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THE NORTHERN IRELAND ASSEMBLY

TRANSITION PROGRAMME 1998/99

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- Foreword by the Secretary of State for Northern Ireland and the 1st and 2nd Ministers

Purpose: To denote support and enthusiasm for the programme.

Para I: Vision for the future.

Para II: Role of the Assembly (in that Vision).

Para III: . Purpose of the Programme in support of that role.
. How will it help.

How to Use the Programme

I. Overview of programme format and content

- 3 complimentary components.
 - . Seminar/Workshop Series
 - . International programme.
 - . Supplementary programme for individuals and specialist groups.
- participative and interactive in nature.

A. Seminar/Workshop Series

- Part I - Core Seminars/workshops which all Assembly members should attend.
- Part II - Functional seminars/workshops available to members on a selective basis depending upon their prospective interests and responsibilities.

B. International Programme

- N America - A programme undertaken in collaboration with Harvard University and the University of Toronto and directed by Boston College, Massachusetts.
- Brussels - A programme to familiarise members with the structures and processes within the European Union.

C. Supplementary Programme

- . A flexible programme of events and study tours to enable individuals and small groups with specialist needs or interests to examine areas of particular relevance.
- . A calendar of relevant events through non-Governmental Institutions in Northern Ireland during the period July-December 1998.

II How to Participate*

- Read through the brochure.
- Identify those elements which are of interest and relevance bearing in mind that the core seminars/workshops are especially important as a preparation for the international programme.
- Ensure availability.
- Forward your nomination to the Programme office.
- Joining instructions will be issued.

Note: For operational reasons seminars/workshops require a minimum number of participants (twelve) in order to be viable. Arrangements will be made to identify 'cut-off' dates for each event, if the demand is insufficient.

The Seminar/Workshop Series

1. This part of the programme consists of a series of 12 seminars/workshops, each lasting one or two days (or two half-days) and an evening, designed to explore important aspects of the governance of NI. They will be led by independent and experienced public servants (elected and appointed) from Europe, N America, Ireland and the GB as well as NI. Seminars will be repeated as necessary to meet demand. It is intended that so far as possible they will be held on Wednesday and Thursdays in the period end July to end October.
2. The series is in two parts. Part I focuses on five core areas:
 - a. An overview of NI Government.
 - b. North/South co-operation.
 - c. Public finance.
 - d. External relationships.
 - e. Europe (preceding the visit to Brussels - see International Programme).

Part II focuses on the functional responsibilities of the existing NI Departments and their related agencies and NDPBs. These are:

- f. Agriculture.
- g. Economic Development.
- h. Education.
- i. Environment Services.
- j. Equality.
- k. Health and Social Services.
- l. Social Security Services.

Note: The attached NOTES 1 and 2 (Pages 5A and 5B) describe the format and procedures of the seminars/workshops in this series (1), and the action plan to be followed in creating them (2).

3. The following pages 6-17 describe the purpose and content of each seminar/workshop.

Note 1

Seminar/Workshop Design

Features of an effective Seminar/Workshop

1. Participative, interactive, interest-engaging from the outset.
2. Overall time: 1 day from 09.30-17.00 followed by dinner with guest speaker, finishing at 21.00.
3. Sessions : 3 or 4 sessions of 1 1/2 -2 hours duration.
: either plenary or workshops.
4. Expert professional input to each session, not exceeding 15-20 minutes with back-up material.
5. Facilitator to assist discussion and support Chairman.
6. Health Breaks: Morning 11.00 for 30 minutes.
Afternoon 15.00 for 30 minutes.

Note: the purpose behind these is to generate informal discussion.

7. Each seminar/workshop should address::
 - (a) NI perspective: essential data.
: current issues.
 - (b) International experience and expertise.
 - (c) The Westminster, Dublin, Brussels dimension.
 - (d) Mapping the agenda.

Note 2

Design and creation of a seminar/workshop

1. Define the subject, purpose and ground to be covered.
2. Identify and recruit:
 - a. Seminar/workshop Designer.
 - b. Speakers (maximum 4 for any day).
 - c. Facilitators 2.
3. Commission texts, supporting material and presentation from 2(b).
4. Fix dates and allocate subjects on the basis that Part I of the series will be held in the five weeks from launch (July 27/28) to end August, each seminar to be repeated if desired. Part II will be held in Sept/October and if necessary thereafter.
5. Recruit attendees via the offices of the NI Party representatives.

