

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

Location: IPA, Landsdowne Road

Date: 27th March (11am – 2:30pm)

In attendance:

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

1. Review MWG Administrative Arrangements

The protocols for the communications within the MWG, signing off MWG minutes and sharing of MWG minutes were agreed. FQ advised that it would suffice for the appropriate A/Secretaries within DECLG to see the signed off minutes in due course.

2. Project Group (PG)

- Introduction to papers by Chair of PG (via VC)** - The Chair of the PG, Matt Crowe, joined the meeting via VC. BC thanked the Chair and the PG for the work that was completed within the short timeframe. The Chair of the PG stated the following:

Communications Papers – the previous MWG comments had been taken on board and the paper had been updated accordingly.

Accommodation Papers – it was agreed that this paper formed a good template for all the other papers. MC raised some questions and asked for advice from the MWG on these.

Board/ Governance Papers – MC pointed out that there was a detailed section on the current Board arrangements. It is noted that the legislative roadmap timeline is very tight.

HR Papers – MC stated that the approach to this paper was different to the other papers. It is acknowledged that this theme will be among the more complex themes to be dealt with in this merger. FQ asked that the Department's HR Section would be engaged in the preparation and finalisation of this paper.

MC also raised the issue of the name of the merged organisation and advised that the PG was of the view that this issue would impact on the requirements in certain areas, e.g. in terms of legislation drafting. MC also requested that Carl Phelan (Programme Manager, EPA) be added to the PG, which was agreed. MC also confirmed that the Finance and ICT papers will be presented to the PG at their meeting on the 17th April.

BC stated that final Accommodation and Communication Papers would be agreed upon by the MWG during the meeting; that the MWG would provide comment to the PG on the other papers presented; that the PG did not need to consider the naming issue as it would be dealt with by the MWG; and that the PG should begin to construct the integrated draft action plan as matters are finalised throughout the process.

ii. Communications Paper

The Group agreed that the paper was well presented and earlier views of the MWG were reflected in the current version. Some further minor and format changes to the paper were agreed, which will be made by the Secretariat rather than providing detailed comments to the PG.

It was pointed out that the timeframe for the preparation of consultation papers and consultation with stakeholders is quite tight. It was agreed that the summary minutes and consultation papers would provide staff and stakeholders with information and progress on the Action Plan. The consultation should invite comments on the actions for implementation, as well as the identification of any issues relevant to the theme not covered in the paper. It was agreed that the Communications Plan should be published in full.

With regard to Memoranda of Understanding (MOUs); it was agreed that although one single MOU between the merged organisation and external organisations is optimal, it may not be achievable by June 2014 but all should be identified and examined in detail. If there are any MOUs that are due to be renewed before June 2014, then the merger should be taken into consideration when drafting/ amending the new MOU.

iii. Accommodation Paper

The Group again agreed that the paper was well presented and that some further changes to the paper, which were agreed by the MWG, will be made by the Secretariat rather than providing detailed comments to the PG. The MWG agreed that a consultation paper should be produced by the Secretariat and that this should be consulted on, as set out in the Communications Strategy, during the month of April 2013.

iv. HR Initial Paper

It was felt that the paper needed to reflect more clearly the role and input of DECLG (and DPER) in relation to broader HR issues. The role of the EPA Board and the board of the merged organisation need to be strengthened as well.

Consultation on this paper was also discussed. It is agreed that this paper is different from the other papers and will require more detailed and tailored consultation than other papers forming part of this process. Once the paper is finalised, a consultation paper will be produced by the Secretariat.

It was agreed to provide feedback and queries on a number of issues to the PG and to request them to prepare a second draft of the paper to be submitted to the MWG meeting on 1 May 2013.

v. Board/ Governance Paper

It was agreed that this initial paper provided essential and factual information. The creation of a fifth office within the Agency, the appointment of a new Director, the establishment of a Radiological Protection Advisory Committee and the legislative amendments required were discussed.

It was agreed to provide feedback and queries on a number of issues to the PG and to request them to prepare a second draft of the paper to be submitted to the MWG meeting on 1 May 2013.

FQ and TD stated that the legislation is being examined in detail and a draft legislative scheme will be prepared asap. Both organisations will be consulted with as part of this process.

3. Directions to PG

- i. Finance**
- ii. ICT**

The directions to the PG to inform their activities in developing papers on Finance and ICT were agreed.

Next Meetings

- 1st May , 9:30am – 12:30pm, RPII, Richview
 - Review the revised HR and Board/ Governance Papers
 - Consider the initial Finance and ICT Papers
- 28th May, 2 – 5pm, DECLG, Custom House
- 24th June, 2 – 5pm, EPA, Richview