

Mr A Sharkie MBE
45 Commore Drive
Glasgow G13 3TU

D/20/3

19 June 1998

Dear Archie,

35th International Youth Skills Competition (Skill Olympics) – Montreal 1999

I am writing officially to offer you the appointment of Joint Team Leader for the 35th International Youth Skills Competition (Skill Olympics) in Montreal in 1999 and I hope that you are able to accept. The appointment will run until 31 January 2000.

With my recent letter you received the final version of the document on the roles and responsibilities. As stated, this forms the basis for the appointment. As far as dates are concerned Hilary is liaising with you regarding selection interviews. We will also be in touch with you to arrange an induction briefing for the understudy team leader.

I list below the dates which you will need to note:

- (a) Experts' development conference: 22 and 23 October 1998.
- (b) Team briefing: 3 to 6 June 1999
- (c) A possible Outward Bound weekend for all competitors around the time of the August bank holiday 1999.
- (d) Skill Olympics: assemble in London on 6 November, before departure for Montreal on the following day, arriving back in this country on 19 November.

I look forward to receiving formal confirmation that you are able to accept the appointment. Please, therefore, complete and return the enclosed acceptance form as soon as possible.

On a slightly different but related subject, Euroskills 98 takes place in Groningen from 26 October to 1 November. UK SKILLS would like to send a team leader to support the seven competitors and would be grateful to know if either you or Martin would be willing and available to take this on.

Yours sincerely,
Pat

Patricia Snell
Chief Executive

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