

Please P/A on 866(2003
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FROM: BARBARA MEDHURST

DATE: 19 NOVEMBER 2003.

TO: DEPUTY DIRECTORS

cc: LINDA BROWN

PREPARATION FOR THE RETURN OF DEVOLUTION – BRIEFING MATERIAL

1. Norman Irwin, Parliamentary Support Unit (PSU), has alerted Departmental Advisory Group members that First Day Briefing material may be needed for the new Minister. In light of the political uncertainty for the post election period, PSU is reluctant to ask business areas to spend a great deal of time compiling briefing that may not be required. However, they have advised that it may be prudent to do some preparatory work in the event that briefing has to be produced at very short notice. We will of course let you know as soon as briefing is formally commissioned.

2. In the meantime, PSU has asked business areas to consider the topics that may be included under the following four sections. It may be helpful to refer to the briefing which was prepared recently for Mr Hunter which can be found on the CPG database.



Notes Link

- Section 1** **A paragraph (up to 10 lines)** outlining each key issue involving the new Minister over the first 6 months of taking up office e.g. the Pay Deal.
- Section 2** **A more detailed description (one page)** of all key issues, over a longer timescale, for each Business Area. Topics included in Section 1 should be repeated in this section but with more detail e.g the Pay Deal again and other topics such as the NICS HR Strategic Action Plan.
- Section 3** **A line** outlining other on-going work areas which may be of interest to the Minister, eg moving forward on the Reform Agenda
- Section 4** **A half page update** to explain developments during suspension. This section should include topics that the Executive had been aware of prior to 14 October 2002. PSU have identified the SCS Review in this category and they are suggesting that Business Areas include other topics of similar significance for the Minister's consideration

While briefing is required for 4 specific sections, the same topic may be included in all 4 sections albeit in different levels of detail.

3. PSU have also advised that while there is no immediate need to start work on topics for the initial meetings of the DFP Committee, business areas are also advised to give some thought to this issue at the same time.

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Corporate Services