

Fox, Jayne

From: McLean Rebecca [REDACTED]
Sent: 21 October 2004 10:23
To: Fox, Jayne
Cc: Bridget O'Donnell (E-mail)
Subject: RE: RCA

This message is bound by the disclaimer below.

Jayne

I have enclosed the info that I sent to all steering group members the day after the last meeting - which details all the people that were asked to the first two days and whom I confirmed places for. I also sent this to Bridget on the 11th October, who advised me that she forwarded this to you at home. It was not agreed have all SMT at the 9th and 10th. I have had a few apologies for the other dates in question, but all of the participant on the 9th and 10th apart from one has agreed to attend - Total = 22

The venue is to be at the Developing better Services HQs, Tyrone and Fermanagh Hospital - Beech Villa (Opposite Cedar Villa). - I have accommodation arranged for you and Sue in Omagh, which will be more convenient to the venue for the RCA. I understand you and Sue will be travelling home at the weekend, so the accomo is booked for the 9th, 10th, 11th and 15th Nov.

I have enclosed a copy of the DRAFT minutes from the meeting, which I sent to Dr Cody and Jenny last week for comments. --Please note that they may be amended by Dr C and Jenny.
Hope this clarifies any queries.

-----Original Message-----

From: McLean Rebecca

Sent: 07 October 2004 14:44

To: 'jennyirine' [REDACTED] Cody Diana; 'mkelly' [REDACTED]

'Jayne.Fox' [REDACTED]

Subject: Please confirm Info for participants

Importance: High

Dear all

Following yesterday's meetings and following several requests from participants to confirm dates for programme, I would be grateful if you could advise if you are happy for me to confirm dates with those individuals named yesterday (Given it is only 4 weeks away!) I would also be grateful if you could advise of your comments/amendments on the document drafted by Sue and discussed by yourselves on the 2/3 August, as it was agreed at that meeting that this document would be distributed to participants with the confirmation letter.

I would really need to send out confirmations as soon as possible, i.e. Monday 11th, therefore please provide me with comments ASAP.

Just to remind everyone of those named yesterday to attend the 9th and 10th Nov (LC Case study being used in this one).

DHSSPS

008-035-096

25/10/2004