

**2017 NCPH Intersessional Planning Call
Friday, 21 October 2016 at 13:00 UTC**

MEETING NOTES

Discussion items:

- Potential dates/location for the meeting
- Planning committee members, meeting time and frequency; and
- Roles/responsibilities for planning team and staff

Participants: Chris Wilson, Klaus Stoll, Tapani Tarvainen, Farzaneh Badii, Tony Holmes

Apologies: Rafik Dammak, Greg Shatan

Staff: Robert Hoggarth, Benedetta Rossi, Chantelle Doerksen, Maryam Bakoshi,

Action Items:

- Deadline to finalize date/location by 21 November 2016
- Next planning meeting should be a week after the deadline for dates/location - Maryam to send doodle poll
- Communities to appoint planning committee members for 2017 Intersessional meeting
- Benedetta/Rob to send out reminders closer to Hyderabad