

To: Members of ACDS and observers from HSE and other government departments

Our ref: SPD/383/1008/04

21 October 2004

Dear colleague

Open meeting of Advisory Committee on Dangerous Substances (ACDS) on Monday 22 November 2004

Agenda

Attached is the agenda for the 2004 ACDS Open meeting, which is being held at 6.30 - 8.30 pm on Monday 22 November in the Directors' Suite at the Palace Hotel, Manchester.

Members will recall that this venue was selected to tie-in with the Hazards XVIII Symposium, (organised by the NW Branch of the Institute of Chemical Engineers), being held at the Manchester Conference Centre that same week, in the hope of attracting a larger audience than last year, particularly from members of the public who work in a related field.

Advertising

The ACDS Open meeting has been advertised on the Hazards XVIII website, and the HSE website, and a copy of the details are attached for information. If members/observers wish to invite anyone to the Open meeting, we are happy for you to send the attached advert to them direct, and, if they express interest, please ask them to contact me by e-mail for any further details.

Refreshments and accommodation

Tea and coffee will be available on arrival at the Open meeting. For those who have to make special travel arrangements, we anticipate that the meeting will be finished by approximately 8.30 pm.

Rooms and breakfast have been reserved for those members proposing to attend the 63rd "normal business" ACDS meeting being held the next morning at the Palace Hotel, who have already confirmed that they require overnight accommodation. Lunch will also be provided on Tuesday 23 November following the "normal business" ACDS meeting; however, members are reminded that they are responsible for any additional hotel costs incurred, including papers, bar bills, dinner, room service etc.

Please let me know if you require any further details.

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UKOPA/04/0103

Yours sincerely

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cc: observers from HSE and other government departments

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