



Minutes of the Northern Ireland Practice and Education Council Virtual Meeting, which took place on Wednesday 2<sup>nd</sup> September 2020 at 2.00 pm via Zoom

Present: Professor C Curran, OBE (Chair)  
Mrs A McLernon, OBE (Chief Executive)  
Mr P Davidson  
Mrs D Oktar-Campbell  
Mrs C Rice  
Dr V Tohani

In Attendance: Mrs J Jackson, Head of Corporate Services

Secretariat: Mrs D Meleady, Personal Assistant

## 1.0 APOLOGIES

Apologies were received from Professor C McArdle, Ms D O'Donnell, Mrs A Baxendale.

## 2.0 CHAIR'S BUSINESS

2.1 There were no members of the public present and Chair thanked Council Members for joining the meeting via video conference.

2.2 It was noted that there were no Conflicts of Interest from Council Members.

2.3 It was noted for information that Mr Eamonn MacManus, BSO would be attending the NIPEC Business Team on Tuesday 8<sup>th</sup> September 2020 to speak to the Team on the HSC Cultural Tool Assessment Survey, as there was some further clarification required regarding the overall presentation of results from the Survey given that NIPEC is a small Organisation. Council Members will be updated on this at the next meeting.

### **ACTION:**

**Council Members to be updated at the next meeting on the HSC Cultural Tool Assessment Survey.**

2.4 It was noted that two further letters at Agenda Items 5.13 and 5.14 had been received from Minister Swann and were previously circulated to Council Members for information.

- 2.5 It was noted that a Chief Nursing Officer update had been provided by Professor C McArdle and was circulated to Council Members prior to the meeting. It was agreed to write on behalf of NIPEC Council Members to Professor McArdle to thank her for her leadership during the Covid-19 pandemic.

**ACTION:**

**Letter of thanks to be sent to Professor McArdle on behalf of NIPEC Council Members.**

### **3.0 MINUTES OF THE PREVIOUS MEETING**

- 3.1 A copy of the Minutes of the virtual meeting held on the 24<sup>th</sup> June 2020 (NIPEC/2/2020) had been previously circulated for consideration. Chair asked Council Members if they had any matters of accuracy of which there were none.

Council Members accepted and agreed the Minutes from the virtual meeting held on the 24<sup>th</sup> June 2020.

### **4.0 MATTERS ARISING**

- 4.1 Detailed in updated Action Plan

A copy of the updated Action Plan had previously been circulated. It was noted that items had been actioned and the Action Plan was updated to reflect this. It was noted that confirmation regarding Dr V Tohani and Ms D O'Donnell was still awaited on from the Public Appointments Unit.

### **5.0 CORRESPONDENCE**

- 5.1 It was noted that a letter dated 26<sup>th</sup> June 2020 from Robin Swann, MLA, Minister for Health regarding Rebuilding Health and Social Care Services had previously been circulated for information.
- 5.2 It was noted that an email dated 29<sup>th</sup> June 2020 from the Public Appointments Unit, regarding an Invitation to Participate in Survey of the Culture on Public Sector Boards in Northern Ireland had previously been circulated for information.
- 5.3 It was noted that a letter dated 6<sup>th</sup> July 2020 from Robin Swann, MLA, Minister for Health regarding update on Rebuilding Health and Social Care Services had previously been circulated for information.
- 5.4 It was noted that an email dated 8<sup>th</sup> July 2020 from HSC (F) 23-2020 - DAO (DoF) 07/20, regarding the Coronavirus Job Retention Scheme (CJRS) Extension and Exit had previously been circulated for information.
- 5.5 It was noted that a letter dated 9<sup>th</sup> July 2020 from Robin Swann, MLA, Minister for Health regarding an update on Rebuilding Health and Social Care Services had previously been circulated for information.
- 5.6 It was noted that a letter dated 27<sup>th</sup> July 2020 from Robin Swann, MLA, Minister for Health regarding an update on Rebuilding Health and Social Care Services had previously been circulated for information.

