

# TRANSPORT STRATEGY FOR GREATER DUBLIN 2022-2042

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## FREIGHT, LOGISTICS AND GATEWAYS STEERING GROUP (FLGSG)

### TERMS OF REFERENCE

WORKING DRAFT – JULY 2021

#### INTRODUCTION

A Freight, Logistics and Gateways Steering Group (FLGSG) will oversee the development of a Sustainable Freight Distribution Strategy to increase the awareness and role of freight and logistics across Greater Dublin and to aid with prioritising future sector investment across the area. 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 FLGSG is to provide stakeholder expertise, intelligence and advice to NTA 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.

The development of a steering group (FLGSG) differs slightly from a Freight Forum. A Steering Group comprises of a more select group of individuals and organisations who will provide greater thought and technical leadership during and beyond the development of the strategy. The proposed Freight, Logistics and Gateways Freight Forum (FLGFF) covers a very broad, larger group of interested bodies who may wish only to contribute their views and feedback. Steering group members would be encouraged to attend the Freight Forum.

Steering Group members will offer technical, operational, local and strategic insight to key themes, helping to elicit key issues and challenges face by the sector as well as developing strategic outputs of benefit the across the entire study area. This could range from the development of new fuel technologies to raising awareness of local financial incentives, network capacity concerns or the need to drive recruitment across the industry. Members can offer data insights, share local knowledge and communicate their experiences throughout the plan making process.

This is a ‘task and finish’ group, anticipated to meet every four weeks throughout the project during the development of the strategy. The FLGSG also has the potential to play more prominent role longer term to help steer, guide and support the implementation of the strategy if no body

currently exists to share thoughts and considerations for the sector and its wider bearing within the Greater Dublin area.

## **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 and technical leadership to inform the Sustainable Freight Distribution Strategy for Dublin and ultimately the emerging Transport Strategy for Greater Dublin (2022-2042).

More specifically, the group will be expected to provide strategic advice informing the objectives and priorities to be set out within a Sustainable Freight Distribution Strategy and to advise on risks and issues associated with the strategy and its development.

This will include:

- Overseeing and providing technical guidance for the technical work needed to produce the Sustainable Freight Distribution Strategy ;
- Supporting the work to engage stakeholders on progressing the strategy;
- Helping gather information and co-ordinating input from stakeholders;
- Representing the views of similar organisations within their sectors where appropriate, communicating with and feeding back from these organisations;
- Reviewing and feeding back on key intermediate and final deliverables of the strategy; and
- Commenting on the draft strategy.

## **MEETING PROGRAMME**

The FLGSG 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.

## **ACCOUNTABILITIES AND RESPONSIBILITIES**

The FLGSG should 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

Steering Group will provide direction and overview for progressing work on the Strategy. The draft Strategy will be reviewed by the Steering Group and by the local transport authorities in the study area.

Steering Group representatives will be expected to:

1. Collate and disseminate views and thoughts from/to their own organisation in advance of and after each meeting, as appropriate. In some cases, this may also include representing and/or presenting the views of others in their sector;
2. Attend meetings regularly and arrange for a colleague to substitute if unable to attend;
3. Review study outputs/deliverables in a timely manner; and
4. Make timely, strategic decisions where required.

#### **WAYS OF WORKING**

The group will meet monthly during the course of the study. 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, Steering Group members will be contacted by email for comments and input on specific issues.

Members of the FLGSG must have due regard for the work and activities of the other thematic and area studies under development by NTA, recognising that there will be areas for collaboration. Further details will be discussed at each meeting. The FLGSG will be asked to review study deliverables. The programme for future deliverables will be provided at each meeting to assist members to programme and prioritise their own inputs.

NTA seek and value group members' individual views and it is anticipated that, through discussion, broad agreement will be reached in relation to key issues affecting the Sustainable Freight Distribution Strategy and emerging Transport Strategy for Greater Dublin (2022-2042). However, if differing views remain and/or are received during the review of technical outputs, then the final decision will rest with the NTA secretariat, in consultation with the consultancy team.

#### **STEERING GROUP CHAIR**

The FLGSG 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.

#### **MEMBERSHIP**

The FLGSG has a defined membership which reflects the breadth of the strategy's consideration and geography of the Greater Dublin area. This also acknowledges the scale of interaction businesses, organisations and individuals have with freight and logistics in everyday life. It

is expected that the membership of the FLGSG will remain the same for the duration of the study. When appropriate, subject matter experts may be invited to attend a particular session to support and inform the discussion.

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