

Code A

From: Williams, David (DCI)
Sent: 01 July 2004 16:41
To:
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Subject: OP ROCHESTER.

Dear All..

I am aware that Owen has informed you of our weekly 1000am briefings..commencing Monday 9th August 2004.

Please make every effort to attend these unless you have significant Operational commitments.

There will be a standard agenda.

All meetings will be minuted (bullet points) which will form the basis of a weekly situation report, there will be a minutes rota.

Agenda Items will be:-

Investigations/action review.

Family liaison.

Stakeholder issues.

Expert evidence.

Holmes issues, office management.

Exhibits and disclosure.

Emerging priorities for the week ahead.

Finance/overtime/welfare/social.

Any other business.

The purpose of these meetings is to ensure that we are all totally up to speed with the management of the investigation, key issues arising, and proposals to forward the investigation both strategically and tactically.

Regards. DW.