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**Eastern Regional Health Authority**

**(ERHA)**

**Monitoring report on status of  
preparation for the euro –  
ERHA agencies**

**April 2001**

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# ERHA

## Monitoring report on status of preparation for the euro – ERHA agencies

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## A. Executive Summary

### Basis for report

The 39 ERHA agencies were sent a high level questionnaire in February 2001 (see Appendix 1) and where necessary received reminder telephone calls to submit responses. The objective of the questionnaire was to gather information and assess the level of euro preparation across the agencies. The information contained in this report is based on the replies received.

### Key findings

The principal findings arising from the questionnaire are as follows:

- The level of progress and implementation differs considerably with some agencies only now starting to prepare for the euro, whilst others are well advanced.
- 29% have not set a date for conversion of base currency to euro or a date for conversion of payroll systems and staff payments to euro.
- Over 40% have not made an inventory of all systems that will require change.
- Several agencies have not communicated with their internal department leaders/supervisors to outline the impact of the euro.
- 42% of the agencies believe that outside help will be required as staff resources are not sufficient.
- Only 34 % have carried out a training needs assessment.
- Agencies (listed in Appendix 2) have contacted us to provide individual support.

Responses to euro questions as per questionnaire - (See Appendix 1)

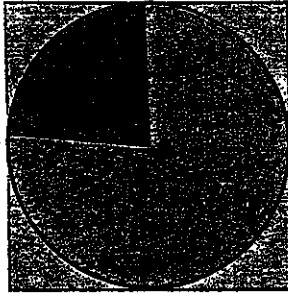
|                           | 1                                 | 2                   | 3                                   | 4                      | 5                            | 6                                | 7                              | 8                                    | 9   | 10                                  | 11                         | 12                             | 13                       | 14   |
|---------------------------|-----------------------------------|---------------------|-------------------------------------|------------------------|------------------------------|----------------------------------|--------------------------------|--------------------------------------|---|-------------------------------------|----------------------------|--------------------------------|--------------------------|--|
|                           | Have plans advanced from Oct 2000 | Conversion date set | Euro impact communicated to leaders | IT suppliers contacted | IR& euro procedures in place | Increase in no. of euro invoices | Euro training needs assessment | Conversion Policy on Historical data | Conversion date for payroll system & payments | Inventory of systems for conversion | Sufficient staff available | Time for IT testing prior euro | Euro bank account set up | Euro payments makes prompt payment difficult |
| Hospitals/Agencies        |                                   |                     |                                     |                        |                              |                                  |                                |                                      |   |                                     |                            |                                |                          |  |
| Our Lady's Hospice        | Y                                 | Y                   | Y                                   | Y                      | N                            | N                                | Y                              | Y                                    | Y   | Y                                   | N                          | Y                              | N                        | N  |
| Peamount Hospital         | Y                                 | Y                   | Y                                   | Y                      | N                            | N                                | N                              | N                                    | Y   | N                                   | Y                          | Y                              | N                        | N  |
| Royal Victoria Eye & Ear  | Y                                 | N                   | Y                                   | Y                      | N                            | Y                                | N                              | N                                    | Y   | N                                   | N                          | Y                              | N                        | N  |
| Mater Hospital            | Y                                 | Y                   | Y                                   | Y                      | Y                            | N                                | N                              | Y                                    | N   | Y                                   | Y                          | Y                              | N                        | N  |
| St James's Hospital       | Y                                 | Y                   | Y                                   | N                      | Y                            | N                                | N                              | Y                                    | Y   | Y                                   | N                          | Y                              | Y                        | N  |
| Daughters of Charity      | Y                                 | Y                   | N                                   | N                      | N                            | N                                | Y                              | N                                    | Y   | N                                   | Y                          | N                              | N                        | N  |
| Our Lady's Hospital       | Y                                 | N                   | Y                                   | Y                      | Y                            | N                                | N                              | N                                    | Y   | N                                   | Y                          | N                              | Y                        | N/A  |
| National Maternity        | Y                                 | N                   | Y                                   | Y                      | Y                            | N                                | N                              | N                                    | N   | Y                                   | N                          | Y                              | N                        | N  |
| Hospitaller Order St John | Y                                 | Y                   | Y                                   | Y                      | Y                            | N                                | Y                              | N                                    | Y   | N                                   | Y                          | N                              | Y                        | N  |
| KARE                      | N                                 | N                   | N                                   | Y                      | N                            | Y                                | N                              | N                                    | N   | N                                   | N                          | N                              | N                        | N/A  |
| Sister of charity         | Y                                 | Y                   | N                                   | Y                      | N                            | N                                | N                              | N                                    | Y   | N                                   | N                          | Y                              | N                        | N/A  |
| CRC                       | Y                                 | N                   | Y                                   | Y                      | N                            | N                                | N                              | N                                    | N   | N                                   | Y                          | N                              | N                        | N  |
| St Michael's              | Y                                 | Y                   | Y                                   | Y                      | N                            | Y                                | N                              | N                                    | Y   | Y                                   | N                          | Y                              | N                        | N/A  |
| Beaumont                  | Y                                 | N                   | Y                                   | Y                      | Y                            | Y                                | Y                              | Y                                    | Y   | Y                                   | N                          | Y                              | N                        | N  |
| Tallaght                  | Y                                 | Y                   | Y                                   | Y                      | Y                            | Y                                | N                              | Y                                    | Y   | Y                                   | Y                          | Y                              | N                        | N  |
| Leopardstown Park         | N                                 | Y                   | N                                   | Y                      | Y                            | N                                | Y                              | Y                                    | Y   | Y                                   | N                          | Y                              | N                        | N  |

