

Sample Consensus Meeting Schedule and Topics

Team XXXX

Friday, October 9, 2020

The following page contains a list of topics that **should** and **should not** be discussed during the consensus meeting.

Time	Action	Owner
8:00 – 8:30 a.m.	Arrival, Ground Rules, Ice Breaker	Team Leader
8:30 – 9:10 a.m.	Category 1 review	Examiner 1
9:10 – 9:15 a.m.	Stretch break	ALL
9:15 – 10:15 a.m.	Category 2 and item 7.4	Examiner 2
10:15 – 11:15 a.m.	Category 3 and item 7.2	Examiner 3
11:15 – 11:25 a.m.	Stretch break (catch up if necessary)	ALL
11:25 – 12:05 p.m.	Category 4	Examiner 4
12:05 – 12:45 p.m.	Stretch break/Lunch (catch up if necessary)	ALL
12:45 – 1:25 p.m.	Items 7.1 and 7.5	Examiner 5
1:25 – 2:25 p.m.	Category 5 and item 7.3	Examiner 6
2:25 – 2:35 p.m.	Stretch break	ALL
2:35 – 3:15 p.m.	Category 6	Examiner 7
3:15 – 3:45 p.m.	Key themes	Team Leader
3:45 – 5:00 p.m.	Discuss next steps: <ul style="list-style-type: none"> • Site Visit • Site Visit Issue Worksheets • Updating Consensus Scorebook 	Team Leader

Consensus Meeting Topics

Issues that **SHOULD** be discussed in the Consensus Meeting include:

- Addition of a comment
- Deletion of a comment
- Combining or dividing comments
- Level at which the comments are written (e.g., basic vs. overall vs. multiple)
- Change to/from ++ or -- status of a comment, or change from Basic/Overall/Multiple
- Conflicting comments
- Changes to the score of >10% or to the scoring range
- Changes to the balance of strength vs. OFI comments
- Comments that are not “key” to the applicant or “key” areas to address, if missed
- Comments that are not Criteria-based
- Changes to the language of a comment such that any of the following would change:
 - The scope or the meaning of the comment
 - The evaluation factors (A-D-L-I or Le-T-C-I) assessment of the comment
- Key themes
- Potential site visit issues, including potential interviews or documents to review

Issues that **SHOULD NOT** be discussed in the Consensus Meeting include:

- Anything that does not alter the meaning of a comment or alter the score.
 - Errors that are clearly typos, misspellings, and word format changes (capitals, upper/lowercase, hyphenations, etc.)
 - Extra or missing words
 - Sentences or clauses that are redundant
 - Use of full entity or process names vs. acronyms
 - Separating the clauses of a lengthy sentence to make shorter sentences