

Irish Planning Institute Sponsorship and Support Policy

Approved by Council 18 May 2022

Background

As highlighted in the Irish Planning Institute's *Policy and Guidance Note for Members on Continuing Professional Development (CPD)*, CPD is an important part of delivering best practice in the planning profession in Ireland and ensuring that the profession is appropriately equipped for the future. The Irish Planning Institute, in common with almost all other professional planning associations require its members to undertake CPD. The purpose of CPD is to ensure that the Irish Planning Institute as a professional organisation can guarantee that its members are kept up to date and trained in ongoing developments in the planning field. While CPD can come from a variety of activities, the Institute is committed to building on its provision of CPD opportunities in a range of formats that are tailored to meet members' needs.

Financial sponsorship and support can allow the hosting of high-quality events and programmes with strong educational and CPD value. It can also provide resources to allow the Irish Planning Institute scope to advance its other objectives in new and imaginative ways. Cognisant of the need to avoid any perceived conflict of interests arising from financial support to the Institute and the need to retain the confidence of the public in our role, this policy aims to ensure transparency in our interactions with other stakeholders and the wider built environment sector. It is to be available on the Institute's website.

Guidelines for the Irish Planning Institute

General principles

- Collaboration with stakeholders, industry and the wider built environment sector has the potential to deliver significant benefits and that industry plays a valid and important role in the planning system. However, this relationship needs to be based on clear ethical principles and should be transparent.
- The Irish Planning Institute may receive sponsorship and support. This may be solicited by staff members or by Council, committees, branches and working groups.
- Any sponsorship accepted must be approved by the Institute's Council.
- In some cases, a sponsor may require signed agreement of terms and conditions/contract from the organiser. The organising committee or Institute executive must review and approve or reject these terms and they must be in alignment with these guidelines.
- The Institute's name and/or logo may be used by external partners only with express prior permission and for the precise purposes requested.
- Sponsorship or support may be refused where it is not aligned with the Institute's principles and objectives.

Annual and Autumn Planning Conferences

- These are the flagship events of the Institute's calendar. Title sponsorship of these conferences is reserved for public service bodies/state agencies, e.g. OSI, LPS, Uisce Éireann, Local Authorities, Government Departments, Fáilte Ireland, OPW, NIHE, third level institutions, etc.
- Benefits might include inserts into delegate packs, potential quotes in press releases, participation in photo calls, exhibition space, coverage on promotional materials, website, ezine etc, complimentary tickets.
- These sponsors may have some input into the conference programme and be offered a speaking opportunity(ies) if suitable, however the selection of speakers, chairs of sessions and topics will at all times remain under the control of the Institute.

Other sponsorship types

- Other examples of sponsorship may include supporting other education events/CPD (such a law briefings, webinars, a conference session) or social/other events (e.g. an awards scheme or ceremony, dinner or an award category, a drinks reception or dinner/lunch/refreshment break at a conference).
- Public bodies/state agencies are eligible for this, as would planning consultancies, commercial semi states, developers, industry suppliers, related industries such as law companies and recruitment firms and others.
- Benefits might include inserts into delegate packs, exhibition space, coverage on promotional materials, website, ezine etc, complimentary tickets.
- Outside of the Annual and Autumn Planning Conferences discussed earlier, at education events/CPD a sponsor's representative cannot be a speaker (though may offer an introduction or close if appropriate) and the sponsor cannot be involved in the programming of the CPD or event.
- It is also recognised that events focused on students or young planners may be open to sponsorship from a variety of sources.

Bursaries and Grants etc.

- Financial support for bursaries and grants may be made to the Institute on the understanding that the Institute has full autonomy and decision-making in respect of the award. For these joint press statements and photo calls are considered appropriate.