

Message

From: Hannah Bolton [hannah.bolton@cabinetoffice.gov.uk]
on behalf of Hannah Bolton <hannah.bolton@cabinetoffice.gov.uk> [hannah.bolton@cabinetoffice.gov.uk]
Sent: 01/04/2020 10:50:49 PM
To: Max Cairnduff [max.cairnduff@cabinetoffice.gov.uk]
Subject: Re: VIP Briefing materials
Attachments: COVID-19 Response - Opportunity Team Briefing 25032020 - TEAM LEADER v5.docx; End-to-end Closing Process Map.pdf

Hi Max,

Apologies, evening running away with me. I've attached the briefing document which details the standard process. I'll share a cut of the data tomorrow morning.

The VIP route follows the same process, it just differs in so far as I get passed supplier offers to follow up on via the following main routes:

- Charles in Gareth's office
- Dr Emily Lawson's office
- Jonathan Marron (DHSC DG working to Matt Hancock)
- Lord Agnew
- Lord Bethell and require a personal response

Super senior/ politically sensitive I tend to deal with. Otherwise I ping them to one of my team of three who usually reach out to the supplier within the hour and are doing a great job. Each conversation tends to result in a follow up email outlining priority products, technical specifications and the documentation that we would require to assure any proposed products.

Once the documentation is received there is a technical triage step whereby a member of the NHS team checks they have provided the necessary information. At this point the team may need to go back to the supplier and request more information (I've not had any supplier however senior have any issue with getting additional information or the need for assurance more broadly). Once received this is sent to CaPA (Clinical and Product Assurance) team for formal review and they confirm if they can or cannot approve. The supplier is informed of the outcome. The information, approvals, detail on price, lead times etc is then packaged up and sent to our buying team to proceed with commercial discussions. If it is a donation we confirm where we need to receive the products (location in Daventry) or involve MOD and Supply Chain colleagues to support them.

There are c.60 live opportunities that I am overseeing with the help of 3 team members. They range from exploratory conversations with semi-dubious individuals to large corporations donating £2.4m PPE products from China which require liaison with the FCO and Embassies to make sure it happens as soon as physically possible. Undoubtedly they do not all come to fruition but there is a steady daily stream. As I mentioned, given we've stood this whole process up in a week there is a lot of troubleshooting around the edges to address challenges and make things happen at pace.

The 'closing/ buying' process has now also been mapped (also attached) and we're in the process of clarifying and documenting the process for dealing with China which will slot in. There is a separate 'novel manufacturing' stream which should also be documenting their process which will dock into the closing/buying process.

Hope that helps in the first instance. I will provide a list of contacts for novel manufacturing, testing, ventilators, field hospitals and all of the offices. I can also do a first draft of what I think you'll need from a resource perspective if helpful?

Do let me know if there is anything else you need. I look forward to working with you!

Thanks,
Hannah

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On Wed, 1 Apr 2020 at 20:16, Max Cairnduff <max.cairnduff@cabinetoffice.gov.uk> wrote:

Hi Hannah,

Thanks for the intro earlier. When you get a moment could you send over those briefing materials you mentioned and the VIP cut?

Best,

Max

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			Max Cairnduff Commercial Specialist Complex Transactions Team I&S 1 Horse Guards Road, London, SW1A 2HQ Follow us on Twitter @cabinetofficeuk
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