

Message

From: Rooney, Bernie [/O=NIGOV/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=C7CF96A1C4A84DCC99B0D59D6BCDBFCB-BERNIE ROONEY 0749]
Sent: 11/04/2020 11:53:30 AM
To: TEO CCPB [ccpb@executiveoffice-ni.gov.uk]
Subject: COVID-19 : NI HUB STAFFING

Importance: High

TRIM

From: [REDACTED] NR
Sent: 23 March 2020 2:45 PM
To: Harbinson, Anthony <anthony.harbinson@dojni.x.gsi.gov.uk>; NIHUB Deputy Head of Sitrep Cell <Deputy.SitRep@NIHUB.gov.uk>; Rooney, Bernie <Bernie.Rooney@executiveoffice-ni.gov.uk> [REDACTED] NR
[REDACTED] NR @executiveoffice-ni.gov.uk; [REDACTED] NR @executiveoffice-ni.gov.uk
Cc: Simpson, Geoffrey <Geoffrey.Simpson@executiveoffice-ni.gov.uk>; [REDACTED] NR
[REDACTED] NR @executiveoffice-ni.gov.uk; [REDACTED] NR @executiveoffice-ni.gov.uk
Subject: FW: Covid Core Script
Importance: High

FAO: NI Hub

Please see below. PfG team are tasked by HOCS to produce a Core Script, based on various sources of information, including SitReps. Our team are all working remotely.

Would it be possible please to send me the most recent SitRep, so that we can see the format, content, style etc?

Many thanks,

[REDACTED] NR
[REDACTED] NR
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From: Stewart, Chris (TEO)
Sent: 21 March 2020 11:04
To: Sterling, David <David.Sterling@executiveoffice-ni.gov.uk>; Anthony.harbinson@justice-ni.x.gsi.gov.uk; Simpson, Geoffrey <Geoffrey.Simpson@executiveoffice-ni.gov.uk>; [REDACTED] NR @executiveoffice-ni.gov.uk
Cc: McNabb, Chris <Chris.McNabb@executiveoffice-ni.gov.uk>; Pearson, Karen <Karen.Pearson@executiveoffice-ni.gov.uk>; Jackson, Neill (TEO) <Neill.Jackson@executiveoffice-ni.gov.uk>; TEO HOCS (DS) <HOCS@executiveoffice-ni.gov.uk>; [REDACTED] NR @executiveoffice-ni.gsi.gov.uk; McCormick, Andrew (TEO) <Andrew.McCormick@executiveoffice-ni.gov.uk>; [REDACTED] NR @executiveoffice-ni.gov.uk;

NR

@executiveoffice-ni.gov.uk>

Subject: RE: Covid Core Script

Geoffrey **NR** (and cc colleagues for comment / advice please – particularly Chris M)

Please see the request below, which I should be grateful if you would consider, and assign to your respective teams (subject to refining the handling plan suggested below).

This will be an evolving task, and the core script will need to be updated at least daily and sometimes more often – we have all seen how very significant new measures can emerge from COBRA meetings with no notice or prior consultation. This will need careful, agile handling if we are to meet Ministers' needs without swamping Departments with information requests.

There will be a number of sources for setting the agenda:

1. COBRA meetings (full PM-chaired, and 3 of the four sub –groups (I understand that DA's will not be involved in the international group). Cabinet Office liaison is shambolic at present, and it is to be hoped that it will improve. For the time being, the 'source' is likely to be reports immediately after meetings from Ministers (or supporting officials).
2. The national SITREP – timing is likely to settle down to early morning.
3. The NI SITREP – timing is likely to settle down to late afternoon / early evening.
4. The 'heat map' from the planning/risk assessment team.
5. Any announcements from Ireland. That channel of communication is not well developed at present (Cabinet Office and NIO are working to improve it), but Andrew has a channel to FCO, and I have a contact in the Dublin Embassy. Links to Taoiseach's office are not working well at present, but we can work on them.
6. EIS colleagues.
7. CCG / Executive.

In broad terms (and thinking particularly of the sitreps and heat map), I suggest that we should concentrate mainly on 'red' issues, and include a few 'ambers'. Perhaps counter-intuitively, we will need to include a few 'greens' on which Ministers will wish to provide assurance, e.g. food supplies.

May I ask all colleagues to add Geoffrey and **NR** into relevant distribution lists for any of the above 'sources' that you are plugged into; add them to relevant distribution lists from this point forward; and copy any current source / quarry material to them (particularly heat map and sitreps).

Now comes the difficult bit – obtaining the necessary quarry material to build the script. Some of that will come from the sources (particularly the sitreps). I suggest that we should rely on that as much as possible and minimise ad hoc requests for input from other Departments – especially DoH and DfE.

I suggest that, working very closely with EIS, we build this up over the next few days.

My suggestions for an initial list of topics (not in any order) are:

Personal Protective Equipment
Testing (will need very careful handling)
Key workers
Free school meals

Vulnerable people (shielding)
Economic support measures (businesses and employees)
Food supply.

For some of this, we will need to approach Departments for input. I would welcome suggestions as to the appropriate route (but suggest that Perm secs are copied, at least initially). C3 liaison officers strike me as the appropriate route (they will be involved in the SITREP process).

Going forward, Geoffrey and **NR** will need a degree of latitude to respond to a rapidly changing picture, but I suggest that we need a daily touch point (perhaps more often) to update the agenda.

Glad to discuss, and comments or suggestions are welcome.

C

From: Sterling, David
Sent: 20 March 2020 14:15
To: Stewart, Chris (TEO) <chris.stewart@executiveoffice-ni.gov.uk>; Anthony.harbinson@justice-ni.x.gsi.gov.uk
Cc: McNabb, Chris <Chris.McNabb@executiveoffice-ni.gov.uk>; Pearson, Karen <Karen.Pearson@executiveoffice-ni.gov.uk>; Jackson, Neill (TEO) <Neill.Jackson@executiveoffice-ni.gov.uk>; TEO HOCS (DS) <HOCS@executiveoffice-ni.gov.uk>; **NR** <NR@executiveoffice-ni.gsi.gov.uk>
Subject: Covid Core Script

Chris/Anthony

As we know, ministers are keen to have a core script with LTTs on the key Covid issues and risks (mainly those items to the top right hand corner of the heat map). Chris McNabb has been “tasked” by ministers to prepare this and while he can deal with the top strategic messages, we need to assist with the more detail material on the individual issues.

As discussed earlier, you have freed up the PfG team from their normal responsibilities. The key members the team are having to self-isolate, however this task would seem to be one that could be handled by people working from home.

Can you liaise with Chris and Karen with a view to using this team to prepare such material. As the primary audience will be ministers, who may need LTTs in case they are door stepped on issues with which they are not familiar, I suggest we aim for two page max briefs on each issue with the usual issue definition, some key facts and figures, top line positive messages and defensive LTTs (much like the old DfE/DETI core briefs).

These will be living documents which need regular update so can you also ensure a process is developed, alongside our planning and delivery procedures, to ensure these are updated in real time as things develop.

David