

From: [REDACTED]
Sent: 07 February 2018 10:40
To: [REDACTED] [REDACTED]
Cc: [REDACTED]
Subject: ADDITIONAL MEETING SE CEO recruitment

Dear All

Thank you for confirming your availability to meet with Aspen on **Friday 23 February, 1:30 – 3:30pm, Scottish Enterprise's offices** (4th floor, Atrium Court, 50 Waterloo St, Glasgow, G2 6HQ). This session is for Aspen to update you on the outcomes of the longlist interviews and recommend candidates for shortlist interviews on 15 March.

A report from Aspen following the longlist interviews will be provided in advance of 23 February.

Kind regards
[REDACTED]

From: [REDACTED]
Sent: 24 January 2018 15:49
To: [REDACTED] [REDACTED]
Cc: [REDACTED]
Subject: UPDATE Final timetable for SE CEO recruitment interviews

Dear All

Further to the panel and Aspen agreeing revised interview schedule arrangements at last week's meeting, just to confirm that 5 February can be removed from your diary. Shortlist interviews will still take place on 15 March.

Kind regards
[REDACTED]

From: [REDACTED]
Sent: 19 January 2018 10:42
To: [REDACTED] [REDACTED]
Cc: [REDACTED]
Subject: Final timetable for SE CEO recruitment interviews

Dear Panel Members

I can now confirm that the interviews on **5 February** and **15 March** will take place at **200 SVS, 200 St Vincent Street, Glasgow, G2 5RQ**.

[REDACTED]

From: [REDACTED]

Sent: 16 January 2018 12:39

To: [REDACTED]

Cc: [REDACTED]

Subject: Final timetable for SE CEO recruitment interviews

Dear Panel Members

With sincere thanks for your flexibility & patience as we secured alternative dates which worked for everyone, the final dates for interviews will be as follows:

Longlist - 5 February, 10.00 - 17.00, Glasgow (venue tbc shortly)

Shortlist - 15 March, 09.30 - 14.30, Glasgow (venue tbc shortly)

Should you have any questions, don't hesitate to get in touch.

Kind regards

[REDACTED]

[REDACTED] Head of Chief Executive and Chairman's Office

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