

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



Seeking Members for Ireland's First Disability Participation and Consultation Network

Guidance Notes for Applicants

Part A – About the Disability Participation and Consultation Network

Part B – How to complete the Application Form

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Appendix 1 – Application Form

Appendix 2 – Example of Membership Agreement Form

Please read this Guidance Note in full before completing the application form

Part A – About the Disability Participation and Consultation Network

1. Introduction

Ireland has signed up to the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD).

Ireland now has to make sure that it consults with and involves people with disabilities, including children with disabilities, when making policy and law that has an effect on them.

To make sure that this happens, the Government has decided to set up a new group, called the Disability Participation and Consultation Network.

The Network will be made up individuals with disabilities, Disabled Person's Organisations (some of whom will receive grant funding) and an Organising Member that will help coordinate all of the work that is done.

The Network will make sure that, as well as groups who work with, or for people with disabilities, or provide services to them, people with disabilities themselves will be heard directly when the Government makes decisions on disability.

The role of Members

As a member of the Network you / your organisation will work with other members in order to provide the views and opinions of people with disabilities living in Ireland on law, policy and other important issues. Working on specific issues, this could mean attending workshops and meetings (online and offline), having discussions with other members, or completing questionnaires.

You might also have the opportunity to help to consult with people with disabilities who are not in the Network to gather their views.

You will also be invited to provide input into how the Network runs, the decisions that it makes and the reports and work that it does.

The first work that the Network will do is get the views of people with disabilities on Ireland's report on the UNCRPD.

Who we are looking for

We are looking for individuals with disabilities, Disabled Persons Organisations and disability organisations who would like to be involved in the Network as members.

It is important that all experiences of disability in Ireland are included in the Network. We invite applications from across the wide spectrum of disability in Ireland. We want to include people / organisations representing:

- Intellectual Disability.
- Physical Disability
- Neurodiversity / Autism
- Vision Impairment
- Deaf / Hard of Hearing
- Mental Health
- Acquired Brain Injuries.

While the application process will ask about any relevant experience that you have, the most important thing will be to show your commitment to being a member of the Network and to bringing the views of people with disabilities into the Network.

The number of members being sought is in the region of 20, with consideration of geographic spread and range of disability experiences also being an important factor in selection.

Training and Support

Training and support to help you in this role will be provided by the Organising Member and/or other members of the Network who have been given funds. Training may include learning about the UNCRPD and finding out how best to give views on policy and law.

You may also be able to receive Travel and Subsistence costs for any travel or other requirements that you have associated with your membership. For example, if you have any special requirements, or require any reasonable accommodations / assistive technology to allow you to be involved in activities, the Network may be able to provide or arrange these where possible.

When

The first Disability Participation Consultation Network will begin in November 2020 and end in October 2021.

How to apply and how decisions will be made

All interested people and organisations will be asked to complete the Expression of Interest Application Form. All applications will then be assessed by a team to determine who will be asked to join the Network.

The number of members in the Network will be limited and decisions will be made with consideration of:

- the answers provided in the application;
- ensuring a geographic spread of members;
- ensuring the wide range of disability experiences in Ireland are represented in membership.

If the application form is not accessible to you, please contact us at dpacnetwork@jdcya.gov.ie and an alternative will be arranged if possible.

Successful applicants will then be required to sign a Membership Agreement (Appendix One) with the Department of Children, Equality, Disability, Integration and Youth.

Part B - How to Complete the Application Form

This part explains the information that we want to know about you / your organisation and that you will need to provide in your application form.

Section 1: Details of the Individual / Organisation

- 1.1 **Are you applying as an individual or an organisation:** Please tick the box that is correct for your application.
- 1.2 **Name of person / Organisation:** The full name of the person / organisation making the application.
- 1.3 **Address:** The full postal address to which correspondence relating to the application may be sent.
- 1.4 **Person to be contacted:** This should be someone who can act on behalf of the organisation and has a lead role in delivering the roles proposed within the application.
- 1.5 **Contact details:** This should be the main contact details for the person to be contacted as per 1.3.
- 1.6 **Address for correspondence:** If different from 1.2. If applicable, please also provide your Charities Registration Number and/or Companies Registration Office number here.

Section 2: Relevant Information and Experience

- 2.1 **Please tell us why you would like to be part of the Disability Participation and Consultation Network (Max. 250 words):** We would like to know your reasons for wanting to be part of the Network, why you think the Network is important and what, as a member of the Network, you feel you will be able to do to help it achieve its goals, including a brief description of your lived experience of disability.
- 2.2 **Please provide details of any work / activities that you have been involved in that you feel are relevant to the Disability Participation and Consultation Network (Max. 250 words):** For this response we would like to hear about any experience that you have that you think will help you in the role of Network Member. In particular we would be interesting in hearing about any work / activities you have been involved in that required you to work with other people on projects, gathering and giving views and communicating those views.
- 2.3 **Training will be provided to the Members of the Participation and Consultation Network. You / your organisation will be expected to attend training and other Network events (travel and subsistence costs may be covered) in order to support your Membership. Please confirm that this something that you will be able to attend training. If you like, you can provide any information you think is helpful (Max. 250 words):** Membership of the Network will include training and other activities that will ensure that the Network operates successfully and that all members are included and supported in

their role. In this question we are asking you to confirm that you are ready to make this commitment.

- 2.4 **Network Members will be expected and will be supported to take part in the Network’s participation and consultation work, engaging with other members and people in the community. Please confirm that this something that you will be in a position to do. If you like, you can provide any information you think is helpful (Max. 250 words):** Members of the Network will work alongside and with other members and may also be involved in participation and consultation work with people with disabilities who are not in the Network. In this question we are asking you to confirm that you can make this commitment.

Part C - Next Steps

1. Completed application forms should be submitted directly to the Department of Children, Equality, Disability, Integration and Youth by **11:00am** on **27th November 2020** to **dpacnetwork@dcya.gov.ie**.
2. All applicants (successful and unsuccessful) will be notified of the outcome of their application.
3. All decisions on grant applications are final, and no appeals will be considered.
4. Queries on the application process can be submitted to dpacnetwork@dcya.gov.ie

Appendix One

Note: This is an example and is not to be signed at this time

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Department of Children, Equality,
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Membership Agreement: Disability Participation and Consultation Network

As a Member of the Disability Participation and Consultation Network, I/We agree to:

- Engage in the work of the Network where possible.
- Carry out the tasks associated with the Network in an appropriate and respectful manner and in the spirit of the UNCRPD. Failure to do so may lead to loss of membership from the Network.
- Follow the policies and procedures for operation of the Network as issued by the Organising Member.
- Liaise with the Organising Member in regard to planned work.
- Work collaboratively with other Network Members and the Organising Member in order to ensure the successful operation of the Network.
- Provide information on your activities in the Network to the Organising member as required.
- Advise the Organising Member if you are unable to continue in your role as a member of the Network or to raise any conflict of interest that you may have in any work being undertaken.
- This Membership Agreement implies no liability on the part of the Minister or the Department, arising from member's activities as part of the Network.

As a Member of the Disability Participation and Consultation Network, I/We can expect:

- To receive training and capacity building support to assist active Membership of the Network.
- To be involved in the planning of participation and consultation work and the operation of the Network.
- To receive travel and subsistence costs (at rates specified by the Department) associated with your Network activity.
- To be supported in carrying out Network activities, including, where possible the provision of reasonable accommodations / supports required.

Signed:

On behalf of:

Date: