

**MINUTES OF PERMANENT SECRETARY GROUP MEETING  
HELD ON FRIDAY 17 AUGUST 2007  
IN THE GLASSHOUSE, STORMONT CASTLE  
AT 8.45 AM**

**Present:** Nigel Hamilton  
Edgar Jardine  
Andrew McCormick  
Aideen McGinley  
John McGrath  
Malcolm McKibbin  
Stephen Quinn  
Bruce Robinson  
Eddie Rooney  
Paul Simpson  
David Sterling

**In Attendance:** John McMillen  
Oswyn Paulin  
Neill Jackson  
Debbie Sweeney - Secretary

**1. Apologies:** Will Haire  
Stephen Peover  
Alan Shannon  
Paul Sweeney  
Rosalie Flanagan  
Stephen Grimason

**2. Minutes of Meeting held on 27 July 2007**

The minutes of the meeting held on 27 July were agreed.

**3. Matters Arising**

RPA Database

John McMillen said the TUS had been supportive and agreed to endorse the proposed commissioning letter to obtain the necessary information from relevant public sector bodies.

Foot and Mouth

Malcolm McKibbin briefed PSG on the outbreak of Foot and Mouth Disease in Surrey.

**4. NI Reform Programme Board**

Bruce Robinson said a first draft of financial information had been presented to the Oversight Board.

Bruce updated PSG on the proposed Communications Strategy and the Focus Groups all considering planning how to communicate with staff over the coming months.

## 5. **Tour de Table**

### IBEC – CBI Joint Business Council Dinner

It was agreed that Bruce Robinson, Aideen McGinley, Stephen Quinn and possibly Nigel Hamilton would attend the dinner on 3 October.

### Friends of the Earth Invite

It was agreed that representatives at middle management from DOE, DFP, DSD, DARD and OFMDFM should attend the event.

### Sustainable Development Commission Dinner

It was agreed if Ministers agreed to attend the dinner on 12 September there was no need for officials to attend.

**[Perm Secs to note]**

### Date of Next Meeting

The next PSG meeting would be held on 31 August. John Dowdall will be in attendance.

**DEBBIE SWEENEY**  
**23 August 2007**