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Communications Transition Group 03_2104
13:00 – 16:00

Teleconference

Agenda

Item No.	Agenda Item	Paper Reference	Lead	Timings
	Welcome and Introductions		Chair	13:00 – 13:05
For Decision/ Discussion				
1)	Previous meeting's minutes FOR DECISION	CTG_02_1703 – Draft Minutes (GREEN)	CR	13:05 – 13:10
2)	Actions Log Update FOR INFORMATION	CTG_03_2104_02 (GREEN)	CR	13:10 – 13:25
3)	December CTG date/time change FOR DECISION	Verbal	CR	13:25 – 13:30
4)	DCC Update: CH&N Programme FOR INFORMATION - Gav Parrot – Update on DCC action relating to CSP Contracts/Extension capability - Ben Smee – Verbal update from transition related (forecasting / ordering and IPV) workshops	Verbal	BS/GP	13:30 – 14:00
5)	CTG Risks and Issues Register – updates on key changes FOR INFORMATION	CTG_03_2104_05 (RED)	HE	14:00 – 14:15
Comfort Break				
6)	CTG Stakeholder Engagement Register FOR INFORMATION	CTG_03_2104_06 (GREEN)	JS	14:25 – 14:35

7)	Draft Overall Transition Plan FOR INFORMATION Update on OTP development and early draft	CTG_03_2104_07 (RED)	JS/HE	14:35 – 15:05
8)	CTG Factsheets FOR INFORMATION	Verbal	JS	15:05 – 15:20
9)	AOB	Verbal	All	15:20 – 15:30