

**AC/327 LIFE CYCLE MANAGEMENT GROUP (LCMG)
WORKING GROUP 2 ON QUALITY MEETING
AND CONCURRENT ACTION MEETINGS**

Venue: MoD Abbey Wood
Bristol BS34 8JH
UK

Point of Contact: Andy Oldershaw
Defence Equipment & Support, SE, DQA Policy
Tel. 011791 34381
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Commencing at 09:00 on Tuesday 3rd May 2011 and closing at 13:00 on Friday 6th May 2011.

Introduction

This meeting will commence with Action Team Meetings on Tuesday 3rd and Wednesday 4th May 2011. You are invited to contact the Activity Leads to register attendance to any of the Action Team meetings by 14th April 2011.

Details of the Action Team Meetings will be provided separately by the Action Team Leads.

Action Team Leads				
		Nation	Lead	E-mail
Activity 2010/009	AQAP 2310	ITA USA	Antonio Lemma Mike Berry	A.Lemma@Unavia.It michael.james.berry@us.army.mil
Activity 2010/010	STANREC XX	GBR	Andy Oldershaw	dessedqa-pol-int1@mod.uk
Activity 2010/011	AQAP 2116	USA	John Finno	john.finno@us.army.mil
Activity 2010/013	Software AQAP	ITA TUR	Antonio Lemma M. Sezai ÖZTÜRK	A.Lemma@Unavia.It sozturk@ssm.gov.tr
09:00-17:00	CMAT	NOR	POC: Kjell Rannekleiv	krannekleiv@mil.no

You are requested to confirm your intent to attend Working Group 2 Thursday and Friday to Andy Oldershaw dessedqa-pol-int1@mod.uk by 21st April 2011.

Tuesday 3 rd May 2011		
09:00 - 17:00	AQAP 2310 Action Team Meeting	
	STANREC XX Action Team Meeting	
	CMAT	
Wednesday 4 th May 2011		
09:00 - 17:00	Software AQAP Action Team Meeting	
	STANREC XX Action Team Meeting	
	CMAT	

Thursday 5 th May 2011			
1	09:00 – 09:15	WELCOME & OPENING REMARKS APPROVAL OF THE AGENDA	Chairman
2	09:15 – 09:30	APPROVAL OF THE MINUTES AND REVIEW OF ACTION ITEMS	Chairman
3	09:30- 09:45	HANDOVER OF CHAIRMANSHIP	
4	09:45 – 12:00	NATIONS' QA FORUM Programme Assessment Process Briefing	NOR
	12:00 – 13:00	Lunch	
5	13:00 – 15:00	WAY FORWARD WITH QUALITY FRAMEWORK Action Teams/Leads will provide a briefing on the progress of the activities: <ul style="list-style-type: none"> • <i>ITA on AQAP 2310</i> • <i>GBR on STANREC (Progressive QA)</i> • <i>USA on AQAP 2116</i> • <i>ITA/TUR on Software AQAP</i> 	ITA GBR USA ITA/TUR
6	15:15 – 17:00	REVIEW OF THE QA FRAMEWORK REQUIREMENTS (ACTIVITY 2010/12) Clarification of the Activity	GBR Chair & GBR
	09:00-17:00	CMAT	
Friday 6 th April 2011			
7	09:00 – 09:30	REPORT FROM THE CONFIGURATION MANAGEMENT ACTION TEAM	NOR
8	09:30-11:00	ACTIONS FROM PREVIOUS MEETING <ul style="list-style-type: none"> • Review of GQA Delegation Reporting • The Extension of the Risk Management Guidebook AAP-123, Discussion on the way forward • Non-NATO Owner, review schedule • Second Survey of Software Standard Usage 	CZE/USA
			Chair
			Chair FRA/DEU
			HUN
9	11:30 – 12:00	MEETING SCHEDULE <i>Planned WG/2 and Action Team Group Meetings:</i> <i>STANRECXX AT Mid June Venue TBA</i> <i>WG2 LIT –27-30 Sept 2011, Vilnius</i> <i>WG/2 – 30 Nov-1 Dec 2011, Brussels</i>	Chair
10	12:00 – 12:30	REVIEW OF MEETING NOTES	Chair
11	12:30 - 13:00	AOB <ul style="list-style-type: none"> • Briefing on the Outcome of the Host Nation Conference 	All USA

		<ul style="list-style-type: none">• SPONSORSHIP FOR AUSTRALIA'S inclusion as a signatory to nato standardization agreement 4107 (STANAG 4107)	GBR
	09:00-12:30	CMAT	
	13:00	CLOSE	

Flying into Bristol Airport

There are direct flights from many European Airports and a bus that goes directly to the centre of Bristol. The journey is 30 minutes and costs £6 one way.

