

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

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Response By: 30 July 2004
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MEETING WITH THE COUNCIL – 21/22 OCTOBER 2004

I am writing to provide early notice of the arrangements for this year's meetings between the Council and institutions, which will be held on 21/22 October 2004.

This year we will continue with the traditional pattern of meeting the heads of some half of the institutions in the sector, with the remaining institutions attending in the following year. Therefore we will be inviting only the following institutions to attend the meetings with the Council in October:

Thursday 21 October Swansea Institute of Higher Education
Trinity College, Carmarthen
University of Wales, Aberystwyth

Friday 22 October Cardiff University
Royal Welsh College of Music and Drama
University of Wales, Newport

This year, the Council invites you to begin the meetings with a brief presentation on the key challenges that face your institution in taking forward the *Reaching Higher* agenda. Council Members may also wish to discuss, at the meeting, other relevant issues arising from your latest summary strategic plan. We will write again, nearer the time of the meeting, to give you an opportunity to raise in advance any general points for discussion with the Council.

I would be grateful if the heads of the above institutions would keep these dates free in their diaries and confirm to Anita Colley, by 30 July, that they, and one other member of the institution's senior management team will attend. Institutions not on the above list will not be required to attend meetings with Council in 2004.

There will also be an evening dinner on the 21 October, for which the venue will be arranged nearer the date of the meeting. All those attending the meeting are cordially invited.

Yours sincerely



**PHILIP GUMMETT
CHIEF EXECUTIVE**