

D.1.1 Opening meeting agenda

Applicant:	name	Date:	date
Evaluator:	name		
Attendees present:			
Name		Position	

1. Introduction
2. Discuss purpose of meeting
3. Confirm applicant has read scoping document
4. Discuss in detail the natural consequences model and levels
5. Review scoping document contents
 - confirm adequacy audit supplied
 - confirm performance data against Natural consequences model supplied
 - confirm evaluation approach - adequacy and compliance checks
 - confirm roles and responsibilities
 - confirm timelines
 - confirm communication expectations
 - confirm closing meeting and reporting times
 - confirm confidentiality issues
 - discuss evaluation outcome language – conformance/observation/non conformance
 - discuss partnership plan and sign off on strategic plan
6. Notes