

Steering Group

Terms of Reference

“A Steering Group shall be established to support the Assembly in the efficient and effective discharge of its role and functions. In practice, the Group shall assist with planning and operational issues associated with the work programme. The Steering Group shall consist of the Chairperson and a sample of the members and such other representatives as the Assembly sees fit.” – extract from the draft Rules and Procedures

The development of a strong leadership team is essential to the success of the Assembly. This team, referred to as the Steering Group, should be the guiding force in overseeing the work of the Assembly. The Steering Group shall make such decisions as are necessary for the smooth conduct of Assembly business, except in cases where it is more appropriate to seek wider Assembly approval. The Group will be supported by the Assembly secretariat.

Functions

The Group’s responsibilities will be to assist the Chairperson in:

1. Oversight of all planning and operational issues for Assembly meetings;
2. Ongoing monitoring of the Work Programme;
3. Ratification of the specialists/ experts to appear before the Assembly following advice from the Expert Advisory Group and the Chairperson; and
4. Evaluation of the Assembly procedures and arrangements.

Commitments

Each member of the Steering Group should be available to meet in Dublin at least one evening per month, for approx. 2 hours. Members of the groups should also be available to deal (by e-mail, phone call etc.) on an ad hoc basis with issues as they arise during the run-up to Assembly weekends.

Composition

Ideally, the Group should comprise 6 citizen members and the Chairperson.