

From: Philip Angus

Date: 1 August 2011

**To: DETI Heads of Divisions and Units
Gary Cushnahan, Invest NI
Dermot Breen, HSENI
Donna Magee, Consumer Council
Tourism Policy – to coordinate NITB input**

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DETI OPERATING PLAN 2011/12 – REQUEST FOR INPUT

1. As part of the development of the DETI Corporate Plan for 2011/12 – 2014/15, it is our intention to include the first year's Operating Plan as an Annex to the Corporate Plan. While there may still be some alignment to take place between the Corporate Plan and the Executive's Programme for Government, I would like to complete the operating plan as much as possible now.
2. The format of the 2011/12 Operating Plan is attached at **Annex A** and the first three columns have been pre-completed to reflect the draft Corporate Plan contents.
3. Please now complete the columns on 2011/12 Actions and 2011/12 Targets/ Milestones for which you will be responsible, and confirm the division/unit and divisional/unit head in the last column.
4. The latest version of the draft DETI Corporate Plan is also attached for reference. You may also wish to refer to last year's 2010/11 Operating Plan which can be found on the DETI website under Departmental Planning.
5. I would be grateful if you could forward your completed returns to clumailbox@detini.gov.uk by close of play on Friday 26 August 2011.
6. In the meantime if you have any queries please contact Celine Murray (Tel: 905-29300).



PHILIP ANGUS
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