

The 10th PRISM Forum
Tuesday 15th –Thursday 17th October 2002

With associated Subject Matter Expert Group (SMEG)
on the subject of the e-Archive:
Monday 14th – Wednesday 16th October 2002

GlaxoSmithKline, Verona, Italy

Monday 14th October 2002

Registration and Check-in for SMEG delegates at the
Hotel Due Torri Baglioni, Verona (www.baglionihotels.com)

19:00 SMEG Dinner – meet in foyer of hotel

22.30 Return to Hotel

Tuesday 15th October 2002

SMEG meeting held at GlaxoSmithKline

08.00 Transport from Hotel to GlaxoSmithKline site

08.30 Breakfast

08:45 **SMEG Morning Session Commences**

- **Chairman's Introduction**
- **3 Delegate presentations**

10:30 Coffee

11:00 **Discussion Continue**

- **3 Delegate presentations**

12.30 Lunch

13.30 **Summary of Current State - Generate slides of current state**

15.00 Tea

15.30 **Where do we need to be? - Generate slides of where we need to be**

17.30 End of SMEG day one, transport to hotel

PRISM Forum delegates arrive at Hotel Due Torri Baglioni, Verona

18.45 PRISM and SMEG delegates meet in hotel foyer

19.15 Joint dinner with of SMEG and PRISM Forum delegates – venue to be decided

22.30 Return to Hotel

Wednesday 16th October 2002**SMEG & PRISM Forum Meeting held at GlaxoSmithKline****SMEG meeting agenda:****PRISM Forum Meeting agenda:**

08.00	Transport to GlaxoSmithKline for SMEG and PRISM delegates		
08:30	Breakfast	08:30	Breakfast
08.45	How are we going to get there?	08.45	Morning Session Commences <ul style="list-style-type: none"> • Chairperson's Welcoming Remarks • Introductions (of enlarged membership and participants) • Actions from 8th meeting • Confirm Objectives and Expectations for the Meeting (Chairperson) • Company Benchmarking, updates and future directions (members are invited to present briefly any relevant structural or organisational changes)
10:30	Coffee	10.30	Coffee
11.00	Continue discussion	11.00	The Future? What is the appropriate organisational model?, (Rene Ziegler)
12.30	Working lunch	12.30	Working lunch
13:00	Create slides for PRISM Forum	13.00	Afternoon Session KMR Benchmark (Anders Granèli)
15.00	Coffee	15.00	Coffee
15.15	Presentation to PRISM Forum from SMEG delegates e-Archive Joint Discussion/Conclusions/Next Steps		
17.30	Close of SMEG meeting – SMEG delegates free to leave		
18.45	Meet in hotel foyer		
19.15	Dinner – venue to be decided		
22.30	Return to Hotel		