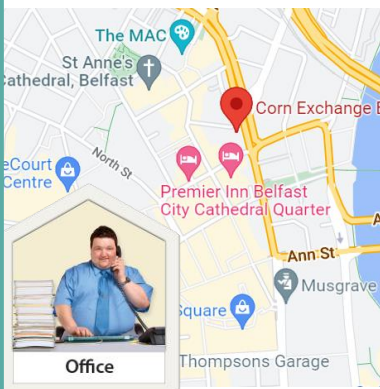


Update

Please see our other easy read information if you want to know more about the Inquiry.

Our New Building

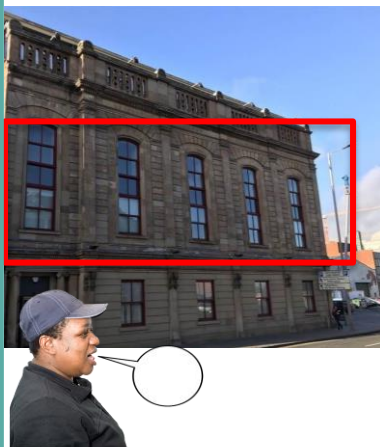


We have now moved into our new offices.

The Corn Exchange Building
31 Gordon Street
Belfast
BT1 2AL

We will be here until the end of the Inquiry.

How we will use our building

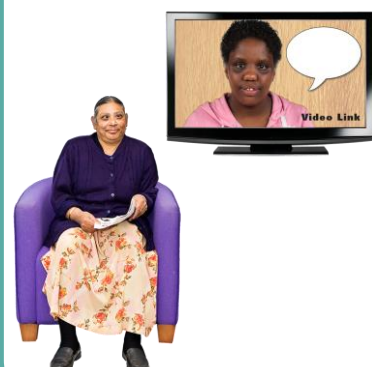


We are using 2 floors of the building.

1 floor will be our offices.

The other floor will have a

- **room** where people will give information to the inquiry. This is called a hearing room.
- and a **room for reporters and others** to watch what is happening in the hearing room. This room will have a screen in it.



We will have some smaller rooms for people or organisations with a big role to play in what the Inquiry is about. These people are called **Core Participants**.

Introducing the Inquiry Team



Counsel to the Inquiry

Counsel are the barristers or legal advisors leading the inquiry.

Sean Doran QC leads the counsel team.

The team includes the following barristers

- Denise Kiley
- Mark McEvoy
- Shirley Tang
- Sophie Briggs
- James Toal.



Solicitor to the Inquiry

Solicitors are lawyers. The solicitor to the inquiry is **Lorraine Keown** from Cleaver Fulton Rankin.

Lorraine is helped by Leeanne Thornton and Orla Henderson.



Secretary to the Inquiry

A secretary helps contact people, organise meetings and help things run smoothly.

The Secretary to the Inquiry is Jaclyn Richardson.

Jaclyn is helped by Steven Montgomery, Karen McGuigan and Finola Friel.

Document Management



Information that has been written or typed is called a document.

We will look after documents by using a computer system called Box.



Box will help us to sort and share documents. Box is good at keeping information confidential and safe.



Core Participants and people giving us written information will be sent a link to Box.

It will let them

- share documents with us
- and read documents we share with them.

Witness Statements



More than 95 people have said they will give us information about their experience of Muckamore Abbey Hospital.

We have sent them a letter to tell them more about the inquiry.



We will start to ask people to give us their **witness statements** soon.

A witness statement is your story about what happened and what you saw. After it is written down by someone it is signed by you.



Training

Everyone involved in writing down witness statements have now had training on how best to support people. All **counsel** will also get training to help them work with witnesses.



Intermediaries

We now have **intermediaries** to help take witness statements.

Intermediaries can help make it easier for you tell your story. They can explain questions or help others understand what you say.

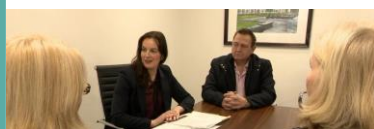


Counsellors

Counsellors listen to people. They give advice to help people with problems. We now have counsellors to help support people.

Core Participants

A **core participant** is a person or organisation who has had a big role to play in what the Inquiry is about.



The Society of Parents & Friends of Muckamore Abbey

Some people have been made Core Participants. They are linked to

- Action for Muckamore
- or to The Society of Parents and Friends of Muckamore.



The following organisations have also been made Core Participants

- The Department of Health;
- The Regulation and Quality Improvement Authority;
- The Belfast Health and Social Care Trust.

More organisations and people may ask to be Core Participants. We will be fair in deciding if they should be core participants.

Getting Documents for the Inquiry



We have sent 58 letters to different organisations to ask for documents that we need.

We have also used the law to say that some documents must be given to the Inquiry.

Information Meeting



Hearings are meetings where we listen to information.

These are the dates the Inquiry hopes to have hearings in 2022.

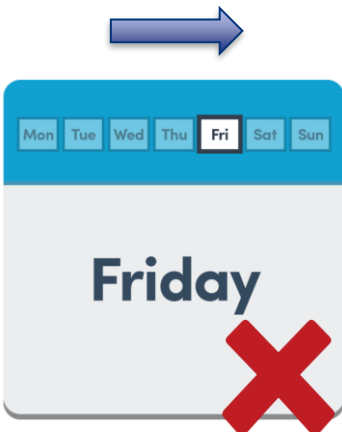
- 9 May to 16 June
- 27 June to 7 July
- 5 September to 29 September
- 10 October to 27 October
- 7 November to 8 December.

These dates may need to change. We will have final dates closer to the time.



Hearings days will run from 10am to 4.30pm.

There will be breaks during the day.



The Inquiry will not normally have hearings on Fridays.

The Inquiry will not have hearings on Bank Holidays or special holidays. For example, the Queen's Jubilee on the 2 and 3 June 2022.