

## Climate Action and Sustainability Working Group

### Terms of Reference

Date: 6 March 2025

<b>Title:</b>	Climate Action and Sustainability Working Group.
<b>Purpose:</b>	To support and inform the work of the Irish Planning Institute (IPI) regarding climate action and sustainability. The Institute's Statement of Strategic Priorities 2023–2027 includes a commitment to organisational excellence and an action to increase the emphasis on climate action and sustainability across the organisation.
<b>Meetings:</b>	Meetings are expected to be online. In person or hybrid meetings or events may be facilitated if required.
<b>Membership:</b>	The Working Group will have 4-6 members including representative(s) from the Institute's Board of Directors who will act as Chair. Other members will be invited from the wider membership. If agreed by the Board of Directors one additional, external non-IPI member with relevant expertise may be appointed to the Committee.
<b>Reporting:</b>	<p>Recommendations, suggestions or feedback from the Working Group will be considered by the Institute's Board of Directors or Policy and Research Committee or other Executive Committee of the Institute where relevant.</p> <p>The Working Group does not replace structures under our Constitution such as the Practice Committee whose role is to advise on the effects of new policy, legislation, regulation, guidelines and case law on forward planning, development management, and enforcement affecting public and private practice, or the Policy and Research Committee which leads on policy submissions.</p>
<b>Organisation:</b>	<p>Meetings of the Working Group will be chaired by a member of the Institute's Board of Directors.</p> <p>Chair responsibilities include convening meetings of the Working Group, preparing any meeting agenda and progressing any meeting outcomes, and facilitating communication between the</p>

Working Group and the Institute's Board of Directors or other structures. Participants should advise in advance any items they wish to see included on an agenda.

**Role:**

- To share learning and information in order to inform IPI activities and to identify common issues or opportunities regarding climate action and sustainability.
- To provide feedback to the Institute's Board of Directors and Committees on climate action and sustainability issues relevant to the Institute and the profession.
- To prepare a recommendations report within 6 months of its first meeting regarding the role of the Institute in climate action and sustainability for consideration by the Institute's Board of Directors. This should consider, inter alia, how climate action and sustainability can be further embedded in the Institute's operations, role in education and professional development, leadership and management and policy development.
- Review and recommend revisions to the Institute's [sustainability principles](#). This may be done as part of the recommendations report above.
- Provide inputs to the Policy and Research Committee on relevant policy submissions when invited.

**Conduct of the Committee:**

- All materials and information shared should be confidential, unless otherwise stated. Members will not disclose information or written material (such as agendas, minutes, discussion papers or other documents) to other parties, unless otherwise directed by the Chair.
- These terms of reference will be available on the Institute's website.

**Review:**

- These terms of reference will be reviewed in 12 months' time or earlier if required.