

See distribution

B/3/1

15 January 1998

Skills Olympics National Committee

As you will know, UK SKILLS set up a new committee called the Skill Olympics National Committee in 1994. It is responsible for technical and non-technical matters relating to the final selection, preparation and entry of UK SKILLS teams for the International Youth Skills Competition (the Skill Olympics) and for implementing approved procedures as well as advising the Technical Delegate in respect of matters for discussion at the IVTO Technical Committee.

In December 1997, the terms of reference and membership of the committee were revised and I now have pleasure in inviting you formally to become a member of the committee. Details of the terms of reference and proposed membership are enclosed.

You have verbally stated that you are willing and able to accept this appointment and I shall be grateful if you would complete and bring the enclosed form to the meeting on 28 January when we look forward to seeing you.

Yours sincerely

Patricia Snell
Chief Executive

Distribution: Laurie Croft, Dennis Knowles, Peter Neate, Barrie Roe, Archie Sharkie

Copy to: **JJGH**

Encs