

<b>OWNER:</b> <b>CUST-DEV2</b>	<b>ISSUE DATE:</b> <b>13/12/2010</b>	<b>VERSION:</b> <b>1.01</b>
<p><b>TAXATION AND CUSTOMS UNION DG</b></p> <p><b>SUBJECT:</b></p> <p><b>DLV-0.1-1_AGENDA OF MEETING: CUD2-SCXX-MEETING AGENDA</b></p>		
<p><b>CUST-DEV2</b></p> <p>[REMOVED]</p>		

CUST-DEV2	REF : [REMOVED]DLV-0.1-1- ANNEX 25
AGENDA OF MEETING: CUD2-SCXX-MEETING AGENDA	VER : 1.01
DOCUMENT HISTORY	

## DOCUMENT HISTORY

Version	Date	Description	Action (*)	Pages
0.01	13/08/2010	Creation	I	All
0.02	22/10/2010	Internal Review	R	All
0.03	25/10/2010	Submitted for Information		
0.04	03/11/2010	Internal Review	I/R	All
1.00	15/11/2010	Submitted for Acceptance		
1.01	13/12/2010	Re-Submitted for Acceptance		

(\*) Action: I = Insert, R = Replace

CUST-DEV2	REF : [REMOVED]DLV-0.1-1- ANNEX 25
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HAND OVER TAKE OVER	REF : CUD2-SCXX-MEETING AGENDADLV-0.1-1- ANNEX 25
AGENDA OF MEETING: CUD2-SCXX-MEETING AGENDA	VER : 1.01
INTRODUCTION	

# 1 Introduction

The text and information presented in the Chapter 2 – “Meeting Agenda Template” are to be adapted then used in the request mail for meeting agenda.

HAND OVER TAKE OVER	REF : CUD2-SCXX-MEETING AGENDADLV-0.1-1- ANNEX 25
AGENDA OF MEETING: CUD2-SCXX-MEETING AGENDA	VER : 1.01
MEETING AGENDA TEMPLATE	

## 2 Meeting Agenda Template

- ◆ **Bold text** indicates the main parts of the mail
- ◆ < > gives some information about what to insert

**TO:** <People who are concerned by the meeting>

**CC:** CUST-DEV2; [TAXUD-CUSTDEV2@ec.europa.eu](mailto:TAXUD-CUSTDEV2@ec.europa.eu), **[REMOVED]**

**Subject:** Cust-Dev2 – Agenda for <Insert here the name and the date of the related meeting>

**Body:**

Dear All,

Please find below the proposed agenda for the upcoming <Insert here the name of the meeting>, planned on the <Insert here the date of the related meeting> from <Insert here the starting time of the meeting, format HHMM where H = hour, M = minute> to <Insert here the ending time of the meeting, format HHMM where H = hour, M = minute>.

Proposed Agenda:

1. <Insert here the detail agenda of the meeting, structured as : “HHMM-HHMM – period subject;” where the first HHMM indicates the starting time and the last HHMM indicates the ending time of the period, where H = hour, M = minute>

<Insert here the material and text on which the meeting is based as well as give information on what to prepare for the meeting>.

Could you please confirm us this agenda ?

Should you have any specific points you would like to address, do not hesitate to communicate them to me in the next coming days.

Thank you

Best regards

<Insert here your name/signature>

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\*\*\* End of CUD2-SCXX-Meeting Agenda DD/MM/YYYY \*\*\*