



Purpose	Equal Participation Model – Project Steering Committee – Meeting 1
Date	31 <sup>st</sup> January 2023
Venue	Webex
	<b>Minutes</b>
Attendance	<p><b>In attendance:</b> Amy Anderson (DCEDIY, Access and Inclusion Unit), Anne-Marie Brooks (DCEDIY, Chairperson), Áine Brummell (CCI), Louise Butler (Pobal), Mark Considine (DCEDIY, Access and Inclusion Unit), Delia Goodman (Better Start), Fiona Healy (DCEDIY, Access and Inclusion Unit), Micheál Killilea (DE, Social Inclusion Unit), Kate Levey (DCEDIY, Child Rights Policy Unit), Gillian Martin (DCEDIY, Sector Development Unit), Paul Norris (DSP, Social Inclusion Unit), Helena O’Brien (Tusla, Dún Laoghaire-Rathdown CYPSC), Ciara Pidgeon (DCEDIY, Parenting Support Policy Unit), Joanne Tobin (DE, Early Years Education Policy Unit), Toby Wolfe (DCEDIY, Quality Unit)</p> <p><b>Secretariat:</b> Amy O’Riordan (DCEDIY, Access and Inclusion Unit)</p> <p><b>Apologies:</b> Colma Ní Lughadha (Tusla), Roshin Sen (DSP)</p>

### Welcome and introduction:

The Chair welcomed all members to the first meeting of the Project Steering Committee (PSC), noting the apologies as list above.

### Presentations and discussion:

- A presentation was delivered on the policy background of the project.
- The project charter was discussed, outlining the goals and deliverables.
- The draft Terms of Reference (TOR) were discussed. It was noted that the roles of members, clarification on the term of the PSC and a piece on the confidentiality of the work of the PSC are to be added.

It was also noted that the project charter refers to both Early Learning and Care (ELC) and School Age Childcare (SAC) as in scope, however the TOR only refers ELC – the TOR will be updated to reflect both ELC and SAC.

Attendance at meetings was discussed. It is noted that there will be no replacements in the case of a member’s non-attendance to ensure continuity and allow for decision-making.



- A presentation was delivered on the work that has been carried out to date which includes a scoping phase and the commencement of a consultation and engagement phase.

### Decisions:

- The title 'Equal Participation Model' was accepted as a working title.
- The TOR is to be amended and put forward for approval at the next meeting.
- It was agreed that meetings will be held on a monthly basis, primarily online but with occasional meetings to be held in person.

The following dates were agreed:

Tuesday 28<sup>th</sup> February 2023 – online

Monday 27<sup>th</sup> March – online

Monday 24<sup>th</sup> April – online

Tuesday 23<sup>rd</sup> May – in person

- It was decided that the agendas and outlines of the thematic workshops will be shared with the PSC in advance.

### Actions:

- The TOR will be amended to reflect the suggestions proposed.
- PSC to identify guest speakers for future meetings (national or international) to present on areas of interest.
- Webex meeting invites to be circulated.
- PSC to provide any observations on the first draft of the working paper.