

Committee to consider applications to undertake certain duties by Members and Foreign Travel by Officers	FTC/05/15
Date: 23/06/2015	
Approval for Officer travel to Boston to attend the NEHGS Come Home to New England conference	
Report by: Committee officer	
Enquiries to: Jennifer Reid, 03330 131332	

1. Purpose of the Report

- 1.1 To consider an application (attached to this report) for Allyson Lewis, Archivist, and Neil Wiffen, Public Service Team Manager, Essex Record Office to travel to Boston to attend the NEHGS Come Home to New England Conference and meet with archive institutions. The visit will take place from 2 August -8 August 2015.
- 1.2 David Adlington, Head of Enterprise will be attending the meeting to answer Members' questions.

2. Recommendation

- 2.1 That approval be given/not given for Allyson Lewis, Archivist, and Neil Wiffen, Public Service Team Manager, Essex Record Office to travel to Boston to attend the NEHGS Come Home to New England Conference and meet with archive institutions at a cost of £3965.