- 5.7 It was noted that a letter dated 28<sup>th</sup> July 2020 from Robin Swann, MLA, Minister for Health regarding HSC Elective Care Service Change: Day Procedure Centres and Orthopaedics Care had previously been circulated for information.
- 5.8 It was noted that a letter dated 29<sup>th</sup> July 2020 from Mr Dan West, Chief Digital Information Officer, DoH, regarding StopCovid NI – Proximity App had previously been circulated for information.
- 5.9 It was noted that a letter dated 30<sup>th</sup> July 2020 from Robin Swann, MLA, Minister for Health regarding an update on Rebuilding Health and Social Care Services had previously been circulated for information.
- 5.10 It was noted that a letter dated 5<sup>th</sup> August 2020 from La'Verne Montgomery, Director, Corporate Management Directorate regarding a Review of Arm's Length Bodies had previously been circulated for information.
- 5.11 It was noted that a letter dated 7<sup>th</sup> August 2020 from Mr R Pengelly, Permanent Secretary and HSC Chief Executive regarding an update on Rebuilding Health and Social Care Services had previously been circulated for information.
- 5.12 It was noted that a letter dated 18<sup>th</sup> August 2020 from Dr M McBride, Chief Medical Officer, DoH, regarding Covid-19 Research Letter from UK CMOs and NHS Medical Director had previously been circulated for information.
- 5.13 It was noted that a letter dated 18<sup>th</sup> August 2020 from Dr M McBride, Chief Medical Officer, DoH, regarding Seasonal Influenza Vaccination Programme 2020/21 had previously been circulated for information.
- 5.14 It was noted that a letter dated 21<sup>st</sup> August 2020 from Robin Swann, MLA, Minister for Health regarding an update on Rebuilding Health and Social Care Services had previously been circulated for information.
- 5.15 It was noted that a letter dated 27<sup>th</sup> August 2020 from Robin Swann, MLA, Minister for Health regarding an update on Rebuilding Health and Social Care Services had previously been circulated for information.

## 6.0 OPERATIONAL PERFORMANCE AND SERVICE IMPROVEMENT

### 6.1 Chief Executive's Report (*Late mailing via email*)

A copy of the Chief Executive's Report had previously been circulated in a late mailing via email to Council Members for information and will be appended to the end of the September 2020 Council Minutes. Mrs McLernon took Council Members through her report and highlighted specific activities, providing clarification as required to Council Members on the following areas:

- As agreed at the last Council meeting and through Chair, NIPEC has incrementally begun to update and align the Business Plan to Covid-19 objectives in response to the strategic agenda set out by the Minister for Health in a Strategic Framework. The updated Business plan which includes the same objectives, but now reflects the position regarding the global pandemic and need for ongoing review of Organisational priorities, was circulated to Members and has been submitted to Department of Health via Sponsor branch. The Business plan is now aligned to the Organisation's reformatted '*Rebuilding Services and COVID-19 Emergency Arrangements*' which was circulated to members and contains the work plan. Mrs McLernon is to

ask Council Members to approve the updated format later in the meeting along with the Draft Business Plan.

- Mrs McLernon went on to update Members on work within NIPEC to facilitate Business continuity and thanked Ms J Jackson for all her work on enabling staff to work from home and to have access to video conferencing via Zoom and Pexip.
- Council Members noted that Ms Jackson and Mrs Janet Hall had undertaken a robust Health and Safety Risk assessment for Returning to Office Working which has been shared in detail regularly with the Health and Safety Committee, Sitrep group and Business Team and thanked them for their work. The risk assessment will remain under ongoing review in the context of government guidance. Standard Operating Procedures for home working continue to be reviewed and updated.
- The Business Team continue to meet regularly to review the current situation (Sitrep group) and initiatives to support the most effective home working arrangements or return to work are tabled regularly along with broader strategic priorities set by the Department of Health which may need to be considered.
- It was noted that the Transformation Project, Transforming Nursing and Midwifery Data (Under Recording Care) had been recognised at a recent Chief Nursing Officer Business Team meeting as a priority area to be continued, subject to funding becoming available. Mrs McLernon reminded Council Members it was key work that was reported to the Hyponatremia investigation by the Chief Nursing Officer.
- Quality Assurance of Education Programmes commissioned by the Department of Health via the Education Commissioning Group would be initiated over the coming months.
- The new Nursing and Midwifery Council Education Standards through the NIPEC led FNFM project will go live this month when new students commence University in September 2020. It was noted that the Nursing part of the project is now near completion with Midwifery to commence in September 2021. Work related to Midwifery is ongoing to support approval of the Queen's University, Belfast Pre-Registration Programme in November 2020.
- Mrs McLernon highlighted to Council Members that Angela Reed had been appointed to the Republic of Ireland Expert Reference Group for the Review of Nursing and Midwifery and also invited to become a member of the National Institute of Health Research (NIHR) Interim Advisory Group for the Centre for Engagement and Dissemination.
- Council Members were asked to note that there were two vacant Professional posts in NIPEC which will remain vacant at this time due to the uncertainty about the impact of the pandemic on the Organisation. The Professional Associate list remains as an option to support professional work objectives moving forward. Mrs McLernon will keep the Chair advised and update Council Members going forward.

