

**PUBLIC INQUIRY INTO THE OUTBREAK OF
CLOSTRIDIUM DIFFICILE AT CERTAIN HOSPITALS
BETWEEN 16TH JUNE 2007 AND 31ST AUGUST 2008.**

CHAIR TO THE INQUIRY: DAME DEIRDRE HINE

**Protocol for witness statements submitted
to the Inquiry**

The Purpose of this Protocol

1. The purpose of this protocol is to ensure that witness statements:
 - conform to a common standard; and
 - are supplied to the Inquiry in a format which will enable the Inquiry readily to ascertain the matters to which the statement relates.

2. This Protocol should be read in conjunction with the Inquiry Procedures document which can be found on the Inquiry Website at www.cdiffinquiry.org under the heading “Procedures and Protocols”.

Statement Format

3. Witness statements submitted to the Inquiry should be on single-sided A4 size sheets which comply with the following format requirements:
 - Font and size Arial 12 ;

- Header and footer of not less than 2.54cm and margins not less than 3.17cm to the left and right (normally the default settings for Word); and
 - Line spacing of 1.5.
4. Each page should be numbered sequentially, and each paragraph should be numbered sequentially (ie. 1,2,3, etc....) from the beginning to the end of the statement.
 5. Wherever possible an electronic copy (preferably in Word) should be submitted as well as a hard copy. Hard copies should be sent to the Inquiry Secretary at:

Clostridium Difficile Public Inquiry
Premier Business Centre
20 Adelaide Street
Belfast
BT2 8GB

and electronic copies to inquiry@cdiffinquiry.org Please ensure that “tracked changes” are not visible in the electronic version.

The Statement Maker

6. Except where a specific individual has been requested to provide a statement to the Inquiry, statements submitted for or on behalf of organisations should be prepared by or under the instruction of a person (or persons) who should be able to speak about the content of the statement at the Inquiry’s public oral hearings.
7. If an organisation’s statement refers to the actions taken by specific individuals who are able to give relevant factual evidence to the Inquiry,

it would be helpful for separate statements to be prepared by those individuals and submitted together with the organisation's main statement.

Structure of the Statement

8. The statement of a witness who is giving evidence in relation to his or her occupational capacity should state the witness's full name, the name and address of the employing organisation, and the witness's position or role within that organisation.
9. A witness who is giving evidence in a private capacity need not include his or her home address in the statement, provided an address has previously been given to the Inquiry.
10. Should the private address, telephone number or other contact details of any person appear in any witness statement provided to the Inquiry and/or any of the documents or other statements that may be provided to the Inquiry, they will be deleted prior to distribution to the Core Participants and/or publication on the Inquiry's website, and no reference will be made to such details during the course of the Inquiry's hearings.
11. Thereafter the body of the statement should deal with the substance of the witness's evidence. The statement should end with:
 - confirmation that its contents are true;
 - the witness's signature; and
 - the date of signing.
12. Where a witness makes a second or further supplementary statement that fact should be stated at the outset.

Queries Relating to Witness Statements

14. Any queries relating to the content or format of witness statements, or any exhibit thereto, should be directed to the Inquiry Solicitor at the Inquiry's designated postal address stated above, or sent by email to inquiry@cdiffinquiry.org.

Issued under the authority of the Chair to the Inquiry on the 9th February 2010