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| **World Meteorological Organization &**  **Intergovernmental Oceanographic Commission (of UNESCO)**  **Argos JTA Executive Committee Meeting**  **Fifteenth Session** Toulouse, France, 18 to 19 July 2017 | Image result for ioc logo unesco**JTA15/INF. 2** |
| Submitted by: JTA Chairperson  14.VI.2017 |

### Argos JTA Executive Committee Meeting

**Documentation Plan**

Speakers are requested to provide documents to the WMO secretariat before the deadline.

**JTA-EC-15 DOCUMENTATION PLAN**

Recommended sizes:

* S: small (i.e., about 1 to 2 pages)
* M: medium (i.e., about 3 to 6 pages)
* L: large (i.e., about 7 pages or more)
* T: template to be used

| **Doc. No.** | **Agenda item** | **Title** | **Prepared by** | **Size** | **Due date** | **Remarks** |
| --- | --- | --- | --- | --- | --- | --- |
| INF. 1 |  | Logistical Information | Secretariat | S | 15/06/2017 |  |
| INF. 2 |  | Documentation Plan | Secretariat | S | 15/06/2017 |  |
| INF. 3 |  | Provisional List of Participants | Secretariat | S | 15/06/2017 |  |
| 1 | 1.2 | Provisional Annotated Agenda and Timetable | Secretariat | M | 15/06/2017 |  |
| 2 | 2 | Report from the Chairman (incl. overview of JTA, report on intersessional activities) | E. Locklear | M | 10/07/2017 |  |
| 3 | 3 | Issues from the previous meetings of the JTA-EC | CLS/CNES | S | 10/07/2017 |  |
| 4 | 4 | Review Of The Operating Principles | E. Locklear | S | 10/07/2017 |  |
| 5 | 5 | Review Of The Action Items (CLS Financial Proposal) | CLS | L |  |  |
| 6 | 6 | Preparation For Next JTA Session | E. Locklear | M | 10/07/2017 |  |
| 7 | 7 | Argos Alliance Presentation | K. Holland | M | 10/07/2017 |  |