

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

Location: DECLG, Custom House

Date: 28th February 2013 @ 11 am

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)

Ms. Beatrix Aigner, Secretariat, DECLG

Apologies:

Mr. Terry Dunne, Principal Officer, DECLG

In attendance at Roundtable discussion with PG:

Dr. Matthew Crowe, EPA (MC)

Mr. Jim Hurley, EPA (JH)

Ms. Majella Byrne, EPA (MB)

Dr. Barbara Rafferty, RPII (BR)

Ms. Ann Lyng, RPII (AL)

Mr. Paul Fitzgerald, RPII (PF)

Mr. Kevin O'Donoghue, DECLG (KOD)

Apologies:

Ms. Stella McKervey, DECLG

Minutes

The minutes of the first meeting on 12 February 2013 were agreed.

1. MWG Administrative Arrangements

Protocols were agreed regarding the communication in the MWG and the signing off and sharing of MWG minutes.

It was agreed that the PG should give consideration to the use of a share file application to make documents available to members of the group to facilitate document management.

2. Project Group (PG)

i. Draft Terms of Reference and role of PG

Amendments to the draft TORs of the PG were agreed, which will be approved by the MWG and provided to the PG.

ii. Direction from MWG to PG on Governance and HR

The Directions to the PG on Governance were discussed and finalised. It was agreed that the wording would be replicated for all areas to provide consistency. MWG to approve these also before distribution to the PG.

iii. PG structure/Chair

It was agreed to appoint Dr. Matthew Crowe, EPA, as Chair of the PG.

3. Roundtable Discussion with PG

The Chair welcomed the members of the Project Group and gave a brief outline of the PG TORs. He confirmed that Dr. Matthew Crowe had been appointed as Chair of the PG and may nominate leads to work on different themes. He asked the PG to work on the Governance/Board and HR themes during March and present draft papers on them for the next meeting of the MWG at the end of March. It was pointed out that proposals and draft actions submitted by the PG should remain confidential until considered by the MWG.

The Chair then drew the attention of the PG members to the Directions document which sets out the expectations of the MWG. The MWG required papers to identify the current position in both organisations for the theme in question; the optimal arrangements for the merged organisation; any interim arrangements that may have to apply in the case where the optimal arrangement would not be achievable by mid-2014; the actions needed to get to the optimal / interim arrangement; and costs/savings in reaching interim/optional arrangements.

The Action Plan needs to list actions that are required to give effect to the merger in mid-2014.

Following a brief discussion, the PG then left the MWG meeting.

4. Accommodation – Discussion on progress since first meeting of the MWG

The MWG proceeded to discuss the Accommodation paper submitted by the PG for the Second Meeting of the MWG. The Group agreed that the paper was well presented with a clear outline. The MWG requested some amendments to the accommodation paper, which should be submitted to the next meeting of the MWG.

5. Communications Plan - Discussion on progress since first meeting of the MWG

The PG had also prepared a Draft Merger Communication Strategy for the Second Meeting of the MWG. The MWG requested some amendments to the communications paper, which should be re-submitted to the next MWG meeting.

Next Meetings

27th March – 11am, IPA – draft papers on Governance and HR and amended papers on accommodation and communications

1st May – 9.30am, RPII – draft papers on ICT and Finance

28th May – 2pm, DECLG - legislation