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**PGR PERIODIC REVIEW**

APPENDIX 7

SUGGESTED AGENDA FOR PRELIMINARY MEETING OF THE PANEL

This meeting should take place on the first day of the Periodic Review event prior to any meetings with the review area:

1. Agree a Chair for each meeting who will take the lead in asking questions of the review area

2. Agree distribution of responsibility within the team

3. Discuss SED and identify any issues for particular attention

4. Consider and refine the details of the timetable for the review

5. Agree the schedule for completing the periodic review report and for the post-review meetings

6. Any other business