

USE61400-25 – IEC 61400-25 user group

To USE61400-25 members – 2nd General Assembly

Meeting date: April 14th and 15th, 2009

Meeting time schedule: April 14th, 11:00 – 18:00 & April 15th, 09:00 – 14:00

Meeting agenda according to constitution including additional topics:

1. Nomination of a chairman for the general assembly
2. Appointing a secretary for the general assembly
3. Yearly management team report
 - a) Introduction, follow-up on actions during 2009: web-page, e-mails, member's area etc. - (KJ)
 - b) Formal confirmation of membership status for attendees - (KJ).
 - c) Tissue procedures description - (KHS)
 - d) Coordination activities with TC88, TC 57-WG10 and TC57-WG17- (AJ)
 - e) Follow up on interoperability workshop and testing activities - (ESQ)
4. Financial report for 2009
 - a) Account status and financial overview - (KJ)
5. Proposals from members – inputs are very welcome
6. Proposals from the technical team – (KR)
7. Proposals from the management team
 - a) Financial procedures proposal - (ESQ)
 - b) User group newsletter - (ESQ)
 - c) Service provider information on USE61400-25 web site - (ESQ)
 - d) Marketing and conference participation 2010 and 2011 - (AJ)
8. Proposal for services offered to members
9. Proposal for membership fee for the coming year
10. Proposed budget for the coming year to be agreed – draft attached with invitation
11. Nomination of a user group chairman
12. Nomination of members for the management team
13. Nomination of members for the technical team
14. Nomination of a financial auditor
15. Date and place for next year general assembly
16. Maintenance of the IEC 61400-25 standard series - (AJ)
17. Corporation with user groups for standards linked to IEC 61400-25 - (AJ)
18. Miscellaneous

Meeting place: KEMA Consulting, Utrechtseweg 310, 6800 ET Arnhem, The Netherlands
T +31 26 3 56 20 25; F +31 26 4 42 23 33 – how to find KEMA follow the link:

<http://www.kema.com/locations/office/netherlands/Netherlands-Arnhem.aspx>

Nearest train station: Arhem Central Station

Nearby airport: Amsterdam, Schipol

Web site: www.KEMA.com

Hotels nearby: Best Western Haarhuis and the NH Rijnhotel, Arnhem.

To register for the meeting and find more details - please use the link on our web site -

<http://www.use61400-25.com/default.aspx?id=31> or via e-mail: info@USE61400-25.com.

Meeting room facilities and food during the meeting will be covered by USE61400-25, all other expenses to be covered by the meeting attendees.

Deadline for registration is March 22nd, 2010.

Looking forward to meeting all of you in Arhem, Netherlands.

Best regards,

KNUD JOHANSEN

USE61400-25

Presentations, inputs and questions can be communicated to e-mail: info@USE61400-25.com

www.USE61400-25.com / www.USE61400-25.org