

Summary Minutes of Fifth Meeting of the EPA – RPII Merger Working Group (MWG)

Location: Custom House

Date: 28 May (2pm – 5pm)

In attendance:

- Dr. Brian Cawley, IPA, Chair (BC)
- Ms. Laura Burke, Director General, EPA (LB)
- Dr. Ann McGarry, Chief Executive, RPII (AMG)
- Ms. Fiona Quinn, Principal Officer, DECLG (FQ)
- Mr. Terry Dunne, Principal Officer, DECLG (TD)
- Ms. Stella McKervery, DECLG (Secretariat)
- Ms. Beatrix Aigner, DECLG (Secretariat)

1. Introduction

FQ requested that Marguerite Ryan, Assistant Principal in Environment Policy, could join the Project Group. The MWG noted this.

2. Updates

i. Progress on name of merged entity

Comments on the paper were discussed and a final version was agreed. With regard to the status of the paper, it was clarified that it is a subgroup paper that is being forwarded to the Department/Minister for decision with the agreement of the MWG. AMG advised the Group that the RPII Board would be writing to the Minister regarding the name issue.

ii. Update on draft legislative provisions

TD informed the Group that the work on the drafting of the legislation was on schedule. DECLG have met with the Department's Advisory Counsel to discuss the required changes to the RPII and EPA Acts. For the next meeting of the MWG on 24 June, it can be expected that the heads of the Bill will have been finalised and submitted to the Minister for approval.

iii. Consultations/Other

The MWG considered the Accommodation consultation feedback and made some changes to the Actions for that theme based on the feedback. A final Accommodation paper will be issued to the MWG by the secretariat. Feedback on the accommodation consultation will be provided through the next round of Partnership Committee meetings to enable staff to be informed.

3. Discussion on:

3.1 Draft Amended Finance Paper

The amended paper was discussed and further minor amendments were agreed. The changes will be implemented by the Secretariat and the paper will then be circulated to the MWG for final approval.

3.2 Draft Amended ICT Paper

The amended paper was discussed and some amendments were suggested and agreed. These changes will also be implemented by the Secretariat before circulating the paper to the MWG for final approval.

3.3 Final Draft HR Paper and Consultation Paper

Both papers were reviewed and some amendments were agreed for the Consultation Paper, to be implemented by the Secretariat and approved by the MWG.

3.4 Final Draft Board/Governance Paper and Consultation Paper

Some changes were suggested for the Consultation Paper and agreed, to be implemented by the Secretariat and approved by the MWG.

3.5 Draft Action Plan

The draft Action Plan was discussed and actions were assigned to the PG in relation to structure and content. A new draft will be available for consideration at the next MWG meeting on 24 June. The date for the final meeting of the MWG for sign-off of the Action Plan was agreed for 19 July.

4. Agreed Actions

i. MWG

Finance, ICT, Governance and HR Papers & Consultation Papers

- The main papers will be finalised by the DECLG MWG reps and by the MWG Secretariat.
- The consultation papers for these themes will also be finalised by the MWG Secretariat, for approval of the MWG immediately. Views of HR leads are to be sought for HR Consultation paper.

ii. Assigned to PG

- Review the Communications Strategy and draft a strategy for the next phase of the merger process, particularly in reference to (the non-technology aspects of) working towards a joint website by June 2014 and the development of a single co-ordinated approach to communications for the merged organisation.
- Finance personnel to examine all the costs proposed in the papers to see if they are valid/ realistic and prepare an overall summary of the costs/savings position for inclusion in the final Action Plan.
- PG to collect and table all risks identified in all of the papers for inclusion in the final Action Plan.
- Ask the PG for their views/ thoughts on the implementation phase of the merger process, i.e. appropriate structure / processes / oversight mechanism, e.g. is there a need to continue to meet as a Project Group to manage this project's implementation?
- Other corporate issues (e.g. record management, library, establishment of a Risk Committee to consider post-merger risks, joint website) to be identified, with draft appropriate actions to be prepared for inclusion in the draft Action Plan.

5. AOB

The MWG and the Chair wish to thank the PG and the subject specialists for all their work on this process so far.

6. Future meetings of the MWG and PG

PG: 19 June 2013, am TBC, DECLG, Custom House
July meeting TBC

MWG: 24 June, 2 - 5pm, EPA, Richview
19 July, 9.30am - 12.30, DECLG, Custom House