



Terms of Reference

Department of Enterprise, Trade and Employment

Enterprise Forum

Objectives

The Department of Enterprise, Trade and Employment (DETE) Enterprise Forum will provide a Forum for discussion of strategic issues that impact enterprise at a national and international level.

The focus of the Forum will be on informing stakeholders and capturing the views, concerns and suggestions of the enterprise sector, as appropriate. Officials from other Departments and agencies may join from time to time, where relevant.

Membership

Membership of the Forum will include business representative bodies, the DETE team and representatives from DETE agencies as set out in Appendix A. In addition, where appropriate, colleagues from other government departments, agencies or others with specialist insights into agenda topics may be invited.

Tasks

The DETE Enterprise Forum will:

- Act as a consultative body to inform Government policies and programmes to mitigate the effects of challenges for the enterprise sector, across the full spectrum of DETE's policy remit including but not limited to, impacts on enterprise, employment, trade, investment and regulation;
- Provide an opportunity for the Department to share information and seek views of members on specific initiatives under consideration/development by the Department;
- Assist in identifying measures which could be considered by Government, agencies and business to maximise opportunities and mitigate risks to support the business sector in adapting to altered economic or geo-political circumstances; and
- Provide a vehicle for sharing relevant information on government policies and programmes which can be further disseminated by members with their individual stakeholders.

Modus Operandi

The Forum will meet every quarter, or as otherwise necessary, and will be convened and chaired by the Minister for Enterprise, Trade and Employment and, in his/her absence, the Secretary General of the Department. It may meet in person, by VC or a hybrid of both.

Sub-groups of the Forum may be established from time to time to support the Forum in its tasks.

Meetings of the Forum and sub-groups shall be subject to Chatham House rule.

The Terms of Reference for the Forum and any Sub-Group(s) will be uploaded to the Department's website along with membership details. Minutes will be uploaded once signed off at meetings, in compliance with the Lobbying Act and Transparency Code.

June 2023

Appendix A: Membership of the Enterprise Forum

Chaired by:

Minister for Enterprise, Trade and Employment, **Simon Coveney** TD; or
Secretary General, Department of Enterprise, Trade and Employment, **Declan Hughes**

Members¹:

AmCham Ireland	Chief Executive	Mark	Redmond
Business in the Community Ireland	CEO	Tomás	Sercovich
Chambers Ireland	Chief Executive	Ian	Talbot
Construction Industry Federation	Director General	Hubert	Fitzpatrick
IBEC	CEO and Directors as relevant	Danny	McCoy
IPHA	CEO	Oliver	O'Connor
Irish Exporters	Chief Executive	Simon	McKeever
Irish Small & Medium Enterprises	Chief Executive	Neil	McDonnell
Retail Excellence	Managing Director	Duncan	Graham
RGDATA	Director General	Tara	Buckley
Small Firms Association	Acting Director	Elizabeth	Bowen
The Family Business Network	Ireland Director	John	McGrane

DETE Officials and Agencies

Assistant Secretary, Commerce, Consumer and Competition Division		Vacancy
Assistant Secretary, Enterprise Strategy, Competitiveness and Evaluation Division	David C	Hegarty
Assistant Secretary, EU Affairs, Digital and Access to Finance Division	Jean	Carberry
Assistant Secretary, Indigenous Enterprise Division	Pauline	Mulligan
Assistant Secretary, Innovation and Investment Division	John	Newham
Assistant Secretary, Trade Division	Ronnie	Downes
Assistant Secretary, Workplace Regulation and Economic Migration Division	Dermot	Mulligan
IDA – CEO and colleagues as relevant	Michael	Lohan
InterTradeIreland – Chief Executive and colleagues as relevant	Margaret	Hearty
Enterprise Ireland – CEO and colleagues as relevant	Leo	Clancy
Local Enterprise Office Network – Chair or representative as relevant	John	Magee

¹ Relevant colleagues may attend from the organisations listed. The circulation list may be broader than the membership group to include others in these listed organisations.