



Barbara Love
04/05/2001 10:16 AM

To: Stephen Donnelly/OFMDFM/DFP, Bernie Duffy/OFMDFM/DFP, Fergus Devitt/OFMDFM/DFP, Caroline Evans/OFMDFM/DFP, CG.Knox@ulst.ac.uk, r.monaghan@ulst.ac.uk, Declan.mackin@deloitte.co.uk, p.quirk@deloitte.co.uk, j.henry@deloitte.co.uk

cc:

Subject: Victims research - project initiation minutes

Please find draft of the above attached. If you would like to suggest any amendments, or if you have any comments, please forward them to me by Friday 13th April 2001.

Many thanks.

Barbara Love



project initiation mee

2. Content and layout of proposal

The proposed research was introduced by Ms Henry, Project Director. Dr Quirk and Mr Knox presented members with an outline of the proposed methodology.

3. Issues arising

Definition of victims

It was agreed that this is a contentious issue and one that could not be resolved by the current research. It was decided that the best way forward would be to research the issues surrounding defining victims of the Troubles, but to try to be as inclusive as possible.

Access to victims

The issue of access to victims of the Troubles, particularly around those with no affiliation to any existing groups, was highlighted. It was suggested that victims could be approached via the MJJ of the NI Historical Team. It was agreed that Deloitte & Touche might wish to consider approaching the Victims Support Network in District Partnerships who could assist the contact of those victims of the Troubles who have no group affiliation to participate in the research.

Action

Victims Unit - 28/4

Reference group

It was also suggested that a reference group, consisting of lay people, might be established. Mr Devitt expressed some concern regarding how this might affect victims perceptions of the research. Dr Donnelly also pointed out

**Draft minutes of Evaluation of Services to Victims of the Troubles
Project Initiation Meeting, Tuesday 3 April 2001 at 9.00 am in Conference
Room E3.02, Castle Buildings, Stormont Estate.**

Attendees: Dr Stephen Donnelly, Research Branch, OFMDFM
Miss Barbara Love, Research Branch, OFMDFM
Mrs Caroline Evans, Victims Unit, OFMDFM
Mr Fergus Devitt, Victims Unit, OFMDFM
Ms Jackie Henry, Deloitte & Touche
Dr Padraic Quirk, Deloitte & Touche
Mr Declan Mackin, Deloitte & Touche
Dr Rachel Monaghan, UU
Dr Colin Knox, UU

1. Welcome and Introductions

Miss Barbara Love

2. Content and layout of Proposal

The proposed research was introduced by Ms Henry, Project Director. Dr Quirk and Mr Makin provided members with an outline of the proposed methodology.

3. Issues arising

Definition of victims

It was agreed that this is a contentious issue and one that could not be resolved by the current research. It was decided that the best way forward would be to recognise the issues surrounding defining victims of the Troubles but to try to be as inclusive as possible.

Access to victims

The issue of access to victims of the Troubles, particularly access to those with no affiliation to any victims groups, was highlighted. It was suggested victims could be approached via the VLU or the NI Memorial Fund. Mr Devitt suggested that Deloitte & Touche might wish to consider approaching the 6 Victims Support Workers in District Partnerships who could seek the consent of those victims of the Troubles who have no group affiliation to participate in the research.

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Victims Unit and D&T

Reference group

It was also suggested that a reference group, consisting of key players, ought to be established. Mr Devitt expressed some concern regarding how this might affect victims perceptions of the research. Dr Donnelly also pointed out

that the research will have a high profile and has already attracted much attention including an Assembly Question. It was agreed that it might be useful to establish a reference group but that great care would need to be taken when doing so.

Action **All**

Representativeness of research

It was suggested that the representativeness of the research might be a potential issue. To reduce this as much as possible, Dr Donnelly suggested that it might be useful to gather attitudinal data from the general public, perhaps via the Omnibus or some other survey. It was pointed out that such a survey would affect the proposed time-scale.

Action **D&T** *

this is unlikely due to time pressures

4. Time-table for the research

Ms Henry suggested that a Project Initiation Document would be made available by week ending 13th April 2001.

It is anticipated that the final report will be complete in July 2001.

Action **D&T**

5. Reporting Mechanisms

It was agreed that all steering group members would be consulted at each stage of the research process. A formal up-date will also be provided to members on a fortnightly basis. Meetings will be arranged as necessary.

Action **D&T**

6. Budget/payment profile

It was agreed that a payment profile would be drawn up on the basis of the Project Initiation Document as soon as it has been received.

Action **Miss Love**

7. Thanks and Close

An Evaluation of Services to Victims of the Troubles Research
Project Initiation Meeting
Informal Agenda

1. Introductions
2. Content and Layout of PID
3. Methodology
4. Discussion of Access/Participants
5. Reporting mechanisms
6. Detailed time-table for the research
7. Budget/Payment profile

to cover:

agreed methodology
time-table
no. steering group meetings
outputs
total cost of project
team members