



**Headquarters 2 Flying Training School
Officer Commanding Operations Wing**

Royal Air Force Syerston
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References: ACP-2019-79
ACP-2019-80

23 Apr 20

RAF Topcliffe CAP 1616 Assessment Meeting Agenda

27 Apr 20, 1500 – 1600 Local, via Skype invite

Serial	Item	Item lead
1.	Introductions/Apologies for Absence	CAA
2.	Statement of Need (discussion & review)	All
3.	Issue or opportunities arising from proposed change	Change Sponsor
4.	Options to exploit opportunities or address issues identified	Change Sponsor
5.	Provisional indication of the level and process requirements	CAA
6.	Provisional process timescales	All
7.	Next steps	All
8.	AOB	All

Signed Electronically

[REDACTED]
Wing Commander
OC Operations Wing
Secretary

