



07 March 2011

File Ref: OW/XGF/2-0001

Lyn Provost

Dear Colleagues

PSC STEERING COMMITTEE MEETING 22-24 JUNE 2011

It is my pleasure to invite you to attend the next meeting of the PSC Steering Committee which is being held in Wellington, New Zealand between 22–24 June 2011.

Although the month of June in New Zealand is in our winter, I hope that we are able to make your stay in New Zealand a pleasant and memorable one. Greg Schollum and I are very much looking forward to welcoming you to Wellington.

The meeting is being held at the Copthorne Hotel in Wellington, which is also where we have made a group reservation for accommodation. You are, of course, able to stay elsewhere if you wish but I suggest that staying at the Copthorne Hotel will be more convenient for you.

I attach a registration form for the meeting, a broad outline of the meeting along with information on how you go about arranging your hotel reservation.

If you are having any difficulty with your hotel reservation, or require any clarification of any matter, please contact Greg Schollum or Alison Barber at my Office. Greg's contact details are greg.schollum@oag.govt.nz or + 0064 4 9171603, and Alison's contact details are alison.barber@oag.govt.nz or + 0064 4 917 1524.

Yours sincerely

Lyn Provost
Controller and Auditor-General
New Zealand

PSC Steering Committee

New Zealand

June 22 – 24, 2011

REGISTRATION FORM

(Please use a separate registration form for each participant and email or fax to Alison Barber at alison.barber@oag.govt.nz or Fax +0064 4 917 1549

Country:

Family name:

First name: Mr: Ms:

Title:

SAI:

Tel: Fax:

E-mail:

Social activities:

Please tick the box next to the events you wish to attend:

Tuesday 21 June Welcome cocktails for PSC – delegates

Wednesday 22 June Dinner hosted by the NZ Auditor-General

Friday 24 June Social programme (details to follow)

Dietary requirements:

PSC Steering Committee meeting 22-24 June 2011

Broad outline

21 June 2011 (7.00pm)	Welcome cocktails at the Copthorne Hotel
22 June 2011 (9.00am – 5.00pm)	Day 1 of the PSC Steering Committee meeting in the Nicholson Room at the Copthorne Hotel
22 June 2011 (7.00pm)	Dinner hosted by the Auditor-General of New Zealand (Venue to be advised)
23 June 2011 (9.00am – 5.00pm)	Day 2 of the PSC Steering Committee meeting in the Nicholson Room at the Copthorne Hotel
24 June 2011 (9.30am – 4.00pm)	Social programme

NB: A detailed meeting agenda and further details on the social programme will follow.

**PSC Steering Committee
New Zealand
June 22 – 24, 2011**

Hotel reservation – details to be arranged directly with the Hotel

For your information the suggested hotel is listed below.

For reservation please contact the hotel directly and **quote the Group Reservation number: #18000319088, type of room you wish to book, and dates you wish to book the room for.**

As delegates will be paying their own accounts, you will be required to provide credit card details to guarantee your reservation at the time of booking.

	Daily rate (including taxes)
Copthorne Hotel 100 Oriental Bay Wellington Tel +0064 4 385 0279 Fax +0064 4 384 5324 e-mail: copthorne.orientalbay@millenniumhotels.co.nz website: www.millenniumhotels.co.nz	Superior room NZ\$182.00 Superior-plus room NZ\$202.00 Suite NZ\$262.00