

**APSDEU-9 PREPARATIONS**  
**Conference Call – November 26, 2008, 11:00 am – 12:00 pm**  
**Meeting Minutes**

**Participants:**

Hanjun Ding  
Selina Nauman  
John Paquette  
Margarida Yuan

**Meeting Summary:**

1. The group reviewed the Action Items list from the APSDEU-8 conference. John, Selina, and Hanjun will provide their feedback by Wednesday, December 3. Margarida will pull out those open items that are relevant to NESDIS and NWS for next week's telcon with NWS.
2. At next week's telcon with NWS, we need to have clarity on which office (NESDIS or NWS) has the lead on the open action items.
3. Selina, John, and Hanjun will probably give presentations at the conference. Exact topics still to be determined. Margarida asked that the presentations be finalized the week before the conference so we can provide them to JMA, who will distribute to participants and provide copies at the meeting.
4. Margarida volunteered to assist with logistics for this trip.
  - Japanese visas: Please submit your applications for your Japanese visas as soon as possible. This is unfortunately a slow process.
  - Attendance form: Please send to Masahiro soon.
  - Group e-Country Clearance: Please send your passport info (number, date of issue, date of expiration) and flight itinerary by December 8 so Margarida can submit the group clearance.
  - Helpful information about Tokyo: Margarida will send out a separate email for information on visiting Tokyo.