Opportunity for you to communicate your role and ensure your team is the single point of contact within govt for the make workstream.

b. Setting out your approach – ie moving away from a general call to arms to identifying potential key strategic suppliers. Note that the obvious companies to help may have already self-identified but we should look to them for support to confirm this. From what I can establish, Make UK have not had the same level of engagement as others such as the CBI and they would seem a more obvious candidate to try to take each of the product lines and see who of their members could make a significant contribution. That would be our ask of them. Identifying less obvious companies in parallel industries is an area they ought to be able to help. These companies will require more effort to stand up (including innovation support) and we can offer help.

c. Learnings from the week 1 sprints – it might be helpful to share some of the findings particularly with Make UK on some of the emerging conclusions eg raw material generally not a problem for aprons but conversion machinery in short supply and need to ensure it goes to those who can produce most. It would help test our emerging findings and see if they have any useful perspectives/solutions.

d. Start the conversation on the medium- long-term strategy. You might think this too early for a first call but it may be an opportunity to get them to start thinking about what support they would need from Government to help us develop a UK manufacturing base that could meet a significant proportion of our demand in the longer-term.

I suggest you don't need to go beyond these three groups in the first instance. CBI have already been heavily involved so we should make contact, Make UK need to be more involved and BCC have contacted you asking for a call. We have good links into the relevant trade associations and engagement with them has been positive. It is therefore not obvious to me, without a specific ask or offer, that there is much to be gained from your personal engagement with organisations such as the British Plastics Federation, Chemical Industries Association etc but happy to set up or call them on your behalf. What do you think? I understand you agreed to talk to the relevant trade unions in your call with the TUC last week. Do you want us to set these up as well?

2. Supporting the sprints – following up on last week's sprint, I have shared with NR a list of potential plastics manufacturers to supplement the list provided by Deloitte. None is big but there may be a few leads there that warrant further investigation. The contacts came from the trade association (British Plastics Federation) and we are continuing to engage with them so may get some more over time. Having spoken to NR we are now allocating a BEIS point person for each sprint so we get the right people in BEIS involved at the earliest possible opportunity where we think they can add value either in identifying businesses or unblocking process blocks.

3. Supporting technical design – we are co-ordinating and mobilising manufacturing expertise at a regional level through the Catapult network and working with Sue Pritchard at NHS who is developing a hub and spoke model with Deloitte to reach potential regional and local suppliers.

4. Regulatory processes – we are drafting a paper for you to reply to the number 10 implementation unit. This sets out how we are taking forward their recommendations eg training for procurement staff, increasing use of pre-approved designs, increasing testing house capacity. I suggest we also provide a regulatory expert as the point person for each new major deal to help the company navigate the processes rather than waiting for them to get stuck and then going back into the centre for help (ie learn the lessons from Nissan). We are continuing to engage with HSE to constantly refine the processes to make them as smooth as possible.

5. Data collection and "telling the story" – NR and I spoke earlier today about getting hold of and understanding the source data for the UK manufacturing column in the bubble chart (showing anticipated supply against modelled demand) as this will be the baseline for the value add of the make workstream. I understand Deloitte provide the source data for this currently. We will need a robust set of data and will want to take a decision about when we push out positive messages eg x number of companies brought on board; y volume of kit being provided by UK manufacturers etc. I am looking to get some analyst resource from BEIS to support this.

6. Medium- long-term make industrial strategy. Noting your comments about not looking to answer this question too early, we'll want to start thinking about what a long-term strategy might look like to support sovereign capability for