

WORK RECORD [4]

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

SOLICITORS: Gavin Matthews, Bond Dickinson

CASE: Post Office Ltd

PREPARATORY AND/OR WRITTEN WORK

Date	Description of work	Hours	Total
11/7/14	Reading and considering CK's comments document; revising v.1.0 of the policy document; drafting a note on CK's comments (in part)	14:00-18:15	4 ¼ hours
12/7/14	Drafting note (in part)	14:45-15:30	¾ hour
13/7/14	Final consideration of policy draft and note	09:00-09:30	½ hour
15/7/14	Reading up on mediation scheme documents and past emails pre conversation with GM	16:00-17:15	1 ¼ hours
	Reading CK advice re cautions etc & preliminary consideration of the issues for the con	19:00-19:45	¾ hour
16/7/14	Reading CK 15/7/14 advice and considering issues	09:15-09:45	½ hour
	Reading & considering further material pre-con and issues for discussion	15:00-18:00	3 hours

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31/7/14	Re-reading and considering media scheme documents & CK advices in advance of telecon with RW and GM	07:45-08:15	½ hour
	Ditto	09:00-10:00	1 hour
2/9/14	Considering and drafting (in part) advice on mediation scheme proposals	14:30-17:30	3 hours
4/9/14	Further drafting advice & research & proof-reading	14:00-16:45	2 ¾ hours
5/9/14	Final revisions	08:00-09:45	1 ¾ hours
14/9/14	Reading JS email and the attached version of policy v.2.0 in track changes for advice and finalisation	11:15-12:15	1 hour
17/9/14	Reading through document pre con with GM	17:30-18:00	½ hour
20/10/14	Re-reading revisions to my v.2 policy draft and noting up	16:00-17:15	1 ¼ hours
22/10/14	Considering conference issues and revisions parts of the policy document in advance of obtaining further instructions	13:15-14:15	1 hour
28/10/14	Considering AE's draft notes of conference at POL against own notes as well as both my and POL's revised v.2 policy document and sending back as revised in track	14:45-16:15	1 ½ hours

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	changes		
2/12/14	Further consideration of conference notes, Contract Breach policy, previous draft and revising same in part	10:00-12:30	2 ½ hours
6/12/14	Finalising consideration of the policy document; considering JS emails; CPS Code for Crown Prosecutors and the conference note issues; re-revising same and emailing to GM	09:30-13:00	3 ½ hours
		TOTAL	31 ¼ HOURS

CONFERENCES/TRAVEL

Date	Detail	Hours (inc. travel)	Total
15/7/14	Telecon with GM re advice	18:15-18:45	½ hour
16/7/14	Telecon with POL and GM	18:00-19:15	1 ¼ hours
30/7/14	Telecon with GM re con with RW	15:30-15:45	¼ hour

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31/7/14	Telecon with GM with RW	10:00-11:00	1 hour
17/9/14	Telecon with GM re draft policy document	18:00-18:20	20 mins (say ¼ hour)
22/10/14	Con at POL HQ (travel)	09:00-09:30	½ hour
	Con at POL HQ	09:30-10:45	1 ¼ hours
	Con at POL HQ (travel)	10:45-11:00	½ hour
		TOTAL	5 ½ HOURS

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