

## **TRANSPORT STRATEGY FOR GREATER DUBLIN 2022-2042**

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### **FREIGHT, LOGISTICS AND GATEWAYS FREIGHT FORUM (FLGFF)**

#### **TERMS OF REFERENCE**

**WORKING DRAFT – JULY 2021**

##### **INTRODUCTION**

A Freight, Logistics and Gateways Freight Forum (FLGFF) would play a role in helping inform the development of a Sustainable Freight Distribution Strategy by contributing feedback on freight and logistics across Greater Dublin. The emergence of a specific freight strategy will align with the development of the Transport Strategy for Greater Dublin (2022-2042) by the National Transport Authority (NTA); the body responsible for developing and implementing strategies to provide sustainable transport across Ireland.

##### **PURPOSE**

The role of the FLGFF would be to provide the platform for contributing detailed insights and feedback at each stage of strategy development, adding to the knowledge base of both NTA and the consultants who will be responsible for developing the Sustainable Freight Distribution Strategy. It will also be the place where organisations and individuals can listen and receive information on the strategy.

The FLGFF covers a very broad, larger group of interested bodies; ranging from fleet operators to large businesses with significant freight requirements who may wish only to contribute their views without contributing directly to guiding and shaping the strategy during the plan making process. This differs from members of the Freight, Logistics & Gateways Steering Group (FLGSG) who would offer technical and sector leadership and proactively develop and mobilise the strategy.

Freight Forum members will offer a certain degree of technical, operational and local insight helping to elicit key issues and challenges through their lived experience. They will value the opportunity to contribute and be consulted but will have limited time or interest in proceeding to shape and take responsibility for the development of the strategy.

This is a ‘listening’ group, anticipated to meet every four weeks throughout the project during the development of the strategy before the FLGSG meeting. Like the FLGSG, the FLGFF has the potential to continue in some vain longer term by continuing to provide local insights and local feedback; including in response to any improvements or changes that impact the sector within the Greater Dublin area.

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## **STUDY AREA**

The study area encompasses the entire Greater Dublin area. This consist of four constituent authorities: Dublin, Meath, Kildare and Wicklow. It will be important to recognise the role and value of organisations and freight movements operating across borders due to the global character of the city and the local, national and international flows of goods.

## **OBJECTIVES**

The main objective of the group is to provide feedback to inform the Sustainable Freight Distribution Strategy for Dublin and ultimately the emerging Transport Strategy for Greater Dublin (2022-2042). The group offers an opportunity to test concepts and sense check assumptions about freight and logistics activities as well as providing personal insights on the issues, challenges and opportunities locally.

This will include:

- Sense checking any technical work (draft documents) or assumptions being made when producing the Sustainable Freight Distribution strategy;
- Aiding with providing feedback on issues, challenges and opportunities they experience or are aware of locally to help with progressing the strategy; and
- Providing any useful data insights or information that they may hold and can be shared to inform the strategy contents.

## **MEETING PROGRAMME**

The FLGFF will meet once per month throughout the entirety of the Strategy project programme. This acknowledges the need to balance time commitments and the impetus required to develop, mobilise and implement a strategy. A starting date should be agreed with NTA and interested members to commence a schedule of dates for undertaking virtual meetings during the development of the strategy. Any future requirements to meet as a forum beyond the plan making period should be agreed at the final meeting.

## **ACCOUNTABILITIES AND RESPONSIBILITIES**

The FLGFF should sit alongside the FLGSS to help NTA make decisions in a timely way to support the development of a Freight Distribution Strategy and the Transport Strategy for Greater Dublin (2022-2042). NTA will be ultimately responsible for production and finalisation of the proposed Strategy. Supporting professional and technical advice will be provided by the consultant team.

The FLGFF will complement the development of the FLGSG and offer a good soundboard for plan making and developing the evidence base for the strategy. Whilst members may make limited contributions to shaping the strategy, they will be expected too:

1. Collate and disseminate views and thoughts from/to their own organisation in advance of and after each meeting and possible convey or share this information.
2. Attend meetings when possible or when they can make a constructive contribution; and

3. Review study outputs/deliverables in a timely manner or at least sense check the direction of travel for the emerging strategy.

#### **WAYS OF WORKING**

The group will meet monthly during the course of the study and will be followed by a FLGSG meeting. In view of the current Covid-19 pandemic, meetings will initially be held virtually, usually by MS Teams. This will be reviewed as/when restrictions ease. For inputs that may be needed outside of the meeting series, forum members will be contacted by email for comments and input on specific issues.

Members of the FLGFF may have limited contact or engagement with thematic and area studies being developed by NTA. The meetings will provide an opportunity for the project team to convey key messages to the forum members and to request any feedback on deliverables periodically.

A meeting etiquette and agenda will need to be established before any commence to ensure that the forum can run smoothly. This will help minimise any delays and confrontations between forum members, especially if numbers can exceed 20-25 people on one call. The calls should be short yet provide opportunities for members to contribute equally.

#### **FREIGHT FORUM CHAIR**

The FLGFF will be chaired by a recognised figurehead with plentiful experience in facilitating and coordinating meetings whilst having the network to help mobilise actions quickly and clearly. To ensure integration with the development of other transport sector plans and programmes, we would suggest this is a member of NTA, namely Owen Shinkwin, project sponsor for the transport strategy. The chair for the FLGFF should be the same as the FLGSG for consistency.

#### **MEMBERSHIP**

The FLGFF will have a fluid membership which reflects the breadth of the strategy's consideration and geography of the Greater Dublin area and the level of contribution that each organisation wishes or can make over the plan making period. On this basis, membership may be liable to change over time. This also acknowledges the scale of interaction businesses, organisations and individuals have with freight and logistics in everyday life.

An indicative matrix of organisations has been filtered by their potential role to feed into a FLGFF. This could be found in a separate appendix.