



**Agenda**

**Meeting: SWAG Secretariat**  
**Location: MS Teams**

**Date/Time: 25 January 2022 (15.45 – 16.45)**  
**Chair: Victoria Bowman**

Item No.	Subject	Papers	Outcome	Lead	Time
1	Welcome and introductions. Minute of meeting on 18 November 2021, summary of action points and matters arising	Minutes Action Points	<ul style="list-style-type: none"> <li>• Minute agreed</li> <li>• Status of action points noted</li> <li>• Matters arising discussed</li> </ul>	Chair	15.30
2	iMatter Governance Framework	Paper	<ul style="list-style-type: none"> <li>• Discussion and engagement opportunity and offer feedback</li> </ul>	Liz Reilly	15.35
3	Work streams going forward	Paper	<ul style="list-style-type: none"> <li>• Discussion and engagement opportunity and offer feedback</li> </ul>	Anna Gilbert	15.55
4	Review of SWAG Committee on 25 January 2022	Discussion	<ul style="list-style-type: none"> <li>• Agree any actions from Committee meeting</li> </ul>	Chair	16.15
5	AOB	Discussion	<ul style="list-style-type: none"> <li>• All business discussed</li> </ul>	Chair	16.25

Next meeting:

- SWAG Committee – 26 April 2022 – 14.00 – 15.30 & SWAG Secretariat – 10 March 2022 – 14:00 – 15:00