Seminar I

An overview of NI Government

Objective: to explain the machinery of government in NI for which the Assembly will take on responsibility, how it works; and to consider the issues arising which will need to be addressed by the NI government in order to fulfil the vision in the Good Friday agreement.

- Content:**
1. Functions - origins, the present, and likely developments.
 2. Structures - Depts, Boards, Agencies, etc.
 3. Resources - Finance: the NI Budget (outline).
Infrastructure.
Personnel.
 4. Management - the process of public service planning and budgeting.
 - Operational business plans and accountability.
 - Human resources management.

Designer: Programme Advisers.

Example Team: Chair: Professor Paul Corrigan supported by J Mayne.
Experts: Head of NICS, Department of Finance and Personnel Representatives.
Speakers: Chair of eg a Health Board.

Supplementary events and visits: Visit to UK Office of Public Service and Charter Unit, visit to a large organisation.

Seminar 2

North/South Co-operation

Designer: Experts in Dublin via the Taoiseach's Office, in liaison with Head of NICS in Belfast.

Location: Belfast and Dublin (one day in each).

Seminar 3

Public Finance

Designer: John Mayne in liaison with Stephen Quinn, Under-Secretary, DFP.

Seminar 4

External relationships

Designer: Robert Hazell in consultation with NIO, Cabinet Office, Scottish Office and Welsh Office.

Seminar 5

Europe

Designer: Jim Dougal in liaison with NI Centre in Brussels and Stephen Quinn, Under-Secretary, DFP.

Seminars 6-12

Functional seminars (see page 5)

Designers: NI Dept Permanent Secretaries in liaison with Planning Team.

The International Programme

A. North America

This part of the programme has been funded by the United States Administration to provide Assembly members with opportunities to meet with elected and appointed officials from other democratic states in a professional setting to benchmark best practices in governance. It will be undertaken in collaboration with Harvard University and the University of Toronto, and directed/administered by Dr Sean Rowlands, of Boston College, Massachusetts.

Proposed Schedule Structure:

Friday:

Morning - Leave Belfast.
Afternoon - Arrive New England.
Travel options via Belfast, London and Dublin.

Evening - Welcoming Reception.
Dinner with guest speakers.

Saturday: - Lunch followed by a series of seminars.
Participants select options.
Dinner with guest speaker.

Sunday: - Lunch followed by a series of seminars.
Participants select options.
Dinner with guest speaker.

Monday:

Morning sessions: Seminar type setting incorporating a group discussion.

9.00 - 10.30 am Morning seminars.

10.30 - 10.45 am Break.

10.45 am - 12.30 pm Morning seminars.

12.30 pm - 2.00 pm Lunch

Afternoon sessions - Each participant will be given a choice of seminars.

2.00 pm - 3.15 pm	Seminars of choice
3.15 pm - 3.30 pm	Break
3.30 pm - 5.00 pm	Seminar of choice
5.00 pm - 7.00 pm	Free time
7.00 pm	Reception
8.00 pm	Dinner with a guest speaker

Tuesday:

Morning sessions: Seminar type setting incorporating a group discussion.

9.00 am - 10.30 am	Morning seminars
10.30 am - 10.45 am	Break
10.45 am - 12.30 pm	Morning seminars
12.30 pm	Visit to Kennedy Library
2.30 pm	Tour of Library
	Dinner with guest speakers
10.30 pm	Return to hotel

Wednesday

Morning sessions: Seminar type setting incorporating a group discussion.

9.00 am - 10.30 am	Morning seminars
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10.30 am - 10.45 am Break

10.45 am - 12.30 pm Morning seminars

12.30 pm - 2.00 pm Lunch

Afternoon sessions - Each participant will be given a choice of seminars

2.00 pm - 3.15 pm Seminars of choice

3.15 pm - 3.30 pm Break

3.30 pm - 5.00 pm Seminars of choice

5.00 pm - 7.00 pm Free time

7.00 pm Reception

8.00 pm Dinner with a guest speaker.

Thursday:

Morning sessions: Seminar type setting incorporating a group discussion.

