

From: Andy Holt[/O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=ANDY.HOLT1F932521-2F1A-4377-9268-FD0FCF5C7371]
Sent: Fri 16/08/2013 11:19:22 AM (UTC)
To: Simon Baker[GRO]; Susan Crichton[GRO]; Angela Van-Den-Bogerd[GRO]; Alwen Lyons[GRO]; Parsons, Andrew[GRO]; Ian Henderson[GRO]; Ron Warmington[GRO]; alan.bates[GRO]; kay[GRO]
Subject: Training day

All

I have created a rough agenda and put some first thoughts about who could run the sessions based on the brief discussion on the call yesterday. Can you send me comments and any addition thoughts you have ahead of the Monday meeting. We can then agree agenda, who should be delivering etc and next steps.

Agenda and who could run the sessions

Background to the scheme (PO/JFSA)

How the scheme works

- Working Group, parties involved, roles and accountabilities (PO/BP)
- Process for cases (PO/BP or SS)
- Attendees role/what is expected including quality (PO/SS)

Understanding PO processes and systems (PO Training team via Angela)

Case reviews - process and worked example (SS)

Questions and Answers (All)

Duration

3-4 hours, possibly 11- 3pm (include lunch for a break)

Attendees

About 50

Date

5th September (can we really get everyone for one session?)

Location

Birmingham area

-----Original Appointment-----

From: Simon Baker

Sent: 15 August 2013 12:49

To: Simon Baker; Susan Crichton; Angela Van-Den-Bogerd; Alwen Lyons; Andy Holt; Parsons, Andrew

([GRO]); Ian Henderson; Ron Warmington; alan.bates[GRO]; kay[GRO]

Subject: Working Party Dial-in

When: 19 August 2013 14:00-15:00 (UTC) Dublin, Edinburgh, Lisbon, London.

Where: Dial-in (details below)

1. Go/No go decision on launch
2. Review outstanding comments on TOR for working party
3. Progress on selecting an independent chair
4. Progress on Training day (Andy H)
5. Progress on selecting advisors (Kay, Ron)

Dial-in number: **GRO**

Chairperson passcode: **GRO** then #

Participant passcode: **GRO** then #

Blackberry Friendly numbers:

Participant: **GRO**

Chair: **GRO**