

Steering Committee #7 — Friday, 16 October 2026, 13:00 CEST ([Zoom>>](#))

AGENDA

AGENDA ITEM	LEAD
BLOCK 1 APPROVAL OF SC #6 MINUTES Review and formal approval of SC #6 minutes (21 September 2026). - Follow-up on actions A–P: confirm completed work, outstanding actions, owners and deadlines.	NOC OF UKR/ All Partners
BLOCK 2 WP2 — SURVEY COMPLETED: RESPONSE OVERVIEW - Survey completed: 37 responses as of 13 October 2026; both country targets exceeded (minimum 20 Ukrainian and 10 Moldovan National Federations). Ukraine: 24 responses — 23 from national sports federations covering Olympic/Paralympic and non-Olympic sports, and 1 from the National Olympic Committee. Moldova: 13 responses — 12 from the national Olympic/Paralympic federation category (including federation unions/associations), and 1 from the National Olympic and Sports Committee. - M 2.1–M 2.3 marked Done: verify supporting files, actual completion dates and response-table links (SC06-D).	UNIVIE NOC of UKR Olympic Moldova
BLOCK 3 WP2 — ENGLISH HANDOVER, ANALYSIS AND D 2.1 - SC06-B completed on 13 October: both English response tables handed over to UNIVIE and linked on Monday.com. UNIVIE to confirm whether any further information, clarification or support is needed. - D 2.1: reconcile the board deadline of 21 November with the TPM 2 advance-reading date of 20 November; agree drafting, partner review and finalisation dates. - UNIVIE / Impact Force: apply Quality Plan Appendix 2 to D 2.1; align the WP2 Report timetable with advance circulation for TPM 2.	UNIVIE NOC of UKR Olympic Moldova Impact Force
BLOCK 4 QUALITY FOLLOW-UP & STANDING RISK REVIEW - QA Update 1 is complete: review evidence that September corrective actions on milestone records and dissemination logging are closed. Review the ten-risk register; confirm Impact Force acceptance, update the survey-response risk following target achievement, and review remaining risks to the WP2 timetable. - Confirm risk owners and deadlines; record the review in SC minutes and Monday.com. Confirm partner backup contacts and TPM 2 quality-survey preparation.	Impact Force NOC of UKR
BLOCK 5 COMMUNICATION — PROGRESS & NEXT ACTIVITIES Partner updates since SC #6: activities, reach and supporting links, including any missing July–September records.	NOC OF UKR / All Partners

• SC06-E: confirm dissemination backfill due 30 September and compliance with the seven-day logging rule. • Agree October–December activities and communication around WP2 findings and the Vienna meeting. • Check the communication-strategy review due 30 September, website progress and opportunities to present ALIGN.	
BLOCK 6 E 1.2 — TPM 2, VIENNA: PRACTICAL PREPARATIONS • Confirmed programme: 4 December, 10:00–17:00 CET; dinner 19:00. Arrival 3 December, departure 5 December; hybrid participation. • Review the pre-event kit: UNIVIE venue, room and travel guidance; confirm remaining local contact and Zoom details. • Confirm delegates and participation modes, especially UNIVIE; review invitations, Moldova's document needs and partner travel arrangements. • UNIVIE: host-session update. Confirm advance materials: WP2 reports by 20 November; WP3 resource-index outline and quality/risk updates by 27 November.	UNIVIE/ All Partners
BLOCK 7 AOB & CLOSE • Any other business and additional partner updates. • Confirm decisions, action owners and deadlines; update the SC action-point group on Monday.com. • Next SC #8: Friday, 20 November 2026; confirm meeting time.	NOC OF UKR / All Partners

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