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Action:	For Decision

Change Sub-Committee Meeting Dates

1. Purpose

This paper provides the proposed 2019 Change Sub-Committee meeting dates for approval by the Change Sub-Committee.

2. Meeting dates

We had previously considered holding two meetings a month, with one meeting being a face-to-face meeting and the other being a teleconference catch-up. The intention of this second meeting was to serve as a quick checkpoint to touch base on the progression of Draft Proposals and to discuss any new changes that had been raised or which are ready to proceed beyond the Development Stage. This would allow the Change Sub-Committee greater insight and overview of the work going on to develop the proposals and would allow Draft Proposals to progress in a timely manner.

We have reviewed this approach and feel that, initially, we should schedule in just the monthly face-to-face meetings. This will allow us to gauge the level of workload for the Sub-Committee. Should the need for additional catch-ups between these meetings be required, we can agree those on a case-by-case basis. We will also explore other means of gathering members' views and facilitating debate on Draft Proposals between meetings.

The below dates are therefore proposed for Change Sub-Committee meetings in 2019:

Meeting Dates
Tuesday 23 April 2019
Tuesday 28 May 2019
Tuesday 25 June 2019
Tuesday 23 July 2019
Tuesday 27 August 2019
Tuesday 24 September 2019
Tuesday 29 October 2019
Tuesday 26 November 2019

3. Next steps

Subject to the Change Sub-Committee approval, SECAS will circulate calendar invites for the above 2019 meeting dates as placeholders. Once SECAS have confirmed meeting room availability, the venues will be confirmed.

4. Recommendations

The Change Sub-Committee is requested to:

- **AGREE** the proposed meeting date schedule for 2019.

Veronica Asantewaa

SECAS Team

4 April 2019