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## C. Summary of findings

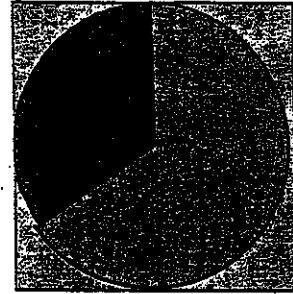
- We received 38 completed questionnaires i.e. all ERHA agencies with the exception of Temple St. Children's Hospital.
- 29 of the 38 replies stated that euro plans had advanced since October 2000.
- However the majority of those that had not advanced plans, had carried out considerable preparation prior to October 2000.
- 11 of the 38 agencies have not set a date for conversion of base currency. We had anticipated that all agencies would have dates set at this stage.
- 9 of the 38 replies (24%) have not communicated the impact of the euro to relevant staff. In order to ensure a smooth transition to the euro, staff must be made aware of the effects and be involved in the changeover process.
- 2 agencies have not contacted IT suppliers to discuss the required changes. This is important due to lead times and testing.
- 13 of the 38 replies have not yet put procedures in place for handling both currencies. Although the agencies may not yet have received a euro invoice, for example, procedures should be agreed and relayed to staff prior to changeover.
- Only 9 agencies have reported an increase in the number of euro invoices to date.
- Only 34% of replies stated that a euro training needs assessment has been carried out. Communication and training is fundamental to a successful changeover and a detailed training plan with a clear timeframe for delivery should be a priority for all agencies.
- Only 13 agencies have taken a decision on the conversion of historical data. Some agencies were unaware that historical data would need to be converted.
- 10 of 38 replies have not set a conversion date for payroll systems or payroll payments.
- 42% of the agencies have not yet carried out an inventory of systems, forms etc. that will require change, yet a number of these have contacted already IT suppliers. This should be addressed immediately to ensure that all systems/procedures are covered by the IT suppliers.
- 16 of the 38 replies believe that outside help will be required as staff resources are not sufficient;
- 8 agencies are concerned about resources for testing, and overtime demands on staff.
- Only 7 of the replies stated that they have euro bank accounts. It would be advisable for agencies to discuss changeover plans with banks at an early stage.
- All 38 replies stated that either they were not making euro payments so could not specify the difficulties in making them, or had not experienced difficulties in making prompt euro payments.

## D. Diagrammatic analysis of findings



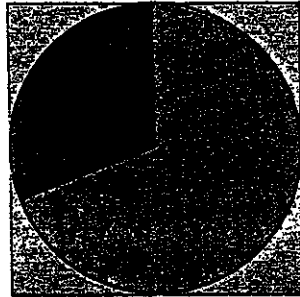
Yes  
 No

Have plans for the euro advanced since October 2000?



