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| **Climate Change Action Planning**  **Steering Committee Meeting**  **Module 8 – Reviewing the Action Plan** | | | |
| Meeting date | | [Insert] | |
| Time | | [Insert] | |
| Location | | [Insert] | |
|  | |  | |
| Purpose | | To review the Climate Change Action Plan [Insert title and year of the plan] | |
| Materials required | | * *The assumptions and decision templates used in modules 2, 4 and 6 (completed & blank versions)* * *Module 8* * *Risk Assessment Tool* * *Progress Review Report* | |
| Background reading | | * *Progress Review Report* | |
| **Time** | | **Subject / Action** | | **Outcome required** | |
| [Insert] | | Reviewing the internal and external progress report prepared before the meeting | | The Steering Committee is updated on the progress of the action plan  The Steering Committee is aware of any significant external events that may influence the future direction of the action plan | |
| [Insert] | | Review and revise the risks, assumptions and actions in the current action plan | | The Steering Committee evaluates the following to develop any changes or improvements which may be required in the action plan:   * Updated climate impact risks * Validity of assumptions * Effectiveness of actions | |
| [Insert] | | Update action plan | | The Steering Committee will incorporate agreed changes and improvements to update the action plan and other relevant documents | |

