**Second Meeting of the Expert Working Group on Guide on Contingency Planning For Outbreaks Of Quarantine Pests**

*Updated 2021-12-18*

**PROVISIONAL AGENDA**

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| **AGENDA ITEM** | **Duration****(min)** | **DOCUMENT NO.** | **PRESENTER** |
| **1** | **Opening of the Meeting and welcome to participants** | 5’ | -- | IPPC Secretariat |
| **2** | **Meeting Arrangements** |  |
| 2.1 | Election of the chairperson | 2’ |  |  |
| 2.2  | Election of the rapporteur | 2’ |  | Chairperson |
| 2.3 | Adoption of the Agenda | 2’ | 01\_ WG CP Guide\_2021\_Tel\_Dec | Chairperson  |
| **3** | **Administrative matters** |  |
| 3.1 | Participant list | 1’ | 02\_ WG CP Guide\_2021\_Tel\_Dec | IPPC Secretariat  |
| **4** | **Meeting items**  |  |
| 4.1 | Approval of minutes | 2’ |  | Chairperson |
| 4.2 | Finalise draft outline  | 60’ |  | Chairperson |
| 4.3 | Decide section drafters  | 60’ |  | Chairperson |
| **5** | **Any Other Business** | 5’ | -- | Chairperson |
| **6** | **Date and arrangement of the Next Meeting** |  |
|  | 12th January 2022, 2100 Rome Time<https://fao.zoom.us/j/94374114447?from=addon> Meeting ID: 943 7411 4447Passcode: 50230674 | 1’ |  | Chairperson/IPPC Secretariat |
| **7** | **Close of the Meeting** | 1’ | -- | Chairperson |