If you are staying at the Mint Hotel ask for Bristol Temple Meads.
For the Marriott and Premier Inn ask for Bristol Coach Station.

If you prefer, you can take a taxi. The journey will be slightly quicker and will cost approximated £25 one way. There is only one taxi Company. Turn left when you exit the terminal building, and the taxi office is on the left after approximately 50m.

Flying into London Heathrow.

Bristol is approximately 2 hours from London Heathrow.

Bus

The advantage of the bus is it is direct to Bristol from the airport (Central Coach Station) and it is more economical.

<http://www.nationalexpress.com/home.aspx>

Train

The Heathrow Express takes 15 minutes from the Airport to London Paddington Station. Trains from Paddington Station to Bristol are every 30 minutes and will take approximately 90 minutes.

Alternatively, from the airport Central Coach Station, you can take the Reading Rail Air Link to Reading Train station. Trains from there are also every 30 minutes and take approximately 1 hour to get to Bristol.

<http://www.nationalrail.co.uk/>

The code for London Paddington is PAD
The code for Bristol Temple Meads is BRI
The code for Reading is RDG

In anticipation of the May WG2 meeting and action team meetings, I have made the following group reservation at the Mint Hotel:

B&B @ £82.50 per night

To book a room, attendees should contact the hotel directly, quoting the reference number **DHR020511**.

Hotel details: The Mint Hotel (Formerly the City Inn)
 Temple Circus House
 Temple Way,
 Bristol
 BS1 6BG
 Tel: 0117 925 1001 (Ask for reservations)
 Email: Bristol.reservations@minthotel.com

<http://www.minthotel.com/bristol/bristol-hotels.htm>

The hotel is very close to Bristol's main railway station (3 minute's walk). I propose that we travel daily to MoD Abbey Wood on the train. I will escort the group from the hotel. I will provide more details of the hotel, the meeting venue and the local area nearer to the time of the meeting. If you are staying in the Mint hotel, it is situated very close to Bristol Temple Meads (the main rail Station).

Alternative Hotels closer to the centre of the city:

Economic option approximately £50/night

<http://www.premierinn.com/en/hotel/BRIMTI/bristol-city-centre-haymarket>

4* Option

<http://www.marriott.co.uk/hotels/travel/brsry-bristol-marriott-royal-hotel/>

Travel to and from the Meeting Venue

Abbey Wood is located Next to Filton Abbey Wood Train Station.

I will meet you in the lobby at 08:00 everyday and catch the train with you from Bristol Temple Meads (BRI) to Filton Abbey Wood (FIT).

We will aim to catch the 08:21. (Normally from Platform 3)

You can buy tickets on the day. I would advise buying tickets in advance (to the left of the main ticket kiosks at Bristol Temple Meads Station there is an office for Advance Tickets).

A day return ticket is £3.70 (approximately 4 Euros) per day and the travel time is approximately 10 minutes. You need to a ticket for each day (they are date specific).

If you would prefer, you can send me an e-mail telling me which days you will need a ticket for and I will buy the tickets for you and you can reimburse me during the meeting.

For getting around Bristol, I have attached a map with the hotels and stations marked.

Outside of the Meeting

We will arrange for a no-host meal for Wednesday evening, Please let me know if you would like to join us by 14th April so that a group booking can be made.

On Thursday night, I will arrange for a no-host session at LazerQuest. If you think you would like to shoot someone, this would be an ideal opportunity. We can play individual games or book the entire venue for £170 with a trophy for the winner and half time drinks included.

<http://www.lqbristol.co.uk/index.htm>

Approximate cost per person single game (20 minutes £5)

Group Booking (only us in the venue) £170 between everyone.

Please let me know if you would like to join us by 14th April so that I can make an appropriate booking. I would suggest that if 17 people attend we should go for the group booking.

Things to do and see in Bristol

You might find this website useful. I recommend a visit to SS Great Britain (Museum Ship).

<http://visitbristol.co.uk/>

If you have any questions please do not hesitate to contact me.

I wish you a safe journey.

Best Regards,

Andy Oldershaw