

**AGENDA OF ACP-007-2020 ASSESSMENT MEETING HELD ON TEAMS PLATFORM ON  
22/07/2020**

<b>Item 1 – Introduction</b> Introduction of attendees, NBEC team, project and scope
<b>Item 2 – Statement of Need (discussion and review)</b> Presentation of Statement of Need, discussion and review.
<b>Item 3 – Issues or opportunities arising from proposed change</b> Initial thoughts on issues and opportunities.
<b>Item 4 – Options to exploit opportunities or address issues identified</b> Discussion on initial thoughts.
<b>Item 5 – Provisional indication of the scale level and process requirements</b>
<b>Item 6 – Provisional process timescales</b> Discussion on initial timescales and project plan.
<b>Item 7 – Next steps</b>
<b>Item 8 – Any other business</b>