**Appendix 1 – APN Template for providing notice of a virtual meeting of an APG**

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

**NORTHERN IRELAND ASSEMBLY**

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| **ALL PARTY NOTICE** |

**ALL PARTY GROUP ON [ insert title of group ]**

A remote/virtual meeting of the All-Party Group on [ insert title of group] has been arranged to take place on [ insert day and date ] at [ insert time ] using the Microsoft Teams application.

[ 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 to each Member providing instruction on how to join the remote/virtual meeting on Microsoft Teams.

For further information 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, Stormont (Fax:  90 (5)21962) or emailed to the Business Office on business.office@niassembly.gov.uk |