

**To: Heads of higher education  
institutions in Wales**

Reference: W04/03 HE

Date:

Response By: 30 January 2004

Further Information: Anita Colley

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Further to my e-mail of 15 January, I am writing to confirm the arrangements for our Strategic Planning consultation seminar on **Monday 9 February 2004**.

The meeting will take place at the Pavilion Conference Centre, Llandrindod Wells, starting at 10.45, with coffee from 10.15am, and concluding with lunch at 1pm. Please find enclosed a map and details of the venue.

We would like to use the time available to:

- consider issues arising from the strategic planning reporting process, including the targets template introduced in 2003;
- discuss ways in which we might further refine the process in a way that helps institutions, as well as the Council, to assess the current and planned performance of the sector as a whole against the *Reaching Higher* targets;
- consider how we may further reduce the burden of reporting for institutions by drawing requests for information relating to specific strategies into a request for a single annual monitoring statement.

We hope to dispatch in advance of the seminar a brief summary of our analysis of the sector's current and planned contributions to the *Reaching Higher* targets and a consultation paper relating to the annual monitoring statement.

I would be grateful if you would return the enclosed delegate registration forms to my colleague Anita Colley at the Llanishen offices, by **Friday 30 January 2004**.

We are keen to work jointly with you in developing our processes, and look forward to an interesting discussion.

Yours sincerely

**PHILIP GUMMETT**  
**INTERIM CHIEF EXECUTIVE**