

Steering Group

Citizens' Assembly on Drugs Use

Terms of Reference

“A Steering Group shall be established to assist the Assembly with planning and operational issues associated with the overall work programme and meeting programmes. The Steering Group shall consist of a sub-group of the members, the Chairperson and the Secretary.”

Extract from the Rules and Procedures of the Citizens' Assembly.

The Steering Group is essential to the success of the Assembly. Its members shall support the Chairperson in ensuring the efficient operation of the Assembly, and the effective conduct of the Assembly's business in line with its Terms of Reference. Except in cases where it is more appropriate to seek the views of the full Assembly membership, the Chairperson will consider the views of the Steering Group to be broadly reflective of the views of the wider Assembly.

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

1. Advising the Secretariat in the planning and operation of Assembly meetings;
2. Overseeing the implementation of the Work Programme and the design of individual meeting programmes such that the Assembly's business is being conducted in line with its Terms of Reference and in a fair and balanced manner;
3. Overseeing the selection of speakers to appear before the Assembly such that the Assembly's business is being conducted in line with its Terms of Reference and in a fair and balanced manner;

Each member of the Steering Group should be available to meet by video conference on approximately two evenings per month, for approx. 1 hour each. Members of the Steering Group 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.

The Steering Group shall comprise 6 members of the Assembly, plus the Chairperson and Secretary. Where there is a significantly larger number of volunteers, the final membership will be randomly selected so as to be broadly demographically representative of the full Assembly membership.

