



# **Celtic Interconnector Community Forum**

Terms of Reference

March 2021

# Welcome to the Celtic Interconnector Community Forum

*This document sets out the terms of reference for the group, explaining what you can expect from EirGrid, and what we ask of you.*

## Purpose of the Community Forum

The purpose of the forum is to ensure that stakeholder and community views are understood and properly considered prior to and during project delivery. The group will provide a forum for dialogue between stakeholders with interests in the project and the project team

## Role of the group

The Community Forum serves to bring together key stakeholders in the community to:

- (a) Represent the views of their organisation or community in relation to the project and its proposals;
- (b) Consider the project and provide guidance on local needs and priorities;
- (c) Assist in enabling the resolution of local issues resulting from the project in a timely manner.
- (d) Support the project team in identifying local sources of information and analysis, strategies and proposals which may impact on, or need to be taken account of during project delivery;
- (e) Provide feedback at key stages in the delivery of the project
- (f) Facilitate a 'local voice' and communicate information to a wider group of regional and local stakeholders.

**The forum is not a formal decision-making body.** The views of members will be recorded and the Chair will ensure that they have been taken into account.

**Non-participation in the Forum does not lessen a stakeholders ability to participate in the public debate and consultations held as a part of EirGrid's grid development process.**

Attendance is not mandatory and stakeholders who are not part of the forum can still participate in future consultations and throughout EirGrid's grid development process.

## Membership

Membership of the forum will consist of representatives from local resident and community associations, disability and special interest groups and business and sporting organisations in the project area. Membership is also extended to local public representatives. Community groups must be a member of their local PPN. To register with your PPN please go to <http://corkcountypn.com/ppn-registration-form/>

The membership of the group will be kept under review to ensure it continues to represent the views of stakeholder interests.

## Administration

The group will be administered and chaired by Irish Rural Link with support from the EirGrid Celtic Interconnector Community Liaison Officer.

## Working arrangements

Meetings will be set according to specific project engagement needs, themes and objectives, with a minimum of four meetings per 12 month period.

We will give as much notice as possible to ensure you can attend. Unless otherwise agreed, meetings will likely be in the evening and last no longer than 2 hours. There is no obligation to attend every event.

In the continuing Covid-19 public health environment it is likely that at times meetings may need to be held online. This will need to be reviewed in line with the changing circumstances.

## Code of Conduct

We know that group members will have a range of opinions on the subjects under discussion. We ask that all group members treat each other, the EirGrid project team and any other attendee organisation with respect and without discrimination. We want all members to feel comfortable sharing their views without judgment. Any member that does not meet this standard may be asked to leave the group.

**Non-participation in the Forum does not lessen a stakeholders ability to participate in the public debate and consultations held as a part of EirGrid's grid development process.**

## Confidentiality and your data

Members are not expected to sign a confidentiality agreement regarding discussions of the Reference Group. However, group members cannot speak on behalf of EirGrid, and EirGrid expects that you will refer any formal enquiries (such as from the press or formal stakeholder bodies) to:

### **Michelle Walsh**

Celtic Interconnector Community Liaison Officer

Tel: + 353 (0) 85 870 4999

Email: [Michelle.Walsh@Eirgrid.com](mailto:Michelle.Walsh@Eirgrid.com).

We will hold your personal details (such as name, contact number and email) on file in order to invite you to events and/or contact you to discuss items relating to the Celtic Interconnector project and/or the Reference Group.

We will report all feedback you give to us through meeting minutes which will be posted online. While we do not expect to ascribe all views included in our reports, we may do so as appropriate. These reports will be publicly available and will be shared with colleagues in EirGrid and external organisations commissioned by the Celtic Interconnector project (such as Traverse and Mott Macdonald), to help them understand your views. Community forum

feedback gathered during stakeholder consultation phases may be included in public reports but will not be personally attributable.

Cameras of any kind or sound recording or communication equipment are not to be used at meetings without the prior approval of EirGrid this includes recording of online meetings.

The use of mobile phones will not be permitted.

This is to uphold the general GDPR rules and in respect of the ethos of the group.

If appropriate EirGrid reserves the right to amend these terms of reference (ToR). Any changes to the ToR will be shared to all members.