



**An Roinn Leanaí, Comhionannais,  
Míchumais, Lánpháirtíochta agus Óige**  
Department of Children, Equality,  
Disability, Integration and Youth

# **EXPRESSIONS OF INTEREST TO CHAIRPERSON OF THE DISABILITY STAKEHOLDERS GROUP**

## **Guidance Notes for Interested Parties**

**PART A – RELEVANT INFORMATION AND BACKGROUND**

**PART B – APPLICATION, ASSESSMENT AND APPOINTMENT**

Please read this Guidance Note in full before completing the Expression of Interest Form

## **PART A – RELEVANT INFORMATION AND BACKGROUND**

### **What is this Expression of Interest For?**

The Minister of State with responsibility for Disability, Ms Anne Rabbitte T.D., is seeking to appoint a Chairperson to lead the work of the new Disability Stakeholder Group (DSG).

The process of people letting the Minister know they are interested in becoming the DSG Chair and providing information on their relevant experience is called 'an Expression of Interest'.

### **What is the Disability Stakeholder Group?**

The DSG is a group recognised for the important role that it plays in disability policy monitoring.

It is a voluntary group of individuals with expertise and lived experience of disability.

The current DSG (DSG 5) is the fifth DSG and its term will end this year. The Minister of State with responsibility for Disability is therefore seeking to establish a DSG 6. A call has already issued and is near completion for the members of DSG 6.

The National Disability Authority provides Secretariat support to the DSG.

### **What kind of people are being looked for to Chair the DSG?**

Chairing the DSG is an important role. The position requires the role holder to be independent and impartial in coordinating and supporting the work of the DSG. Therefore, the Chair must be capable of facilitating the inclusive consideration of all perspectives and views and encouraging adherence to the DSG Code of Conduct.

As explained in Part B of this document, the key criteria for DSG Chair has been identified as being:

- Independence, impartiality and inclusivity
- Knowledge, experience, expertise
- Interpersonal skills and working collaboratively
- Commitment

The Chairperson's experience of the above criteria can come from lived experience of disability, academic research, work or voluntary professional experience, or any combination of relevant factors.

The breadth and complexities of disabilities experienced in Ireland require the Chair to value and facilitate discussion and dialogue between individuals and organisations with experiences across the following, non-exhaustive, list of areas:

- Intellectual Disability
- Physical Disability

- Neurodiversity
- Vision Impairment
- Deaf / Hard of Hearing
- Mental Health
- Acquired Brain Injuries.

The Chair will also be a key representative of and liaison between the DSG and Departments and Agencies across the State.

As disability is not an isolated issue, applications from individuals whose experience includes intersectionality with other equality areas such as women and girls, Traveller and Roma, LGBTI, and/or migrant backgrounds would also be welcomed.

### **How do I apply?**

Expressions of Interest should be made by completing the 'Disability Stakeholder Group: Chair Expression of Interest' form and submitting it to [disability\\_policy@equality.gov.ie](mailto:disability_policy@equality.gov.ie) by 5pm on **13th December 2021**.

Further details on submitting an expression of interest are included below.

Please note: the term of the new DSG, and the role of Chair, will begin in early 2022.

Expressions of Interest are welcomed from all interested parties, whether an application to become a member of the DSG has been submitted or not, and whether that application has been successful or not. If the Chair is selected from an individual who has successfully applied to be a member of DSG6, then their position as member of the DSG will be filled by an alternative.

### **The role of the DSG Chair**

The current DSG Chair has an important role in leading the work of the DSG in monitoring the implementation of the National Disability Inclusion Strategy (NDIS - more information below).

The DSG Chair will be required to prepare for and attend at least 8 meetings every year – 4 meetings of the DSG and 4 meetings of the NDIS Steering Group. In these meetings the DSG provides oversight and critical, constructive analysis of the progress of the NDIS. DSG input is informed by the expertise and lived experience of its members. The role of the Chair will be to coordinate and steer the work of the group in addition to acting as a focal point for communications to the group. The Chair also facilitates the sharing of views and analysis of DSG members regarding NDIS implementation to the Minister/NDIS Steering Group through a quarterly Chairperson's statement.

