



Australian Government
Department of Health

Ms Monica Schlesinger
s 47F

Dear Ms Schlesinger

OFFER OF APPOINTMENT
CARDIOTHORACIC PROSTHESES CLINICAL ADVISORY GROUP

I am pleased to offer you the appointment as a committee member of the Cardiothoracic Prostheses Clinical Advisory Group for the period 1 November 2018 to 31 October 2022, in the capacity of a Consumer Representative. I would like to draw to your attention that under this type of membership you will be eligible for remuneration.

Please find enclosed the *Prostheses Clinical Advisory Group Members Guidelines and Terms of References and Business Rules* setting out the governance arrangements for the management of this committee. To confirm your acceptance of this offer of appointment, would you please complete the following forms:

- Instrument of Appointment/Acceptance of Appointment;
- Deed of Undertaking;
- Personal Details and Remuneration form;
- Tax File Number Declaration, and
- Superannuation Fund Standard Choice.

Please return the forms within 10 days of this letter by emailing s 22 or alternatively return to:

Prostheses Section
C/- Department of Health
GPO Box 9848 – MDP 910
CANBERRA ACT 2601

This information is required to formalise your appointment as well as facilitate future travel arrangements and payments for which you may be eligible. If you require any further assistance or information please contact the Prostheses Section on s 22

I appreciate your willingness to serve in this capacity, and would like to wish you a rewarding association with the committee.

Yours sincerely
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Ms Julianne Quaine
Assistant Secretary
Office of Technology Assessment Branch

4 January 2019