### Review of meeting note

Document under review - CM Reference EO1/23/0093817 Inquiry - Compliance and Assurance Group - Draft Meeting Note - 11 May 2023

Current version is number 13 (12 previous versions – see Appendix 1)

A full review of the metadata and contents of the documents (revisions) was undertaken and the following is a summary of changes (see **Appendix 2** for further details) -

- Revision 1 & 2 were created the day before and appear to be template for meeting
- Revision 3 appears to be created during the meeting
- Revision 4 appears to be created during/ immediately after meeting
- Revision 5 appears to be tidying up/ formatting the note
- Revision 6 appears to be accuracy check on attendees and formatting
- Revision 7 a couple of words deleted
- Revision 8, 9, 10 & 11 no changes made
- Revision 12 changed 4 days (2 working days) later removed the detail in relation to the issue of the Ministers phones
- Revision 13 One format change. This is the final agreed version.

The only significant relevant change to the note of the meeting was between revision 11 dated 11<sup>th</sup> May 2023 and revision 12 dated 15<sup>th</sup> May 2023 in which the reference to the mobile phones was changed from

'Noted that WhatsApp messages from Former Ministers phones have been wiped as the phones have been returned to a factory reset position and Maria is discussing this issue.'

То

'The meeting noted the position of TEO Former Ministers and SpAD phones.'

Whilst it can be determined that the position of the phones was discussed the change in wording is likely be to a presentational issue.

It can also be confirmed that all revisions but one (revision 12) were created by the note taker, Hannah Murphy. Revision 12 was changed by the note takers Grade 7 (line management chain) who also attended the meeting. It would be normal practice for meeting notes to be reviewed prior to issue by a more senior official in attendance. It is noted that the final version was created by the notetaker inferring that they accepted the change of wording as alluded to above.

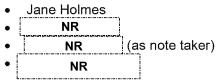
#### <u>Attendees</u>

The following attendees were contacted as requested and confirmed their attendance including provided any handwritten notes or their recollections.

 Chris McNabb – confirmed he attendance and provided his recollection of the meeting (see Appendix 3). It was noted that in early working drafts as the meeting was taking place Chris was in the apologies section. Given Chris has confirmed his attendance and is listed in the final agreed version, a possible rationale could be that Chris arrived late to the meeting hence his attendance being recorded as an apology temporarily.

- NR confirmed her attendance and provided her had written meeting notes (see Appendix 4)
- Emer Morelli confirmed her attendance and provided documentation from her actions following the meeting and her recollection (see Appendix 5)

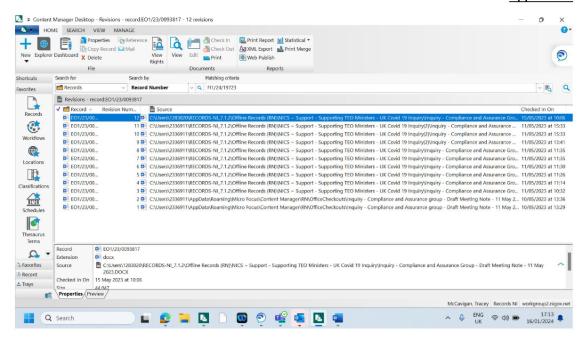
From the versions 3 & 4 which were created at the time of the meeting appear to infer that the following attendees were in attendance and based on the discussion at the meeting on the 9<sup>th</sup> January 2023;



### **Permanent Secretary Notification**

I also confirmed that the then TEO PS was advised on the issue of mobile phones albeit he cannot be specific on date (see **Appendix 6**).

### Appendix 1



# **Detailed content of the revisions**

Version Number	Checked in by	Date and time checked in	Attendees listed	Mobile devices reference	Main change to document
1	NR	10/05/2023 13:29	Karen Pearson Jane Holmes NR NR Chris McNabb NR Jayne Byrne Emer Morelli NR	n/a	This appears to be a blank template document.
2	NR	10/05/2023 13:36	Karen Pearson Jane Holmes NR NR Chris McNabb NR Jayne Byrne Emer Morelli NR Apologies NR ?	n/a	This appears to be a template document – with an apology added but highlighted with ??

3 NR	11/05/2023 10:32	Karen Pearson Jane Holmes NR NR Jayne Byrne Emer Morelli NR NR Apologies NR Chris McNabb	Section 3 notes Noted that WhatsApp messages from Former Ministers phones have been wiped as the phones have been returned to a factory reset position. Maria is discussing this issue so that we can inform the Inquiry that all reasonable steps have been taken in relation to this information.  The NICS position in relation the use of WhatsApp is being investigated.	This appears to be the first version of the minutes up to section 5 completed.
4 NR	11/05/2023	Jane Holmes NR NR Emer Morelli NR NR Abologies NR Chris McNabb	Section 3 Noted that WhatsApp messages from Former Ministers phones have been wiped as the phones have been returned to a factory reset position. Maria is discussing this issue so that we can inform the Inquiry that all reasonable steps have been taken in relation to this information.  The NICS position in relation the use of WhatsApp is currently being investigated.  8.Legal Update Inquiry has now issued their first Section 21; these issues will likely end up in the public domain. If this is about WhatsApp messages, then NICS will need to be aware of the implications of this here. Joan noted that the importance of discoverable documents has been reenforced with Departments.	Action points added and remaining sections completed.

