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**From:** Sue Stewart[CN=Sue Stewart/OU=e/O=POSTOFFICE]  
**Sent:** Wed 28/11/2001 4:08:36 PM (UTC)  
**To:** Kevin Lenihan[CN=Kevin Lenihan/OU=e/O=POSTOFFICE@POSTOFFICE]; Jill Camplejohn[CN=Jill Camplejohn/OU=e/O=POSTOFFICE@POSTOFFICE]; Richard Ashcroft[CN=Richard Ashcroft/OU=e/O=POSTOFFICE@POSTOFFICE]; David Anders[CN=David Anders/OU=e/O=POSTOFFICE@POSTOFFICE]; John S Wood[CN=John S Wood/OU=e/O=POSTOFFICE@POSTOFFICE]; Rabia Cody[CN=Rabia Cody/OU=e/O=POSTOFFICE@POSTOFFICE]; John Brownsill[CN=John Brownsill/OU=e/O=POSTOFFICE@POSTOFFICE]; Ann A Clarke[CN=Ann A Clarke/OU=e/O=POSTOFFICE@POSTOFFICE]  
**Subject:** MEETING DATES  
**Attachment:** Dates 2002.doc

Dear All

Attached is the timetable for ASF and HSRF meetings for 2002. Both forums have now gone to bi-monthly meetings but with a 'standby' date in the month where one isn't planned in case any burning issues arise.

You will notice that the HSRF dates are now a lot earlier than previously so it is vital that I receive feedback from the operational review forums a couple of days prior to the ASF meeting - ideally by the 10th as detailed on the service review feedback form. Sorry if this causes problems with dates you already have scheduled for next year.

I suggest that you still provide feedback on a monthly basis as one of the 'burning issues' may come out of your reports which would result in a meeting being called.

As you probably know these meetings are liable to change from time to time due to other commitments but I will keep you updated as and when they occur.

Regards

Sue