

Cc. Mr. Sullivan  
Miss Johnston

Mr. Johnston  
Gordon Miller

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Can you initiate work to prepare draft  
briefing material for areas described in  
paragraphs 2(b)(c)+(d) of Nigel  
Hamilton's minute. We can  
discuss the timing at DDM on  
Monday however I felt that you would want to give this early consideration.

FROM: DAVID FERGUSON

cc

Pat Carvill o/r  
Andrew McCormick  
Adrianne Brown  
Michael Daly  
Gerry Cosgrave  
Norman Taylor  
Brian Martin  
Colin Ross  
Norman Irwin  
Maurice Rooney

DATE: 14 MARCH 2003

Norman going  
out to his areas  
briefing mid May.  
in no-particular  
format

Norman Irwin to let  
us know the format to  
use on 21/3

DAG Members

## RESTORATION OF THE INSTITUTIONS

1. I attach a copy of a minute from Nigel Hamilton about preparing for the return of devolution.
2. CSD will take responsibility for co-ordinating the work that will be needed. This includes providing the full range of Ministerial support services that will be needed and pulling together the range of material covered in paragraph 2(b)-(d) of Nigel's minute.
3. I should be grateful if you would begin to give some thought to what might be put forward for that material from your business area, in preparation for an approach from CSD.

Signed D Ferguson

DAVID FERGUSON  
Director

DF896JMcC-03-03

RF 20/3/03  
4th Floor

to consider our  
position - We will  
have done this  
before!!

We need 5  
concerns  
or a  
number

of Strategic

Issues

enr;

HR Strategy,

cases

Wetherley;

(150) - Verti?

Corp. Dev. for SCS;

Age Remover

Wole

# Head of the Civil Service

Head of the Office of the First Minister & Deputy First Minister

**Nigel Hamilton**

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**HCS/395/03**

**FROM: NIGEL HAMILTON**  
**11 March 2003**

**Ref: SUB/150/03**

**TO: PERMANENT SECRETARIES**

## RESTORATION OF THE INSTITUTIONS

1. Following the recent discussions between the two Governments and the local political parties, the Secretary of State has asked me to ensure that we are fully prepared for the restoration of the local devolved institutions if, as he hopes, that is now possible sooner rather than later
2. While I cannot give you any guidance at this stage about a precise date, we have to be ready to respond either before the dissolution of the Assembly or immediately after the elections which, as you know, are now planned to be held on 29 May. The purpose of this note, therefore, is to ask that you, and senior officials in Departments put in place the necessary arrangements to ensure that the return from Direct Rule can take place as effectively as possible. Detailed guidance will be provided nearer the time, but I would ask that you now ensure that the following arrangements are in place:-
  - (a) Plans for the re-establishment of full Ministerial Private Offices, Information Offices etc, from which some staff may have been re-deployed on a temporary basis during suspension.
  - (b) Guidance on the preparation of detailed briefing material so that devolved Ministers

can be given a full account of decisions and actions taken since 14 October 2002 throughout the Department. This would cover announcements of policy decisions, projects approved, major issues of casework, significant staff changes etc.

- (c) An outline of the key current issues being faced by Departments, particularly those which would have to be addressed by a devolved Minister. These should be identified on the basis of:
- (i) those issues which are likely to arise and may require decision within 4 weeks of restoration, noting the sensitivity of that if we are in election purdah for most of that time and
  - (ii) decisions which require to be taken within the first 3 months of restoration.
- (d) A proposed timetable of briefings, meetings, visits throughout the Department, meetings with external bodies etc which would also be required during the first 4 weeks of restoration and which could be offered to the Minister immediately on return. \* Norman Irwin confirmed that these should be prioritised to allow the Private Office to consider visits the Minister will make in the early days.
3. When I have further information about likely timescale from the Secretary of State, I will forward this immediately to you.
4. Given the importance of an effective transition from direct rule to devolution, I would ask that you copy this note to all the members of the Senior Civil Service within your Department.

*Nigel Hamilton*

**NIGEL HAMILTON**