Dr V Tohani thanked Mrs McLernon for a very comprehensive Chief Executive's Report.

## 6.2 A copy of the Consultation Activity Report

It was noted that there were no Consultations received between the period of June 2020 to August 2020.

## 7.0 CORPORATE CONTROL & FINANCE

### 7.1 Head of Corporate Services Report (*Circulated*)

A copy of the Head of Corporate Services Report had previously been circulated.

### 7.2 Report from Standing Committee

7.2.1 A copy of the confirmed Minutes of A&R Meeting A&R/2/2020 held on the 19<sup>th</sup> May 2020 had previously been circulated.

7.2.2 A copy of the unconfirmed Minutes of the A&R Meeting A&R/3/2020 held on the 24<sup>th</sup> June 2020 was circulated in late mailing.

Dr V Tohani indicated there were no issues arising from the meeting on the 24<sup>th</sup> June 2020.

### 7.3 Financial Management Summary

#### 7.3.1 Financial Summary of Expenditure – Month 4 (July 2020)

A copy of the BSO Finance Report for Month 4 was circulated in a late mailing on the 27<sup>th</sup> August 2020. Ms Jackson updated Council Members as follows:

- In respect of the Core Budget, the Month 4 position (to 31<sup>st</sup> July 2020) shows a deficit of £9988. This is due to the Transforming Nursing and Midwifery Data TNMD expenditure for April 2020 being allocated against this budget line as no allocation has been received to date. Ms Jackson is currently liaising with Department of Health, Finance to ascertain the position on this and will keep Council Members updated on progress. On the assumption that NIPEC receives an Allocation for TNMD spend, the Month 4 return forecasts a year end surplus of £115k.
- NIPEC received a non-recurrent Allocation for FNFM on 21<sup>st</sup> July 2020 of £292,000 to cover the project spend for 2020/21. A bid has been submitted to Sponsor Branch to secure additional funding for the project to 31<sup>st</sup> March 2021 and it was noted that the April Allocation for the TNMD project remains outstanding which Ms Jackson has highlighted to the Department of Health.

### 7.4 Corporate Risk Register

A copy of the Corporate Risk Register 2020-21 (*Version 5 – August 2020*) was circulated with the Council papers. Mrs Jackson gave an update on the following risks:

Risk 2 - concerns achievement of NIPEC's Business Plan objectives and is currently assessed as a High Risk. A revised draft Business Plan was submitted to Sponsor Branch on 27<sup>th</sup> July 2020 to take account of the work with Covid-19 and its impact on NIPEC Business Objectives. Pending a response, NIPEC Senior team will keep this risk under review.

Risk 8 – despite the Allocation of funding of the FNFM project to 30<sup>th</sup> September 2020, the risk has been maintained at High due to lack of clarity of funding from October onwards. Correspondence has been issued to Trusts confirming that funding will cease but some key work remains to be completed internally. NIPEC Senior team has agreed to keep the risk at High pending clarification on further funding.

Risk 9 – is a new risk added in respect of the implementation of Accessibility Legislation as described in paper 7.12. The risk has initially been classified as Medium however, it is certain it will be escalated to High as based on advice provided by BSO ITS, NIPEC is unlikely to be fully compliant by 22<sup>nd</sup> September 2020 as required.

#### 7.5 KPIs 2020 - 2021

A copy of the KPI Report had previously been circulated. Ms Jackson asked Council Members to note that both categories of prompt payments are currently 'Green', along with the KPI for absence. Further confirmation needs to be sought on the completion of Staff appraisals by the 30<sup>th</sup> June 2020 and Ms Jackson will update this figure once all the information has been received.

