



An Roinn Iompair
Department of Transport



Road User Safety Forum

Terms of Reference



1. Background

The Road Safety Authority is the lead agency for co-ordinating the delivery of the Government's Road Safety Strategy 2021-2030, the primary aim of which is to reduce the number of deaths and serious injuries on Irish roads by 50% by the end of this decade compared to the previous decade. This means reducing deaths on Ireland's roads annually from 144 to 72 or lower and reducing serious injuries from 1,259 to 630 or lower by 2030.

In the longer term, the EU's long-term goal is to move as close as possible to zero fatalities in road transport by 2050 ("Vision Zero").

The Road User Safety Forum (RUSF) is being established as an independent consultative forum to inform the development of the Phase 2 Action Plan of the Government's Road Safety Strategy, which will run from 2025 to 2027. It is expected that this Action Plan will be published in early 2025.

The Forum will primarily be tasked with providing insight and road user advice for the development of the Action Plan. The Forum may also be asked to give comments and feedback on various training initiatives or promotional campaigns being delivered by the RSA.

Members of the RUSF will include people who represent a variety of users of the road network in Ireland as well as road safety advocates. Facilitated discussions at forum meetings will allow the RSA to hear a wide variety of viewpoints from road users and road safety advocates.

It is anticipated that the forum will exist in this format for approximately six months, providing input and advice to the RSA during the development of the Phase 2 Action Plan.

2. Composition

The Road Safety Authority has sought candidates who would bring a range of knowledge and skills to the meetings of the RUSF. The number and details of the RUSF is not set by legislation but it is proposed to include up to 10 members from a wide range of backgrounds including but not limited to:

Road safety advocacy, Active travel, Enforcement, Emergency services and first response, Motorists, Driving for Work, Young people, Older people, Rural Communities.

3. Facilitator

The Road Safety Authority will facilitate the Road User Safety Forum. In its roles as facilitator, the RSA will be responsible for ensuring that meetings of the forum are effective, efficient and held in a mutually respectful way at all times.



4. Work programme and meeting agendas

The RSA is responsible for the delivery of a wide range of programmes and projects under the Government's Road Safety Strategy. Simultaneously, development of the Phase 2 Action plan is underway. An outline work programme detailing milestone dates and the engagement plan will be provided to forum members to allow for planning and full participation throughout the 6-month term.

5. Meetings

It is expected that the Forum will meet three times before the end of 2024 and one in advance of publishing the Phase 2 Action Plan. Each meeting is expected to last for up to 3 hours.

It is intended that meetings will be held in person at the Department of Transport offices, Leeson Lane, Dublin 2.

Sufficient notice will be provided of any upcoming meetings.

6. Reporting of the Forum's meetings

The members of the Forum may wish to feedback the information to their networks and/or organisations. A report of each meeting will be circulated to members by the RSA within two working weeks of each meeting. Digital copies of presentations made to the Forum will accompany the relevant meeting report.

In order to ensure the Forum's advice is heard throughout the RSA, the written report of each meeting will be given to the Board of the RSA.

As the RSA is a body covered by Freedom of Information legislation, members may wish to note that FOI legislation is applicable also to the proceedings of this Forum and to communications between members and the RSA.

7. Secretariat

The RSA will provide a secretariat service for Forum meetings to:

- Prepare meetings and agendas.
- Report the deliberations and recommendations emerging from the Forum.
- Assist members with specific access needs to participate fully in the Forum's deliberations, as far as is reasonably practicable.
- Respond, to requests for information and support from members between meetings, where possible.

RSA representatives will attend meetings to take note of feedback that emerges.



8. Expenses

Travel and subsistence expenses will be reimbursed at Civil Service rates, supported by receipts where necessary.

Code of Conduct

As a member of the Road User Safety Forum:

- I agree to be guided by the agreed Terms of Reference of the Forum.
- I agree to contribute positively both within and outside of meetings in all business relating to the Forum.
- I agree to do my best to come to meetings prepared and having read documentation sent in advance.
- I agree to be a point of contact for the people I represent and to foster good communication between them and the RSA.
- I agree not to overstate or misrepresent my role and responsibility as a member of the Forum, for example, not speak for the Forum as a whole, or make misleading comments on social media.

RSA representatives and Forum members all commit as follows:

- I commit to contributing to agendas in advance of meetings if I have an issue I need to raise. If I have something to share, I will email it in advance to the Facilitator or secretary.
- As Facilitator or secretary of RUSF, I agree to circulate agenda and other relevant documents at least seven days in advance of the meeting.
- When making a presentation I agree to describe any images that convey information such as graphics, drawings or photographs.
- Correspondence for the meetings will be in accessible formats, as far as is reasonably practicable.
- I agree to stay on topic and bring up other issues under any other business at the end of the meeting.
- My behaviour is guided by the principles of respect and equal rights in my interactions with others. This includes making space for other opinions, including those that are different from mine and not speaking over other contributors.
- I take responsibility for my views and make it clear if what I am saying is from a personal or organisational perspective.
- I create space for all members to learn and ask questions.
- I exercise awareness and make accommodations for everyone to participate at meetings in ways that are comfortable for them.
- I agree to respect meeting start and end times for meetings.