5	NR	11/05/2023 11:26	Jane Holmes  NR NR Emer Morelli NR NR Apologies NR Chris McNabb	Section 3 Noted that WhatsApp messages from Former Ministers phones have been wiped as the phones have been returned to a factory reset position. Maria is discussing this issue so that we can inform the Inquiry that all reasonable steps have been taken in relation to this information.  The NICS position in relation the use of WhatsApp is currently being investigated.  8.Legal Update Inquiry has now issued their first Section 21 notice; this will likely end up in the public domain. The NICS will need to be aware of the implications of this here. Joan noted that the importance of discoverable documents has been reenforced with Departments.	Section 8 rewording / deletions  Other changes appears to be general rewording/ formatting changes
6	NR	11/05/2023 11:30	NR NR NR Emer Morelli NR Chris McNabb Apologies NR	Section 3 Noted that WhatsApp messages from Former Ministers phones have been wiped as the phones have been returned to a factory reset position. Maria is discussing this issue so that we can inform the Inquiry that all reasonable steps have been taken in relation to this information.  The NICS position in relation the use of WhatsApp is currently being investigated.	The NICS position line Was adjoined to previous para. Chris McNabb moved from apologies to attendee

			8.Legal Update Inquiry has now issued their first Section 21 notice; this will likely end up in the public domain. The NICS will need to be aware of the implications of this here. Joan noted that the importance of discoverable documents has been re- enforced with Departments.	
7 NR	11/05/2023 11:35	Jane Holmes NR NR NR Emer Morelli NR Chris McNabb Abologies NR	Noted that WhatsApp messages from Former Ministers phones have been wiped as the phones have been returned to a factory reset position and Maria is discussing this issue.  The NICS position in relation the use of WhatsApp is currently being investigated.  8. Legal Update Inquiry has now issued their first Section 21 notice; this will likely end up in the public domain. NICS will need to be aware of the implications of this here. Joan noted that the importance of discoverable documents has been re-enforced with Departments.	The following has been deleted — so that we can inform the Inquiry that all reasonable steps have been taken in relation to this information.  Also the word Whatsapp removed from the line in relation section 21  'The' was removed

8	NR	11/05/2023 11:35	Jane Holmes NR NR NR Emer Morelli NR Chris McNabb Apologies NR	Section 3 Noted that WhatsApp messages from Former Ministers phones have been wiped as the phones have been returned to a factory reset position and Maria is discussing this issue. The NICS position in relation the use of WhatsApp is currently being investigated.  8.Legal Update Inquiry has now issued their first Section 21 notice; this will likely end up in the public domain. NICS will need to be aware of the implications of this here. Joan noted that the importance of discoverable documents has been re-enforced with Departments.	No changes noted
9	NR	11/05/2023 13:41	Jane Holmes NR NR NR Emer Morelli NR Chris McNabb Apologies NR	Section 3 Noted that WhatsApp messages from Former Ministers phones have been wiped as the phones have been returned to a factory reset position and Maria is discussing this issue.  The NICS position in relation the use of WhatsApp is currently being investigated.  8.Legal Update Inquiry has now issued their first Section 21 notice; this will likely end up in the public domain. NICS will need to be aware	No changes noted.

				of the implications of this here. Joan noted that the importance of discoverable documents has been re-enforced with Departments.	
10	NR	11/05/2023	Jane Holmes NR NR NR Emer Morelli NR Chris McNabb Apologies NR	Section 3 Noted that WhatsApp messages from Former Ministers phones have been wiped as the phones have been returned to a factory reset position and Maria is discussing this issue. The NICS position in relation the use of WhatsApp is currently being investigated.  8.Legal Update Inquiry has now issued their first Section 21 notice; this will likely end up in the public domain. NICS will need to be aware of the implications of this here. Joan noted that the importance of discoverable documents has been re-enforced with Departments.	No changes noted.
11	NR	11/05/2023 15:33	Jane Holmes  NR  NR  NR  NR  Emer Morelli  NR	Noted that WhatsApp messages from Former Ministers phones have been wiped as the phones have been returned to a factory reset position and Maria is discussing this issue.	No changes noted.
			Chris McNabb Apologies	The NICS position in relation the use of WhatsApp is currently being investigated.	

		NR	8. Legal Update Inquiry has now issued their first Section 21 notice; this will likely end up in the public domain. NICS will need to be aware of the implications of this notice. Joan noted that the importance of discoverable documents has been re-enforced with Departments.	
12	 5/05/2023	Jane Holmes NR NR Fmer Morelli NR Chris McNabb Apologies NR	Section 3 The meeting noted the position of TEO Former Ministers and SpAD phones The NICS position in relation the use of WhatsApp is currently being investigated.  8.Legal Update Inquiry has now issued their first Section 21 notice; this will likely end up in the public domain. NICS will need to be aware of the implications of this notice. Joan noted that the importance of discoverable documents has been re-enforced with Departments.	Section 3 – reworded from Noted that WhatsApp messages from Former Ministers phones have been wiped as the phones have been returned to a factory reset position and Maria is discussing this issue.  To The meeting noted the position of TEO Former Ministers and SpAD phones.  Other changes section 2 – detail on action points removed & some formatting across the document.

13		15/05/2023 at	Jane Holmes	Section 3	One format change of a page
	NR	10:13:46	NR	The meeting noted the position of TEO	break
			NR	Former Ministers and SpAD phones.	
			NR	· ·	
			Emer Morelli	The NICS position in relation the use of	
			NR	WhatsApp is currently being investigated.	
			Chris McNabb		
				8.Legal Update	
			Apologies	Inquiry has now issued their first Section	
			NR	21 notice; this will likely end up in the	
			·	public domain. NICS will need to be aware	
				of the implications of this notice. Joan	
				noted that the importance of discoverable	
				documents has been re-enforced with	
				Departments.	
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Raft rate for Jayou se support ) nechamons (Anthony) Action) shate submission of disclosing of been bus tremwood pul togethe a lesson learned and has caused huge volume of work 2 Dais has arrached andities

# Appendix 5



FW\_ Covid Inquiry -Query.msg



RE\_ Covid Inquiry -Query.msg

# Appendix 6

