

**THE PEST MANAGEMENT REGULATORY AGENCY**

**EVALUATION STEERING COMMITTEE MEETING**

**THURSDAY, OCTOBER 10, 2002**

**THE SIR CHARLES TUPPER BUILDING**

**ROOM C-554**

**Ottawa, Ontario**

**A G E N D A**

	<b>ITEM</b>	<b>TAB #</b>	
8:45 a.m.	Coffee and Muffins		
9:00 a.m.	Call to Order		J. Hopkins
9:00 a.m.	Welcome and Introduction of Members		J. Hopkins et al
9:15 a.m.	Approval of the Agenda		J. Hopkins
9:20 a.m.	Administrative Matters and Confirmation of Coordinates of Members	<b>1</b>	R. Woods/ D. Smith
9:25 a.m.	Approval of Draft Terms of Reference for the Evaluation Steering Committee	<b>2</b>	J. Hopkins
9:50 a.m.	Approval of Draft Terms of Reference for the Technical Sub-Committee	<b>3</b>	J. Hopkins
10:10 a.m.	Confirmation of Membership of the Technical Sub-Committee	<b>4</b>	J. Hopkins
10:15 a.m.	Health Break		
10:30 a.m.	Process Overview	<b>5</b>	J. Hopkins/ R. Woods
10:45 a.m.	Proposed Meeting Date Schedule		R. Woods
11:00 a.m.	Project Background and Timelines	<b>6</b>	R. Woods
11:15 a.m.	Review of Draft Request for Proposal	<b>7</b>	R. Woods
12:00 noon	Lunch Break		
1:00 p.m.	Review of Draft Request for Proposal (continued)		
2:15 p.m.	Health Break		
2:30 p.m.	Review of Draft Request for Proposal (continued)		
3:30 p.m.	Overview of the Bid Selection Process		R. Woods
3:45 p.m.	Other Business		J. Hopkins
4:00 p.m.	Adjournment		