

## TRANSITION PROGRAMME

### Functional Seminar Designers Meeting

Stormont Hotel - 7 July 1998

Present:

#### Transition Team

Sir Kenneth Stowe  
Professor Paul Corrigan  
Gerry Cosgrave  
Alan Barr  
William Stuart

#### Departmental Representatives

Tony Canavan - DFP  
Noel Cornick - DANI  
David Craig - DoE (for Linda Brown)  
David McClarin - DENI (for Stephen Peover)  
Ambrose Owens - DHSS  
Mike Warnock - DED

Gerry Cosgrave introduced Sir Kenneth Stowe and Professor Paul Corrigan and updated the meeting on the development of the programme to date. He emphasised the need for flexibility on the part of everyone because of the many uncertainty factors surrounding the project.

Departmental representatives were keen to have the dates of their seminars settled as soon as possible to be able to secure the services of their high profile speakers. Concern was expressed that should seminars be required to be repeated the same speakers might not be available for the repeat session. Professor Corrigan said that in those circumstances the deep pool of goodwill abroad towards Northern Ireland should be tapped into but advised that whilst it would be desirable to have the same speaker team, the primary objective of repeated seminars should be to have broadly similar inputs and outputs.

Departmental representatives agreed to come back to the transition team with dates which will suit their proposed speakers. It was noted that DED would be involved with a major US initiative during October.

There was agreement that whilst the seminars should not be clones of each in terms of format, they should have an identifiable rhythm to them. To this end it was agreed that all designers of functional seminars should receive copies of the briefing material from the core seminars as examples of tone and volume.

It was emphasised that the seminars should be based on the functional sector into which the particular department sits rather than on the "selling" of the department.

Professor Corrigan said that designers should bear in mind the broad spectrum of levels of knowledge that Assembly Members will have, and to consider mechanisms in the seminar structure to involve participants fully. He stressed the need to limit the volume of material handed out to participants and suggested that some material should be given before the seminar and some afterwards.

Departmental representatives were asked to consider what value a dinner in the evening of the seminar might add to the day and, to consider the implications of starting a seminar with dinner on the previous evening.

It was agreed that Civil Service representation should be by way of nomination by the Permanent Secretaries within an overall guideline that Civil Servants should not make up more than one third of the participants. It was also felt that people of appropriate expertise from outside the civil service might be invited as participants.

It was suggested that someone might be commissioned to create either a written or audio-visual record of the seminars.

To create a map of the governance of NI departmental representatives were asked to provide organisational charts of their departments to the Transition Office by 10 July.

Provisional dates for the functional seminars are to be established by 17 July.

Outlines of the seminars will be completed by 24 July.

Finalised seminar briefing packs 3 weeks prior to the seminar date to enable their printing in "house style" and issue to participants one week in advance of the seminar date.

A further meeting will be arranged for early August to review progress.