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From the Office of the Minister

Alban Maginness MLA  
Chair, Committee for Enterprise, Trade and Investment  
Room 375  
Parliament Buildings  
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2 August 2012

Dear Alban

**TIMELINESS OF BRIEFING PAPERS FROM THE DEPARTMENT TO  
THE ETI COMMITTEE**

Thank you for your letter dated 2 July 2012 in respect of the above.

In relation to briefing on in-year monitoring rounds, my officials aim to provide up to date information on a timely basis. However, I would reiterate that there are occasions, even with our best endeavours, when it just proves impractical to meet set deadlines.

I can assure you that my officials are fully aware of the need to comply with proper protocol and they timetable collection and clearance of input to monitoring rounds with the need to brief the Committee by the due date being a primary consideration. Whenever situations arise where briefing is not available within the specified timelines, in deference to the Committee my officials are available to brief the Chair and Deputy Chair as soon as it is reasonably possible.

We will continue to prepare papers for the Committee in the timeliest manner possible.

Yours sincerely

**ARLENE FOSTER MLA**  
Minister of Enterprise, Trade and Investment