**[Programme/Project name]**

**IPA ID [xxxx]**

**[Review type]**

**Planning Meeting Agenda**

**[Date]** & **[Location]**

# *[Time: xx:xx]* **First Session - *Review Team only***

* Introductions
* Purpose of the day
* Establishing a Code of Conduct
* Terms of Reference for [Gate n/type of review]
* Potential issues from pre-reading
* Use of group skills

*[Time: xx:xx]* **Second Session - *SRO & Programme/Project Team join the meeting***

* Introductions
* Objectives and agenda
* Code of Conduct shared with SRO
* Presentation on the current status of the Programme/Project by [name], SRO
* Progress on implementing recommendations from the previous assurance review
* SRO key issues and ambition for the review
* Terms of Reference for [Gate n/type of review]
* Agree interview schedule
* Agree documentation for review
* Agree and record data and Information handling requirements
* Agree and assign action
* Agree final Timing of the review – [date - day/month/year]

***SRO leaves meeting***

 *[Time: xx:xx]* **Third session - Action planning**

* Interview scheduling and logistics (duration of interviews, how many in a day, breaks)
* Hosting requirements (access and use of IT, security, room size, administration, printing and catering)
* Agreed plan for the review

***Programme Team leave meeting***

*[Time xx:xx]* **Close**

* Review Team confirm plan and personal logistics for the review