

	Topic	To be covered	Presenter/Participants	Papers Circulated	Action
9.30 - 10.00	Tea & Coffee				
10.00 – 10.45	Brief updates	<ul style="list-style-type: none"> • Welcome and housekeeping • Update from Chair • Update from Secretariat 	Chair/Secretariat	Update from Secretariat	For noting/discussion
10.45 – 11.30	Just Transition Strategy	<ul style="list-style-type: none"> • Discuss feedback on paper and agree on revisions for sign-off 	All	Paper 3: Strategy - Early Considerations Paper	For discussion and sign off for publication
11.30 – 12.00	Break				
12.00-12.45	Research	<p>Commissioned Research Updates</p> <ul style="list-style-type: none"> • Workforce Research <ul style="list-style-type: none"> ○ Update from subgroup • Vulnerabilities Research • Baselining Research 	<p>Secretariat</p> <p>Workforce Subgroup</p>	Summary note	<p>For discussion and agreement on: Delivery timelines and publication options</p> <p>Subgroup approach and meeting schedule</p>

12.45 - 13.30	Lunch				
13.30-15.00	Built Environment and Electricity	Concept Notes – (1) Built Environment and (2) Electricity	All	Paper 5 and Paper 6: Scoping Papers on Built Environment and Electricity	Discussion and sign off on scope of exploration of sector with agreement on: JT focus area, JTC requirements ahead of meetings, output timelines, list of those to engage with Commissioners approach to engagements
15.00 – 15.15	Break				
15.15 – 16.00	Engagement	Engagement Sub-Group Update	Engagement Sub-group	Paper 7: Climate NED Proposal Paper 8: Approach to engagement Paper 10: Rapid Response Approach	For discussion and decision on next steps For discussion and sign off For discussion and sign off
16.00 – 16.30	Other matters and AOB	Webinar Plan	All	Paper 9: Webinar Plan	For discussion and sign off. Agreed plan with option to add other areas as they arise