

Community Liaison Group Charter

1. Context

daa received permission in August 2007 for the construction of the North Runway at Dublin Airport.

The permission included the following planning condition:

“A Community Liaison Group shall be established, involving representation of the Saint Margaret’s Community, Fingal County Council and the Dublin Airport Authority. The composition of the committee and any variation thereof shall be subject to the prior agreement of the planning authority. The committee shall facilitate consultation with the existing community in accordance with the policies and objectives of the Fingal County Development Plan, 2005-2011 in relation to Saint Margaret’s.

Reason: To provide for ongoing communication, dissemination of information and consultation with the local community affected by the proposed runway.”

The following is the objective in the Fingal County Development Plan, 2005-2011:

Objective DAO10: To prepare a strategy for “St Margarets Special Policy Area” involving consultation between the existing community, Fingal County Council and the daa.

This document sets out the charter that will be used to govern the activities of the Community Liaison Group (CLG).

2. Establishing the CLG

2.1 Aims of the St Margaret’s Community Liaison Group

- To create a forum for discussion and exchange of information between daa, Fingal County Council (FCC) and the St Margaret’s community on issues of relevance to that community.
- To create a forum for discussion and exchange of information between daa, Fingal County Council (FCC) and the St Margaret’s community in the preparation of a strategy for the area.
- In the immediate term, to provide a forum for regular updates on developments relating to the North Runway project and understand any local issues arising. (Note: CLG meetings will not revisit those issues or concerns already addressed through the planning process).

2.2 Terms of Reference

- To create a forum for discussion and exchange of information between daa, Fingal County Council (FCC) and the St Margaret’s community on issues of relevance to that community and in the preparation of a strategy for the area. The CLG will:
 - Meet regularly to provide the community’s perspective on issues that impact it and which are pertinent to daa and FCC;
 - Consider and comment on a range of information that is presented to it;
 - Discuss issues and disseminate information to the wider community including their specific interest groups where relevant;

- Identify, communicate, represent and consider the broad range of needs and interests of the local community and other stakeholders potentially affected by the North Runway project; and
- Assist daa and FCC to keep the local community and key interest groups informed by disseminating information via existing community networks.

2.3 CLG Values

- The following values are fundamental to the relationship between the CLG parties:
 - acting in a way that demonstrates respect for each other and each other's needs, interests and responsibilities;
 - willing to think laterally and non-traditionally in tackling issues; and
 - committing individually and together to openness, trust, cooperation, flexibility and honesty.

3. Terms of Membership

3.1 Membership of Community Liaison Group

- The CLG will consist of:
 - Representatives from the St Margaret's Community including local resident's groups, sporting, community and farming organisations;
 - Staff from the daa project team and FCC, who may also arrange for guest speakers from time to time to provide specialist advice or information.
- In order for the CLG to operate effectively and that each member of the CLG has adequate opportunity to participate in the proceedings, it is envisaged that there will be a maximum of thirteen members on the CLG. daa, FCC and residents associations will have two representatives each. Technical advisers on specific issues may be invited to participate from time to time, as necessary.
- Meetings will be independently chaired and secretariat assistance will be provided by representatives from daa.
- All Committee members will participate voluntarily.

3.2 Length of Term

- To ensure consistency, membership will be for a set term of two (2) years. Members will be appointed for an additional term provided the member's position is not declared vacant in accordance with clause 3.3.

3.3 Termination of Membership

- A member's position on the CLG may be declared vacant if the member:
 - Completes a one year term and retires;
 - Resigns from the CLG - this should be in writing and forwarded to the Chairperson;
 - Fails to attend more than two meetings per year without prior notice;
 - In the opinion of the Chairperson, performs ongoing and substantial breaches with the protocol for the operation of the CLG .

4. Protocol for the Operation of the CLG

4.1 Intent of the Protocol

- The protocol is to assist members of the CLG to fulfil their obligations by:
 - Outlining how members will relate to each other during CLG meetings;
 - Outlining the main responsibilities of CLG members to each other and to those they represent;
 - Provide a guide to a practical means of identifying and resolving situations that may lead to or involve conflict of interests.

4.2 Responsibilities of Community Liaison Group participants

- The CLG provides a mechanism for community engagement and communication. All CLG members must be committed to attending and participating in the meetings by respectively listening to information provided by other CLG members, and by providing input and engaging in discussions in a respectful and constructive manner. While opinions and ideas may differ, CLG members and project staff alike should feel comfortable and encouraged in expressing their opinions; it is intended that the CLG meetings are a safe environment for discussion and rude or aggressive behaviour towards CLG members, meeting coordinators / facilitators or project team staff will not be accepted by the CLG Chairperson.
- In the unlikely event that the behaviour of a CLG member or a project team staff member is deemed disrespectful or offensive it will be at the discretion of the CLG Chairperson to ask that person to remove themselves from the meeting. Should the offensive behaviour persist, any CLG member can request that a vote be taken to remove the offending CLG member permanently from the Committee.
- The role of the CLG is consultative and daa and FCC will carefully consider all input from the group in the light of their overall strategic objectives, as well as statutory and other government policy requirements. The CLG is not a decision-making body and it is not a requirement that consensus be reached amongst members on issues discussed. On occasion, voting may be utilised to ascertain the majority view of the CLG.
- The CLG will not:
 - Detract from the responsibility of daa or FCC to consult with the wider community or to otherwise inhibit those authorities in the exercise of their statutory responsibilities;
 - Prevent individual members of the CLG from raising concerns directly with the appropriate authority.
- If a member believes he or she may have a conflict of interest in relation to a particular issue or item of discussion, the member should immediately make this clear to the Chairman and other CLG members. The group member will not be excluded from discussion on this issue.
- The following outlines the specific roles and responsibilities of the various participants in the CLG.

