

NI Region Interim Management Board

[Meeting Minutes](#)

Meeting Date	Venue
11 January 2007	CIEH NI, 123 York Street, Belfast BT15 1AB

In attendance			
Steve Cooper (SC)	Maria Jennings (MJ)	Jennifer Parkinson (JP)	Philip Thompson (PT)
Gary McFarlane (GMcF)	Dan Kennedy (DK)	Gerry Tierney (GT)	
Apologies			
John Corkey (Chair)	Nigel McMahon	Siobhan Toland	Ursula Walsh
Sean Martin			

		Action	By date
1	Declarations of interest		
	1.1 No declaration of interest		
2	Minutes		
	2.1 Minutes were confirmed and approved for 22.11.07 and posted on website.	DD	11.01.07
3	Matters arising		
	3.1 Michael Cole award: SC to contact Sean Martin and Patricia Allen (NGS) regarding agreement on protocol/criteria/type of research for members and dissemination of same to generate greater use of the Regional website as a method of displaying and accessing research work.	SC	asap
	3.2 Research: steering group to be set up consisting of members and initially chaired by Harold Harvey re: looking at mechanism/procedures in which to generate greater use of Regional website. SC to confirm with HH and meet re: ways forward.	SC	asap
	3.3 All Ireland Conference 24/25 May 2007, Slieve Donard Hotel: SC to meet EHOA at their offices on 23 January. Programme finalised/speakers contacted only outstanding item is pricing. EHOA to organise administration of programmes/bags/delegate packs.	All	ongoing
	3.4 Donna Drummond will be in post from 01.01.07 taking responsibility of administrative duties for NI Centre.		
4	Education Committee Report – Programme 2007		
	4.1 Reviewed and agreed.		
	4.2 JP – presented an overview of seminar 5/6 November and confirmed room booking with CBC and clarified issue of car parking	JP	ongoing
	4.3 Discussion ensued re: timings of programme for those with childcare requirements this will be taken on broad from next year's programme.		
	4.4 SC informed the meeting that a video conference for World Health Day (dated unconfirmed) is to be organised with Harold Harvey between NI and Botswana.		
	Issue of cost (i.e. who pays) and topic/agenda were discussed and how effective this meeting would be and purposes for the link. At preliminary stages SC will report at next meeting.	SC	22.03.07

5	Strategy Committee Report		
	5.1 Nothing to report		
6	Financial update		
	6.1 Item tabled to next meeting on 20.03.07		
7	Fellowships		
	7.1 DK proposed Gary McFarlane for this accolade. MJ nominated /JP seconded. SC to carry this nomination forward.	SC	Asap
	7.2 Sam Knox/Brian Oliphant to be considered as nominees.		
	7.3 In future members will be in a position to forward nominees when criteria and guidelines are set up.		
	A list of members holding fellowships to be listed for next meeting.	SC	asap
8	Confirmation of current post holders		
	8.1 Current post holders reviewed and agreed.		
	8.2 SC to contact Catherine Treche re: her availability for Forum meeting.	SC	11.01.07
	8.3 SC emphasised the importance of attending these meetings and requested that a NI Centre member deputise for the meeting on 23.01.07 (Chadwick Court). SC to contact John Corkey re: availability. Reserve member to be nominated as back up for same during 2007.	SC	11.01.07
	8.4 GMcF stated that whilst it might be seen as inappropriate for him to attend he would, in exceptional circumstances, if he was in London on other business.		
	8.5 SC was congratulated by colleagues re: his election as EPS Chair.		
9	Implementation of 2007 Business Plan		
	9.1 Template reviewed and criteria discussed:- <ol style="list-style-type: none"> 1. Democracy and communication 2. Regional Structure 3. Business Targets <p>Essential that these are met to secure funding.</p>		
	9.2 Area of communication further discussed on best way to disseminate/share information with members:- <ul style="list-style-type: none"> • By email and post with a questionnaire seeking members views • Visit to councils by NI Centre members for discussion • Use of staff meetings within groups • Making effective use of Donna Drummond 		
	9.3 MJ suggested independent/facilitated focus groups. Estimated cost £5k for 4 sessions to endorse regional structure is agreed by members. GMcF suggested an alternative of designing process and buying in a facilitator.		
	9.4 SC reiterated that the main driver for this business plan is cpd for members		
	9.5 Business targets to be discussed/addressed by SC and SM and submitted with 2008 business plan. SC to complete same asap for submission.	SC/SM	now

10	Any other business		
10.1	GMcF to contact Chadwick Court re: possibility of video link for future meetings.	GMcF	asap
10.2	DK queried end on training for post graduate students within EH. SC informed him that onus is with students to secure placements and currently there are insufficient places.		
10.3	GMcF to contact government department to reinstate places for students and the TLG with EH	GMcF	asap
11	Date of next meeting		
11.1	This concluded the business of the meeting. Next meeting 20 March 2007 CIEH NI offices at 10:30am		