



As agreed with the Department of Agriculture, Food, and the Marine, October 2019

## Irish Hemp Industry Forum

### **Stakeholder Forum** **TERMS OF REFERENCE**

**PURPOSE:** The general purpose of the Stakeholder Forum is to understand the multiple potentials of the Irish hemp industry in the context of integrated development planning in line with sustainable development objectives.

To meet this purpose, the Stakeholder Forum will focus on knowledge exchange and constructive dialogue between industry actors, the scientific research community, and state legislative and regulatory bodies.

It is also envisaged that this approach will serve to extend knowledge sharing capacities in the interest of informed policymaking.

**DUTIES:** The Stakeholder Forum exists to:

- Provide an environment to consider and develop thinking about innovative models of industrial development capable of realising climate policy objectives
- Educate stakeholder groups on the multiplicity of hemp's viable potentials across Irish agricultural and industrial sectors
- Assess the functional relevance of integrated development planning to the realisation of multiple optimised outcomes in line with key policy objectives of the Irish state.
- Understand the unique dynamic of the Irish hemp industry relative to expanding global

and EU markets.

- Assess the impact of current legislation and regulatory governance of the Irish industry and evaluate the practical reforms necessary to support the growth-potential of the industry
- Consider how successful development of the Irish hemp industry might constitute a reliable basis for wider strategic reform of current systems of agricultural food production and agricultural land use management.
- Provide effective mechanisms to extend the knowledge sharing function of the forum.

The forum will also oversee the operation of a number of **specialist research groups** and their role will include:

- Offsetting the absence of Irish research data over the past two decades
- Providing a mechanism to support the work of the forum.
- Providing research perspectives on matters under consideration
- Validating information submitted to the forum
- Extending the reach and scope of reliable inference
- Providing a mechanism for problem solving

**ACCOUNTABILITY:** The Stakeholder Forum is Industry led and will forward reports to the Minister for Agriculture whose Department will receive the minutes from the forum.

**CHAIRMAN:** The Chair will be elected by the forum members, through a vote.

- Each member will be invited to send a representative, who will articulate the views of their organisation/stakeholder community.
- Representation will be reviewed on an ongoing basis.
- Members are expected to make every effort to attend all meetings.
- Deputies can attend though they must be suitably briefed and the forum should be notified in advance.
- Attendance will be recorded formally through the minutes from the meeting.

**INVITED TO ATTEND:** In addition to the members of the Stakeholder Forum, it may be appropriate to invite subject matter experts to provide advice, support and information.

**QUORUM:** As the Stakeholder Forum is not a decision-making body, there is no specific quorum for its meetings.

**MEETING FREQUENCY:** Meetings initially will be held on the last Thursday of the month from

10 am to 12 noon

### **MEETING ORGANISATION:**

- i. Meetings of the Stakeholder Forum will be set in advance of the first meeting
- ii. Meeting administration and secretariat support will be provided by -----
- iii. The draft agenda will be compiled by the administrators and the Chair in advance of the meeting;
- iv. All final papers/reports must be submitted to the meeting administrator 7 days in advance of the meeting;
- v. The agenda and supporting papers to be forwarded to each member of the Stakeholder Forum and planned attendees or invitees 7 days in advance;
- vi. The meeting administrator will prepare an attendance register for each meeting and ensure that the attendance/non-attendance of all individuals is accurately recorded.

**REPORTING:** The Stakeholder Forum will submit a summary report to members after every meeting which provides :

- i. Summary of topics discussed;
- ii. Highlights, issues and actions;
- iii. Decisions made;
- iv. Items for escalation;
- v. Any new issues and actions required.

### **STANDING AGENDA ITEMS:**

- i. Apologies;
- ii. Minutes of the Previous Meeting;
- iii. Matters Arising and Action Log;
- iv. Declarations of Interest;

The remainder of the agenda will be defined in agreement between the Chair and

Administrators.

**MEETINGS, MEMBERSHIP AND ATTENDANCE:**

Stakeholder Forum MEETING DATES 2019 - 2020


<b>Initial</b>	<b>Job Title</b>	<b>Name of Postholder</b>	<b>Initial</b>	<b>Job Title</b>	<b>Name of Postholder</b>
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