will open it.

A representative of the Russian Federation hosting the meeting will welcome the participants.

### **2. Adoption of the agenda**

The Meeting is invited to **adopt** the provisional agenda (submitted as document EGTOR 3/2/1).

### **3. Discussion of the draft EG Terms of Reference**

With reference to the EG Terms of Reference template (submitted as document EGTOR 3/3/Info 1), the Expert Group Chairs and ITAs are invited to present the draft Terms of Reference for the Expert Groups / Task Groups in their respective fields. These presentations should also include information about the consultations with the EG Members run by the EG Chairs and ITAs within their current groups.

The Meeting is invited to discuss the draft proposals and **decide**, as appropriate.

### **4. Summary of the discussions and next steps to be taken**

The Chair will summarize the discussions and propose next steps to be taken. It is proposed that the Secretariat would send out revised versions of all draft Terms of Reference by 10 March 2010 and that final comments on the drafts would be due, at the latest, on 19 March 2010. Provided that no further comments are submitted within one week, the final versions would then be distributed on 23 March 2010 to be adopted *per capsulam* and to be subsequently submitted to the CSR for adoption. Additional EGTOR meetings would not be arranged unless deemed necessary.

The Meeting is invited to discuss the proposed next steps and **decide**, as appropriate.

## **5. Adoption of the EGTOR 3 Meeting minutes**

The Secretariat proposes that it would send out draft EGTOR 3 Meeting minutes to the participants on 8 March 2010 and that comments on the draft would be due, at the latest, on 15 March 2010. A revised report would then be distributed on 18 March 2010 to be adopted *per capsulam* provided that no further comments are submitted within one week.

The Meeting is invited to consider the above proposal and **decide**, as appropriate.

## **6. Any other business**

The Meeting might wish to discuss any other business not covered under other agenda items and **decide**, as appropriate.

## **7. Closing of the meeting**

The Meeting is expected to terminate on 25 February 2010 at 18:00 hours.