

Message

From: Simon Baker [IMCEAEX-
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D2E0-4DEC-94EA-591DFA651F2E@C72A47.ingest.local]
on behalf of Simon Baker <IMCEAEX-
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D2E0-4DEC-94EA-591DFA651F2E@C72A47.ingest.local> [IMCEAEX-
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D2E0-4DEC-94EA-591DFA651F2E@C72A47.ingest.local]
Sent: 29/05/2012 16:45:37
To: Angela Van-Den-Bogerd [GRO]; Paula Vennells [GRO]; Susan Cri
[GRO]; Alwen Lyons [GRO]; Lesley J Sewell [GRO]
C Hansen [GRO]
Subject: RE: Actions from JA/PMs preparation meeting
Attachments:MPs meeting 18th June version1.doc

Thanks Angela.

All

Please find attached the draft briefing pack for the meeting on the 18th, containing the proposed agenda and key messages.

Regards, Simon

From: Angela Van-Den-Bogerd
Sent: 29 May 2012 16:20
To: Simon Baker; Paula Vennells; Susan Crichton; Alwen Lyons; Lesley J Sewell; Glenda C Hansen
Subject: RE: Actions from JA/PMs preparation meeting

Simon,

I have updated my action point below.

Thanks,
Angela

Angela Van Den Bogerd
Head of Network Services
Post Office Ltd

1st Floor Admin, Swansea Mail Centre,
Siemens Way, SWANSEA, SA1 1AA

Mobil [GRO] Mobe [GRO]
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From: Simon Baker
Sent: 25 May 2012 17:47
To: Paula Vennells; Susan Crichton; Alwen Lyons; Lesley J Sewell; Angela Van-Den-Bogerd; Glenda C Hansen; Simon

Baker

Subject: Actions from JA/PMs preparation meeting

All

Please find below the actions from today's meeting.

Regards, Simon

No.	Date Noted	Assigned to	Description	Date Required	Progress
1	25/05/2012	Glenda	Determine the time and location of the meeting	25/05/2012	Meeting is scheduled for 6pm, 18th June at Portcullis house.
2	25/05/2012	Simon	Produce a draft agenda for the meeting	28/05/2012	
3	25/05/2012	Simon & Lesley	Agree our approach on forensic audit. Simon & Lesley to document our preferred option	31/05/2012	
4	25/05/2012	Paula	Paula to call James Arbuthnot's office to ask for a list of the other MPs	25/05/2012	Paula spoke with Janet, in JA's office. Expecting to receive the list of MPs Tuesday next week.
5	25/05/2012	Simon	Simon to arrange update meetings, plus a pre-meeting with Paula	25/05/2012	Pre-meet with Paula arranged for 7th June.
6	25/05/2012	Simon	Simon to prepare key messages for the meeting (same as previous meeting plus Forensic Audit & and how to take forward (eg individual meetings))	30/05/2012	
7	25/05/2012	Angela	Prepare two page summary to the two cases as generic examples	30/05/2012	I have reviewed the two case summaries in the pack Simon prepared for the JA/OL meeting and believe these are sufficient for this purpose. I will be prepared to talk in more detail about these cases at the next MP should the need arise. Angela

Simon Baker
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