

Meeting of the Steering Committee for Phase I of the Policy for Graduate, Specialist and Advanced Nursing/Midwifery Practice
21st June 2017, 10th Floor Conference Room, Department of Health 10.00am

Meeting called by:	Dr. Anne-Marie Ryan (AMR)	Type of meeting: Second Meeting of the Steering Committee to agree criteria for the demonstration projects for the interim policy for graduate, specialist and advanced nursing and midwifery practice.
Invitees:	Members of the Steering Committee	
Apologies		

Purpose of the Meeting:	<p>Second meeting of the Steering Committee:</p> <ol style="list-style-type: none"> 1. To obtain a common understanding and buy-in of the project mandate 2. To identify high level requirements and/or issues from steering committee members 3. To establish working relationships and lines of communication 4. To obtain oversight of the project processes 5. To obtain agreement on the criteria and process for demonstrator site selection
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By the end of the meeting we will have:	Discussed and determining the oversight role of the steering committee.
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Agenda Item	Whom	Notes	Time
1. Welcome and Introduction	AMR & Group	All introduce	10 mins
2. Minutes of the meeting 26 th May	Group	Adopt	10 mins
3. Overview of the project plan	AMR	Excel sheet	20 mins
4. Membership of the Steering Committee	AMR	For information – updated	5 mins
5. Governance and Membership of working groups and ToR	Group	Agree TOR and scope of work	15 mins
6. Update on the Tender for the education programme	ONMSD	For note	5 mins
7. Criteria for Selection of Demonstrator Sites	Group	For discussion	15 mins
8. Data available to assist decision making	Group	Doc for information	10 mins
9. Communications	AMR	Newsletter – 2 nd week of July	5 mins
10. AOB			5 mins
11. Date of next meeting		12 th July 2017	

Documents to be brought to the meeting; Nil – all documentation will be supplied