Attachment A-3:

Team Directory

**Guidance Notes**

* All workshop participants are requested to clearly PRINT their name on this list.
* Please also add the details of any absent colleagues whose contact details may be useful for the project

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Contract name:** | |  | | | | | | |
| **Name** | | **Position in Organisation** | **Organisation Name** | **Email Address** | **Phone Contact details** | **Attended  W-Shop** |
|  | |  |  |  |  | **Y = Yes N = No** |
|  | |  |  |  | telephone  mobile |  |
|  | |  |  |  | telephone  mobile |  |
|  | |  |  |  | telephone  mobile |  |
|  | |  |  |  | telephone  mobile |  |
|  | |  |  |  | telephone  mobile |  |

| **Name** | **Position in Organisation** | **Organisation Name** | **Email Address** | **Phone Contact details** | **Attended  W-Shop** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  | telephone  mobile |  |
|  |  |  |  | telephone  mobile |  |
|  |  |  |  | telephone  mobile |  |
|  |  |  |  | telephone  mobile |  |
|  |  |  |  | telephone  mobile |  |

**Emergency Contacts:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Principal’s Emergency Contact persons | Title | 24 hour Telephone No (if not included in team directory) |
| 1 |  |  |  |
| 2 |  |  |  |
|  | Contractor’s Emergency Contact persons | Title | 24 hour Telephone No (if not included in team directory) |
| 1 |  |  |  |
| 2 |  |  |  |