

AGENDA (v1.0) – STC Committee

Meeting No. 01
 Date of Meeting 18 January 2005
 Time 10.30am
 Location **Various (Teleconference)**

	Item:	Lead:	Action:	Documents:
1.	Introductions/Apologies for Absence	Chair		
2.	Role of the Committee <i>Discussion of the roles and responsibilities of the STC Committee. Including:</i> <ul style="list-style-type: none"> • <i>Standard Templates for Amendments and Committee Reports</i> • <i>Enduring STC/STCP change management process</i> 	NGC		NGC to circulate sample standard templates at the meeting and to present an overview of the change process
3.	Transitional Issues – STC/STCPs <i>Discussion of general issues regarding BETTA transition/Go-Live. To include</i> <ul style="list-style-type: none"> • <i>Role of Committee through transition</i> • <i>Progress on areas of the STC and STCPs still to be completed</i> 	All		
4.	Interaction with other Codes: <i>High level discussion of current developments and issues in other Codes that may have an impact upon the STC.</i>	All		
5.	Record of Decisions – Headline Reporting	Committee Secretary		
6.	AOB:	All		
7.	Date of Next Meeting	Committee Secretary	Agree timetable and rota of venues	

Attendees (expected):

Chair	Richard Court
Committee Secretary	Lilian Macleod
NGC Representatives	Dave Coan Mark Duffield
SPT Representatives	Dave Thornton John Grady
SSE Representatives	Alec Morrison Iain Anderson
Authority Representative	David Edward
Other Invited Representative(s)¹	-

¹ As designated from time to time by the Authority pursuant to Paragraph B6.1.6 of the STC