



**NOTIFICATION TO ATTEND MEETING OF THE PROTOCOL COMMITTEE TO BE HELD
BY REMOTE VIDEO CONFERENCE ON THURSDAY 19 DECEMBER 2024 AT 9.30 AM**

AGENDA

THURSDAY 19 DECEMBER 2024

PAGE

- | | | |
|---|--|--------------|
| 1 | Minutes of the meeting held on 21st November 2024 and matters arising. | 2 - 3 |
| 2 | Receptions of the Lord Mayor and Engagements of the Deputy Lord Mayor. | 4 - 7 |
| 3 | Approval of Councillor attendance at the following Conferences: <ul style="list-style-type: none">• Celtic Conference: "Health Service Entitlements". 13th -15th December 2024 in O'Donovan's Hotel, Clonakilty, County Cork. (Retrospective Approval).• Celtic Conference: "The Finance Act 2024". 10th - 12th January 2025 in McKeivitt's Hotel, Carlingford, County Louth. | |
| 4 | Request to illuminate City Hall on 22nd February 2025 in support of World Encephalitis Day. | |
| 5 | Establishment of Standing Orders Working Group | |
| 6 | Manager's Report | |
| 7 | A.O.B. | |
| 8 | Proposed date of next meeting: 30th January 2025 at 9.30am | |

Lorraine Brogan
Senior Executive Officer
13th December 2024

MINUTES OF THE PROTOCOL COMMITTEE MEETING

HELD ON THURSDAY 21 NOVEMBER 2024

1 **Minutes of the meeting held on 24th October 2024 and matters arising.**

Order: Minutes Agreed.

2 **Receptions of the Lord Mayor and Engagements of the Deputy Lord Mayor.**

Order: Receptions and Engagements noted and approved.

3 **European Declaration for Sustainable and Attractive Public Transport in Cities**

Ciara O hAodha gave a presentation to the Members on the Declaration. It reaffirms the City Council's commitment to sustainable public transport which is key to achieving its ambitions in air quality, health and climate.

Order: The Declaration was agreed. It was also agreed to refer it to the Mobility and Public Realm SPC for their information.

Ciara O hAodha also recommended that the following process for dealing with such declaration requests in future be agreed:

- Declarations should be referred to the European Office where due diligence would be carried out to ensure they align with Dublin City Council Corporate Policy.
- An analysis of the resources necessary to implement the obligations of any declaration would be carried out.
- A report would be presented to Senior Management for their information and comments.
- The final decision would be made by the Protocol Committee supported by the report of the European Office and the views of senior management.
- If the Declaration is approved it would be referred to the relevant SPC for noting.

Order: Process agreed. The Chair also confirmed that he would be happy to convene a special meeting of the Protocol Committee if a decision was time sensitive.

4 **Approval of Councillor attendance at the 2024 United Nations Climate Change Conference or Conference of the Parties of the UNFCCC (COP29)**

Order: Councillor attendance at COP 29 approved. The Members also authorised attendance at future official UN, EU and internationally recognised conferences.

5 **Proposed Deadline for submission of Councillor Questions and Motions to the January 2025 Council meeting - Tuesday 17th December 2024.**

Order: Agreed.

6 **Manager's Report.**

- The Manager reported that a meeting of the City Hall Sub-committee would be held in December – exact date to be confirmed.

Order: Noted.

- An information meeting on Expenses and Allowances would be held in mid-December before the introduction of the new vouched expenses process in January.

Order: Noted.

- The SPC Sectoral membership is due to be finalised and agreed at the December City Council meeting.

Order: Noted.

7 **A.O.B.**

The Members expressed concern at the level of misinformation on social media. The City Council should be more active in challenging it. It was suggested that all of the SPC's should be briefed on the issue and develop strategies to counteract it.

Order: Noted.

8 **Proposed date of next meeting: 19th December 2024 at 9.30pm.**

Order: Agreed

Ray McAdam

Chairperson

Thursday 21 November 2024

Attendance:

Members:

Ray McAdam
Anthony Connaghan
Mannix Flynn
Dermot Lacey
Punam Rane

Members:

Fiona Connelly
Barry Heneghan
Ray McAdam
Conor Reddy

Members:

Ray Cunningham
Deirdre Heney
Cat O'Driscoll
Patricia Roe

Officers

Lorraine Brogan

Michael Gallagher

Ciara O hAodha



13/12/2024

Ms. Lorraine Brogan
Senior Executive Officer
Chief Executive's Department

Dear Lorraine,

Please see below a list of functions, receptions and events which the Lord Mayor had a Deputy/Representative attend on his behalf for November 2024:

