

Suggested list of issues to cover in preliminary briefing meeting with Max Millet & Fiona Cameron

1. Press release
 - timing
 - content
2. Role of co-ordinator
3. Process
 - terms of reference
 - team selection
 - information gathering
 - stakeholder work
 - site visit
 - report drafting
 - report publication
 - action planning
4. Preliminary information request
5. Preparing staff
6. Next steps