



24 March 2011

To: DETI HoDs
Dermot Breen, HSENI
Greg Kane, Invest NI
Gillian Magee, NITB

From: Jacqui Rose Copy distribution list below
Strategic Planning and Economics Branch

MANAGEMENT COMMENTARY FOR THE 2010/11 DEPARTMENTAL ANNUAL REPORT

1. Work is now underway on preparation of the DETI Annual Report for the year to 31 March 2011. This note seeks your input to the draft Management Commentary, which is intended to represent a summary of significant achievements during the past year.
2. I have attached, for ease of reference, the 2009/10 Management Commentary as well as the 2010/11 DETI Operating Plan. You might find these helpful when preparing your draft narrative. I have also attached for information a summary of the requirements of a Management Commentary which has been circulated to all departments by the Northern Ireland Audit Office. You should refer to these recommendations when pulling together your input.
3. You should note that, as the timetable for completion of the Departmental Annual Report has been brought forward, the Management Commentary is now required **earlier than in previous years. Inputs, via tracked changes in the 2009/10 Management Commentary, should therefore be sent to Strategic Planning and Economics Branch at economics@detini.gov.uk, and copied to me, no later than Tuesday 12 April 2011.**

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CC: David Thomson
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