



## MCS - DCS Interface Standardization

### MDIS Meeting Agenda

Date: 8th - 9th December 2015

Venue: Amba Hotel Marble Arch, Bryanston street, London, W1H 7EH

Phone: +44 (0)20 7629 8040

Website: [amba-hotel.com](http://amba-hotel.com)

OTM Contact: Rachael Mell, OTM Consulting Ltd, Friary Court, 13-21 High Street, Guildford, GU1 3DG  
Tel: +44 1483 598000. Email: [rachael.mell@otmconsulting.com](mailto:rachael.mell@otmconsulting.com)

Dinner: Elysee Restaurant, 13 Percy St, London W1T 1DP  
Phone: +44 (0)207 636 4804. Website: [www.elyseerestaurant.com](http://www.elyseerestaurant.com)

|  |   |                    |
|--|---|--------------------|
| <b>Day 0 – Mon 7 December 15</b>                     |   |                    |
| <b>Steering Committee (SC) Pre-meeting</b>           |   | <b>17:30-19:00</b> |
| <b>Day 1 – Tue 8 December 15</b>                     |   |                    |
| <b>Arrival with tea/ coffee</b>                      |   | <b>08:30</b>       |
| 1  | Administration - OTM<br>o Safety brief  | 09:00              |
| 2  | Welcome<br>o Opening remarks - Steering Committee<br>o Meeting pack, review outstanding actions/ schedule and agenda - OTM<br>o Introductions from new attendees<br>o Recap of last meeting and progress<br>o Objectives for this meeting | 09:10              |
| 3  | Work group updates<br>o Validation Test Workgroup Update - Paul<br>o Recommended Practice Workgroup Update - Scott  | 09:30              |
| 4  | Whole group session<br>o Aggregate objects<br>o Review field layout   | 09:40              |
| <b>Coffee break</b>                                  |   | <b>~10:30</b>      |
| 5  | Work group break-out sessions<br>o Validation Test Workgroup Update - Paul<br>o Recommended Practice Workgroup Update - Scott   | 11:00              |
| <b>Lunch</b>   |   | <b>~12:30</b>      |
| 7  | WG break-out sessions continued   | 13:30              |
| <b>Coffee break</b>                                  |   | <b>~15:00</b>      |
| 8  | WG break-out sessions continued   | 15:30              |
| 9  | Feedback from WG sessions   | 17:00              |
| 10   | Preview MDIS meeting Day 2 – OTM  | 17:25              |
| <b>Meeting close</b>                                 |   | <b>17:30</b>       |
| Make way to restaurant - see directions in work pack |   | 18.30              |
| Dinner   |   | 19:00              |
| Return to hotel                                      |   | 22:00              |



## MCS - DCS Interface Standardization

|  |   |                      |
|--|---|----------------------|
| <b>Day 2 – Wed 9 December 15</b>                             |   |                      |
| <b>Arrival with tea/ coffee</b>                              |   | <b>08:30</b>         |
| 1  | Administration - OTM<br>o Safety brief                          | 09:00                |
| 2  | WG break-out sessions continued                                 | 09:10                |
| <b>Coffee break</b>  |   | <b>~10:30</b>        |
| 3  | WG break-out sessions continued                                 | 11:00                |
| <b>Lunch</b>   |   | <b>12:30</b>         |
| 4  | WG break-out sessions continued                                 | 13:30                |
| <b>Coffee break</b>  |   | <b>~15:30</b>        |
| 5  | WG break-out sessions continued                                 | 16:00                |
| 6  | WG feedback, main meeting feedback and discussion (if required) | 16:30                |
| 7  | Closing remarks - OTM   | 16:55                |
| <b>Meeting close</b>   |   | <b>17:00</b>         |
| <b>Steering Committee, WG leaders &amp; OTM post-meeting</b> |   | <b>17:15 – 18:00</b> |



## MCS - DCS Interface Standardization

### Map / Directions

From the airport:-

From London Heathrow, the Heathrow Express runs direct to London Paddington in just 15 minutes (20 from Terminal 5), with a train every quarter of an hour. The Gatwick Express runs a similar service into Victoria from London Gatwick.

By rail:-

London Victoria, Paddington and Marylebone mainline stations are all about two miles from the hotel; about 10 minutes by cab. Alternatively, take the London Underground to Marble Arch: when you leave the station, turn left along Oxford Street, then left again in 50 metres into Old Quebec Street. The hotel entrance is in Bryanston Street, about 80 metres on your right.

To reach Amba Hotel Marble Arch by road:-

From Marble Arch itself, head east down Oxford Street. Take the first left into Portman Street, then first left again into Bryanston Street: the hotel entrance is 10 yards on the left. Public car parking is available nearby at an additional charge. To programme your sat-nav, please use the postcode W1H 7EH

