

Meeting Overview			
Meeting Title	T819 DITA Eyewear Importer Obligations – Internal connect		
Meeting Date	17 th June 2026	Meeting Location	MS Teams
Objective & Participants			
Objectives of the meeting	Followup from client call		
Participants	Trinzo: Colm O'Rourke Mark Kelleher John-Paul Huges Jenny Gough	Client:	

Meeting Minutes	
	Team need to understand the on-the-ground business operations, explanation of workflows and responsibilities and use of systems for clear definition of procedures. Jacqui to setup daily working sessions with Orla and the Team – Wed, Thurs and Friday afternoons – in line with availability. Team to use discretion and attend sessions that are relevant to them to ensure they don't burn through hrs unnecessarily. The team also to schedule any internal working sessions as needed. The team to compile question/clarification list. Mark had suggested a site visit might be beneficial – Jacqui to followup with Orla to plan.
Inclusion of PPE	Sunglasses are not outlined in the scope of the SOW. Jacqui instructed the team to include PPE as part of the scope – it ins inferred by the 2nd SOW work we did with DITA. This is to ensure that documents are considered for both Opticals and Sunglasses for the Importer obligations. Jacqui will followup with Orla to confirm if Sunglasses are to inferred as part of the Scope of the SOW. John-Paul has noted that all current draft documents for earlier SOW are MDR focused – this is in line with the first SOW which was for Optical only
DoC's	Colm outlined the DOC's created as part of SOW number 2 were dual DOC's for both Optical and Sunglasses, observing both MDR and PPE regulations. Discussion from the team on whether the DoC's need to be translated to additional languages or whether English only DoC's are sufficient. Colm and Jenny both outlined experiences, for all 3 classes of devices, with audit from multiple NB's where English Only DoC's were available. MDR refers to "a European language or languages where products are sold"

	- English is considered sufficient as it is an official EU language - Translation is not typically required unless a specific competent authority requests it John-Paul outlined that either/both country specific regulations/DB's/local markets may demand translated DoC's. Need to consider the Competent Authority requirements. Jacqui to followup internally to understand what the MDR regulation demands for DoC language publications.
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Next steps		
Actions	Owner	Deadline
Jacqui to followup internally to understand what the MDR regulation demands for DoC language publications.	Jacqui	19 th June '26
Jacqui to schedule client working calls, Wed, Thurs and Fridays	Jacqui	Done
Jacqui to schedule weekly client connect	Jacqui	Done
Jacqui to followup with Orla on the scope of the SOW and whether it includes Sunglasses	Jacqui	19 th June '26
Generate question/clarification list for client	All	24 th June '26
Jacqui to followup with Orla to co-ordinate a site visit for Mark and Jacqui	Jacqui	Done

