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Secretary:

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NOTICE TO ATTEND THE TENTH IEC TC88/PT25 MEETING BOULDER, COLORADO, USA, 18TH-20TH NOVEMBER 2003

Dear Project team member

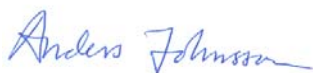
Welcome to the tenth plenary meeting of project 61400-25. The meeting will be hosted by NREL - National Renewable Energy Laboratory.

On the next page you will find information about the meeting including a preliminary agenda. You will also find information on accommodation.

Please note that a formal registration for the meeting is requested before 15th October. The registration is important for the preparations of the meeting. **Hotel resevations have to be made 26th October at the latest.**

I look forward to meeting you all in Boulder.

Best regards



Anders Johnsson
Project leader IEC TC88 PT25

ACCOMODATION

Hotel Boulderado
2115 13th St.
Boulder, CO 80302
1-800-433-4344

Website: www.boulderado.com

There is a contract for 15 rooms at the Hotel Boulderado for Nov 16-20. A standard room will cost \$109pp and a Deluxe will cost \$119pp. The rooms will be held under the name of National Wind Technology Center/Standards Meeting. They will be held until 10/26/03. After the 26th, attendees will be able to get the conference rate but availability is not guaranteed.

Reservations can be made by phone or by email. The phone number for calling is 1-800-433-4344. If sending an email, send it to reservations@boulderado.com and please include the following information: name, arrival and departure dates, group name, room type and credit card information.

The historic Hotel Boulderado opened on New Year's Day 1909. Boulder's first luxury hotel has become a national registered landmark, and is located in beautiful downtown Boulder, in the heart of the historic shopping and restaurant district.

TRAVEL INFORMATION

There are a few options on how to get from Denver International Airport to the Hotel Boulderado. Check out www.flydenver.com and click on Ground Transportation.

The Hotel Boulderado recommends:

- The Boulder Super Shuttle runs every hour at 10 minutes after the hour from 6:10am until 11:10pm. The Hotel Boulderado is the last stop on their route and it takes approximately 1.5hrs to reach the hotel.
- Another option is the airporter provided through the public transportation system, RTD. To get to Boulder, take the AB bus, west-bound. The Hotel Boulderado is approximately 3 blocks from the stop at Boulder Station.
- There are also rental cars available at the Airpor.

More information on how to reach the meeting place and the hotel will be distributed later.

MEETING PLACE

The meeting will be held in the Large Conference room at the National Wind Technology Center, 18200 State Hwy 128, Boulder, Colorado, USA.

For maps to the National Wind Technology Center (just south of Boulder, Colorado) see http://www.nrel.gov/visiting_nrel/nwtc_map.html.

MEETING REGISTRATION

To register for the meeting, please send an e-mail to the project leader (e-mail address: anders.johnsson@vattenfall.com) with the following text in the subject field: **IEC TC88 PT25: Meeting November 18-20 - Registration Form**. Include your name and company in the e-mail.

We need to have your registration **not later than 15th October, 2003**.

TENTH TC88/PT25 MEETING 18-20 NOVEMBER 2003

PRELIMINARY TIME SCHEDULE/AGENDA.

Day 1, Tuesday:

9:00 Meeting starts

12:00 Lunch

18:00 Meeting ends

Day 2, Wednesday:

9:00 Meeting starts

12:00 Lunch

18:00 Meeting ends

Day 3, Thursday:

9:00 Meeting starts

12:00 Lunch

18:00 Meeting ends

PRELIMINARY AGENDA

- Welcome and Introduction
- Approval of the agenda
- Appoint secretary for the meeting
- Roll call of experts
- The object of the meeting
- Minutes of meeting from Amsterdam
- Tasks and responsibilities during Committee Stage
- Project administration
- Summary of comments on 1st CD IEC 61400-25
 - General discussion on critical issues
- Discussion on comments on 1st CD IEC 61400-25
 - Overall document structure
 - Scope
 - Terms and definitions
 - Overall description of IEC 61400-25
 - Wind power plant Information model
 - Information Exchange model
 - Mappings to protocol stacks
 - Specifications on mappings and stacks
 - Conformance testing
- Summary of technical discussions and resolution of comments
- Revision of IEC 61400-25
- Plan of action/priorities
- Assignment of tasks to WG members
- Project plan
- Numbering of the WG documents
- Report to the TC/SC meeting
- Date and location of the next meeting