

## DCP 428 Working Group Meeting 01

8 November 2023 (10:00 to 13:00)

MS Teams Meeting / Teleconference

### MS Teams /teleconference details:

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[+44 20 3855 5248,,748088998#](#) United Kingdom, London

Phone Conference ID: 748 088 998#

### Draft Agenda

No.	Topic	Paper	Lead
1.	Administration <ul style="list-style-type: none"> <li>Recording</li> <li>Apologies</li> <li>Competition Law Guidance</li> <li>Terms of Reference</li> <li>Action Log/ Decision Log</li> <li>Version Control</li> </ul>	Administration	Secretariat
2.	Purpose of the Meeting <ul style="list-style-type: none"> <li>Introduction from the Chair</li> </ul>	Verbal	Chair
3.	Overview of DCP 428 <ul style="list-style-type: none"> <li>Why has the change been raised?</li> <li>What parties will be impacted?</li> <li>What is the proposed solution?</li> </ul>	DCP 428 Change Proposal	Proposer
4.	Review and Discussion of Change Proposal <ul style="list-style-type: none"> <li>Initial views from Working Group members: <ul style="list-style-type: none"> <li>Do you understand the issue?</li> </ul> </li> </ul>	Verbal	Chair / All

	<ul style="list-style-type: none"> <li>○ Have all impacted parties been identified?</li> <li>○ Do we need further information to progress a solution?</li> <li>○ Initial thoughts on proposed solution</li> <li>○ Any alternative solutions?</li> <li>- Approach and next steps <ul style="list-style-type: none"> <li>○ Review of actions and ownership</li> <li>○ What is needed prior to next meeting?</li> <li>○ Agenda items for next meeting</li> </ul> </li> </ul>		
5.	Review/ Update Work Plan	Work Plan	Chair
6.	Any Other Business	Verbal	Chair