

**SUMMARY OF THE SENIOR MANAGEMENT MEETING
ON 18 FEBRUARY 2004**

PRESENT:	Mrs Angus	APOLOGIES:	Mr Hamilton
	Mrs Cummins		Ms Bunting
	Ms Flanagan		Mr Gamble
	Mrs Godfrey		Mr Gray
	Mr Grimason		Mr Jardine
	Mr Jackson		Mr McConnell
	Mr Johnston		Mr McCormick
	Mrs McAuley		Mr Shannon
	Mr McCartney		Dr Smith
	Mr McCluggage		Mr Sweeney
	Mr McKervill		
	Dr Mulligan		
	Dr Smyth		
	Mr Stewart		
	Ms Wilson		
IN ATTENDANCE:	Mr Higgins (secretary)		

Dr Smyth chaired the meeting in the absence of Mr Hamilton.

1. Summary of last meeting

The summary of the Senior Management Group meeting held on 14 January was noted and agreed.

2. Assembly Issues

Ms Flanagan updated the Board on a range of Assembly matters including the ~~processes involved in the commencement of arrangements for~~ the Review of the Agreement and re-deployment of available Assembly staff.

3. Guidance On Implementing The European Charter For Regional Or Minority Languages

Mr Johnston provided advice to the meeting on handling of requests from members of the public who may wish to conduct business in Irish or Ulster-Scots. The Guidance On Implementing The European Charter For Regional Or Minority Languages, which was circulated to all staff provided useful information and a section on frequently asked questions.

4. Re-Location To Castle Buildings

Mrs Angus provided an update to the meeting on the re-location of ~~OFMDFM and NIO staff services~~ between Castle Buildings and Stormont Castle ~~to facilitate as a result of~~ refurbishment ~~in of Block B,~~ Castle Buildings. ~~The re-location involved Northern Ireland Office staff and the Department Office Services~~ was actively engaged with the Northern Ireland Office to complete the refurbishment as soon as possible.

5. Tour de Table

- Mrs Angus provided an update on the latest position in relation to industrial action by the Northern Ireland Public Service Alliance.
- Mr McCluggage gave an update on the television advertising campaign for the OnlineNI portal and thanked the Executive Information Service for their work in establishing a professional advertising project.
- Mrs McAuley reported on financial matters concerning the Equality Commission and latest developments in respect of the Single Equality Bill, the Disability Order in Council and amendments to the Disability Discrimination regulations.
- Dr Mulligan reported on positive responses that had been received from Departments on proposals for individual advisers in respect of New TSN.
- Ms Wilson reported on the latest position in relation to the Strategic Investment Board including the recruitment of a Chief Executive and new work programmes, Programme for Government work and latest developments concerning the Efficiency Review.
- Ms Cummins provided an update on the latest developments concerning the North Belfast Unit, including a consultation on the nNeighbourhood Rrenewal Pprogramme and progress on an integrated development plan for the site of the Old the development of a Reinvestment and Reform Initiative site at Crumlin Road Gaol.
- Mr McKervill informed the meeting about the publication of a new promotion booklet entitled, "Northern Ireland – take a closer look", to be the launched in Washington in the week of the St Patrick's Day

celebrations and events and plans to ~~be~~-distribute the booklet widely to Foreign Offices ~~s_posts~~, Tourist Boards and other appropriate outlets. There would also be an associated website which will be linked to the OnlineNI portal.

- Mr Johnston reported on British Irish Council meetings and exchange trips in respect of the American Council for Young Political Leaders.
- Mr Jackson gave an outline of a meeting with ~~a sub-committee of~~ the Northern Ireland ~~Affair~~~~s~~ ~~accounts~~ Committee.
- Mrs Godfrey highlighted a forthcoming Reform Conference on 4 March 2004 that would be relevant for senior staff to attend.
- Mr Stewart advised the meeting about matters concerning the European Union including the May 2004 enlargement week, and the completion of the consultation exercise in respect of the Maze, Reinvestment and Reform Initiative site and emerging issues.
- Dr Smyth updated the meeting on the latest developments on the Review of Public Administration including the completion of the consultation exercise on 27 February 2004 in respect of that review.

6. Date of next meeting

The next meeting is scheduled for Wednesday 24 March 2004 commencing at 9.30 am in Room BD20 Stormont Castle.

MARK HIGGINS

5 March 2004