



**Agenda**

**Meeting: SWAG Secretariat**  
**Location: Room: Conference 4ER, St Andrews House, Edinburgh**

**Date/Time: Wednesday 18 January 2017, 12.40 – 14.40**  
**Chair: Norman Provan**

Item No.	Subject	Papers	Outcome	Lead	Time
1	Introduction from Chair	Doc 1	<ul style="list-style-type: none"> <li>Attendees introduced</li> </ul>	Chair	12.40
2	Minute of meeting on 9 December 2016, summary of action points and matters arising	Doc 2A - Minute Doc 2B - APs	<ul style="list-style-type: none"> <li>Minute agreed</li> <li>Status of action points noted</li> <li>Matters arising discussed</li> </ul>	Chair	12.45
3	Standardisation of PIN Update	No paper	<ul style="list-style-type: none"> <li>Secretariat to note the update</li> <li>Opportunity for the Secretariat to ask questions and offer feedback</li> </ul>	Malcolm Summers	12.50
4	eESS Update	No paper	<ul style="list-style-type: none"> <li>Secretariat to note the update</li> <li>Opportunity for the Secretariat to ask questions and offer feedback</li> </ul>	Kenny Small	13.05
5	Draft Joint Working Agreement	To follow	<ul style="list-style-type: none"> <li>Secretariat to note the update</li> <li>Opportunity for the Secretariat to ask questions and offer feedback</li> </ul>	Norman Provan	13.25

6	Review of SWAG Committee on 18 January 2017	Doc 6	<ul style="list-style-type: none"> <li>• SWAG Committee meeting reviewed and any further action points allocated</li> </ul>	Chair	13.45
7	Agenda for SWAG Secretariat on 3 May 2017	Doc 7 – SWAG Business Plan	<ul style="list-style-type: none"> <li>• Papers discussed and agenda agreed for the SWAG Secretariat meeting on 3 May 2016</li> </ul>	Chair	13.55
8	AOB	No papers	<ul style="list-style-type: none"> <li>• All business discussed</li> </ul>	Chair	14.05

Next meeting: 3 May 2017, 14.00 – 16.00 in Conference Room E, St Andrews House, Edinburgh

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