| Date: | Function: | DLM/Cllr: |
|--------------|--|-----------------------|
| 01/11/2024 | Day of the Dead Ceremony | Cllr Dermot Lacey |
| 01/11/2024 | Draumcondra's Dreamcountry Event | Cllr Gayle Ralph |
| 02/11/2024 | 'Salmagundi' Film Launch | DLM Donna Cooney |
| 06/11/2024 | Alcohol Action Ireland Event | Cllr Colm O'Rourke |
| 11/11/2024 | Glasnevin Trust Annual Armistice Day Commemoration | Cllr Gayle Ralph |
| 13/11/2024 | DCC Retirement Function | Cllr Dermot Lacey |
| 14/11/2024 | Friends of Chester Beatty Tour | Cllr Dermot Lacey |
| 14/11/2024 | National Presentation of Long Service Awards | Cllr Supriya Singh |
| 16/11/2024 | Unveiling of Plaque for William Rowan | DLM Donna Cooney |
| 18/11/2024 | Lord Mayor's Certificate in Oral History and Local Studies Graduation Ceremony | Cllr Colm O'Rourke |
| 18/11/2024 | Coláiste Dhúlaigh CFE Showcase Event | Cllr Supriya Singh |
| 19/11/2024 | 106th Anniversary of the Proclamation of the Republic of Latvia | DLM Donna Cooney |
| 20/11/2024 | Dublin Ballymun Scout Group Event | Cllr Jesslyn Henry |
| 21/11/2024 | DCC Active Travel Event | DLM Donna Cooney |
| 21/11/2024 | Confucius Institute Banquet | Cllr Rory Hogan |
| 23/11/2024 | Christmas Lighting Event | Cllr Vincent Jackson |
| 23/11/2024 | Trans Day of Remembrance 2024 | DLM Donna Cooney |
| 25/11/2024 | Christmas Tree Lighting | Cllr Patrick Kinsella |
| 26/11/2024 | Cornmarket Christmas Trees Lighting Ceremony | Cllr Michael Pidgeon |
| 26/11/2024 | TUSLA Foster Carers Event | DLM Donna Cooney |
| 27/11/2024 | Christmas Lighting Event | Cllr Ray Cunningham |
| 27/11/2024 | Crumlin Christmas Tree Lighting | Cllr Patrick Kinsella |

| | | |
|------------|-----------------------------------|-----------------------|
| 28/11/2024 | Winter Lights Ceremony | DLM Donna Cooney |
| 29/11/2024 | Glasnevin Christmas Tree Lighting | Cllr Colm O'Rourke |
| 30/11/2024 | Migrant Leadership Academy Event | DLM Donna Cooney |
| 30/11/2024 | Christmas Tree Lighting | Cllr Patrick Kinsella |

Yours sincerely,



Fanchea Gibson
Administrative Officer, Office of the Lord Mayor



13/12/2024

Ms. Lorraine Brogan
Senior Executive Officer
Chief Executive's Department

Dear Lorraine,

I would be obliged if you would bring the following receptions for the month of November 2024 to the attention of the Protocol Committee:

| Date | Function | Nos |
|------------|--|-----|
| 04/11/2024 | Black and Africa History Month | 15 |
| 06/11/2024 | TUSLA Children & Young People's Services Committees Foster Carer's Event | 80 |
| 06/11/2024 | Alcohol Action Ireland | 80 |
| 07/11/2024 | Women's Aid Report Launch | 80 |
| 07/11/2024 | DCC Heritage Talk | 80 |
| 09/11/2024 | Ranelagh Gaels Reception | 80 |
| 09/11/2024 | Lord Mayor's Play Date | 35 |
| 10/11/2024 | Lord Mayor's Play Date | 52 |
| 11/11/2024 | Clanna Gael Fontenoy Reception | 80 |
| 12/11/2024 | Sick and Indigent Roomkeepers Society Launch | 70 |
| 13/11/2024 | Citywide Teen Read Launch | 45 |
| 13/11/2024 | DCC Retirement Function | 80 |
| 14/11/2024 | Friends of Chester Beatty Tour | 30 |
| 15/11/2024 | Afternoon Tea | 48 |
| 15/11/2024 | Yourenglish School Tour | 15 |
| 15/11/2024 | Technology Ireland Industry Awards Reception | 50 |
| 16/11/2024 | Lord Mayor's Play Date | 55 |
| 17/11/2024 | Lord Mayor's Play Date | 60 |
| 18/11/2024 | Lord Mayor's Certificate in Oral History and Local Studies Graduation Ceremony | 80 |
| 19/11/2024 | Threshold Annual Report launch | 60 |
| 19/11/2024 | Shelbourne Women FC / U19 Reception | 100 |
| 20/11/2024 | Irish Penal Reform Trust Panel Discussion | 40 |
| 21/11/2024 | DCC Active Travel Event | 25 |
| 21/11/2024 | Archives and Records Association Ireland | 40 |

| | | |
|------------|---|-----|
| 22/11/2024 | Scrappy But Happy Launch | 80 |
| 24/11/2024 | Lord Mayor's Play Date | 60 |
| 25/11/2024 | Loreto College Junior School Tour | 32 |
| 25/11/2024 | DRHE Reception | 60 |
| 25/11/2024 | Afternoon Tea | 48 |
| 26/11/2024 | Women's Collective Visit | 40 |
| 26/11/2024 | TUSLA Foster Carers Reception | 100 |
| 27/11/2024 | Open Doors Initiative - International Day of Persons with Disabilities 2024 Event | 80 |
| 27/11/2024 | IBEC Dublin & Eastern REC Reception | 20 |
| 27/11/2024 | Scott Medal Commendation Award Ceremony | 40 |
| 28/11/2024 | Junior Achievement Ireland Awards | 70 |
| 28/11/2024 | LASBA Dinner | 40 |

Yours sincerely,

Fanchea Gibson
Administrative Officer, Office of the Lord Mayor