

**RPA Communication Steering Group  
Lagan Valley Island Centre, Lisburn  
Wednesday 13th December 2006 at 10am**

**Chair:** Liam Barr (DE)  
**Secretary:** Kim Martin (DE)  
**Attendees:**

- Sarah Lowe (SEELB)
- Richard Bullick (SELB)
- John Martin (BELB)
- Daryll Kenny (NEELB)
- Carol Morrow (DCAL)
- Karen Gribbon (CCEA)
- Karen Witherspoon (Youth Council)
- Pol Ó Mórdha (CnaG)
- Dara McGaughey (CCMS)
- Wendy Eager (DE)
- Oliver Kelly (WELB)
- Reverend Ian Ellis (TRC)
- Deirdre Vaugh (Staff Commission)
- Noel Ritchie (National Bursars Assoc)
- Alma Abbs (RTU)
- John D'Arcy (ANIC)

**Apologies:**

- Chris Stewart (DE)
- Anne Martin (DE)
- Paul O'Connor (CCMS)
- Angela McAllister (DEL)
- John Miskelly (GBA)
- Mark Langhammer (NITC)
- Juliet Whitford (DEL)
- David Guilfoyle (Youth Council)
- Rev Tim Bartlett (Catholic Trustees)
- Deborah Girvan (NICIE)
- NICTU (Brian Campfield)

<b>No.</b>	<b>Description</b>	<b>Action</b>
<b>1.</b>	<b>Welcome</b>	
a.	Liam Barr opened the meeting thanking everyone for attending. Noel Ritchie, National Bursars Association, was introduced as a new member to the group. Apologies were noted.	
<b>2.</b>	<b>Policy papers</b>	
a.	Liam Barr gave an update from the Stakeholders	

	meeting (12 Dec). He said there was a lengthy discussion the policy papers and that stakeholders had been requested to give their views by 19 Jan.	
b.	The Youth policy paper was issued this week and the deadline for comments on this paper had been extended.	<b>PMO</b>
c.	Liam also highlighted that some ancillary policy proposals had been included in the policy papers.	
d.	Deirdre Vaugh asked for all policy papers to be sent to the voluntary/community sector and agreed to send through e-mail addresses/contact details for these groups. PMO agreed to issue the papers to these groups on receipt of details from Deirdre. It was noted that the policy papers are also available on the DE internet site.	<b>Deirdre Vaugh/ PMO</b>
e.	Karen Witherspoon highlighted that they had already sent copies to the voluntary youth sector.	
f.	DE is committed to a screening process for the policy papers.	
g.	Oliver Kelly suggested that all schools were informed of the policy papers. DE agreed to issue a note to all schools. Deirdre Vaugh asked for additional time for comments to be fed back from schools and also suggested targeting regional newspapers, and a leaflet drop for parents. She also commented that feedback from these groups would help with the impact assessments. Liam stated that given the tight deadlines it may not be possible to extend the response time but he agreed to raise the issue with senior management in DE.	<b>PMO</b>
h.	It was suggested that policy papers should be written in plain English. Liam informed members, that although he felt this was a good idea, there were time pressures as well as insufficient resources within the PMO team to dedicate to this. It was also noted that these were high level policy papers.	
h.	Oliver Kelly informed the group that Principal Conferences would be a good opportunity to inform target audiences about RPA. Liam was unaware of these and requested that relevant members (ELBs and CCMS) forward details of upcoming conferences/events.	<b>ELBs CCMS</b>
<b>3.</b>	<b>Gateway/Consultants</b>	
a.	Liam informed members that DE had engaged consultants, PA Consultants, to take forward the Gateway recommendations and that they intended to meet as many stakeholders as possible.	
b.	Weber Shandwick has been appointed to complete a communications audit, which would feed into the work being undertaken by PA Consultants. The outcomes of the Communications workshop in November will also be included in this.	
c.	PA will also be working on Change Management.	

<b>4.</b>	<b>CEO</b>	
a.	The group was informed that Gavin Boyd has been appointed CEO Designate of the new Education and Skills Authority.	
<b>5.</b>	<b>FAQs</b>	
a.	FAQs have been issued to all education organisations.	
b.	It is hoped that a further set of questions will be issued possibly at the end of January 2007.	
c.	Richard Bullick noted that that this was major progress and very welcome.	
<b>6.</b>	<b>Newsletter – RPA Moving Forward</b>	
a.	The new design of the newsletter was presented to members.	
b.	Deirdre Vaugh said that this was a significant improvement and asked if it could be finished in a matt, rather than glossy for people with visibility difficulties.	<b>PMO</b>
c.	Richard Bullick welcomed the new design which would engage readers more on the process.	
d.	A line is to be added inviting readers to forward their views on the policy papers (page 2)	<b>PMO</b>
e.	Members should contact PMO by Thursday 14 <sup>th</sup> with details of any changes and also numbers of hard copies each organisation would like to receive.	<b>All members</b>
<b>7.</b>	<b>AOB</b>	
a.	PMO will issue dates for the next 5 meetings shortly.	<b>PMO</b>
b.	The meeting concluded at 10.55am	

Kim Martin

