

Zero Debris Week: ZD Booklet Sessions

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→ THE EUROPEAN SPACE AGENCY

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Session	Times	Point to Discuss		
Session 1.1 Introduction	13:00- 14:30	 Introduction (30m) Endorsement of Governance & Terms of Reference (30m) Please read <u>Terms of Reference</u> Beforehand Describe Election of Technical Leads (30m) Election to be closed by September 		
Session 1.2	15:00- 17:30	 Presentations: How are organisations using the Booklet? 10-minute pitches from participating organisations If time allows, open discussion on future plans 		
Informal Dinner				



The objective of the sessions at the year's ZD Week is to go from having the Booklet to making it a more useful/shareable resource and having a plan of attack for future improvements



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Separate into groups (random for Session 2.1, technical domains for Session 2.2)

Session	Times	Point to Discuss
Session 2.1	09:00-	Working session (1.5h)
Mapping Activities	10:30	Which organisation is addressing which need?
Session 2.2	11:00-	Working session (1.5h)
Technical Domains	12:30	Planned actions for Technical Domains

Lunch



The aim of this working session is to map organisations to needs in the ZD Booklet and build a database of who is tackling what. We also plan to organise the work of each Technical Domain.

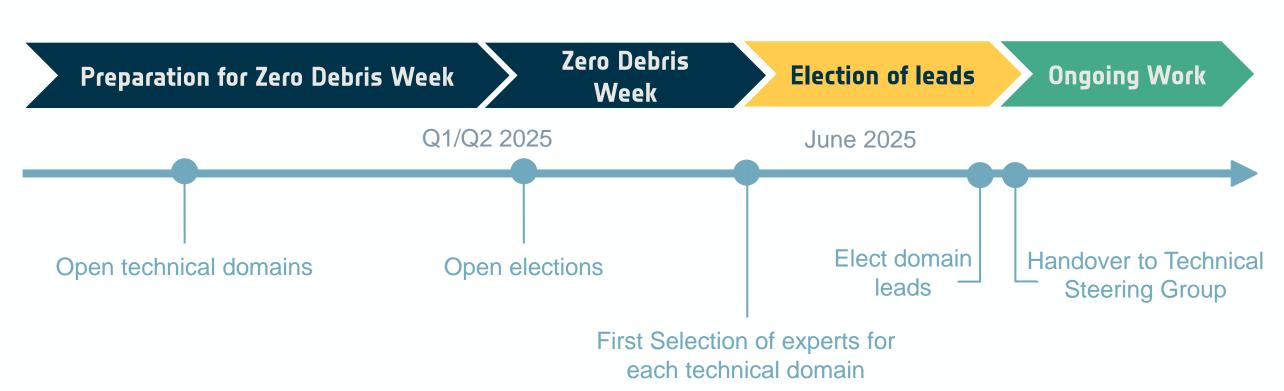


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Session	Times	Point to Discuss
Session 3.1 Next Steps	14:00- 16:30	 How to Define Milestones and Progress (30m) How to make the Booklet useable (1h) Preparations for a website/database/wiki Discussion of actions & volunteers What do other organisations want to offer? What can ESA offer? Ideas for outreach Gather inputs on other potential initiatives Plan for Working Groups & Issue 2 (1h) Revisit priorities from previous meetings (15m) Discuss inputs from Session 2.2 (45m)
Session 3.2 Closing	17:00- 18:00	 Feedback & Lessons Learned from Issue 1 (30m) When/where shall we meet again? (15m) Wrap-up & Action plan (15m)

Timeline for Transition to the Steering Group



N.B. Need to consider quorum/deadline before elections

Technical/Logistically Responsible for Booklet:

