

A Gifts and Hospitality Register is required to be completed by each member of the Senior Management Team per quarter and they are asked to provide details of the following information:

- Date of Offer for: Event / Gift / Hospitality
- Offered by
- Description of Offer
- Reason for Offer
- Details of Contracts with Libraries NI - current or potential
- Value of offer - estimate or actual
- Action Taken - Accepted / Declined / Returned

The Senior Management Team submit their responses by email and evidence of their submissions and the Chief Executive/Chairperson's review will be retained.

<b>2023/24</b>	<b>(1 April – 30 June 2023)</b>	<b>Quarter 1</b>
<b>Offered to:</b>		<b>Response:</b>
Chief Executive, Jim O'Hagan		See Attached
Director of Business Support, Desi Miskelly		Nil Return
Director of Library Services, Adrienne Adair		See Attached

<b>2023/24</b>	<b>(1 July – 30 September 2023)</b>	<b>Quarter 2</b>
<b>Offered to:</b>		<b>Response:</b>
Chief Executive, Jim O'Hagan		See Attached
Director of Business Support, Desi Miskelly		Nil Return
Director of Library Services, Adrienne Adair		See Attached

<b>2023/24</b>	<b>(1 October – 31 December 2023)</b>	<b>Quarter 3</b>
<b>Offered to:</b>		<b>Response:</b>
Chief Executive, Jim O'Hagan		See Attached
Director of Business Support, Desi Miskelly		Nil Return
Director of Library Services, Adrienne Adair		See Attached

<b>2023/24</b>	<b>(1 January – 31 March 2024)</b>	<b>Quarter 4</b>
<b>Offered to:</b>		<b>Response:</b>
Chief Executive, Jim O'Hagan		See Attached
Director of Business Support, Desi Miskelly		Nil Return
Director of Library Services, Adrienne Adair		See Attached


## REGISTER OF GIFTS / HOSPITALITY / AWARDS ETC


<b>Title:</b> Jim O'Hagan, Chief Executive	<b>Business Unit:</b> Chief Executive's Unit	<b>Year:</b> 2023/24 <b>Quarter:</b> 1 (1 April – 30 June 2023)
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Date of Offer	Offered to	Ultimate recipient (if different)	Offered by	Description of Offer	Reason for Offer	Details of Contracts - current or potential	Est. / actual value of offer £	Action Taken i.e. Accepted / Refused / Returned	Entered by	Entered Date
12/04/23	Jim O'Hagan	-	The Ulster-Scots Agency	Exhibition 'Opening US Declaration of Independence'	20 April 2023 PRONI, Titanic Boulevard, Belfast	-	Value not known	Declined	AP	A
18/04/23	Jim O'Hagan	-	Armagh City, Banbridge and Craigavon Borough Council	Service of Thanksgiving to mark the Coronation of King Charles III	2 May 2023 St Patrick's Cathedral, Armagh	-	Value not known	Accepted	AP	B
05/05/23	Jim O'Hagan	-	British Library	Reception to launch their New Strategy	25 May 2023 London	-	Value not known	Declined	AP	C
15/05/23	Jim O'Hagan	-	PRONI The Public Record Office of Northern Ireland	Talk 'The Road to 1998' A View From The Archives	25 May 2023 PRONI, Belfast	-	Value not known	Declined	AP	D
17/05/23	Jim O'Hagan	-	Ulster Orchestra	Event 'Celebrating Partnerships and Preview of the 2023/24 Season'	14 June 2023 Ten Square Hotel, Belfast  <i>Postponed till Autumn</i>	-	Value not known	Accepted	AP	E

*With remote working in place, registers published with e-signatures are acceptable with evidence retained of email submissions from the Chief Executive and the Chairperson's review.*

17/05/23	Jim O'Hagan	-	Pure Mental NI	Event 'Birthday Gala'	5 August 2023 Clayton Hotel, Belfast	-	Value Not Known	Declined	AP	H
24/05/23	Jim O'Hagan	-	Ulster Orchestra	Event 'Crescendo Project End of Year Performance'	13 June 2023 Ulster Hall, Belfast	-	Value not known	Declined	AP	F
08/06/23	Jim O'Hagan	-	PRONI The Public Record Office of Northern Ireland	Event 'Celebrating a Century' to mark the establishment of PRONI in 1923	22 June 2023 PRONI, Belfast	-	Value not known	Declined	AP	G
26/06/23	Jim O'Hagan	-	Capita	Event 'Informal networking lunch during LGA Conference'	5 July 2023 Restaurant, Bournemouth	-	Value Not Known	Declined	AP	I

Signed:	<i>by email</i>	Date:
		7 July 2023
Jim O'Hagan, Chief Executive		


Noted:	<i>by email</i>	Date:
		7 July 2023
Professor Bernard Cullen, Chairperson		

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## REGISTER OF GIFTS / HOSPITALITY / AWARDS ETC

<b>Name:</b> Adrienne Adair, Director of Library Services	<b>Business Unit:</b> Library Services	<b>Year:</b> 2023/24 <b>Quarter:</b> 1 (1 April – 30 June 2023)
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Date of Offer for: Event Gift Hospitality	Offered to	Ultimate recipient (if different)	Offered by	Description of Offer	Reason for Offer	Details of Contracts with Libraries NI current or potential	Value of offer Estimate or actual £	Action Taken i.e. Accepted Declined Returned	Entered by	Entered Date	File Ref:
05/05/23	Adrienne Adair	-	British Library	Reception to launch their New Strategy	25 May 2023 London	-	Value not known	Accepted	Diane	16/05/23	-

<b>Signed:</b>   <i>Adrienne Adair, Director of Library Services</i>	<b>by email</b>  <b>Date:</b>  18 July 2023
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<b>Noted by:</b>   <i>Jim O'Hagan, Chief Executive</i>	<b>by email</b>  <b>Date:</b>  27 July 2023
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## REGISTER OF GIFTS / HOSPITALITY / AWARDS ETC

<b>Title:</b> Jim O'Hagan, Chief Executive	<b>Business Unit:</b> Chief Executive's Unit	<b>Year:</b> 2023/24 <b>Quarter:</b> 2 (1 July – 30 September 2023)
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Date of Offer	Offered to	Ultimate recipient (if different)	Offered by	Description of Offer	Reason for Offer	Details of Contracts - current or potential	Est. / actual value of offer £	Action Taken i.e. Accepted / Refused / Returned	Entered by	Entered Date
12/07/23	Jim O'Hagan	-	Department of Rural and Community Development, Libraries Development and Community Policy	Event – Launch of National Public Library Strategy	17 July 2023 Portlaoise	-	Value not known	Declined	AP	A
20/07/23	Jim O'Hagan	-	Belfast International Arts Festival	Event - Official launch of 2023 autumn season	15 August 2023 Ulster University, Belfast Campus	-	Value not known	Declined	AP	B

<p>Signed: </p> <p style="text-align: right;"><i>by email</i></p> <p>Jim O'Hagan, Chief Executive</p>	<p>Date:</p> <p style="text-align: center;">9 October 2023</p>
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<p>Noted: </p> <p style="text-align: right;"><i>by email</i></p> <p>Professor Bernard Cullen, Chairperson</p>	<p>Date:</p> <p style="text-align: center;">10 October 2023</p>
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## REGISTER OF GIFTS / HOSPITALITY / AWARDS ETC

<b>Name:</b> Adrienne Adair, Director of Library Services	<b>Business Unit:</b> Library Services	<b>Year:</b> 2023/24 <b>Quarter:</b> 2 (1 July – 30 September 2023)
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Date of Offer for: Event Gift Hospitality	Offered to	Ultimate recipient (if different)	Offered by	Description of Offer	Reason for Offer	Details of Contracts with Libraries NI current or potential	Value of offer Estimate or actual £	Action Taken i.e. Accepted Declined Returned	Entered by	Entered Date	File Ref:
29/9/2023	A Adair	-	Newry Maritime Association	Framed Picture	Presentation of Fisher Flag to Newry City Library	-	£10	Accepted	Diane	5/10/2023	

<b>Signed:</b> <i>by email</i>	<b>Date:</b>
	5 October 2023
<i>Adrienne Adair, Director of Library Services</i>	

<b>Noted by:</b> <i>by email</i>	<b>Date:</b>
	6 October 2023
<i>Jim O'Hagan, Chief Executive</i>	

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## REGISTER OF GIFTS / HOSPITALITY / AWARDS ETC

<b>Title:</b> Jim O'Hagan, Chief Executive	<b>Business Unit:</b> Chief Executive's Unit	<b>Year:</b> 2023/24 <b>Quarter:</b> 3 (1 October – 31 December 2023)
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Date of Offer	Offered to	Ultimate recipient (if different)	Offered by	Description of Offer	Reason for Offer	Details of Contracts - current or potential	Est. / actual value of offer £	Action Taken i.e. Accepted / Refused / Returned	Entered by	Entered Date
02/10/23	Jim O'Hagan	-	BBC	Informal Corporate Reception with the Acting Chair of the BBC	18 October Harbour Commissioners' Office, Belfast	-	Value not known	Accepted	AP	A
13/10/23	Jim O'Hagan	-	Chief Executives' Forum	Annual Lunch & AGM	24 November Ulster University, Belfast	-	Value not known	Declined	AP	B
19/10/23	Jim O'Hagan	-	The Open University	Council Dinner	20 November Parliament Buildings, Belfast	-	Value not known	Accepted	AP	C
25/10/23	Jim O'Hagan	-	Belfast City Council	Belfast Stories	7 November Waterman House, Belfast	-	Value not known	Accepted	AP	D
01/11/23	Jim O'Hagan	-	Ulster Orchestra	Primary Schools Concerts 2023	27 November Waterfront Hall, Belfast	-	Value not known	Declined	AP	E
09/11/23	Jim O'Hagan	-	Ulster University	Relaunch of The Academy Restaurant	22 November Belfast	-	Value not known	Declined	AP	F

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16/11/23	Jim O'Hagan	-	PRONI (Public Record Office of Northern Ireland)	An Evening of Carols and Readings from the Archives	7 December Titanic Boulevard, Belfast	-	Value not known	Declined	AP	G
17/11/23	Jim O'Hagan	-	Department of Education	Launch of the Final Report of the Independent Review of Education	13 December Stormont Hotel, Belfast	-	Value not known	Accepted	AP	H

Signed:	<i>by email</i>	Date:
		3 January 2024
Jim O'Hagan, Chief Executive		

Noted:	Date:
	9 January 2024
Ms Bonnie Anley, Chairperson	


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## REGISTER OF GIFTS / HOSPITALITY / AWARDS ETC

<b>Name:</b> Adrienne Adair, Director of Library Services	<b>Business Unit:</b> Library Services	<b>Year:</b> 2023/24 <b>Quarter:</b> 3 (1 October – 31 December 2023)
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Date of Offer for: Event Gift Hospitality	Offered to	Ultimate recipient (if different)	Offered by	Description of Offer	Reason for Offer	Details of Contracts with Libraries NI current or potential	Value of offer Estimate or actual £	Action Taken i.e. Accepted Declined Returned	Entered by	Entered Date	File Ref:
10/10/23	A Adair	-	Ulster University	Participating in a revalidation panel	-	-	£200	Declined	DMcG	22/12/2023	-

Signed: <i>by email</i>	Date:
	22 December 2023
Adrienne Adair, Director of Library Services	

Noted by: <i>by email</i>	Date:
	X January 2024
Jim O'Hagan, Chief Executive	

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## REGISTER OF GIFTS / HOSPITALITY / AWARDS ETC

