Sample Evaluation Acceptance Kick-off Meeting Agenda

1. **Validator:**
   a. Identify purpose of the meeting;
   b. Introduce participants; and
   c. Review/adjust meeting agenda.

2. **Director/Deputy Director:**
   a. Identify validation team members and their role in the evaluation process -- POC, quality & consistency, etc.;
   b. Identify scheme management POC and their role in the evaluation process -- monitor Validator performance, source of appeal/complaint, OR/OD formal question resolution process, etc.;
   c. Provide brief overview of NIAP NIST/NSA)/Scheme organization and goals;
   d. Provide brief overview of key participants and their roles (or scheme expectations) in the Scheme - NVLAP, Labs (required to keep records of work), sponsor & CCRA; and
   e. Provide brief statement of Scheme goals -- timely response to sponsor & lab questions, minimize impact of sponsor & lab schedules, handling of proprietary information, NO evaluation/validation conflict of interest, ST & Validation Report are public documents, sponsor/CCTL reviews to insure no proprietary information in public documents, etc.

3. **Sponsor:**
   a. Identify Key POCs for project;
   b. Give brief overview of product / PP;
   c. Define goals, expectations and desired completion schedule of project.

4. **CCTL:**
   a. Identify Key POCs for project;
   b. Give brief overview of evaluation plans;
   c. Give brief overview of goals, expectations and issues.

5. **Validator:**
   a. Provide brief overview of Validation Plan;
   b. Provide brief overview of goals, expectations and issues;
   c. Review of next scheduled activity/meeting.

6. **Open floor for Questions**

7. **Meeting Wrap-up:**
   a. Director/Deputy Director: Provide statement of acceptance (or non-acceptance) of project into the scheme, Nondisclosure/Acceptance Agreement, "In Evaluation" Form, other administrative reminders, etc.;
   b. Validator: Closing remarks, meeting summary, review of key points/schedules, etc.