

**SOUTH EAST ENGLAND COUNCILS
EUROPE TASK & FINISH GROUP**

Friday 21 January 2011

Institute of Materials, 1 Carlton House Terrace
London SW1



AGENDA

1. Appointment of Chairman
2. Apologies, declarations of substitutes and declarations of interest
3. Agreement of Terms of Reference
 - a) Draft terms of reference attached for review and comment
 - b) Initial discussion on how to approach the group's 6 proposed key work areas
4. Priority and phasing of group forward work programme including
 - a) Frequency of future meetings
 - b) Topics for discussion at future meetings
 - c) Any papers, presentations or guest speakers required to provide expert advice for members at future meetings
5. Any Other Business

PLEASE NOTE: All substitutes should be notified to the secretariat in advance of the meeting.