

## 14th SEAYN Online Meeting

Location:	Online Meeting (WebEX)	Date:	26th October 2016 (Wednesday)
Time:	12pm-1pm Bangkok Time	Moderator:	IFRC Regional office

### Agenda

{Start time} — [End time]	Agenda item description	Presented by:
12.00pm-12.15pm (15mins)	Roles & Responsibilities of CT Members	Chair
12.15pm-12.25pm (10mins)	<ul style="list-style-type: none"> <li>• Calendar &amp; Meeting Option,</li> <li>• Newsletter Content Duration and Submission* -Refer to circulation</li> </ul>	Deputy Chair
12.25pm-12.40pm (15mins)	SEAYN + YSS (Guide finalised in online library). Statistical data collection	Officer
12.40pm-12.50pm (10mins)	Confirmation of action plan & SS Mapping	Chair/IFRC
12.50pm-1.00pm (10mins)	AOB Closing	Chair

*\* To be furnished*

## Circulation 1: Agenda Item 2

### Calendar & Meeting Option

What:	Confirm viable schedule for SEAYN members for Online Meeting
Purpose	To discuss proposal & for adoption subsequently

**Proposal:** Fixed date of month & 3 dates options (+/- from fixed date) determined by doodle.

For example: Last thursday of the month determined tentatively for Online Meeting.

- 29th Dec (Thur)
  - Options available to determine best attendance with for: 27th (Tue), 28th (Wed) or 29th (Thur)
  - Polling option determined by doodle app

Others:

- Fixed Time: 12pm-1pm (Bangkok Time)
- Fixed Day for **CT** meeting : Thursday, last week of the First month
- Fixed Day for **Online** Meeting: Thursday, last week of Second Month (starting from Oct'16)