

8 April 2016

Dr. Silviva Ilieva
Secretary General
Supreme Judicial Council
ul. Ekzarh Yosif 12
1000 SOFIA
BULGARIA

Dear Dr. Ilieva

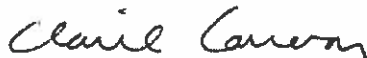
**EFFECTIVE RECORDS AND INFORMATION MANAGEMENT:
Practical approaches for sustainable document, records and knowledge systems
4 to 15 July 2016**

We are delighted to introduce our new professional development workshop on “Effective Records and Information Management: practical approaches for sustainable document, records and knowledge systems”. It is scheduled to run at PAI’s offices in central London from 4 to 15 July 2016.

This workshop has previously run successfully for several years at RIPA International which, as you may have heard, has recently closed. The Workshop Director asked us to include the workshop under the PAI “umbrella”. The workshop explores effective approaches to managing information resources and provides practical tools and methods to design and implement sustainable knowledge and content management systems. It is aimed at senior decision-makers, records and information managers, records practitioners and anyone concerned with improving corporate governance and organisational effectiveness through better information handling. It will focus on international standards and practical experiences in the UK and in a range of other countries with a view to sharing global good practice.

Our attached leaflet gives you further details, including the tuition fee, which is competitively priced at £3,650. We also offer a 10% discount on the tuition fee if we receive your payment no later than 30 days before the start of the workshop. We offer a further 10% discount on the tuition fee if a funding organisation sponsors more than two participants on any PAI workshop in any one calendar year. If you or any of your colleagues are interested in attending, please complete the enclosed application form and return this to us by post, fax or email. Alternatively, you can apply on-line via our website: www.public-admin.co.uk. Please get in touch with us as soon as possible so as to allow enough time to prepare travel plans, apply for visas where necessary etc.

Yours sincerely



CLAIRE CAMERON, Director

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Public Administration International Limited Registered in Cardiff Number 2687571

Public Administration International (PAI)

Application form

Please complete this application form and post, fax or email it to:

Clare Walters
Programme Manager
Public Administration International (PAI)
56 Russell Square
London WC1B 4HP
UK

T + 44 (0)20 7580 3590

F + 44 (0)20 7580 4746

E pai@public-admin.co.uk

Applications can also be completed online. Please see our website for details www.public-admin.co.uk

Please print clearly in black ink and in capital letters

Name of PAI workshop.....

Dates of PAI workshop

First name..... Family name.....

Title (Prof. Dr. Mr. Mrs. Ms. etc.) Nationality.....

Dietary requirements..... Disabilities

.....

Have you participated in a PAI workshop before?.....

If yes, which workshop and which year?

Current job title.....

Employer.....

Address.....

.....

.....

Telephone..... Fax.....

Email

Brief description of your main role and responsibilities

.....

.....

.....

Continue overleaf

Please provide brief details of your educational and professional qualifications and training

.....

School/college/university.....

.....

Relevant professional qualifications or membership of professional bodies.....

.....

Please indicate which aspects of the workshop are of most interest to you.....

.....

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Who will pay your fees?

Who will pay your other costs such as travel and living costs?

How would you rate your English language capability?:

	Spoken	Written
Fluent		
Good working knowledge		
Fair		
Basic		

Do you need a visa to enter the UK? Yes No Not sure whether I need one?

How did you find out about the workshop? Brochure (by mail) Brochure (by email)

PAI website From colleague/friend Other

Signature.....

Date.....

We reserve the right to cancel the workshop if there are not enough participants to make it viable. In these circumstances, fees already received will be refunded in full.