9.00 am - 10.30 am Morning seminars.

10.30 am - 10.45 am Break

10.45 am - 12.30 pm Morning seminars

12.30 pm - 2.00 pm Lunch

2.00 pm External Visit (to be arranged)

3.30 pm Free time

5.30 pm Dinner with guest speakers

10.00 pm Return to hotel

Friday:

Morning sessions: Seminar type setting incorporating a group discussion

9.00 am - 10.30 am Morning seminars

10.30 am - 10.45 am Break

10.45 am - 12.30 pm Morning seminars

12.30 pm - 2.00 pm Lunch

Afternoon sessions - Each participant will be given a choice of seminars

2.00 pm - 3.15 pm Seminars of choice

3.15 pm - 3.30 pm Break

3.30 pm - 5.00 pm Seminars of choice

5.00 pm - 7.00 pm Free time

7.00 pm Reception

8.00 pm Dinner with a guest speaker

Saturday:

9.00 am - 10.30 am Morning seminar

10.30 am - 12.30 pm Choice of two seminars

1.00 pm Formal closing lunch

Evening Depart New England

Sunday: Departures from New England also available.

The following pages 22 et seq will cover:

The Brussels Programme.

The Brussels visit would include addresses by President Santer and relevant Commissioners. Again visits and workshops could be organised, led by officials who deal directly with Northern Ireland in areas such as Structural Funds, Agriculture, Peace Programme, etc.

The Supplementary Programme.

The Calendar of events.

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TRANSITION PROGRAMME

<i>Components</i>		<i>Dates</i>	<i>Overview to Parties</i>	<i>Consultation Period</i>	<i>Finalised Programme</i>
SEMINAR/WORKSHOP SERIES	CORE	30 July to 3 Sept	29 June	30 June to 6 July	10 July
	FUNCTIONAL	10 Sept to 12 Nov	29 June		31 July
INTERNATIONAL	NORTH AMERICA	18 to 26 Sept	29 June		
	BRUSSELS	4 to 6 Nov	29 June		
SUPPLEMENTARY	VISITS/EVENTS	ONGOING	29 June		
	CALENDAR	ONGOING	29 June		29 June (July/August) Monthly thereafter

TRANSITION PROGRAMME ESTIMATES

	Estimated Costs	Numbers x	Sub Totals	Totals
Launch at Waterfront	Stg£20,000.00	1		Stg£20,000.00
Modules				
<i>Daily Delegate Cost at £80 per person</i>	<i>Stg£2,400.00</i>	<i>40</i>	<i>Stg£96,000.00</i>	
<i>Fee & Expenses speakers</i>	<i>Stg£2,500</i>	<i>25</i>	<i>Stg£62,500.00</i>	
<i>Room Hire & Event Management</i>	<i>Stg£1,900</i>	<i>25</i>	<i>Stg£47,500.00</i>	
<i>Unit cost per module</i>	<i>Stg£6,800</i>			Stg£170,000.00
USA Visit :-				
<i>Air Fares per person</i>	<i>Stg£350.00</i>	<i>150</i>	<i>Stg£52,500.00</i>	
<i>Accommodation per person for 7 nights</i>	<i>Stg£500.00</i>	<i>150</i>	<i>Stg£75,000.00</i>	
<i>US visit cost per person</i>	<i>Stg£850.00</i>			<u>Stg£127,500.00</u>
European Visit :-				
<i>Air Fares per person</i>	<i>Stg£300.00</i>	<i>150</i>	<i>Stg£45,000.00</i>	
<i>Accommodation per person for 3 nights</i>	<i>Stg£300.00</i>	<i>150</i>	<i>Stg£45,000.00</i>	
<i>Receptions, publicity, speakers etc.</i>			<i>Stg£7,500.00</i>	
<i>European visit cost per person</i>	<i>Stg£650.00</i>			<u>Stg£97,500.00</u>
Consultants (per diem)	<i>Stg£600.00</i>	<i>70</i>		Stg£42,000.00
Supplementary Programme	<i>Stg£250.00</i>	<i>20</i>		Stg£5,000.00
			TOTAL	Stg£462,000.00
			<i>TOTAL (Excluding USA & European Visits)</i>	Stg£237,000.00