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From: Michelle Murdoch
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Hi guys,

Have just tried to call Joanne and been told that she is not in the office and doesn't usually work on Friday afternoons. I have left a message for her to contact me asap.

Therefore – I have drafted the email below to send so that she will see it first thing Mon am and I will follow up. Please confirm that you are happy with this, add /delete as you see fit and I will then email on to her.

Dear Joanne,

Hope you are well.

As the primary mover on the Guidance, I just wanted to catch up with you regarding timings. I believe you spoke to Keith the other day and confirmed that the Consultation would begin on 20th Sept and finish on 18th Oct. (In preparation for this I am looking to forward the guidance over to you by the 13th Sept.) Is this correct? Does this time frame include the turnaround of the feedback from the consultation? I ask this question since I will need to potentially amend the Guidance and would be looking to have it completed by close of play Sunday 21st October. These deadlines are tight, so I need confirmation that these timings can be adhered to.

The above timings are based on the 'go live' date of the scheme being the 1st November, please confirm that this is still the case. I am aware that right now the regulations are with the EU in order to ensure compliance to the Technical Standard Directive. I believe that this process will conclude on the 23rd October and then the Assembly will ratify the draft regulations. By what date will the Regulations be ratified by? I assume that until this happens the scheme would not be able to go live.

Finally, I have the date of 24th Oct for the finished Guidance to be sent over to you for publication. Could you explain to me what the publication process includes and confirm that, if the go live date is still the 1st November, you will have enough time to complete the publication process on time?

I will contact you first thing Monday morning so we can discuss the above.

Thanks in advance

Michelle

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