

Agenda 16th November 2016 5:30 - 7:30pm.

Item	Action	Approx. Time
Welcome and Apologies	Acceptance of agenda – any items to be added?	5 minutes
Ground rules	Reminder – Our current ground rules: <ul style="list-style-type: none"> • Respect and protect each other’s confidentiality • One speaker at a time • We may not always agree but we will remain respectful 	2 minutes
Approval of draft note and matters arising	<ul style="list-style-type: none"> • Draft note approved? • Constitution finalisation • Xmas night out – confirm meeting point • National Involvement Standards – do the group want to set up an NIS working group? To be discussed at HIV Working Group on 17/11/17 • Guest speakers – any one got any other suggestions for input? • Promotion – fliers have been put in med bags but this may not continue. Do we want to try and target certain groups for input in 2018? • Support Needs Survey – Jacqui still working on this – update • Patient Portal – Steve Baguley looking into this • U=U – we now have some posters from THT. What else? 	5 minutes 10 minutes 2 minutes 5 minutes 5 minutes 10 minutes 2 minutes 2 minutes 5 minutes
Appointment Times	Discussion and action Please see attached sheet from the Patient Satisfaction Survey 2015. Not all Grampian but reflective of patient perspective. 2 issues: <ol style="list-style-type: none"> 1) Appointment Times – currently all within office hours 2) Making / changing Appts Question – What is OPV wanting to do on this issue?	15 minutes
World AIDS Day message – HIV S are looking for people to record a short WAD message. Anyone interested?	Script writing and filming if desired? WAD: What local action?	5 - 20 minutes depending on enthusiasm
Total French School looking for WAD input	Looking for a volunteer(s) See email below	5 minutes

Other items we had put aside for future discussion	<ul style="list-style-type: none"> • Clinics nearer home/more widespread in Grampian • Privacy and Confidentiality in reception • Promoting other support services Review these in 2018?	10 minutes
Any other business		0 – 10 minutes
Action orientated agenda	Thoughts appreciated	5 minutes
Date of next meeting	Confirm date and identify speaker if required	5 minutes

Email from Sabrina Yahiatene (infirmierie.aberdeen@mlfmonde.org)

We would be very interested to organise a **visit from one of your "HIV" speakers** for our **secondary pupils** on **Friday the 1st of December** to raise awareness about **what it's "HIV" and how it can be prevented**.

Our pupils follow a "French curriculum" but we strongly believe that having those information given by National Services will give them the confidence to be in touch with local actors if needed.

So we would really appreciate to work with you regarding this considerable Health topic.

Many thanks again, and please feel free to contact me if you need further information.