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| **Work item** | **Title** | **Priority** H-high M-medium L-low | **Next milestone** | **Start**  **Date** | **End**  **Date** | **Status** P-planned O-ongoing C-completed S-Superseded | **Contact Person(s)** | **Related Pubs / Standard** | **Remarks** |
| **A.1** | Develop application process for all S-100 scheme participants  Data Servers  OEMs | **H** |  | **30/10/23** |  | **P** | **T. Mellor** | **S-63** |  |
|  | Review current operational procedures for data servers e.g. (M\_ID M\_Key spreadsheet) | **H** |  |  |  | **P** |  |  |  |
|  | Review current legal agreements for S-63 | **H** |  |  |  | **P** |  |  |  |
|  | Develop new agreements to reflect charges | **H** |  |  |  | **P** |  |  |  |
|  | Develop management process for poor performance and minor issues in addition to termination process | **H** |  |  |  |  |  |  |  |
|  | Develop charging mechanism | **M** |  |  |  |  |  |  |  |
|  | Develop annual inspection routine | **M** |  |  |  |  |  |  |  |