

**COMMUNICATION AND INFORMATION WORKING GROUP MEETING,
THURSDAY 23 MAY 2002 – STORMONT HOTEL**

Attendees:-

**Brendan Mackin
Pat Mallon
Alasdair MacLaughlin
Sarah-Jayne Smyth
Richard Hodgett
Robin Shaw
Rob Lynas
Chris Allen
Gary Shaw
Ashley Williams**

MAIN POINTS OF DISCUSSION AND ACTIONS AGREED

1. CSF Communications Seminar for Practitioners

The following proposals were agreed by the Working Group:-

- Draft Programme agreed.
- Venue – Hilton Hotel, Templepatrick.
- Speakers – Brendan Mackin (Open).
 - Minister of Finance and Personnel (emphasise the publicity requirements expected from all Implementing Bodies)
 - European Commission (compliance with EC Regulation 1159/2000).
 - Member State experiences (Ireland).
- Discussion Workshops – a member of the CIWG to Chair and act as Rapporteur at each. (DFP to co-ordinate notetakers.)
- CIWG members and DFP representatives to meet at 9.00am on day of Seminar to finalise handling arrangements.
- DFP to devise 'aide-memoire' to help Chairs prompt discussions at Workshops (summary of any feedback received from Implementing Bodies before Seminar will be included in aide-memoire).
- Key Areas for Discussion – to be amended.
- Workshops feedback – key points only (further details provided at later date).
- Tea and coffee provided during workshops.

- Meeting with DFP Information Officer to be arranged before Seminar takes place.
- CIWG considered that all 'Letters of Offer' should be examined to ensure a standard Publicity and Communications clause is present.

Action: Secretariat

2. Action Arising from Last Meeting

- Mr MacLaughlin and Mrs Mallon provided feedback on recent Communication and Information Conference in Brussels.
- A Working Group (A46) has been established as a result of the above Conference. DFP/SEUPB to provide future representation.

Action: Secretariat

3. Any Other Business

None.