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Tel: 9035 4813 ext 29032

Email: john.collins@niwater.com

Your reference:

Our reference: NIW 417-10-11

Date 27 January 2011

Dear Mr McAree

Freedom of Information Act 2000

Thank you for your recent Freedom of Information request regarding "the board of NI Waters' first emergency meeting, either in person or by teleconference, between 25th December 2010 and 31st December 2010."

The leaflet attached tells you about the legislation and the procedures we will follow in handling your request. In some circumstances a fee may be payable but if that is the case I will let you know the likely charges before proceeding.

If you have any queries about this letter, please contact me at the above address. Please remember to quote the reference number above in any future communications.

Yours sincerely

John Collins

Information Manager
Northern Ireland Water