Mrs Baxendale had requested further details on the two Assembly Questions included in the KPIs and Ms Jackson provided these by e-mail to her (in Mrs Baxendale's absence today) and the following to Council:

- AQW 5806/17-22 from Colm Gildernew asked "which Arm's Length Bodies have held board meetings since July 2019; (ii) how many were open to the public or streamed live, broken down for each Arm's Length Body by date of meeting and whether it was open to the public. Ms Jackson confirmed that NIPEC had submitted a response within the timeframe.
- AQW 4966/17-22 from Jim Allister asked "how much his Department has spent on producing material in Irish, in each of the last three years." This was a 'Nil' response from NIPEC.

#### 7.6 NIPEC Accommodation – James House Project

Council Members received the following verbal update on the above.

On 21<sup>st</sup> July 2020, two of NIPEC's Senior team attended a presentation from the James House design team via Zoom. The purpose of the meeting was for the design team to provide information on specific areas of the design, obtain feedback from NIPEC on the design elements and give a verbal update on the next steps.

There was also discussion on Covid-19, how it has affected the Organisation's business model, office working and what this may look like in the future. NIPEC had indicated that it still plans for a return to office working for 15 core staff and added capacity for Bank staff, so the footprint of our accommodation would remain the same.

Ms Jackson confirmed that an update and copies of the presentation from the meeting would be provided to staff. She also offered to share the presentations with Council Members and asked them to contact her if they wanted a copy.

It was noted that the completion date of June 2022 was still on target. Stakeholder engagement on 'fit out' would take place from January 2021, when decisions would be required to finalise the design, signage, branding, colour schemes and furniture.

A separate Zoom presentation took place on 6<sup>th</sup> August 2020 for the mechanical and electrical specialists to update Organisations on the heating/ventilation, lighting and access controls to be installed.

#### 7.7 Updated Draft NIPEC Business Plan 2020 - 2021

A copy of the above was circulated and had been referred to at Agenda Item 7.4 regarding reflecting Covid-19 work in the NIPEC Business Plan for 2020 - 2021. It was noted that this had not yet been signed off by the Department of Health. With regard to the Corporate Plan (from 1<sup>st</sup> April 2021) Mrs McLernon has sought clarification and continues to await confirmation as to whether the current NIPEC Plan would be extended for a further year or if a new Plan would be required. Mrs McLernon advised Council Members that she would keep them updated.

Council Members agreed the updated Draft NIPEC Business Plan 2020-2021.

#### 7.8 Rebuild Plan Version 2 This was referred to earlier in the agenda at Agenda Item 6.1.

A copy of the above Plan had been circulated.

Council Members were reminded that the previous Rebuild Plan, presented for approval at the June Council, was very comprehensive and had included copies of the Risk Assessment and Standard Operating Procedures (SOPs) to reflect the Objectives in the Work Plan and the Covid-19 related work.

Council Members noted that the format of the 'Rebuilding Services and Covid-19 Emergency Arrangements' plan had been changed with the removal of the Risk Assessment and SOPs which are available separately to Council if any member wishes to have a copy.

Council Members were asked if they were happy to have this Plan presented to them every three months and if they were content to approve the new updated format of the Plan.

Council Members agreed they were happy with the new format of the Plan and with the proposal of the updated Plan including the work plan, being presented to them every three months.

#### 7.8.1 Covid-19 Risk Assessments and SOPs – Verbal **Update**

Council Members received a verbal progress update on the Risk Assessment Action Plan and the SOPs. Members were asked to note that Mrs Janet Hall, Corporate Services Manager, had carried out a comprehensive Risk Assessment and associated Action Plan, based on government guidance.

Several of the ongoing actions highlighted by Ms Jackson included seeking assurance from the Landlord of Centre House, BSO Estates Services and Central Procurement Directorate, DFP, regarding social distancing in communal areas of the building, the safety of air conditioning units and testing of water supplies to the building. Ms Jackson assured Council Members that NIPEC was confident that social distancing could be maintained if/when all staff return to the office.

The SOPs are contained in a 'living' document and are continually updated in accordance with Government guidance. Council Members will receive updates at future Council Meetings and the Chief Executive continues to meet with Chair on a regular basis through which ongoing updates are also provided.

#### 7.9 NIPEC Council Membership Terms

An updated copy of this had been circulated. This was referred to earlier in the agenda at Agenda Item 4.1.