4.3 The Independent Chairperson

- The Chairperson will be appointed by daa and FCC after discussion at the first meeting. S/he will attend and facilitate all meetings and will undertake the following tasks:
 - Determining agenda items having considered nominations by CLG members;
 - Implementing the Meeting Protocol in a fair manner with all members;
 - Liaising with daa and FCC to collect additional information requested by the CLG members.
- The independent Chairperson will also ensure that at every meeting:
 - The agreed upon agenda and time schedule is followed;
 - Meetings allow for constructive and thorough discussion;
 - Agenda items are limited to those issues within the scope of the committee and dealt with in a timely manner;
 - All members respect participants opinions and questions, and do not interrupt another CLG member while speaking (the Chair may supersede this provision);
 - The Chair has the right to excuse or replace any member of the CLG who is interfering with or disrupting with the CLG meetings.

4.4 CLG Secretariat

- The secretariat functions will be facilitated by daa and will include the following:
 - Scheduling/ organising meetings;
 - Preparing meeting minutes;
 - Distributing agendas to CLG members and co-ordinating the posting of any information prepared by, or presented to, the CLG on the daa and FCC websites at least one week prior to the next CLG meeting;
 - Tracking CLG requests and enquiries to ensure the following meeting's agenda addresses relevant issues.

4.5 daa and FCC representatives

- daa and FCC members agree to:
 - Work within the framework of the charter for the CLG;
 - Sign the CLG Charter (mandatory in order to participate);
 - Attend all meetings;
 - Allow all members of the CLG to present their views and respect their right to have different views;
 - Pass on recommendations to relevant project team members;
 - Report on progress on a range of project related issues and seek feedback from the CLG;
 - Listen to, review and consider issues, concerns and suggestions;
 - Provide feedback on the outcomes of issues and advice provided by the CLG;
 - Respond within agreed timeframes to requests for information;
 - Provide the CLG with accurate and up-to-date information;
 - Participate in discussion and provide answers or additional follow-up information;
 - Post all CLG materials (e.g. agendas, minutes, and additional materials) on the daa and FCC websites;
 - Support the smooth operation of the group by engaging an independent Chairperson;

- Provide meeting facilities for each CLG;
- Maintain confidentiality and avoid media comment;
- Help to promote the CLG's existence and objectives to the community and project team employees;
- Consider suggestions made by participants as to how the operation of the CLG may be improved.

4.6 Members of the CLG

- CLG members agree to:
 - Work within the framework of the charter for the CLG;
 - Sign the CLG Charter (mandatory in order to participate);
 - Attend all CLG meetings - members may send alternates in their place if they are not able to attend a meeting (Note: If a member or group representative misses the first two meetings, the Chair may require the member to forfeit their position and open the position to another person/stakeholder);
 - Recognise the wide range of issues that must be considered in their deliberations (e.g. road safety, social, environmental, Government policy, value for money);
 - Listen to, consider and respect the views of other CLG members and those they represent;
 - Provide timely and constructive comments and recommendations to the project team that accurately represent current community opinion;
 - Canvass and report a broad range of community views and issues;
 - Provide feedback from CLG meetings to the local community, interested groups and businesses;
 - Add value by working cooperatively to achieve the best possible project and community outcomes;
 - Suggest agenda items;
 - Make suggestions on how the operation of the CLG can be improved;
 - Speak to the media only on their own behalf and not discuss comments or opinions expressed by other CLG members without their foreknowledge and consent (CLG members right to make individual public comment on matters other than confidential material is acknowledged);
 - Be prepared for meetings by reviewing any materials provided in advance by the Secretariat (including Minutes from previous meetings).

4.7 Breaches of the Protocol

- Where, in the opinion of the Chair, the protocol has been breached, the Chair shall raise the matter with the member and every attempt shall be made by both parties to rectify the breach.
- For ongoing and subsequent breaches the Chair may ask the member to:
 - Refrain from attending meetings for a specified period of time; or
 - No longer attend meetings.
- Where a member is asked to refrain from attending, either on a temporary or permanent basis, the Chair shall ask for an alternative representative of the project team, community or county council to attend the CLG meetings.

5. Meeting Format

- The CLG will decide how frequently they will meet at the initial meeting.
- Meetings will be:
 - Conducted in a local facility (location to be confirmed);
 - Held in the evening (7:00 pm to 8.30 pm – dates and times to be confirmed);
 - Approximately 1.5 hours in length;
 - Run in a roundtable format.
- Meetings will be open to CLG members only.

5.1 Meeting Record

- A meeting record will be kept of meeting attendees, key issues raised and actions recommended or agreed upon only. Comments from individual members will not generally be attributed and a verbatim record of the meeting will not be prepared.
- Meeting record minutes will be distributed to members approximately one week after the meeting has concluded
- A meeting agenda should be forwarded to members of the CLG at least five working days before the meeting. Any changes to the meeting record of minutes of past meetings sought by members shall be in writing and forwarded to the Chairperson prior to the next meeting for tabling.

5.2 Feedback & Follow-up

- All participants will be conscious of the need to provide clear feedback on their inputs.
- When appropriate, time will be set aside at meetings to outline the scope for community involvement in addressing issues and at a later date, to outline how community input has been taken into account in the decision-making process and if not, why not.

5.3 Complaints Handling Procedure

- CLG meetings focus on issues of local and regional significance. Group members who have issues of mainly personal interest are asked to raise these outside the meeting forum.

I agree to abide by the Community Liaison Group Charter.

Signature