As the current NDIS will conclude during the term of DSG 6, the DSG Chair will also play a role in leading the DSG's input into alternate/successor structures.

The DSG is not an advocacy, issue based or lobbying group and members are not expected to focus on a sole issue of interest to them, but rather engage fully in the remit of the group to act as part of the monitoring structure of the NDIS and its

actions. The Chair will play a critical role in ensuring that the DSG is inclusive in its approach.

The current terms of reference for the DSG are as follows:

- Work in partnership with Government Departments to monitor the implementation of the NDIS;
- Work collaboratively to bring solutions to the NDIS Steering Group including actions which support the effective implementation of the plan;
- Assist in developing a coordinated input, drawing on the lived experience of people with disabilities;
- Assist in monitoring delivery against agreed targets and to bring constructive suggestions for improving implementation;
- Work together to provide coordinated advice; and
- Respect the independence of the Chairperson of the DSG as facilitating the input of the group to the wider NDIS Steering Group

The Terms of Reference above may be revised and updated during DSG6 to provide for the DSG's ongoing input on disability issues following the end of the NDIS. The Chair will play a leadership role in coordinating that work, and in encouraging adherence to the Disability Stakeholder Group Code of Conduct to which all DSG members and the Chair agree to be bound..

### **What is the National Disability Inclusion Strategy?**

The NDIS is currently the key Government policy and action to address the needs of persons with disabilities. A copy of the NDIS is available here:

<https://assets.gov.ie/18901/26182a87ecf84ddd8d60c215c0ce2520.pdf>

The actions in the NDIS involve all Government Departments (with some playing a bigger role than others) and aims to promote greater inclusion by people with disabilities in Irish society. The strategy aims to improve the lives of people with disabilities both in a practical sense, and also in creating the best possible opportunities for people with disabilities to fulfil their potential.

The Strategy comprises the following eight themes:

- Equality and Choice
- Joined up policies and public services
- Education
- Employment
- Health and Wellbeing
- Person entered disability services
- Living in the Community; and
- Transport and access to places

### **NDIS Meetings and Monitoring**

The NDIS Steering Group (NDISSG) is chaired by the Minister of State with responsibility for Disability and includes representatives of Government Departments and Agencies and the Disability Stakeholder Group.

Implementation of the NDIS is monitored in quarterly Steering Group meetings. There is a reporting system which requires Government Departments and Agencies to detail their progress. The group is supported by independent analysis, advice and assessment from the National Disability Authority (NDA).

Some Departments have also established their own Departmental Consultative Committees which meet in advance of each Steering Group meeting to discuss progress on their specific areas of responsibility. Departmental Consultative Committees consist of the relevant Department officials, representatives of the NDA, the DSG and in some cases, other disability organisations.

DSG Chair will be a critical representative of the DSG in Steering Group meetings and in advising members of the DSG to volunteer to join working groups on specific issues relevant to the NDIS. Currently there are working groups on Assistive Technology and Transport. There is also robust DSG engagement with the Comprehensive Employment Strategy for People with Disabilities.

### **Required Commitments**

In order to fulfil this important role, significant time commitment is required of the DSG Chair. For example, the Chair currently attends at least 8 meetings per year, in addition to other meetings required to support the ongoing work of the DSG. There will normally be:

- 4 NDIS Steering Group meetings;
- 4 DSG group meetings.
- Meetings with the DSG Secretariat as required to support the meetings above and the work of the DSG.
- Meetings with chairs of DCCs, meetings with Ministers and Departmental officials, appearances before the Joint Oireachtas Committee for Disability Matters, and other such meetings.

