



## Terms of Reference 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 meeting, in compliance with the Lobbying Act and Transparency Code.

**April 2024**

## Appendix A: Membership of the Enterprise Forum

### Chaired by:

Minister for Enterprise, Trade and Employment, Peter Burke TD; or  
Secretary General, Department of Enterprise, Trade and Employment, Declan Hughes

### Members<sup>1</sup>:

AmCham Ireland, Chief Executive, Paul Sweetman  
Business in the Community Ireland, CEO, Tomás Sercovich  
Chambers Ireland, Chief Executive, Ian Talbot  
British Irish Chamber of Commerce, Deputy Director General and Head of Policy, Paul Lynam  
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, Chief Executive Officer, Jean McCabe  
RGDATA, Director General, Tara Buckley  
Small Firms Association, Director, Jonathan McDade  
The Family Business Network Ireland, Director, John McGrane

### DETE Officials and Agencies:

Assistant Secretary, Commerce, Consumer & Competition Division, Colm Forde  
Assistant Secretary, Enterprise Strategy, Competitiveness & Evaluation Division, Gary Tobin  
Assistant Secretary, EU Affairs, Digital & Access to Finance Division, Jean Carberry  
Assistant Secretary, Indigenous Enterprise Division, Pauline Mulligan  
Assistant Secretary, Innovation & Investment Division, John Newham  
Assistant Secretary, Trade Division, Ronnie Downes  
Assistant Secretary, Workplace Regulation & 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

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<sup>1</sup> 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.

Local Enterprise Office Network – Chair or representative as relevant, John Magee