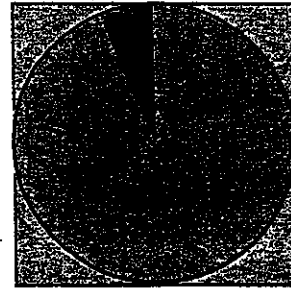
Yes  
 No

Has the date for the conversion of base currency to euro been set?



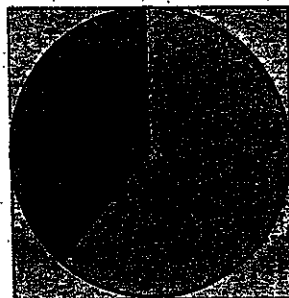
Yes  
 No

Has the impact of the euro been communicated to team leaders?



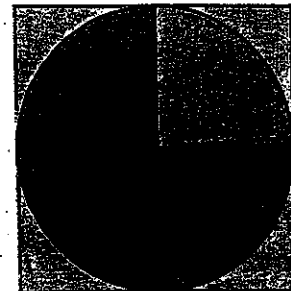
Yes  
 No

Have you outlined your IT requirements to your IT suppliers?



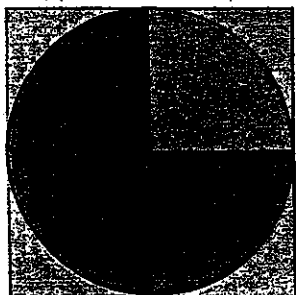
Yes  
 No

Have you procedures for handing IR£ and euro?



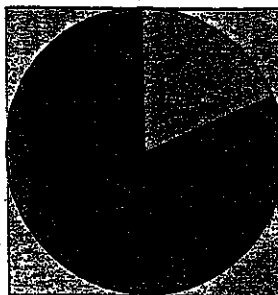
Yes  
 No

Has the number of euro invoices increased noticeably since January 2001?



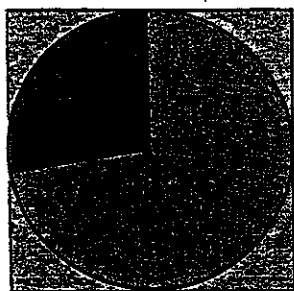
Yes  
 No

Have you carried out a euro training needs assessment?



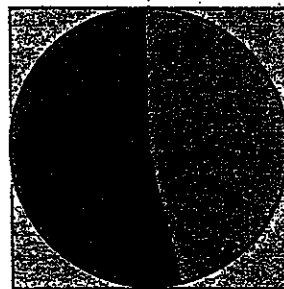
Yes  
 No

Have you a policy on the conversion of historical data to euro?



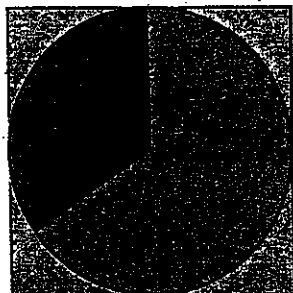
Yes  
 No

Have you decided on a conversion date of payroll?



Yes  
 No

Have you made an inventory of all systems etc which need to be converted to euro?



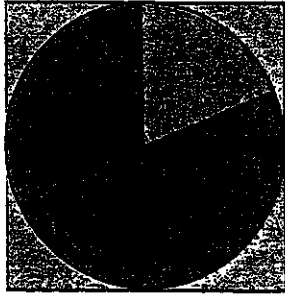
Yes  
 No

Do you have sufficient staff resources in house to manage conversion?



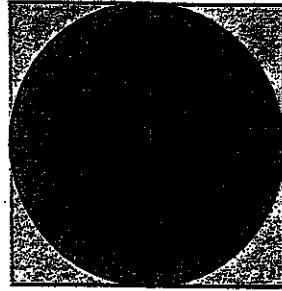
Yes  
 No

Will your changeover plan provide sufficient time/resources for IT testing?



Yes  
 No

Do you have a euro bank account?



Yes  
 No

Have you found euro payments make compliance with Prompt Payments legislation more difficult?



