

## St Ann's Working Plan

16th September 03

	SEPT	SEPT	SEPT	SEPT	OCT	OCT	OCT	OCT	NOV
	8th	15th	22nd	29th	6th	13th	20th	27th	3rd
	David Cappo away	David Cappo away till 18/9	Letters to go out.	Letters to be posted 29/09 to arrive 30/9 Public/Media statement 1/10	Archbishop Wilson on leave from 10/10 till 5/11.			Tony Fuller on leave from 30/10 until 24/11	
<b>CATEGORIES/ FAMILY DETAILS</b>									
Criteria for categories		Confirmed 15/9							
Clarify C2 & C3 people ANNE/EILEEN	Report to 8/10 Meeting	Confirmed 15/9							
Confirm family details on database		Confirmed 15/9							
Check correct updated addresses for all families ANNE/EILEEN		Report 15/9: to be completed 19/9							
<b>PAYMENT AMOUNT</b>									
\$ amount per category		Reccom 15/9 see Briefing paper							
<b>FAMILY LETTERS</b>									
Draft Letters to families and other material for package TONY		Report 15/9 see briefing paper							
Advice re effect of \$ payment on disability payments. TONY/ANG ELA/EDMUND	Tony to follow up Centrelink	done							



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Draft letter for Parish Priests and Non Diocesan Religious , who to print, address, who to post, how to post? JOAN		Draft 15/9 done For Archbishop Approval To be Administered by Sue V							
Letters for Family Advocates by Tony.		draft to be done							
Letter to Donal Craig, for Tony's signature? TONY		draft to be done							
Letters to service providers once family has received payment. SUE V & PSO		Discuss & rec 15/9							
<b>MEDIA/COMMUNICATION STRATEGY</b>									
Communcation /Media strategy CHRIS & JOAN		Futher detail Taskforce meeting 24/9							
Protocol for responding to media enquiries		to be developed 22/9							
<b>TELEPHONE SUPPORT LINE</b>									
Anticipate likely questions and answers		Discuss 15/9, further discussion 22/9							

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Discuss telephone support line:No:Hrs & duration:By whom:Support for Staff:Recording: EILEEN&ANNE		Number to be provided , further detail in briefing paper							
<b>PASTORAL SUPPORT</b>									
Consider requesting expression of interest from Priests to provide a support role		seek Archbishop advice 17/9							
Possible Cat 3 response - pastoral		Reccom. in briefing paper							
Recc re pastoral mtgs Cat 1 & 2		Discuss & recc 15/9							
If pastoral, one on one,meetings for C1 A,B & C2 with Archbishop, who to organise these, will these be mediated?		See Briefing paper, to be determined							
<b>MANAGING THE RESPONSE</b>									
If Legal enquiries from families, who to deal with those?		Recom. to be referred to Tony							

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Script agreement consistent language for all		Further development on 22/9							
<b>MANAGING PAYMENT</b>									
Process for dealing with returned paperwork when families formally accept the offer: Family response returned to the PSoOffice.		Recom. in briefing paper							
Family paperwork to be scrutinised by Tony or associate.		Recom. in Briefing paper.							
Plan and prepare the process to administer payments CLARE CONDON									
Letter from Archbishop to accompany cheque. Who to write? Who to sign if A/B away?		See briefing paper, to be determined							
<b>OTHER SUPPORT</b>									
Support/info Loretto at St Ann's EILEEN		Ongoing	ongoing	ongoing					
Support BP's family and school staff. CEO		Being organised							
<b>TIMING</b>									
Timing of letters, publicity, parish statements etc.		Recom in Briefing paper							

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<b>CORDINATING ROLE - SUE CAIN</b>									
<b>TASK FORCE MEETINGS</b>		17-Sep	24-Sep	2-Oct	8-Oct	15-Oct	22-Oct	29-Oct	5-Nov
<b>WORKING PARTY MEETINGS</b>		15-Sep	22-Sep	29-Sep	6-Oct	13-Oct	20-Oct	27-Oct	3-Nov