There is also an additional time commitment required of the Chair in terms of preparation for attendance at the meetings, including critical analysis of documentation circulated and travel to and from meetings (when they are held in person), and in exercising leadership and coordination functions to support the DSG to work collaboratively and well. The Chair will also work with the DSG Secretariat to develop a Chairperson's statement in advance of each NDIS Steering Group, 4 times per year.

The Chair is eligible to have their Travel and Subsistence costs met (in accordance with civil service rates) where meetings occur in person.

It is important to note that the activity of the DSG occurs during usual business hours. As such the Chair will be required to be available at these times.

There may also be opportunities to attend training where necessary or helpful.

In cases where the Chair is a representative of an organisation, assurance will be sought that organisational support is in place in order to ensure that the appointee will be in a position to fulfil the duties required of the Chair on a consistent basis.

**Term**

The DSG Chair will be appointed for a three year term, beginning in January 2022.

## PART B – APPLICATION, ASSESSMENT AND APPOINTMENT

### Submitting expressions of interest

Expressions of interest should be submitted by completing the 'Disability Stakeholder Group: Chair Expression of Interest form' available on the Department of Children, Equality, Disability, Integration and Youth (DCEDIY) website.

Completed Expression of Interest forms should be submitted to [disability\\_policy@equality.gov.ie](mailto:disability_policy@equality.gov.ie) by **5pm on 13<sup>th</sup> December 2021**.

In order to help interested parties and to guide the selection and appointment process, the following key criteria for DSG Chair have been identified and are explained in the Assessment section below. The Expression of Interest form is designed to give interested parties the opportunity to detail their relevant experience under each criteria.

- Independence, impartiality and inclusivity
- Knowledge, experience and expertise.
- Interpersonal skills and working collaboratively.
- Commitment

### Assessment

All Expressions of Interest will be screened to determine their completeness and eligibility. Applications deemed complete and eligible will then be fully assessed and scored in accordance with the marking scheme set out below. The Chair Expression of Interest form is designed around the below scoring criteria.

Assessment will be undertaken by a panel established by DCEDIY. These assessments will then be provided to the Minister of State for Disability Issues for consideration and appointment.

Depending on the volume and nature of Chair Expressions of Interest received, there may be an additional interview / discussion stage if required.

Award Criteria	Maximum Score	Minimum Score required
<ul style="list-style-type: none"><li>• <b>Independence, impartiality and inclusivity</b></li></ul> The DSG Chair will be required to exercise independence, impartiality and inclusivity in coordinating, leading and supporting the work of the DSG.	25	10

<p>Evidence of prior experience in coordinating discussions and dialogue amongst diverse stakeholder and interest groups is required, and experience of impartially representing diverse views would also be welcome.</p>		
<p>• <b>Knowledge, experience and expertise.</b> Interested parties must clearly identify and demonstrate their knowledge, experience and expertise of leading or chairing the work of disability stakeholder groups in Ireland.</p> <p>This can be demonstrated through work or voluntary experience, lived experience, professional background, academic expertise or a mix of relevant skills.</p>	25	10
<p>• <b>Interpersonal skills / working collaboratively.</b> DSG Members work with the Minister of State for Disability Issues, Civil Servants and other DSG members. The DSG’s work involves discussion, debate and the sharing of views, sometimes opposing, across these groups.</p> <p>It is important that the Chair can demonstrate that they have the collaborative and interpersonal skills to undertake this leadership role. Examples of leading and coordinating team work and working constructively in collaboration with diverse groups should be provided.</p>	25	10
<p>• <b>Commitment</b> The DSG Chair is a voluntary position that carries out an important role in the Government’s implementation of policy. A high level of commitment is required of the DSG Chair to be effective.</p> <p>Interested parties should give any information or examples that displays their desire and ability to commit to long-term, active participation and leadership of the DSG.</p>	25	10

**Please Note**

- All decisions on appointment are final, and no appeals will be considered.



- Queries on the application process can be submitted to [disability\\_policy@equality.gov.ie](mailto:disability_policy@equality.gov.ie).