# Appendix 1

| Questionnaire on current status of preparation for euro |  |                           |
|---|--|---------------------------|
| Agency Respondent _____                                 |  | Current Date _____        |
| _____   |  | Title of respondent _____ |
| 1.  | Have your plans for the introduction of the euro advanced significantly since responding to the ERHA's request for information on 5 October 2000?  | YES/NO                    |
| 2.  | Has your agency decided on your date for the conversion of base currency to euro?  |                           |
| 3.  | Has the potential impact of the euro been communicated to individuals at team leader/supervisory level in each of the departments affected?        |                           |
| 4.  | Have you outlined your IT requirements for the introduction of the euro to your IT suppliers?  |                           |
| 5.  | Have you procedures currently in place for handling transactions in IR£ and euro?  |                           |
| 6.  | Has the number of euro invoices increased noticeably since 1 January 2001?   |                           |
| 7.  | Have you carried out a euro training needs assessment?   |                           |
| 8.  | Have you a policy on the conversion of historical data from Irish pounds to euro?  |                           |
| 9.  | Have you decided on a specific date for conversion of payroll systems and staff payments to euro?  |                           |
| 10.   | Have you made an inventory of all systems, databases, spreadsheets, forms etc., which need to be converted to euro?                                |                           |
| 11.   | Do you believe you have sufficient staff resources in house to manage conversion, with limited consultancy support as appropriate?                 |                           |
| 12.   | Are you satisfied your changeover plan in relation to IT provide sufficient time/resources for testing before the euro compliant system goes live? |                           |
| 13.   | Do you have a euro bank account?   |                           |
| 14.   | Have you found that having to make payments in euro has made compliance with Prompt Payments legislation more difficult?                           |                           |

## Appendix 2

| <b>Agencies who have contacted PwC for assistance</b> |             |   |
|---|-------------|---|
| <b>Agency</b>   | <b>Date</b> | <b>Nature of work</b>   |
| Mater Hospital  | 9/03/01     | <p>Presentation to mobilise euro project, highlight issues and advise on project management.</p> <p>The objectives of the presentation are:</p> <ul style="list-style-type: none"> <li>• Increase euro awareness</li> <li>• Provide background information</li> <li>• Outline impact on individual departments</li> <li>• Provide guidance on euro project management</li> <li>• Distribute key questions to assess scope and progress to date</li> </ul> |
| Dublin Dental Hospital                                | 7/03/01     |   |
| Our Lady's Hospice, Crumlin                           | 9/03/01     |   |
| Royal Hospital Donnybrook                             | 3/04/01     |   |
| Tallaght Hospital                                     | 17/04/01    |   |
| Holles St.  | 25/04/01    |   |
| Temple St. Children's Hospital                        | 23/05/01    |   |
| Central Remedial Clinic                               | 25/05/01    |   |

## Appendix 3

| ERHA Agencies – State of euro preparation                      |  |                        |
|--|--|------------------------|
| (Rankings based on number of “Yes” responses to questionnaire) |  |                        |
|  | Agency   | No. of “Yes” Responses |
| 1  | Northern Area Health Board<br>East Coast Area Health Board<br>Southwestern Area Health Board   | 12                     |
| 2  | St Vincent’s Hospital<br>Tallaght Hospital   | 11                     |
| 3  | Royal Hospital Donnybrook<br>Beaumont Hospital<br>Drug Treatment Centre  | 10                     |
| 4  | Sunbeam House Services<br>Incorporated Orthopaedic<br>Rotunda Hospital<br>Mater Hospital<br>St James’s Hospital<br>Hospitalier Order of St John of God<br>Our Lady’s Hospice<br>Stewart’s Hospital | 9                      |
| 5  | Dublin Skin and Cancer Hospital<br>Daughters of Charity of St Vincent de Paul<br>St Michael’s Hospital<br>Leopardstown Park  | 8                      |
| 6  | Coombe Hospital<br>Children’s Sunshine Home<br>Peamount Hospital<br>Our Lady’s Hospital<br>St Mary’s Hospital  | 7                      |
| 7  | Dublin Dental Hospital<br>Cheeverstown House<br>St Vincent’s, Fairview<br>Royal Victoria Eye and Ear<br>National Maternity Hospital  | 6                      |
| 8  | St Luke’s Hospital<br>FDVH<br>Cappagh National Orthopaedic Hospital<br>National Rehabilitation Home<br>Sisters of Charity of Jesus<br>St Michael’s House   | 5                      |
| 9  | Central Remedial Clinic  | 4                      |
| 10   | KARE   | 2                      |