#### 7.10 NIPEC Annual Quality Report

A copy of this Report had previously been circulated to Council Members for consideration. Council Members considered and agreed the Annual Quality Report for 2019 – 2020. This would be submitted in draft to the Department of Health for approval prior to publication.

#### 7.11 DAO (DoF) 04/02 – Update to HM Treasury’s Orange Book

Ms Jackson gave a presentation on the updated HM Treasury’s Orange Book which was previously circulated to Council Members in May 2020. A copy of her presentation was circulated to Council Members prior to the meeting.

Based on the updated Orange Book and the recommendations from the Risk Management Internal Audit completed in March/April 2020, the following actions were agreed going forward:

- Ms Jackson to lead a Review of NIPEC’s Risk Management Strategy and Corporate Risk Register in line with Internal Audit recommendations. The revised draft Risk Strategy and Corporate Risk Register template would be presented to Council for approval at the November 2020 meeting.
- Professor Curran proposed that consideration of the process for compiling and assessing Risk and NIPEC’s Management of risk strategy should be formally reviewed by Council on an annual basis. It was agreed that this would be added to the Council timetable for one Council meeting per annum.
- The Corporate Risk register is presented to Audit and Risk Committee and Council as a standing agenda item and Council was content that appropriate mechanisms were in place to escalate risks as necessary.
- It was also agreed to invite Gillian Seeds from DoH Corporate Management Directorate to attend the NIPEC Council meeting in November to provide further update on the updated Orange Book.

#### **ACTIONS:**

- **An invite to be issued to Gillian Seeds, DoH Corporate Management Directorate, to attend the November Council Meeting to further update Council Members on the HM Treasury’s Orange Book.**
- **To identify a meeting annually in the Council timetable to allow in depth consideration of NIPEC’s Risk Strategy and risks by Council Members.**

- **Ms Jackson to present the revised draft Risk Strategy and Corporate Risk Register template to Council in November 2020 for approval.**

Briefing Paper on Compliance Accessibility Legislation for Websites and Mobile Applications (APPs).

A copy of the above briefing paper was circulated to Council Members in late mailing.

Ms Jackson advised that NIPEC were unable to confirm full compliance with the Accessibility Legislation for Websites by the implementation date of 22<sup>nd</sup> September 2020, instead they would be stating partial compliance. To rectify this situation, NIPEC have sought advice from BSO ITS on a way forward and have been advised that a business case has been submitted to Department of Health, Chief Digital Information Officer, Dan West, for approval of expenditure for audits of all ALB websites supported by ITS, including NIPEC's main website. The Careers Framework Website and Online Portfolio are supported by a non-HSC Organisation who are carrying out audits on the sites and would be making recommendations for remedial works once these are completed.

Advice has also been sought from BSO Equality Unit who have recommended that in the interim, a banner should be placed across the top of each website's Home Page advising that information contained in the website may be available in alternative formats. This would at least achieve compliance with Disability Legislation pending further works on the sites to achieve the requirements of the Accessibility Legislation. The Equality Unit have also provided advice on the requirement to publish an Accessibility Statement.

Ms Jackson agreed to keep Council Members updated on progress.

## **8.0 SAFETY AND QUALITY**

### **8.1 NIPEC Professional Work Plan 2020/21 – Progress Monitoring Report 1<sup>st</sup> July to 31<sup>st</sup> August.**

It was noted that a copy of this Plan had been included in the Rebuild Plan at Agenda Item 7.8, Appendix. Council Members were updated on the following:

- TNMD was 'red' as previously noted the funding had been stopped due to Covid-19 leading to an abrupt end to the project. The work of Recording Care would continue and remains an Organisational priority however, without funding progress will remain slow.

- The following Objectives have an ‘amber’ against them which is due to the impact of Covid-19, however, Council Members were asked to note that the majority have not breached any deadlines but project momentum has been slow:-
  - Review of the Learning Agreement Template and Impact on Practice Framework
  - Support UK CNOs to expand the work of Enabling Professionalism
  - Support the expansion of the use of the Enabling Professionalism Framework across the UK and Ireland through a programme of work as part of the Year of the Nurse 2020 and Nursing Now Campaigns
  - Review and update NIPEC Preceptorship Framework against the new NMC guidelines
  - Launch of the Link Nurse Framework
  - Delegation
  - Standards for Medicines Management
  - Update of WordPress Theme on NIPEC website

## **9.0 CHIEF NURSING OFFICER UPDATE**

A copy of the Chief Nursing Officer’s update was circulated prior to the meeting for information. Council Members were reminded that this update was not to be shared.

