

Republic of Ireland Steering Group Meeting

2nd March 2009

Meeting opened 5.30pm

Location: Willis Risk Management, Grand Mill Quay, Dublin 4

Present: Fiona Tutty, Michael Gleeson, Aldona Binchy, Claire Penny, Michael McMullan, Sean Madigan, Jonathan Nobbs, James Thorne, Lauren Bartles. Caitriona Coyle dialled in.

(Caitriona Coyle dialled in)

Apologies: Aebhin Cawley (attempted to dial in), Grainne O'Brien, Paula Lockhart (unwell)

1. Minutes and actions from last meeting

FT reviewed the actions from the last steering group meeting.

- JN has provided a proforma for the steering group to feedback on the draft plan. The deadline for this is the 6th March 2009.
- The group wishes to target the education sector. FT has created a breakdown of the ROI membership by location and membership level. **Action: LB to send FT membership information by sector.**
- The group has established a spreadsheet to provide a framework of the activities to be undertaken in 2009. The group will discuss events further today and will need to set dates for events.
- Specific responsibilities will be allocated to members of the steering group between meetings. FT to monitor the activities of the steering group.

2. Steering Group Induction Presentation

A presentation was given by JN, JT and LB for new and existing members of the steering group.

3. Questions and Answers

- There may be a need to recruit a steering group member from the education sector. IEMA HQ can recruit if needed.
- FT raised the question of external exhibitions. How do IEMA decide which exhibitions to attend? What is the criteria? The steering group has offered to attend exhibitions and man the stand. FT advised that IWWE would be a valuable exhibition to attend. **Action: JT and LG (Marketing Team Leader) to meet and discuss.**

- FT raised a question regarding the expenses policy. There are hidden costs for steering group members such as phone calls. Is it possible for these to be included in the expenses policy? **Action: JN to discuss with finance/SMT**

4. ROI Plan - action setting

- The steering group are to apply a set agenda for steering group meetings. This would include an update on the IEMA SIG's such as the outcomes of SIG meetings.
- The steering group members will all need to sign and submit their commitment forms. **Action: SG members to ensure they have signed the commitment form.**

5. Events Update

- AB is organising an event in May
- SM to investigate a possible field trip to Silver Mines.
- FT organising a larger event on the water framework directive in September. MM has offered assistance. May need help with suggestions for speakers.
- SM suggested a general presentation to local authorities.
- LB to include any other event dates such as membership workshops and conferences in the spreadsheet.

6. News from IEMA: Council Update/Strategic engagement. ROI News

A brief update was given by JN on behalf of the IEMA.

- The IEMA Chief Executive, Russell Foster will be stepping down due to early retirement on the 31st March 2009.
- Michael Gleeson is now the ROI council representative and will be reviewing the strategy document. **Action: JN to send strategy document to MG who will forward to steering group.**

7. Development Plan Update

- JN reminded the group that the deadline for the development plan proforma is the 6th March 2009. **Action: SG members to send their thoughts to the Chair. FT to collate and send to headquarters.**

8. Questionnaire update

- LB updated that IEMA are making progress with the regional questionnaire. The IEMA will be using 'Lime Survey' to collate the results. LB is working on a test questionnaire which will be submitted to SMT. IEMA are hoping to have this up and running as soon as possible.

9. AOB

- The steering group is interested in producing a newsletter for ROI members. Another option is to put any information on the regional pages of the IEMA website. This is to include case studies, good practice, minutes of steering group meetings, photos and consultations. **Action: MG to send LB previous newsletter template. CP is to collate information and liaise with LB.**
- FT has collated the steering group biographies for the website and will send to LB for uploading.
- SM raised that there is a need for mentors in the ROI. It is difficult to progress to full membership without support. SM would be interested to know how the scheme works in the ROI. Is it possible for members of the steering group to become mentors? Skills could also be matched with mentors in Northern Ireland if needed. **Action: Mention mentoring in ROI on the web pages/newsletter. The ROI questionnaire should also have a question on mentoring. JN to speak to RA (Training Team Leader)**
- As a link to Universities it may be possible for members of the steering group to present membership workshops. It may also be an option to combine an education talk with a membership workshop. **Action: IEMA to send over the full and associate membership presentation and materials to the steering group. JN to go through associate/full membership materials at the next steering group meeting.**
- It is important to obtain more IEMA approved courses in the ROI. **Action: IEMA to send training course provider approval process to steering group**
Action: RA(training team leader) to dial in to a steering group meeting to explain the accreditation process
- The decision was taken to alternate the meetings to make travel easier for steering group members. The date of the next meeting will be the 6th April at Willis Risk Management followed by the 11th May possibly at the REPAK offices or in Golders, Naas.

Meeting closed at 08.25pm