

Infected Blood Inquiry Information Retrieval
AGENDA

1. Resources
PJ – two agency staff coming in to discuss the job, has told the Agency that while we are keen to get staff in, we'd rather take a bit of time and get the right people. PJ noted we need to get the old lab area cleared so it can be used for the project, KJ said we need to ensure the room is secure and access restricted.
2. Plant Room – Progress
Staff have commenced sorting through boxes in the plant room. They have started with the obvious / easy boxes, e.g. old publications. Approx. 30 boxes have been sorted through. KM had some concerns about items being discarded, but has since spoken with ED and DE, he is happy with the approach being taken and the ability of the staff involved.
3. Procedure, i.e. location, retrieval, categorisation, onward reporting
PJ & IR will discuss and develop the procedure.
4. Progress against areas
 - a. Plant Room – 30 boxes sorted through yesterday.
 - b. Off-site storage (Oasis) – PJ has identified circa 600 boxes to be recalled from off-site storage. These can be prioritised as some are easily identified as being sent by medical secretaries.
 - c. PRONI – PJ still to make contact with PRONI
5. Update from departments (email sent from IR 3/9/18)
 - a. Donor Services – PJ meeting AG today 6/9/18
 - b. Medical – KM has carried out a search of his office & kept aside any records which may be relevant
 - c. Laboratories – PJ meeting AG today 6/9/18
 - d. Quality Dept. – have had initial brief discussion with AMcA, they will begin work to identify obvious incidents & recalls
 - e. HR & CS – IR to check through historical records from his predecessor
 - f. Finance & IM&T
6. Weekly tracking of costs / hours
IR advised we would keep a track of the weekly hours spent on the project with a view to potentially being able to claim back some costs in the future
7. Discussion re. details of retrieval & cataloguing
PJ to develop procedure for full process