## **10.0 ANY OTHER BUSINESS**

10.1 A copy of the NIPEC Schedule of Meetings for 2021 had previously been circulated for noting.

10.2 Review of Arm’s Length Bodies

Mrs A McLernon gave Council Members a brief background to the letter received on the 5<sup>th</sup> August 2020 regarding the Review of Arm’s Length Bodies. She had received a request from the Department of Health via Sponsor Branch asking for information on NIPEC, also indicating that this was to be submitted to the Department of Finance who would undertake the Review of all ALBs. This had been delayed due to Covid-19 and was now being expedited at the request of the Executive. Mrs McLernon queried the short timescale for reply (1-2 working days) and asked if there would be formal notification to ALBs through all Chief Executive Offices. There was a follow up e-mail via letter (5<sup>th</sup> August) which was issued to Council Members. Mrs McLernon also informed Council Members that a circulation had been received from NIPSA Union. Staff were informed of the Review at a staff huddle although information is limited on this (e.g. no terms of reference or timescales have been made available).

Council Members also noted that a letter had been received from the Office of National Statistics confirming that it was content the Organisation is functioning within its statutory requirements, following a review it had

undertaken of NIPEC. The review examined the classification of NIPEC as a Non Departmental Public Body. Mrs McLernon advised that this was also forwarded to the Department of Health for information. A copy of the letter would be shared with Council Members for information.

**ACTION:**

**Copy of the letter from the Office of National Statistics to be forwarded to Council Members for information**

Professor Curran informed Council Members that the Review of ALBs was not just about Health and that it was much wider reaching and would include other Public Bodies. Professor Curran also informed Council Members that the Organisation has showcased its worth and value for money and that the Chief Nursing Officer was very supportive of the significant work undertaken by NIPEC on a regional basis, which aligns to Departmental priorities.

10.3 NIPEC Council Business Plan Workshop and Council Meeting in November 2020

Council Members were asked for their views regarding the November Workshop and Meeting and if they would be happy for it to be held on one day. After a brief discussion Council Members felt that it would be better if the Workshop and Meeting were held over two half days as this suited the majority.

It was agreed that Mrs D Meleady would send out to Council Members a number of dates seeking their availability.

**ACTION:**

**Mrs D Meleady to email Council Members with a number of dates to seek their availability to hold the Council Business Plan Workshop and Council Meeting over two half days in November 2020.**

10.4 Working Virtually

Professor C Curran asked Council Members if they were content to continue working through virtual contact and if Colleagues were happy with the connectivity and if there was anything further NIPEC could do to assist them.

Mr P Davidson enquired if the volume of emails could be reduced and put documents/papers into the cloud or on a secure part of the NIPEC website.

Dr V Tohani indicated that he would be happy to continue receiving his papers via email.

It was agreed that Mrs D Meleady would speak to Mrs J Edgar regarding access to a secure part of the NIPEC website where Council Members may also access papers/documents for Council Meetings. Mrs Meleady would continue to send out Council Meeting papers/documents via email to Members so there would be a continued option to access in this way.

**ACTION:**

**Mrs D Meleady to speak to Mrs J Edgar regarding setting up access for Council Members to access papers/documents for Council Meetings via a secure part of the NIPEC Website.**

**11.0 DATE, TIME AND VENUE OF NEXT MEETING**

The next public meeting of NIPEC Council which was to be held on 25<sup>th</sup> November 2020 at 2.00 pm will be reviewed. New dates in November to be considered for the Council Business Plan Workshop and NIPEC Council meeting on two separate days.

Professor Curran thanked Council Members for joining the meeting.



Minutes of the Northern Ireland Practice and Education Council Meeting, held on Wednesday 2<sup>nd</sup> September 2020 at 2.00 pm via Zoom.

### CONFIDENTIAL AGENDA

#### 12.0 CONFIDENTIAL BUSINESS

It was noted that there was no further business.

*Carol Curran*

18<sup>th</sup>/11/2020

CHAIR \_\_\_\_\_

DATE \_\_\_\_\_