

Agenda**Meeting: SPF Secretariat****Chair: Karen Reid****Date/Time: Tuesday 02 November 2023 14:00–15:00****Location: MS Teams**

	Subject	Paper(s)	Outcome	Lead	Time
1	Welcome Introductions Matters arising	Papers	<ul style="list-style-type: none">Attendees introducedMinute agreedUpdate on action pointsMatters arising discussed	Chair	14:00
2	SPF Future Development	Paper	<ul style="list-style-type: none">Engagement and discussion	Laura Zeballos, Anna Gilbert	14:05
3	SPF 2024 Workplan : Agenda Setting	Paper	<ul style="list-style-type: none">Engagement and discussion	Anna Gilbert, Niall Anderson	14:35
4	AOB	Paper	<ul style="list-style-type: none">Engagement and discussion	Chair	14:50

Next meeting:**SPF Committee – Wednesday, 31 January 2024, 14:00-15:30 – Location TBC****SPF Secretariat – Tuesday, March 19, 14:00-15:00 – Location TBC**