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Paper Reference:	**SECCB_34_1809_02**
Action:	**For Decision**

Change Board 2020 Meeting Dates

1. Purpose

This paper provides the Change Board with proposed meeting dates for 2020. These dates have been scheduled to follow the 2020 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 have reviewed the Modification Report, they will determine whether it should proceed to Modification Report Consultation. If the Panel determine 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 one working day);
- SECAS will issue the Modification Report for consultation for a duration of 15 working days[1];
- SECAS will collate the consultation responses, respond to any comments or queries that arose and prepare the Modification Report for the Change Board (an assumed duration of a week); and
- SECAS will submit the 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 Modification Report 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 17 January 2020	Wednesday 26 February 2020
Friday 14 February 2020	Wednesday 25 March 2020
Friday 13 March 2020	Wednesday 22 April 2020
Friday 17 April 2020	Wednesday 27 May 2020
Friday 15 May 2020	Wednesday 24 June 2020
Friday 12 June 2020	Wednesday 22 July 2020
Friday 17 July 2020	Wednesday 26 August 2020
Friday 14 August 2020	Wednesday 23 September 2020
Friday 11 September 2020	Wednesday 21 October 2020
Friday 16 October 2020	Wednesday 25 November 2020
Friday 13 November 2020	Friday 18 December 2020[2]
Friday 11 December 2020	Wednesday 20 January 2021

3. Recommendations

The Change Board are requested to **AGREE** the Change Board 2020 meeting dates.

Holly Burton

SECAS Team

11 September 2019

[2] This date has been moved forward due to the Christmas holiday.