

## RPA Communication Steering Group

2pm Lagan Valley Lisburn

25<sup>th</sup> October 2006

Attendee: Liam Barr DE  
Christine Kidd DE  
Wendy Eager DE  
Sarah Lowe SEELB  
Richard Bullick SELB  
Oliver Kelly WELB  
John Martin BELB  
Daryll Kenny NEELB  
Paul O'Connor CCMS  
John Miskelly GBA  
Karen Gribbon CCEA  
Revd Ian Ellis TRC  
Karen Witherspoon Youth Council  
Pol O Mordha CnaG  
Rev T.Bartlett Catholic Trustees  
Deidre Vaughn Staff Commission  
Brian Campfield NIC/ICTU  
Anne Martin DE

Apologies: Chris Stewart DE

<b>No.</b>	<b>Description</b>	<b>Action</b>
<b>1.</b>	<b>Minutes of last meeting</b>	
a.	Liam Barr gave apologies on the behalf of Chris Stewart and explained that he would chair the meeting.	
b.	The minutes of the last meeting were accepted as a true and accurate record.	
<b>2.</b>	<b>Update on Progress</b>	
a.	A second tranche of high-level Policy Papers have now been sent to the Minister. These will be revised in light of any comments made by the Minister.	

b.	It is intended that the revised policy papers will be circulated to stakeholders through the Stakeholders and Communication Steering Groups.	
c.	B.Campfield raised the issue of stakeholder involvement in policy development. It was noted that this had also been raised at other fora. L. Barr agreed to bring this matter back to the Programme Board. He also mentioned that a number of policy papers had already been circulated to and discussed with stakeholders. It was also noted that there had been an extensive round of bilaterals involving a large number of stakeholders to discuss some of the main policy decisions. There has also been a very recent round of bilaterals between stakeholders and the Minister.	
d.	It is expected that another round of Bi-lateral and multi-lateral discussions with stakeholders will commence following the circulation of the revised policy papers.	
<b>3.</b>	<b>Newsletter</b>	
a.	The style and content of the newsletter was discussed in detail. It was agreed that consideration should be given to 'sections' within the newsletter, to target different staff in different grades and sectors.	
b.	It was queried whether the newsletter should continue to be issued on a monthly basis. It was agreed that it should.	
c.	It was discussed and agreed that PMO should organise a workshop to enable the group to further discuss the newsletter and the communication strategy.	<b>PMO</b>
d.	It was agreed that greater emphasis should be placed on Library staff in RPA communications.	<b>PMO</b>
e.	A number of amendments for the newsletter were agreed.	<b>PMO</b>
f.	K. Martin asked group members to pro-actively seek questions from staff in their organisations and forward them to PMO.	<b>Group members</b>
g.	It was agreed that an article should be included regarding the RPA Affected group. If possible, this should be included in the October edition.	<b>PMO</b>
h.	The role of the ESA IT team was discussed. The group sought clarification on how this team fits in with the overall programme.	<b>PMO</b>
<b>4.</b>	<b>Kim Martin – Stakeholder and Communications Manager</b>	
a.	Kim gave an overview of her new role. She explained that this role originated from recommendations made as part of the Gateway 0 Review.	
b.	K.Martin- will be going out to organisations individually to discuss their communication needs and mechanisms.	
c.	Group members were asked to contact K. Martin and PMO	<b>Group</b>

	with any issues or ideas regarding RPA Communications.	<b>members</b>
<b>5.</b>	<b>Gateway</b>	
a.	RPA (DE) has gone through a Gateway 0 Review and has been given red status.14 recommendations were made, 6 red and 8 amber.	
b.	A discussion followed about recommendations 1,2, and 9.	
c.	It was raised that Recommendation One will be difficult to achieve. It waqs stated that many staff would have genuine concerns about the process that had repercussions for their own job and organization..	
d.	The importance of the role of Communication and Stakeholder manager was emphasized. K. Martin asked group members to help PMO improve communications for RPA by sharing their knowledge and experience of their organisation, staff and sector.	<b>Group members</b>
e.	L. Barr explained that recommendation 9 is currently being addressed by the Department, in particular by way of a tender process to award a consultancy contract to assist the PMO with Change Management and Benefits Realisation.	

Christine J. Kidd