

Executive Summary and Recommendations—Standard Letters

Introduction

At the last meeting of the Registration Committee 3 Standard letters were reviewed. A decision was made to request the Executive to update the contents and seek Crystal Mark validation.

This paper is provided as an update to the committee on the progress of this work.

Decision

This paper is for information only. No decision is required

Background information

A total of 8 Standard letters are used by the International Registration Team. The work to review these letters will take place from September to October with completion date expected before the next meeting of the Committee in November 2004.

The project will cover updating letter contents, proof reading and seeking Crystal Mark validation before publishing the letters on the registration system.

Resource implications

International Registration Manager to work directly with nominated Communications Officer.

Financial implications

The cost of a Crystal Mark is dependant on the number of words in a document. It is expected that sufficient provision exists within the Registration budget to cover the associated costs of the project.

Background papers

None

Appendices

None