**AGENDA**

**ARTIC SDI NATIONAL CONTACT POINTS’ MEETING #1**

**Date: October 14 and 15, 2014**

**Locality: Ottawa, Ontario, Canada.**

**Meeting language: English**

**Main purpose of the meeting:**

1. Prepare for Board Meeting
2. National Contact Points governance
3. Review of all working groups activities

**Meeting documents:**

* List of nomination to Arctic SDI Board, National Contact Points, Secretariat and Working Groups
* Terms of References and Activity Plans
* Arctic SDI Framework Document
* One Page Selling document
* Posters presenting the Arctic SDI at the Inspire Conference 2014
* Follow up on decisions agreed at the last Board Meeting (one page document)
* Progress reports from the Working Groups

**AGENDA**

1. Welcome by the host (Cameron Wilson - Canada)
2. Opening the meeting by the Chair including tour de table (Cameron Wilson - Canada)
3. Introduction of the Secretary of the Meeting
4. Approval of the Agenda
5. Introduction of the Terms of Reference - Governance
6. Review preliminary agenda, current document suite and results of Iceland strategy and operational policy workshop
7. Prepare Board materials
8. Secretary to present draft minutes and summary of decisions
9. Process for next meeting.