**Agenda**

**5 June 2017**

**Opening plenary meeting (SCC)**

- 9:00-10:15
  1. Opening of the meeting
  2. Welcome ceremony
  3. Roll call of delegates
  4. Adoption of the agenda
  5. Appointment of Resolution Drafting Committee
  6. Presentation by ISO/TC249 chair
  7. Report by ISO/TC249 secretary

- 10:15-10:45
  Group photo and tea break

- 10:45-11:40
  8. Report on the Strategic Business Plan
  9. Report of liaison arrangements
  10. Presentation of awards to the project leaders of the published standards
  11. Any other business

- 11:40-13:00
  Lunch

- 13:00-17:00
  WG1 meeting (WLB104)
  WG3 meeting (WLB211)
  WG5 meeting (WLB109)

- 18:30-20:30
  Welcome dinner

**6 June 2017**

**Working Group meetings**

- 9:00-17:00
  WG1 meeting (WLB104)
  WG3 meeting (WLB211)
  WG5 meeting (WLB109)

**7 June 2017**

**Working Group meetings**

- 9:00-17:00
  WG2 meeting (WLB109)
  WG4 meeting (WLB104)
  JWG1 meeting (WLB211)

**8 June, 2017**

**Closing plenary meeting (SCC)**

- 9:00-9:15
  Review of Resolutions from Day 1

- 9:15-12:30
  Each WG convenor's report:
  1. Work progress and outcomes from WG meetings during the past year
  2. Working plan of WG, new proposals, any issues and recommendations

- 12:30-14:00
  Lunch

- 14:00-15:30
  Each WG convenor's report:
  1. Work progress and outcomes from WG meetings during the past year
  2. Working plan of WG, new proposals, any issues and recommendations

- 15:30-16:00
  Tea break

- 16:00-16:10
  Presentation of any undefined NWIPs
  N595 Traditional Chinese Medicine-Health Preservation Service-General Requirement

- 16:10-17:00
  Review of Resolutions from Day 2, Day 3 and Day 4

- 17:00-17:05
  Details concerning the next meeting and possible venues

- 17:05
  Closing of the meeting
Meeting venues at Hong Kong Baptist University, Renfrew Road, Kowloon Tong

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Room/Bldg</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAG</td>
<td>SWT 501</td>
<td>Level 5, Shaw Tower</td>
</tr>
<tr>
<td>Plenary</td>
<td>SCC</td>
<td>Level 2, Madam Kwok Chung Bo Fun Sports and Cultural Centre</td>
</tr>
<tr>
<td>WG1, WG4</td>
<td>WLB 104</td>
<td>Level 1, Lam Woo International Conference Centre</td>
</tr>
<tr>
<td>WG2, WG5</td>
<td>WLB 109</td>
<td>Level 1, Lam Woo International Conference Centre</td>
</tr>
<tr>
<td>WG3, JWG1</td>
<td>WLB 211</td>
<td>Level 2, Lam Woo International Conference Centre</td>
</tr>
</tbody>
</table>

Transportation for meeting participants staying at three designated hotels

4 June
Departure time of coach from designated hotels to meeting venue
18:15 – BP International
18:25 – Metro Park Hotel
18:35 – Royal Plaza Hotel
(Please assemble at hotel lobby.)

Departure time of coach from meeting venue to designated hotels
20:30
(Please board coach outside Lam Woo International Conference Centre.)

5 – 8 June
Departure time of coach from designated hotels to meeting venue
8:10 – BP International
8:10 – Royal Plaza Hotel
8:10 – Metro Park Hotel
(Please assemble at hotel lobby.)

Please refer to the section below on welcome dinner for transportation to the dinner venue.
No transportation from meeting venue to hotels after meetings.

Public transportation

Taxi
Please show the following address of the meeting venue to the taxi driver if necessary:

Lam Woo International Conference Centre, Hong Kong Baptist University
34 Renfrew Road, Kowloon Tong, Kowloon

Mass transit railway (MTR), then taxi or minibus
1. Take MTR to Kowloon Tong MTR Station.
2. Take Exit D and get a taxi at the taxi stand OR take minibus no. 25 M(S).
Welcome dinner hosted by School of Chinese Medicine, HKBU for all participants

Date: 5 June 2017
Time: 18:30 – 20:30 (Reception starts at 18:00)
Venue: Metropolis Harbour View Chinese Cuisine (景逸軒)
Level 8, Harbour Plaza Metropolis Hotel
7 Metropolis Drive, Hung Hom, Kowloon (Exit C, Hung Hum MTR station)

Transportation
Departure time of coach for welcome dinner
18:00 – HKBU Campus (Please board coach outside Lam Woo International Conference Centre.)
18:00 – BP International; Royal Plaza Hotel; Metro Park Hotel (Please assemble at hotel lobby.)
Departure time of coach from restaurant to hotels and Ng Tor Tai International House
20:30

Public transportation
Mass Transit Railway (MTR)
Step 1. Exit Hung Hom MTR Station through Exit C2, then take the escalator to your right to reach the overhead walkway. Walk towards Fortune Metropolis (置富都會).
Step 2. Enter Fortune Metropolis and take the escalator in front of you and go up one floor to 8/F.
Step 3. Walk to the end of the hallway where you will find the restaurant.

Taxi
Please show the following address to the taxi driver if necessary:

Harbour Plaza Metropolis Hotel, 7 Metropolis Drive, Hung Hom, Kowloon

Dining venues on HKBU campus
Meals are not included in the meeting package. Participants may patronize one of the campus restaurant/eateries which only accept credit cards and Hong Kong dollars.

<table>
<thead>
<tr>
<th>Venue</th>
<th>Type of food</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pacific Coffee</td>
<td>Sandwiches, salad, pastries and pasta</td>
<td>Level 3, Lam Woo International Conference Centre</td>
</tr>
<tr>
<td>Renfrew Restaurant</td>
<td>Chinese cuisine and dim sum</td>
<td>Level 2, David C Lam Building</td>
</tr>
<tr>
<td>Renfrew Cafeteria</td>
<td>Noodles and congees</td>
<td>Level 2, David C Lam Building</td>
</tr>
<tr>
<td>Main Canteen</td>
<td>Chinese and western fast food</td>
<td>Level 5, Academic and Administration Building</td>
</tr>
<tr>
<td>Bistro Bon</td>
<td>Chinese and western food</td>
<td>G/F, Ng Tor Tai International House</td>
</tr>
<tr>
<td>Starbucks Coffee</td>
<td>Sandwiches, pastries and salad</td>
<td>Level 1, Jockey Club Academic Community Centre</td>
</tr>
</tbody>
</table>

Contact
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Ms. Selina Ming
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Free Wi-Fi Access SSID: ISOTC249 Password: ab9664A#
Meeting and Dining Venues

Direction to the venue:
Enter DLB, take lift to Level 3, go through the door on your right, desk in front of you.

Taxi
School of Chinese Medicine Building
• Dr. & Mrs. Hung Hin Shiu Museum of Chinese Medicine
• The Bank of China (Hong Kong) Chinese Medicines Centre

Mini-bus no. 25M(S):
Circular route between MTR Kowloon Tong Station (exit D) and campus.