

AMENDED VERSION

27 February 2007

DC 4/07

Dear Chair

ANNUAL REPORTS TO THE HOME SECRETARY FOR 2006

Dear Chair letter DC 29/06 issued on 8 December 2006 provided the new Annual Report template and guidance for your use. Attached, with apologies for the delay, is an updated timetable indicating the reporting period for your annual report and when it is due to be submitted to the Secretariat. **NB This amended version of the DC is being issued since the original timetable at Annex A had incorrect dates in it. Apologies for any confusion!**

Submitting the Report

As you know, DC 29/06 had indicated that all annual reports should now be produced in electronic format and despite being asked to do so, only approx. half of Board Chairs have provided Anne- Marie Stephens here with the email address to which you would like the electronic version of the annual report template and guidance sent for your use. If you have not yet done so, please provide Anne-Marie with that email address. Anne-Marie's email address is **anne-marie stephens@homeoffice.gsi.gov.uk**

Yours sincerely

Mike Paice
IMB Secretariat