**APN Template for providing notice of a hybrid meeting to propose the establishment of an APG (All platforms)**

**[** date **] APN:**

**NORTHERN IRELAND ASSEMBLY**

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| **ALL PARTY NOTICE** |

**ALL PARTY GROUP ON [INSERT APG TITLE]**

A hybrid meeting to discuss the establishment of an All-Party Group on [ insert APG title ] and elect office bearers to the proposed group has been arranged to take place on [ insert day and date ] at [ insert time ] using the [ insert virtual meeting platform such as Microsoft Teams/Zoom ] platform or alternatively in room [ insert room number ] for those that would prefer to attend in person.

[Complete as appropriate]

[ Further details can be included here, e.g. who will be addressing the meeting and the subject matter, if relevant ].

All Members are welcome to attend.

An invite will be emailed separately on request to any MLA who wishes to attend providing instructions on how to join the remote/virtual meeting.

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| **All Party Notices can only be issued by the Business Office.**  Templates should be forwarded to the Clerk of Plenary Business, Room 32, Parliament Buildings, or emailed to the Business Office on [business.office@niassembly.gov.uk](mailto:business.office@niassembly.gov.uk) . **Please note that the deadline for submission of templates is 4.00pm and that only one APN is issued each day, as soon as possible after 4.00pm, containing all requested notices.** |

For further information and to request the appropriate links and joining instructions for the remote/virtual meeting, please contact [ insert name ] on [ insert telephone number ] or email [ insert email address ].