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Paper Reference:	SECCB_24_2111_03
Action:	For Decision

Change Board 2019 Meeting Dates

1. Purpose

This paper provides the Change Board with proposed meeting dates for 2019. These have been scheduled to follow the 2019 SEC Panel meeting dates in order to accommodate the relevant stages of the SEC Modification Process.

2. Change Board meeting dates

The proposed Change Board meeting dates have been based around the relevant timescales for the Report Phase of the SEC Modifications Process.

Once the Panel has reviewed the Draft Modification Report (DMR), it will determine whether it should proceed to the Modification Report Consultation. If the Panel determines that it should proceed, the Modification Proposal will enter the Report Phase, and a Change Board meeting will be required.

During the Report Phase, the following steps will take place:

- SECAS will update the Modification Report with any Panel-directed changes (an assumed maximum of four working days);
- SECAS will issue the Modification Report for consultation for a duration of 15 working days¹;
- SECAS will collate the consultation responses and prepare the Modification Report for the Change Board (an assumed maximum of four working days); and
- SECAS will submit the Final Modification Report to Change Board members five working days before the meeting.

The time needed to complete these steps determines the total time needed between the Panel's approval of the DMR and the associated Change Board meeting. The maximum time required has been calculated at 28 working days. Based on this timescale and the scheduling of SEC Panel meeting dates, the following Change Board meeting dates are proposed:

¹ In accordance with the minimum consultation times in the Code Administration Code of Practice (CACoP).

Panel meeting date	Change Board meeting date
Friday 11 th January 2019	Wednesday 20 th February 2019
Friday 15 th February 2019	Wednesday 27 th March 2019
Friday 15 th March 2019	Wednesday 24 th April 2019
Friday 12 th April 2019	Wednesday 22 nd May 2019
Friday 10 th May 2019	Wednesday 19 th June 2019
Friday 14 th June 2019	Wednesday 24 th July 2019
Friday 12 th July 2019	Wednesday 21 st August 2019
Friday 9 th August 2019	Wednesday 18 th September 2019
Friday 13 th September 2019	Wednesday 23 rd October 2019
Friday 11 th October 2019	Wednesday 20 th November 2019
Friday 15 th November 2019	Friday 20 th December 2019 ²
Friday 13 th December 2019	Wednesday 22 nd January 2020

3. Recommendations

The Change Board is requested to:

- **AGREE** the Change Board 2019 meeting dates.

David Kemp

SECAS Team

14th November 2018

² Following the schedule, the December 2019 meeting would fall on Christmas Day. We propose this meeting is held three Working Days earlier, and SECAS will ensure the relevant Modification Report Consultations are issued in good time to facilitate this.