

WORK RECORD [3]

NAME/ADD/TEL: Brian Altman Q.C.; 2 Bedford Row, London, WC1R 4BU (baltman@baltman.com) **GRO**

SOLICITORS: Gavin Matthews, Bond Dickinson

CASE: Post Office Ltd

PREPARATORY AND/OR WRITTEN WORK

Date	Description of work	Hours	Total
6/1/14	Advice on delaying prosecutions for absence of an expert	15:45-16:00	¼ hour
29/1/14	Conversation with GM re advise to Board re stacking cases & future prosecutions papers	10:55-11:10	¼ hour
	Preliminary reading of papers and some research of policy documents & advising by email	15:30-16:30	1 hour
30/1/14	Internet research & research with clerks re commercial organisations who prosecute & advising about this by email	17:30-18:00	½ hour
		19:00-20:00	1 hour
31/1/14	Reading material from RW (Appendices and other documents) and TfL and Northern Rail policy docs	07:30-08:45	1 ¼ hours

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1/2/14	Drafting advice on Board papers (in part)	09:45-10:30	¾ hour
3/2/14	Drafting advice on Board papers (in part)	09:00-13:00	4 hours
		16:15-18:30	2 ½ hours
5/2/14	Drafting advice on Board papers (in part)	09:45-13:00	3 ¼ hours
	Perusing new policy document for the Board & email instructions & telecom with GM re instructions (20:44-20:54)	20:30-21:00	½ hour
6/2/14	Drafting advice on Board papers (in part)	08:45-13:15	4 ½ hours
		13:45-17:15	3 ½ hours
		18:15-19:00	¾ hour
2/3/14	Advice by email on Second Sight Brewster report comms line issues	09:00-10:00	1 hour
9/3/14	Preliminary reading of material sent by email on 7/3/14	10:00-11:00	1 hour
	Email advice	12:45-13:30	¾ hour
26/3/14	Ahead of receipt of instructions to queries posed, commencing consideration of new draft policy and drafting same in part	09:30-12:00	2 ½ hours

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	Ditto	15:30-17:15	1 ¾ hours
24/4/14	Preparation in advance of conference: agreeing agenda, considering & re-reading older policy documents; reading all relevant emails traffic re policy issues, Project Sparrow and Board papers on policy; annotating agenda with questions & responses for conference	15:45-19:30	3 ¾ hours
4/5/14	Considering & drafting (in part) new policy document	11:30-13:30	2 hours
		14:00-16:00	2 hours
5/5/14	Considering & drafting (in part) new policy document	11:45-13:30	1 ¾ hours
		14:15-15:30	1 ¼ hours
6/5/14	Considering & drafting (in part) new policy document	09:00-12:45	3 ¾ hours
		14:15-16:00	1 ¾ hours
7/5/14	Considering & drafting (in part) new policy document	11:30-13:00	1 ½ hours
20/5/14	Further revision of policy document & consideration of email instructions re decision making & safeguard	08:00-12:30	4 ½ hours

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	Ditto	13:15-15:45	2 ½ hours
		TOTAL	55 ¾ HOURS

CONFERENCES/TRAVEL

Date	Detail	Hours (inc. travel)	Total
30/1/14	Telecon with RW and GM	16:15-17:00	¾ hour
11/2/14	Telecon with RW	09:45-10:10	25 minutes
7/3/14	Telecon with GM re new instructions	17:40-18:00	20 minutes
24/4/14	Telecon with GM re conference re policy	10:30-11:00	½ hour
25/4/14	Conference at BD at 4 More Place	09:00-09:45	¾ hour
	Travel		
	Conference	10:15-13:00	2 ¾ hours
	Travel	13:30-14:00	½ hour

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		TOTAL	6 HOURS
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