

From: ALASTAIRMUIR RUSSELL [REDACTED]
Sent: 25 January 2010 17:47
To: ALASTAIRMUIR RUSSELL; Williams Lisa Ms (ACAD)
Cc: Churchill Jacqui Mrs (VCO)
Subject: RE: Arrangements for meetings at UEA

[Information exempted pursuant to s.40(2), Freedom of Information Act]

Lisa, Jacqui

Thanks for all these arrangements.

On arrival, a Goldstar taxi to the hotel would be helpful - but if it is significantly more expensive than a taxi from the rank I'll happily wait for the latter.

I'll come in after breakfast - I suggest a taxi at 9.30. I could see Lisa on arrival, which would give a little time if there were things to sort out on the housekeeping arrangements.

Very grateful for the offer of the VC's room to work in.

On the timetable of meetings, do you have names of those who'll be present from the Police and the Information Commissioner?

Muir Russell

--- On **Mon, 25/1/10**, Williams Lisa Ms (VCO) <Lisa.Williams@uea.ac.uk> wrote:

From: Williams Lisa Ms (VCO) <Lisa.Williams@uea.ac.uk>
Subject: RE: Arrangements for meetings at UEA
To: "ALASTAIRMUIR RUSSELL" [REDACTED]
Cc: "Churchill Jacqui Mrs (VCO)" <J.Churchill@uea.ac.uk>
Date: Monday, 25 January, 2010, 16:03

[Information exempted pursuant to s.40(2), Freedom of Information Act]

Sir Muir

Just to say I can be free any time on Weds to see you (up to 2pm). So please do name your time. Happy to see you at 1pm or 1:30pm if you prefer to meeting immediately prior to you other meetings - or earlier as Jacqui has suggested. The VC will be away so you are welcome to use his office to work in all day. Just let us know what suits.

Best,
Lisa

From: Churchill Jacqui Mrs (VCO)
Sent: Monday, January 25, 2010 2:37 PM

To: ALASTAIRMUIR RUSSELL
Cc: Williams Lisa Ms (VCO)
Subject: Arrangements for meetings at UEA

Dear Sir Muir,

Attached is your e-ticket for tomorrow's flight and Wednesday's. Would you like me to organise for a Goldstar taxi to collect you from the airport and take you to Dunston Hall on Tuesday evening?

I booked Dunston again because they gave us a special rate of £59.00 for room and breakfast! The Beeches Hotel is £85.00+.

I also attach the booking reference for you - you will not need to pay on departure, but if you could get a receipt that would be great. Again, would you like me to organise a taxi to collect you from Dunston, so that you can come to UEA for approximately 09:30 to meet with Lisa?

I have alerted the IT people about the meeting and approximate timings. I am in the process of trying to make contact with Phil Jones and Keith Briffa so will hopefully have that meeting in place shortly.

I will contact Jim Norton with details of how to find us.

If there is anything else I can do, just let me know.

With very best wishes,

JACQUI

Jacqui Churchill | Vice-Chancellor's Office | University of East Anglia | Norwich | NR4 7TJ

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PA to: Professor Edward Acton - Vice-Chancellor

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From: [REDACTED]
Sent: Monday, January 25, 2010 12:55 PM
To: Churchill Jacqui Mrs (VCO)

Subject: RE: Alastair Muir Russell

[Information exempted pursuant to s.40(2), Freedom of Information Act]

Hi Jacqui,

No problem, I've issued the ticket and it's attached. Check-in time is recommended to be at least 1 hour (longer if possible!).

If you have any queries or questions please let me know.

Best regards,

Richard.