

**AGENDA OF ACP-2020-007 ASSESSMENT MEETING HELD ON TEAMS PLATFORM ON
13/10/2020**

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