

**From:** Philip Nugent - (DECLG)  
**Sent:** 21 September 2018 15:48  
**To:** Marine Spatial Planning <msp@housing.gov.ie>  
**Cc:** Marine Spatial Planning <msp@housing.gov.ie>  
**Subject:** MSP Advisory Group Communications

Dear All,

Just a reminder regarding communication amongst Advisory Group members in the context of the agreed Terms of Reference (attached) for our Group. Firstly, the following are offered as guiding principles, supplementary to the agreed Terms of Reference, by which the Advisory Group should conduct all aspects of its business:

- *Transparency and openness – all documents will be made available by the MSP Team (DHPLG) to the Members and meeting reports will be promptly circulated;*
- *Equality and respect – all Members will be afforded equal opportunity – by the Chair and by other Members – to voice their opinion and contribute to the work of the Group. While the Group is comprised of representatives from diverse backgrounds, there is an overriding obligation on Members to treat each other with respect at all times;*
- *Efficiency – it is recognised that time and resources will be limited. Therefore the work and meetings of the Advisory Group will be managed in as efficient a manner as possible and Members are requested to respect the time investment by other Members.*
- *Collegiality and tolerance – the Members of the Group will work together in the spirit of collegiality and tolerance.*
- *Common goal – the Members of the Group will work together towards a common goal of assisting in the development of Ireland's National Marine Planning Framework.*

I would also draw your attention to one of the overarching responsibilities of the Advisory Group members which states that Members are:

- *Expected to operate on the basis of a collective approach to the MSP process and, whilst appointment to the Group is on the basis of knowledge, interest or representation of a sector, and this may shape input to the process, individual interests shall not supersede the role of the Advisory Group.*

At yesterday's meeting the MSP Team gave an undertaking to develop a protocol for the sharing of information by and between Group members, in line with the specific commitment set out in the Terms of Reference in relation to the sharing of information and communication. The following arrangement will apply:

- Where a member of the Advisory Group wishes to circulate relevant material (reports, papers, articles etc) to other Members, they will send it to the MSP Team ([msp@housing.gov.ie](mailto:msp@housing.gov.ie));

- On receipt of such material the MSP Team will inform (by email) other Advisory Group members that such material has been received. The MSP will inform other Members of the identity of the Member wishing to circulate material and provide a brief description of the material;
- Where other Members wish to receive the material they will notify the MSP Team by return mail;
- Where other Members do not wish to receive the material, no action is required.

Regards,

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