

**Communicating Change Consultative Group, 17th Meeting, SEELB Offices,  
Belfast, 22 February 2010**

Present: Emma Hume (CCEA)  
Sarah Lowe (SEELB)  
Lorna McAlpine (NICIE)  
Micheál Ó Duibh (CnaG)  
Richard Bullick (SELB)  
John Martin (BELB)  
Daryll Kenny (NEELB)  
Emma Hegarty (CCMS)  
Alma Abbs (RTU)  
Patricia Murray (Staff Comm)

Apologies: Patricia Weir (Staff Comm)  
Pat Ward (WELB)  
David Guilfoyle (YCNI)  
Nigel McCosker (WELB)  
Michael Henderson (DE)  
Angela Devine (ESAIT)

In attendance: Joe Reynolds (DE)  
John McCourt (DE)  
Robert Shilliday (ESAIT)  
Frances Byrne (ESAIT)

1. Joe Reynolds welcomed everyone to the meeting and thanked Sarah Lowe for hosting the meeting. Introductions were made.

## **2. Minutes of meeting 20 January 2010**

The minutes were agreed with one amendment to the attendance at the meeting.

## **3. Actions Arising**

Actions arising will be covered during the ESAIT Update agenda item.

## **4. ESAIT Update**

### ***4.1 Internet/Intranet***

Robert Shilliday advised the group that the Content Champions from each of the organisations had held their first meeting. The Terms of Reference for the group had been agreed; they were conducting an audit and usage of existing sites and will meet again during April.

#### ***4.2 ESA Intranet Demo***

Frances Byrne advised the group that consultation was continuing on the structure and content for an intranet site for ESA. A link will be sent to the group for additional feedback and the views of the ESAIT Directors (Designate) will be sought.

#### ***4.3 ESAIT Communications Strategy***

Robert stated that the feedback received on the communications strategy was being considered. The document will then be circulated to the group for comment.

#### ***4.4 Communication Survey***

Work is continuing with NISRA to update databases in preparation for the survey. The survey has been delayed until communications on convergence begins. ESAIT will also consider the possibility of using services within the various organisations for future surveys.

#### ***4.5 Meetings with organisations/groups***

Sean Hogan and Gavin Boyd continue to meet with various organisations and groups. Sean Hogan has recently met with Armagh Council and Directors and Gavin Boyd met with local community and youth groups. Gavin Boyd is also due to speak at a number of the upcoming teaching conferences.

#### ***4.6 ESAIT Update/Vodcasts***

The ESAIT Update and vodcasts from Gavin Boyd have been put on hold.

#### ***4.7 Convergence Delivery Plan***

The convergence delivery plan which the Minister tasked Sean Hogan and Gavin Boyd to produce was submitted for approval at the end of January. John McGrath and Gavin Boyd have held discussions with the various organisations and TUS in relation to the plan. Once the plan has been approved by the Minister, it will be published on the DE website.

Richard Bullick, SELB, provided the group with an update on a recent meeting the SELB had with John McGrath and Gavin Boyd regarding the convergence delivery plan.

The group then discussed the plan and how convergence was being communicated within each organisation.

### **5. DE Update**

Joe Reynolds updated the group on the work currently being undertaken in DE. This included meetings between DE & ESAIT officials and the relevant organisations on convergence as instructed by the Minister; the likely impact on the education sector

due to budget constraints; Gavin Boyd's designation as an additional Accounting Officer; the obligations and responsibilities of the education bodies; and the way ahead is convergence and this will continue until the establishment of ESA.

Joe added that when the convergence delivery plan is published, each organisation will have a responsibility to communicate the details of the plan within their respective organisations.

## **6. AOB**

A member of the group proposed that the group act in a more consultative role, bringing forward ideas and/or discussing how communication challenges could be solved.

## **7. Dates for future meetings**

The group agreed to meet again on Thursday 22 April at 10.30am in RTU Offices, Black's Road, availability of venue permitting.

<b>Action Point</b>	<b>Assigned to</b>	<b>Due by</b>
4.2 Link to group of proposed Intranet site	Frances Byrne	
4.3 Updated Communications Strategy to group for comment	Robert Shilliday	