

From: [REDACTED]
 Date: Thursday, 11 Nov 2021, 10:58 am
 To: Coffey, Colin <Colin.Coffey@afbini.gov.uk>
 Cc: [REDACTED]
 Subject: Induction of new members

Hi Colin,

I have requested the contact details of the new members to allow you to make contact.

In the meantime, in terms of their induction I would suggest the following:

Draft Schedule of Induction Meetings

Induction Meeting	Purpose	Venue	Indicative Timing	Attendees
Introductory meeting with Chair and Vice Chair	Informal welcome & overview	Newforge	Early December	New Board Members, Chair, Vice Chair
Introductory meeting with EMT & Board Governance	Informal welcome & overview of AFBI by EMT & Formal overview of Board governance arrangements	Newforge	Early December	New Board Members, EMT, Head of Governance
Meeting with EMSD	Overview of EMSD	Newforge	Mid January	New Board Members, Director EMSD (relevant HOBs)
Meeting with VSD	Overview of VSD	Stormont	Mid February	New Board Members, Director VSD (relevant HOBs)
Meeting with SAFSD	Overview of SAFSD	Hillsborough	Mid March	New Board Members, Director SAFSD (relevant HOBs)

Induction Meeting	Purpose	Venue	Indicative Timing	Attendees
Meeting with FCAD	Overview of FCAD	Newforge	Mid April	New Board Members, Director FCAD (relevant HOBs)
Site Visit	Overview of work at site	Hillsborough	Jun-22	New Board Members, Director SAFSD, HOB
Site Visit	Overview of work at site	RV Corystes	Sep-22	New Board Members, Director EMSD (relevant HOBs)
Site Visit	Overview of work at site	Crossnacreevy	Oct-22	New Board Members, Director SAFSD (relevant HOBs)
Site Visit	Overview of work at site	Loughgall	Nov-22	New Board Members, Directors SAFSD & EMSD (relevant HOBs)

I have a paper going to EMT on Monday to ensure that they are aware of the input required.

Happy to discuss.

Regards

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