

[Description of the Meeting]

[Name] Working Group Meeting

Date: 1-2 January 2016

Time: 1 January 2016: 10.00am – 5.00pm
7 April 2016: 9.00am – 4.00pm

Location: Lounge, 742 Evergreen Terrace, Springfield, Oregon

Chair: Homer Simpson

Working Group members	Initials	Organisation
Homer Simpson	HS	Springfield Nuclear Power Plant
Bart Simpson	BS	Springfield Public School
Ned Flanders	NF	Church of Ned Flanders
Moe Szyslak	MS	Brian Boru Hotel
Barney Gumble	BG	Brian Boru Hotel
Ralph Wiggum	RW	Springfield Police Academy
Waylon Smithers	WS	Springfield Nuclear Power Plant
Pattie Bouvier	PB	Church of Ned Flanders
Project Team attendees		
Richard Nicholls	RN	Springfield Nuclear Power Plant
Fred Flintstone	FF	Springfield Nuclear Power Plant
Barney Rubble	BR	Springfield Nuclear Power Plant
Wilma Flintstone	WF	Springfield Nuclear Power Plant
Betty Rubble	BR	Springfield Nuclear Power Plant
Rock Hudson	RH	Springfield Nuclear Power Plant
Mickey Mantlepiece	MM	Springfield Nuclear Power Plant
Count Rockula	CR	Springfield Nuclear Power Plant

Purpose: The purpose of the meeting is to:

- Present, and seek [Name] Working Group views on, the near final analysis of the substantive outstanding matters raised on the proposed Project team position.
- Present the revised Project team position for the remaining [subject areas].
- Seek [Name] Working Group feedback on the revised position.
- Share the outline of the implementation strategy.
- Workshop implementation matters and gather [Name] Working Group views.
- Share an outline of the approach to developing the monitoring and evaluation framework.
- Outline the next steps of presenting the proposed Project position and preparing for the next phase.

Day 1: 1 January 2016						
#	Item	Lead	Walk-out Aim	Time		Comments and/or Attachments
1.	Welcome, introductions and apologies	HS	Approach to the day understood.	5 min	10-10.05am	Refreshments provided
2.	Review of Minutes and Action Points from 1 December 2016	HS	- Minutes accepted. - Working group updated on Action Point progress.	15 min	10.05-10.20am	Verbal update
3.	Progress update	HS	Progress since December 2016 meeting shared.	15 min	10.20-10.35am	N/A
4.	Topic 1	RN	- Project team's updated analysis provided. - Project Teams' proposed position on dealing with [issue]. - Feedback on Project Teams' proposed position captured. - Project Teams' position finalised. - Impact of finalised position on [issue] discussed.	30 min	10.35-11.05am	Note: embed pre reading material
5.	Topic 2	RN	- Project Teams' updated analysis provided. - Project Teams' proposed positions on dealing with [issue] shared. - Feedback on Project Teams' proposed position captured. - Project Teams' position finalised. - Impact of finalised position on [issue] discussed.	30 min	11.05-11.35am	Note: embed pre reading material
6.	Topic 3	FF	- Purpose of the [work programme] outlined. [Work programme] approach discussed. [Work programme] progress provided. - Feedback on [work programme] captured.	20 min	11.35am-11.55pm	Note: embed pre reading material
	Lunch				11.55am-12.30pm	Provided
7.	Topic 4	BR	- Project Teams' updated analysis provided. - Project Teams' proposed position on [issue] and [issue] shared. - Feedback on Project Teams' proposed position captured. - Project Teams' position finalised. - Impact of finalised position on [issue] discussed.	30 min	12.30-1.00pm	Note: embed pre reading material
8.	Topic 5	WF	- Purpose of the [work programme] outlined. [Work programme] approach discussed. [Work programme] progress provided.	30 min	1.00-1.30pm	Note: embed pre reading material

Day 1: 1 January 2016						
#	Item	Lead	Walk-out Aim	Time		Comments and/or Attachments
			Feedback on [work programme] captured.			
9.	Topic 6	WF	- Update provided. - Feedback captured.	30 min	1.30-2.00pm	Verbal update
10.	Topic 7	RH	- Project Teams' updated analysis provided. - Project Teams' proposed position on [issue] and [issue] shared. - Feedback on Project Teams' proposed position captured. - Project Teams' position finalised. - Impact of finalised position on [issue] discussed.	30 min	2-2.30pm	Note: embed pre reading material
11.	Topic 8	RN	- Implementation Strategy: - Overview of the implementation approach shared. - Outline of implementation strategy presented including: - End state - Principles/Drivers - Strategic Objectives - Strategic Initiatives - Feedback on implementation strategy captured. - Implementation approach 'workshopped': [Name] Working Group views on stakeholder implementation needs and expectations captured. - Key considerations agreed. - Engagement approach discussed. - Indicative timeframe developed. 'Advisory bodies' needed to support implementation development discussed. - Engagement with a sub-group of [Name] Working Group members outside of the meeting agreed.	30 min	2.30-3.00pm	Note: embed pre reading material
	Afternoon tea				3-3.15pm	Provided
12.	Topic 9	RN	Item 11 continued.	90 min	3.15-4.45pm	Note: embed pre reading material
13.	Day 1 Summary and Day 2 Overview	HS/ RN	- Day 1 discussions reviewed. - Day 2 Agenda items and approach discussed.	10 min	4.45-4.55pm	Nil.

Day 2: 2 January 2016						
#	Item	Lead	Walk-out Aim	Time		Comments and/or Attachments
1.	Welcome, introductions and apologies	HS	Approach to the day understood.	5 min	9-9.05am	Refreshments provided
2.	Topic 10	CR	- Overall approach to [subject] agreed - Outstanding issues discussed, including: - Addressing [description] matters - Requirements to [description]. - Implementation needs for [organisations] discussed (e.g. training and communications material, etc).	45 min	9.05-9.50am	Note: embed pre reading material
3.	Topic 11	CR	- Final revisions to [subject] shared. - Feedback on revised [subject] captured.	30 min	9.50-10.20am	Note: embed pre reading material
Morning tea					10.20-10.35am	Provided
4.	Topic 12	MM	- Overview and context of the monitoring and evaluation approach shared. - Outline of monitoring and evaluation work to date outlined. - Engagement approach to develop the monitoring and evaluation framework discussed. - Feedback on monitoring and evaluation captured.	30 min	10.35-11.05am	Verbal update
5.	Topic 13	MM	- Final revisions to [subject] rules shared. - Feedback on revised [subject] captured.	60 min	11.05-12.05pm	Note: embed pre reading material
Lunch					12.05-12.45pm	Provided
6.	Topic 14	SM2	- Final revisions to [subject] shared. - Feedback on revised [subject] captured.	45 min	12.45-1.30pm	To be distributed on 25 December 2015.
7.	Topic 15	MG	- Final revisions to [subject] shared. - Feedback on revised [subject] captured.	75 min	1.30-2.45pm	To be distributed on 25 December 2015.
Afternoon tea					2.45-3pm	Provided
8.	Topic 16	MG	- Final revisions to [subject] shared. - Feedback on revised [subject] captured.	45 min	3-3.45pm	Note: embed pre reading material
9.	General Business	HS	Matters of General Business raised.	10 min	3.45-3.55pm	N/A.
10.	Wrap up and Next Steps	HS	Further engagement process discussed and agreed.	5 min	3.55-4.00pm	N/A.