**Accountability & Transparency Review Team 2 (ATRT2) Face-to-face meeting in Washington DC –**

**Thursday, 19 September – Friday, 20 September 2013**

**Proposed Agenda**

**Day 1: Thursday, 19 September**

Time displayed in EST

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| **Description** | **Additional Participants** | **From** | **To** |
| Welcome and opening remarks |  | 8:30 am | 8:40 am |
| Adopt meeting agenda |  | 8:40 am  | 8:45 am |
| Adopt preliminary reports |  | 8:45am | 8:50 am |
| Update on Accountability and Transparency Benchmarks and Metrics project | Christina Laybourn, One Word Trust, Larisa Gurnick | 8:50 am *(details to be confirmed)* | 9:20 am |
| Update from ICC re: PDP effectiveness review | Mark McFadden | 9:30 am*(details to be confirmed)* | 10:00 am |
| Review Inventory of Observations and Potential Recommendations; decide on items that will not result in a recommendation versus those that will  |  | 10:00 am | 10:30 am |
| Coffee break |  | 10:30 am | 10:45 am |
| Review of completed analyses and proposed recommendations  |  | 10:45 am | 12:30 pm |
| Working Lunch – online demo | Chris Gift | 12:30 pm*(details to be confirmed)* | 1:30 pm |
| Review of completed analyses and proposed recommendations |  | 1:30 pm | 3:30 pm |
| Coffee break |  | 3:30 pm | 3:45 pm |
| Review of completed analyses and proposed recommendations |  | 3:45 pm | 5:30 pm |

**Day 2: Friday, 20 September**

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| **Description** | **Additional Participant** | **From** | **To** |
| Review of Day 1 progress |  | 8:30 am | 8:45 am |
| Continuation from Day 1, if needed - Review of completed analyses and proposed recommendations |  | 8:45 am | 9:45 am |
| Review of report format, assignment of sections to drafters |  | 9:45 am | 10:30 am |
| Coffee Break |  | 10:30 am | 10:45 am |
| Interaction with staff as needed |  | 10:45 am | 12:00 pm |
| Lunch |  | 12:00 pm | 1:00 pm |
| Interaction with staff as needed/Drafting |  | 1:00 pm | 2:45 pm |
| Coffee break |  | 2:45 pm | 3:00 pm |
| Drafting |  | 3:00 pm | 4:30 pm |
| Wrap up |  | 4:30 pm | 5:00 pm |



