

MATTER HANDLED BY

Anders Johnsson

DATE

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PROJECT NO

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Project leader:
Anders Johnsson, Vattenfall Utveckling AB, Sweden

INVITATION TO ATTEND THE TC88/PT25 WORKSHOP IN OSLO, NORWAY, 8-10 APRIL 2002

Dear Project team member

Welcome to attend the working meeting of project 61400-25 in Oslo.

On the next pages you will find information about the working meeting including a preliminary overall agenda. The agenda may be changed as a consequence of e-mail discussions prior to the meeting.

As earlier indicated much of the work at this meeting will be conducted in two parallel groups focusing on Information Modelling and Methods (IMM) and Mappings and Stacks (MS). To improve the already extensive domain knowledge within the project you may invite colleagues with domain expertise to participate in the work during these meetings.

Attached is a fax template to be used for hotel registration. Apart from information on accomodation you will also find a guide on how to get to the meeting place attached. This information will also be posted on www.scc-online.de/std/61400/meetings

Statkraft, which has made all the arrangements for this meeting, has arranged so that we have meeting facilities at the Rainbow Vika Atrium hotel. However, since the hotel charge a fee per participant the total cost for these facilities is substantial due to the large number of expected participants. To share the burdon the hotel will charge each of you this extra cost. I hope you all sympathise with this arrangement and appreciate the convenience of having the meetings at a hotel located in the centre of Oslo.

I look forward to meeting you all in Oslo.

Best regards

Anders Johnsson
Convenor TC88/PT25

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ACCOMMODATION

Please make your room reservation soon (no later than 11.03.02) directly to the hotel.

Golden Tulip Rainbow Vika Atrium Hotel
Munkedamsveien 45
N-0250 OSLO
Tel.: +47-22 83 33 00
Fax: +47-22 83 09 57
www.rainbow-hotels.no/vika (in Norwegian)

A block of 25 rooms has been reserved (arr. 7.04.02 18:00; dep. 11.04.02).
If you arrive later than 18:00 check with the hotel!

If you don't use the attached fax template to make your reservation please be sure to mention the block ref: 2115031.

Room rate: 900 NOK (approx. EURO 120.00). Breakfast included.
Additional fee for conference facilities (rooms, lunch etc): 410 NOK (approx. EURO 55.00) per meeting day.

TRAVEL INFORMATION

From the airport Gardemoen (OSL) there is a train to Oslo central station. From there the best way is to take a taxi to the hotel.

MEETING PLACE

The meeting will be held at:
Golden Tulip Rainbow Vika Atrium Hotel

REGISTRATION

To register 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 April 8-10 - Registration Form**. Include your name and company in the e-mail.

We would appreciate to have your registration **not later than 22nd March, 2002**.

TC88/PT25 WORKING MEETING 8-10 APRIL 2002

PRELIMINARY TIME SCHEDULE/AGENDA.

Day 1

- 9:00 – 11:00 Plenary meeting
Welcome and Introduction by the Project leader
Purpose of the meeting, goals for the task groups
General issues
- 11:00 – 16:00 Task group meetings
- 16:30 – 18:00 Plenary meeting
Short status report from the task groups
Questions and answers to and from the different task groups
List of discussion items

Day 2

- 8:00 – 10:00 Plenary meeting
Discussion of general issues on the list from day 1
- 10:00 – 15:30 Task group meetings
- 16:00 – 18:00 Visit and presentation at Statkraft Control Centre
- 19:00 Dinner hosted by Statkraft

Day 3

- 9:00 – 12:00 Task group meetings
Editorial work
- 13:00 – 17:00 Plenary meeting
Reports from the task groups
Plan of action
- 17:00 Meetings ends