

Vaccination Transformation Programme
Programme Board
25 April 2018 – 10:00 to 13:00
Conference Rooms C & D, St Andrews House, Edinburgh
Agenda

Item	Papers/Presentation
Welcome and Introductions/Apologies	
The Vaccination Transformation Programme - background	Outline Business Case – Paper 1 Presentation 1
Programme Board Terms of Reference	Terms of Reference – Paper 2
Programme Design	Presentation 2
Work done to date	Presentation 3
Outline future plans	Presentation 4
Updates from Workstreams: <ul style="list-style-type: none"> · IT · Business Change Managers (BCM) · Stakeholder Communications & Engagement Group 	
Review of Risks	Risk Log – Paper 3
Review of Issues	Issue Log – Paper 4
Documentation to be signed-off	<ul style="list-style-type: none"> · Benefit Management Strategy – Paper 5 · Information Management Strategy – Paper 6
	<ul style="list-style-type: none"> · Stakeholder & Engagement Strategy & Communications Plan – Paper 7 · Risk Management Strategy – Paper 8 · Issue Management Strategy – Paper 9
AOB	
Close	

Date of next meeting: 5 October 2018

Vaccination Transformation Programme

Programme Board

5 October 2018 – 10:00 to 13:00

Conference Rooms A & B, St Andrews House, Edinburgh Agenda

Item	Papers/Presentation
1. Welcome and Introductions/Apologies	
2. Minutes of last meeting and Actions	Minutes Action Log
3. (a) Progress	Presentation 1 ; Benefits Template (Paper 01); Benefits and Outcomes drill-down (Paper 02) Outcomes measurements template (Paper 03) Board Progress (Paper 04)
(b) Updates from VTP workstreams/subgroups:	Presentation 2 ; Service Specification for VTP (Paper 05); Service Specification Checklist (Paper 06)
Business Change Managers (BCM)	
Travel Health	Travel Health Best Practice for Scotland document (Paper 07)
Information Systems	
Stakeholder Communications & Engagement Group	VTP Communications Engagement Strategy (Paper 08) HIA final scoping report – routine childhood immunisations (Paper 09)
Workforce	
Role of Immunisation Coordinators	
4. Primary Care Transformation Programme – update on progress	
5. Review of Risks & Issues	Risk Log (Paper 10) Issues Log (Paper 11)
6. AOB	
7. Close	