**APN Template for providing notice of a virtual 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]**

A remote/virtual meeting to discuss the establishment of an All-Party Group on [ insert title of group ] 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.

[ 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.

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].

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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.** |