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**Communications Transition Group 09_2011
10:30 – 13:30**

Teleconference

Agenda

Item No.	Agenda Item	Paper Reference	Lead	Timings
Welcome and Introductions			Chair	10:30 – 10:35
For Decision/ Discussion				
1)	Previous meeting's minutes FOR DECISION	CTG_08_0910 – Draft Minutes (GREEN) CTG_08_0910 – Draft Conf. Minutes (RED)	CC	10:35 – 10:40
2)	Actions Log Update FOR INFORMATION	CTG_09_2011__02 (GREEN) CTG_09_2011__02 (RED)	CC	10:40 – 10:50
3)	DCC Update: CH&N Programme FOR INFORMATION • Programme Update (a) • Key Risks (a) • Assurance approach and strategy (a) • Mesh workshop dates (a) • 2/3G Comms Hub supply position • VMO2 3G sunseting (b)	CTG_09_2011_03a (RED) Verbal CTG_09_2011_03b (RED)	BS GP AN	10:50 – 11:50
4)	4G Comms Hub Exchange Visit Finance – Cost Recovery FOR INFORMATION • Example cost recovery models	Verbal	DESNZ	11:50 – 12:20
Comfort Break				12.20 – 12:30
5)	CTG Risks and Issues Register – monthly update FOR INFORMATION	CTG_09_2011_05 (RED) CTG_09_2011_05 – Appx A (RED)	HE	12:30 – 12:40

6)	CTG Overall Transition Plan (OTP) and associated Plan-on-a-page (POAP) FOR INFORMATION Verbal update on output from the CTG Energy Suppliers focused session and next steps for OTP (and POAP) updates.	Verbal	JS/HE	12:40 – 12:50
7)	Resource Skills/Competencies paper for REC Issues Group FOR REVIEW AND APPROVAL	CTG_09_2011_07 (GREEN) (Late Paper)	JS	12:50 – 13:10
8)	AOB	Verbal	All	13:10 – 13:20