### 14th SEAYN Online Meeting

<table>
<thead>
<tr>
<th>Location</th>
<th>Online Meeting (WebEX)</th>
<th>Date</th>
<th>26th October 2016 (Wednesday)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>12pm-1pm Bangkok Time</td>
<td>Moderator</td>
<td>IFRC Regional office</td>
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</tbody>
</table>

**Agenda**

<table>
<thead>
<tr>
<th>[Start time] — [End time]</th>
<th>Agenda item description</th>
<th>Presented by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.00pm-12.15pm (15mins)</td>
<td>Roles &amp; Responsibilities of CT Members</td>
<td>Chair</td>
</tr>
<tr>
<td>12.15pm-12.25pm (10mins)</td>
<td>• Calendar &amp; Meeting Option,</td>
<td>Deputy Chair</td>
</tr>
<tr>
<td></td>
<td>• Newsletter Content Duration and Submission*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Refer to circulation</td>
<td></td>
</tr>
<tr>
<td>12.25pm-12.40pm (15mins)</td>
<td>SEAYN + YSS (Guide finalised in online library). Statistical data collection</td>
<td>Officer</td>
</tr>
<tr>
<td>12.40pm-12.50pm (10mins)</td>
<td>Confirmation of action plan &amp; SS Mapping</td>
<td>Chair/IFRC</td>
</tr>
<tr>
<td>12.50pm-1.00pm (10mins)</td>
<td>AOB Closing</td>
<td>Chair</td>
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*To be furnished*
## Circulation 1: Agenda Item 2

**Calendar & Meeting Option**

<table>
<thead>
<tr>
<th>What:</th>
<th>Confirm viable schedule for SEAYN members for Online Meeting</th>
</tr>
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<tbody>
<tr>
<td>Purpose</td>
<td>To discuss proposal &amp; for adoption subsequently</td>
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**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)