

Dear Colleague,

This is just a short note to invite you to a meeting of potential User's of the data which will be held by **rECOrd**. The meeting will be held on **Tuesday 27th February 2001 at 2:00pm in: Frodsham Community Centre, Fluin Lane, Frodsham, Cheshire - Grid Ref. SJ 521 780.**

The major aim for the afternoon is to introduce to you the new biological data management organisation - **rECOrd** - the Biodiversity Information System for Cheshire, Halton, Warrington and Wirral (inc. VC-58). This will include the chance to ask questions about what we aim to do, what we expect to achieve, and how we intend to go about it. We anticipate that we will be able to provide the data you need to assist your work. Now is a chance to try and get some answers, or at the very least, to pose some thought provoking discussion for us to take away and resolve.

The second aim of the afternoon is to allow us, and yourselves, to put faces to names. Many of those involved in ecological work, whether as ecologists, landscaper designers, developers, consultants, surveyors, or any of the other varied disciplines which require access to species data, know of each other but have never met. This the chance for a little cross-disciplinary communication.

The third aim for the afternoon is to persuade a few of the attendees, about 6 or so, to form an advisory committee to work for all User's of **rECOrd** data in the county to ensure that **rECOrd** takes your concerns and requirements on board. It would be good if this committee could comprise a mix of people, preferably from differing user groups (e.g. local authority, consultancy, museum, wildlife trust or other conservation organisation, naturalist society, etc.) though, obviously, this is not necessarily a prerequisite.

We hope the meeting will be an informative event. It will not be too long and should not take up too much of your time. We expect to be able to complete the business of the meeting quickly though we are prepared to give you as much time as you need should you wish to ask more probing questions. There will be an opportunity to begin initial discussions on possible SLA agreements for data provision from **rECOrd** to your organisation/requirement.

We hope to have a chance to meet with you and/or any other representative from your organisation. Tea/coffee will be provided during the meeting.

Yours,

Steve J. McWilliam (Manager)  
05th February 2001  
[www.rECOrd-lrc.co.uk](http://www.rECOrd-lrc.co.uk)