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Paper Reference:	CSC_07_2409_05
Action:	For Decision

Change Sub-Committee 2020 Meeting Dates

1. Purpose

This paper provides the proposed 2020 Change Sub-Committee (CSC) meeting dates for approval by the CSC.

2. Meeting Dates

From January 2020, it is proposed that the monthly CSC meetings continue with the current schedule, with meetings taking place on the Tuesday of the week two weeks before each Panel meeting. This ensures SECAS has enough time to prepare any subsequent Panel papers following the CSC's decision to progress a Draft Proposal to the next stage, without unnecessarily holding up the progression of Draft Proposals. The below dates are therefore proposed for the CSC's approval:

Panel meeting date	CSC meeting dates
Friday 17 January 2020	Thursday 2 January 2020 ¹
Friday 14 February 2020	Tuesday 28 January 2020
Friday 13 March 2020	Tuesday 25 February 2020
Friday 17 April 2020	Tuesday 31 March 2020
Friday 15 May 2020	Tuesday 28 April 2020
Friday 12 June 2020	Tuesday 26 May 2020
Friday 17 July 2020	Tuesday 30 June 2020
Friday 14 August 2020	Tuesday 28 July 2020
Friday 11 September 2020	Tuesday 25 August 2020
Friday 16 October 2020	Tuesday 29 September 2020
Friday 13 November 2020	Tuesday 27 October 2020
Friday 11 December 2020	Tuesday 24 November 2020

¹ This date has been moved due to the Christmas period.

3. Next steps

Subject to the CSC approval SECAS will circulate calendar invites for the above 2020 meeting dates with confirmed locations.

4. Recommendations

The CSC is requested to **AGREE** the proposed meeting date schedule for 2020.

Holly Burton

SECAS Team

17 September 2019