**Witness list/strategy**

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| **Name** | **Role** | **Contact details** |
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**Methodology for managing Witnesses**

1. Send e-mail-further to the introduction email sent by the NGB. Provide a brief outline request contact
2. Agree time for telephone call to explain my role/remit
3. Telephone call-verbally explain the proposed process. Give opportunity to answer initial queries/concerns
4. Draft a template for email correspondence to ensure consistency with all witnesses
5. Hold interview using the most efficient/practical method i.e. telephone/face to face/video
6. Draft written statement and send to the witness for verification/proof reading/signature
7. Await return of the statement-review for completeness-acknowledge receipt and inform the witness that the statement will be submitted along with the final report to the Commissioning Body.

**Timeline of implementation of Witness strategy**

| **Person** | **Time/Date**  **initial**  **contact email** | **Response**  **Date** | **Initial Telephone call** | **Interview**  **(method)** | **Statement sent for proof/**  **signing** | **Statement**  **received** | **Statement**  **reviewed/**  **complete** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name |  |  |  |  |  |  |  |