



DISABILITY FEDERATION OF IRELAND

**General Protocol Regarding Appointment
of DFI Representatives**

1. DECISION TO APPOINT

Any decision to appoint DFI representatives will have regard to the following matters:

- 1.1** The remit of the and Terms of Reference to the National Committee / Structure / Agency / Group (hereafter referred to as committee).
- 1.2** The ongoing DFI remit to represent the broad category of disability organisations and interests on this Committee.
- 1.3** The existing membership of the Committee.
- 1.4** The capacity, availability, and commitment of the candidate to fulfil the remit. Any previous representation by the candidate will be noted.
- 1.5** The track record of the organisation, from which the representative comes, regarding its collaboration and co-operation with the work of DFI.
- 1.6** The need to ensure that the sector has the best possible representatives, and that the representatives maintain the confidence of other relevant stakeholder organisations and any other groups / interests who sit on the Committee.
- 1.8** Any views and advice of the Chair of the Committee, particularly in relation to Items 1.2, 1.3 and 1.4 above, along with any other matters they considered relevant.

2. PROTOCOLS

- 2.1 Representatives are appointed on the understanding that they represent the interests of DFI and its member organisations.
- 2.2 Representatives and alternates will normally be appointed for a period of no longer than **two years**. Representatives may be re-appointed for a further period.
- 2.3 Representatives are appointed on the understanding that they have the **support of their employing organisation**, where the latter is a relevant organisation, and that they are able to carry out the role.
- 2.4 Relevant organisations will be given as much notice as possible of any upcoming process to appoint / reappoint representatives and alternates to the forum
- 2.5 Following its decision, DFI will write to everyone whose name was proposed to thank them for their interest and informing them of the outcome.
- 2.6 DFI, where appropriate, will, on an annual basis and at any other time deemed necessary, review the operation of its representative structures.
- 2.8 DFI reserves the right to replace its representative in the event of continued non-attendance of the representative at meetings, or lack of effective communication and feedback between the representative and DFI in relation to the forum.
- 2.9 The CEO will make any necessary further decisions concerning matters not explicitly dealt with in this protocol, while having regard to its general provisions. However, DFI reserves the right to change this protocol at any time and will advise representatives of any changes.

3. Responsibilities of DFI Representatives

As a DFI Representative, the following obligations will apply:

- 3.1** Attendance at all meetings / events related to the forum on which DFI is represented. The importance of attendance is critical if full benefit to DFI and its member organisations is to be gained from the representative process
- 3.2** If the representative is unable to attend a meeting or event, he or she must let the DFI staff contact know in advance so that DFI can arrange for an alternate to attend in place of the representative.
- 3.3** It is essential that timely feedback be provided to DFI in relation to meetings and ongoing issues arising out of the work of the forum. This process is critical to ensure effective feedback by DFI to its member organisations. Such information includes:
 - Dates of Committee meetings
 - Agendas for Committee meetings
 - Reports and Feedback from Committee meetings
 - Items which require their input or are of interest
- 3.4** DFI may form a linkage / advisory group to maximise DFI's engagement with, and understanding of, the issues being addressed by the Committee. The representative will be expected to participate in and support this process.

4. Responsibilities of DFI

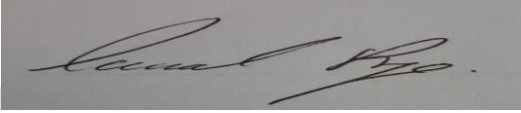
As support to Representatives DFI will:

- 4.1** Provide a clear role description for representatives, and background information to the policy context of the Committee.
- 4.2** Ensure as Representative that you are supported in your communication and consultation with DFI members on the work of the Committee.
- 4.3** Reimburse you for specific out-of-pocket expenses you incur as a result of representing DFI.

December 2020

Signed.....DFI Contact Person

Signed ..... Member Organisation

Signed ..... DFI Representative on Committee