

**Initial Review and Mediation Scheme workshop****17<sup>th</sup> December 2013**

<b>Issue</b>	<b>Action</b>	<b>Owner</b>
Fujitsu seven year deletion of data	AVDB to contact Fujitsu and enquire re deletion	AVDB
Attendees would like copy of AP's training session & practical exercises	AP's slides & exercises to be distributed to all attendees [as part of trimmed down version of whole slide deck]	JB
Attendee queried to what extent they as Case Handlers should have contact / conversations with SPMR (e.g. if they have a query on the case)	To consider the process for any POL contact / conversations with SPMR at Thursday case conference	AVDB
Attendee requested team list of contacts	Team list of contacts to be collated and distributed	AVDB
Draft QA process	Need to define process for turning around QA of investigation drafts. JB to speak with DO, MW & SH.	JB