

# Information Note no. 2



**To:** All successful Ireland-Wales beneficiaries  
**From:** Finance Unit, Ireland-Wales Programme  
**Date:** 20<sup>th</sup> October 2008  
**Re:** Contact Persons for partners

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There have been a number of requests from partners to change the person named as their Contact Person for the purposes of their Ireland-Wales Project.

It is the view of the JTS that the Contact Person for each partner should only be changed when absolutely necessary.

The Lead Partner Contact Person is the sole point of contact between the JTS and the Project on project-specific issues, and that principle of having a single contact person in each organisation continues at individual partner level.

If it is still the case that it is necessary for you to change your contact person, for instance because you may have taken on a Project Manager and intend that person to be your contact person, please send the name, email, and phone number of your new contact person to the JTS, on the headed paper of your organisation, and ensure that your letter is also signed by the contact person of your partner(s).