

Standard Papers

Executive Summary and Recommendations

Introduction

This paper is provided as an update to the committee.

Decision

This paper is for information only. No decision is required.

Background information

The Registration Managers have selected a Registration Officer from each team to assist in the process of editing the content of HPC Standard Letters. Nadine Evans-Willis and Andy Winders have begun sifting through all standard letters stored on the LISA database.

Progress has been slow to date due to the UK Registration team managing Operating Department Practitioners registration renewal. Nadine, Andy and both Registration Managers will be spending significantly more time on this project in the New Year with the intention of having a complete set of standard letters for both registration areas prepared by the end of February 2005.

These will then be reviewed by the Communications Officer and HPC's Legal Advisor before crystal mark would be sought for the final set of documentation.

Registration Managers expect to present a complete selection of the crystal marked Standard Letters to Registration Committee at its meeting on the 12th April 2005.

Resource implications

2 Registration Managers
2 Registration Officers
1 Communications Officer
1 Legal Advisor

Financial implications

The cost of a Crystal Mark is dependant on the number of words in a document. The costs will be paid from the Communications budget.

Background papers

None

Appendices

None

Date
2004-12-14

Ver.
a

Dept/Cmte
UKR

Doc Type
BPR

Title
standard letter project

Status
Draft
DD: None

Int. Aud.
Public
RD: None