



Terms of Reference: DETE Responsible Business Forum

Objectives

- The DETE Responsible Business Forum will be established as a sub-group of the DETE Enterprise Forum to provide a Forum for discussion of responsible business initiatives under the Department's remit.
- As with the Enterprise Forum, the focus of the Responsible Business Forum will be on informing stakeholders and capturing the views, concerns, and suggestions of the enterprise sector, as appropriate. Officials from other Departments and agencies may join from time to time, where relevant.

Membership

Membership of the Forum will include representatives nominated by members of the DETE Enterprise Forum with expertise in this area, i.e. subject matter experts, relevant members from the DETE Retail Forum, and additional business representative bodies as appropriate.

Tasks

The DETE Responsible Business Forum will:

- Act as a consultative body to inform Government policies and programmes to mitigate the effects of challenges for the enterprise sector, with a specific focus on the range of topics and themes of Responsible Business under DETE's policy remit.
- Provide an opportunity for the Department to share information and seek views of members on specific initiatives under consideration/development by the Department.
- Identify and promote ways in which Irish business can take advantage of these Responsible Business Initiatives and gain a competitive edge by being early adopters.
- Assist in identifying measures which could be considered by Government, agencies and business to support the business sector to incorporate responsible business processes within the framework of the various initiatives.
- Provide a vehicle for sharing relevant information on government policies and programmes which can be further disseminated by members to their individual stakeholders.

Modus Operandi

The Forum will meet every quarter in advance of the Enterprise Forum, or as otherwise necessary, and will be convened and chaired by the Minister of State for Trade Promotion, Digital and Company Regulation and, in his/her absence, the Assistant Secretary General for Trade of the Department. It may meet in person, by VC or a hybrid of both. Meetings of the Forum shall be subject to the Chatham House Rule.

The Terms of Reference for the Forum will be uploaded to the Department's website along with membership details. Minutes will be uploaded once signed off at meeting, in compliance with the Lobbying Act and Transparency Code.

September 2023

Appendix A: Membership of the DETE Responsible Business Forum

Chaired by:

Minister of State for Trade Promotion, Digital and Company Regulation, Dara Calleary TD; or Assistant Secretary for Trade Division, Ronnie Downes, Department of Enterprise, Trade and Employment

Members¹:

Organisation	Position	First Name	Surname
American Chamber of Commerce	Director of Public Affairs & Advocacy	Colm	O'Callaghan
British Irish Chamber of Commerce	Policy and Public Affairs Manager	Aidan	Finnegan
British Irish Chamber of Commerce	Deputy Director General	Paul	Lynam
Business in the Community Ireland	Head of Advisory Services	Bernadette	Phelan
Chambers Ireland	Director of Relationship Management	James	Kiernan
Construction Industry Federation	Head of Environmental, Social & Governance (ESG)	PJ	Ryan
Fáilte Ireland	Head of Economic and Industry Analysis	Caeman	Wall
Ibec	Senior Lobbying and Campaigns Executive	Niamh	O'Keeffe

¹ Relevant colleagues may attend from the organisations listed. The circulation list may be broader than the membership group to include others in these listed organisations.

Organisation	Position	First Name	Surname
Incoming Tour Operators Association	ITOA Chair Responsible Tourism Working Group, Director, Vagabond Adventure	Rob	Rankin
Irish Exporters Association	Chief Executive	Simon	McKeeever
Irish Exporters Association	Communications & Public Affairs Officer	Karl	Picard
Irish Tourism Industry Confederation	CEO	Eoghan	O'Meara Walsh
Retail Excellence Ireland	Head of Commercial	Keelan	Bourke
RGDATA	Director General	Tara	Buckley
Small Firms Association	Public Affairs Lead	Elizabeth	Bowen
The Family Business Network Ireland	Executive Director	John	McGrane
The Family Business Network Ireland	Chief Development Officer	Ellen	Kehoe

DETE Officials and Agencies:

Joanne Sheahan	Senior Executive, Sustainability Department	Enterprise Ireland
Ian O'Hora	Head of Green Economy	IDA Ireland
Ronnie Downes	Assistant Secretary, Trade Division	DETE
Eoghan Richardson	Responsible Business Coordination, Trade Division	DETE
John Shine	Commerce, Consumer & Competition Division	DETE
Niamh Guihen	Innovation and Investment Division	DETE
Nick Barwise	Enterprise Strategy, Competitiveness and Evaluation Division	DETE
Sandra Mullen	Indigenous Enterprise Division	DETE
Breda O'Brien	Corporate Services Division	DETE