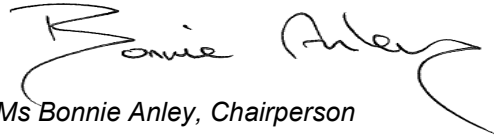
<b>Title:</b> Jim O'Hagan, Chief Executive	<b>Business Unit:</b> Chief Executive's Unit	<b>Year:</b> 2023/24 <b>Quarter:</b> 4 (1 January – 31 March 2024)
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Date of Offer	Offered to	Ultimate recipient (if different)	Offered by	Description of Offer	Reason for Offer	Details of Contracts - current or potential	Est. / actual value of offer £	Action Taken i.e. Accepted / Refused / Returned	Entered by	Entered Date
18/01/24	Jim O'Hagan	-	BBC NI	Special preview screening of Michael Longley: Where Poems Come From	8 February 2024 Blackstaff Studio, Belfast	-	Value not known	Accepted	AP	A
19/02/24	Jim O'Hagan	-	Prison Arts Foundation	Opening night reception for Reflections	7 March 2024 2 Royal Avenue, Belfast	-	Value not known	Accepted	AP	B
20/02/24	Jim O'Hagan	-	The Queen's Reading Room and Arts Council NI	Afternoon reception and poetry performance to celebrate the poetry of Northern Ireland	21 March 2024 Hillsborough Castle	-	Value not known	Accepted	AP	C
01/03/24	Jim O'Hagan	-	BBC NI	Special preview screening of Blue Lights	26 March 2024 Queen's Film Theatre, Belfast	-	Value not known	Declined	AP	D
21/03/24	Jim O'Hagan	-	The Open University	Degree Ceremony	31 May 2024 Waterfront Hall, Belfast	-	Value not known	Accepted	AP	E
27/03/24	Jim O'Hagan	-	Armstrong Storytelling Trust	Celebration of Storytelling Event	18 April 2024 Belfast Central Library	-	Value not known	Accepted	AP	G

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Date of Offer	Offered to	Ultimate recipient (if different)	Offered by	Description of Offer	Reason for Offer	Details of Contracts - current or potential	Est. / actual value of offer £	Action Taken i.e. Accepted / Refused / Returned	Entered by	Entered Date
28/03/24	Jim O'Hagan	-	BBC NI	BBC Comes to Town 2024	11 April 2024 The Braid, Ballymena	-	Value not known	Accepted	AP	H

Signed:  <i>by email</i> Date: 8 April 2024 Dr Jim O'Hagan, Chief Executive
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Signed:  <i>by email</i> Date: 10 April 2024 Ms Bonnie Anley, Chairperson
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## REGISTER OF GIFTS / HOSPITALITY / AWARDS ETC

<b>Name:</b> Adrienne Adair, Director of Library Services	<b>Business Unit:</b> Library Services	<b>Year:</b> 2023/24 <b>Quarter:</b> 4 (1 January – 31 March 2024)
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Date of Offer for: Event Gift Hospitality	Offered to	Ultimate recipient (if different)	Offered by	Description of Offer	Reason for Offer	Details of Contracts with Libraries NI current or potential	Value of offer Estimate or actual £	Action Taken i.e. Accepted Declined Returned	Entered by	Entered Date
04/03/2024	Adrienne Adair		Libraries Connected	Return flight to London for Advisory Committee Meeting and Workshop	Presenting at the Committee  <i>Related to role / representing Libraries NI</i>	-	£184  <i>Reimbursement of flight expenses by Libraries Connected</i>	Accepted	DMG	19/4/2024

<b>Signed:</b>    Adrienne Adair, Director of Library Services	<b>by email</b>  <b>Date:</b>  19 April 2024
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<b>Noted by:</b>    Jim O'Hagan, Chief Executive	<b>by email</b>  <b>Date:</b>  22 April 2024
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