

Sparrow work plan – January 2015

Overall coordination being led by Chris A (Sparrow team) and Mark D (PR and comms)

Workstream	Activity
1. Maintaining the effective operation of the working group	• Managing towards the next working group meeting on 13 February • Scheduling meetings up to and including June • Sending applicants their completed investigation reports and case review reports as appropriate • Passing cases from January meeting through to CEDR as appropriate • Supporting Tony Hooper on his engagement with external stakeholders (eg responding to queries from applicants' MPs)
2. Managing the relationship with Second Sight	• Managing information flows to Second Sight • Engaging with SS on their Part 2 report, in order that we might be able to demonstrate some positive progress through it • Scheduling deadlines according to capacity
3. Preparing for the Select Committee	• Engagement with key stakeholders (Tony Hooper, George Thomson, Select Committee members, CWU) • Internal preparation – material (Q&A, statement, case analysis etc) and internal challenge sessions • Advice from PR agency Brunswick
4. Engaging with the Criminal Cases Review Commission	• Engaging with CCRC on their requests for information
5. Developing options beyond the current approach	• Analysis being prepared to challenge thinking on options between 'continue as now' and 'winding up the scheme' • Internal challenge session with Alasdair Marnoch on 27/1

BIS SELECT COMMITTEE PREP**ENGAGEMENT**

Who	Detail	lead
Select Committee Chair/Clerk	Push back on proposed line up	Jane
Select Committee Chair	Fix Paula meeting with Chair	Jane
Select Committee members	Fix meetings with: Robin Walker, Caroline Dineage, Rebecca Harris, Anne McKechin (28 th Jan), Katy Clark	Jane
George Thomson	27 th Jan. To address his concerns and ensure support as far as possible	Nick Beal
CWU	Concerns over Horizon and POL handling of the issue.	Mark
Tony Hooper	27 th Jan.	Belinda

MATERIALS

what	Detail	who
Written submission	Dossier with one page covering note	Tom
Q&A		Jane, Sparrow team
One page killer facts		Jane, Sparrow team
Opening statement		Jane, Sparrow team
Lines of questioning	Committee will supply 29 th Jan	Jane
Committee biogs		Jane
Analysis of WG cases	Segmentation and progress analysis	Belinda
Options analysis	Material to inform gaming session	Patrick

PREPARATION AND ENGAGEMENT SESSIONS

Date / Time	What	who
22 nd Jan	Internal briefing on SC members	Paula, Jane
26 th Jan – 12:00-13:30	Paula to review the Q&A material	Paula
26 th Jan – 16:00-18:00	Discuss WG cases	Paula, Angela, Tom
27 th Jan – 09:30-10:30	Sir Anthony Hooper	Paula, Chris or Tom
27 th Jan – 10:30-12:00	Internal challenge session	Paula, Gavin, Tom, Martin E
27 th Jan – 13:15-13:45	George Thomson	Paula
27 th Jan – 14:30-15:30	Jack Straw MP	Paula
27 th Jan – 16:00-17:00	George Thomson	Paula, Nick B, Mark
27 th Jan – 17:00-18:00	FYI only - Alasdair M challenge/gaming session	AM, AC, Chris, Alwen, Gavin
29 th Jan – 15:00-17:00	Rehearsal with Brunswick	Paula, Angela, Chris, Mark, Jane, Mike
2 nd Feb – 17:00	Internal mop up sessions	Paula by phone at 5pm
3 rd Feb	Select Committee Evidence Session	Paula, Chris, Angela