Source: **Fred Harrison, TSG-SA Convenor**

Title: **Convenors report and meeting objectives**

Document for: **Information**

Agenda Item: **5**

Services and Systems Aspects TSG

Convenors Report

- TSG-SA formed at December 1998 inaugural meeting

- Five Working Groups established, all have now met and started specification work

- Document server and email lists established

- Transfer of work from Partners in progress

- Project Co-ordination Group initial meeting 1st March 1999.

Services and Systems Aspects TSG

Key Objectives for Meeting #2

- Elect chairman and vice chairmen
- Review the work of the SA Working Groups

    agree deliverables and work items

    review work programme for Dec 1999 target

- Agree project co-ordination mechanism
- Define project support requirements

Services and Systems Aspects TSG

Guiding principles

- "Electronic" discussion should be the norm and not the exception

- Take practical decisions while processes and methods develop. We can refine the procedures later with experience

- Use principle of delegation to lowest practical level, avoid escalation to PCG unless essential

- Develop good relationships with other TSGs at all levels, no turf wars.