

**MINUTES OF PERMANENT SECRETARY GROUP MEETING
HELD ON FRIDAY 11 JANUARY 2008
IN THE GLASSHOUSE, STORMONT CASTLE
AT 8.45 AM**

Present: Nigel Hamilton
Will Haire
Andrew McCormick
Barney McGahan
Aideen McGinley
Malcolm McKibbin
Leo O'Reilly
Stephen Peover
Stephen Quinn
Bruce Robinson
David Sterling
Paul Sweeney

In Attendance: Nick Perry }
Ronnie Armour } Agenda item 4
Bill McCluggage }
Colin Cluney } Agenda item 9
Rosalie Flanagan
John McMillen
Oswyn Paulin
Colm Shannon
Debbie Sweeney - Secretary

1. Apologies: Paul Priestly
Alan Shannon
Stephen Grimason

2. Minutes of Meeting held on Wednesday 19 December 2007

The minutes of the meeting held on 19 December were agreed.

3. Matters Arising

There were no matters arising.

4. Economic Key Points

Nick Perry introduced Ronnie Armour who updated PSG on the work of the Central Protection of National Infrastructure. Roger said CPNI's primary focus was to create a systematic approach to the protection of the nine main infrastructure sectors.

5. Executive and Assembly Business

Rosalie Flanagan said the first Executive meeting of 2008 would be held on Thursday 17 January and fortnightly thereafter, with the exception of 14 February when a BIC Summit had been scheduled in Dublin. The Executive meeting would, therefore, be held on 13 February.

Rosalie also mentioned an NSMC had been arranged for 7 February in Dundalk.

[Perm Secs to note]

6. FOI Requests

PSG noted the latest position of FOI issues.

7. Maritime Heritage

PSG discussed Maritime Heritage and agreed that Paul Sweeney would take the issue forward. Paul said Tim Cooke from MAGNI had done some high level work on the subject and may be willing to take the work to the next stage.

Paul said he would convene a meeting with relevant departmental representation within the next two weeks.

[Action: Paul Sweeney]

8. e-HR

Derek Baker said e-HR had gone live in most departments.

The Minister would be attending the official launch of HR Connect on 24 January in the Metro Building.

9. Data Security

Bill McCluggage updated PSG on the NI Data Protection Review.

Bill said the returns of self assessment questionnaires showed the need for a significant level of remedial action. The areas which require significant focus are:

- Awareness and training
- Use and protection of media
- Management of configuration changes
- Business continuity
- Awareness of the competency of outsourced suppliers and
- Information transfer and communication

Work has commenced in taking forward a number of actions which have been designed to address a series of 'quick wins' in order to make immediate improvements to personal data handling.

Sir Nigel asked Bruce and Bill to report back to PSG in February to update on data security and to discuss media/publicity issues.

[Action: Bruce Robinson/Bill McCluggage]

10. Tour de Table

Financial Management Seminars

Sir Nigel reminded PSG about the Financial Management Seminars organised by David Thomson. They are intended to target all non financial managers and Sir Nigel encouraged attendance where possible.

[Perm Secs to note]

Double-sided Photocopying

Barney McGahan asked if a directive had issued from the Centre regarding double-sided printing.

Sir Nigel said he had not issued a directive but encouraged departments to adopt good practice and copy double-sided where possible.

Colm Shannon said he would consider whether a written instruction should issue.

[Action: Colm Shannon]

Ministerial Statements

Andrew McCormick informed PSG of forthcoming statements by his Minister.

Avian Flu

Malcolm McKibbin updated PSG on the finding of three swans in England carrying the Avian Flu virus. Malcolm confirmed there were no immediate implications for NI.

Brussels Visit

John McMillen updated PSG on the FM and dFM's visit to Brussels.

UU Invite

Invites had been received from Richard Barnett, VC of the University of Ulster, on 9 January to attend a Gala Event on 6 February.

It was agreed attendance at the event would be discussed at PSG on 18 January.

[Action: Permanent Secretaries]

11. Celtic Forum Update

Sir Nigel said Wales had been keen to push ahead with the three key themes suggested and names of officials had been forwarded.

Sir Nigel said he would contact Sir Jon Shortridge and Sir John Elvidge for further details.

[Action: Sir Nigel]

Aideen McGinley said the DEL representative for the working group would be Catherine Bell.

Next Week's PSG

PSG on 18 January will be a Reform meeting.

DEBBIE SWEENEY
January 2008