

Terms of Reference for the Commemorations & Naming Committee

1. Name: Dublin City Council Commemorations & Naming Committee
2. Purpose:
 - 2.1. To formulate and drive a Dublin City Council programme of commemorative events, with the widest possible involvement at community level, to mark the anniversaries of key historic events which will occur over the coming years. The Committee and City Council will also facilitate and support, as appropriate, groups/individuals organising commemorative events, at both local and City-wide levels.
 - 2.2. To consider proposals, and make recommendations, regarding the naming of key infrastructure and the selection of individuals or events to be commemorated through the erection of civic monuments or commemorative plaques.
3. Background: Commemorations Programme
 - 3.1. The centenary/anniversary of several key historical events relating to Irish history and the history of the City will continue to the end of the national Decade of Centenaries (2022) and beyond.
 - 3.2. Dublin City Council is cognisant of the importance of the Council taking the lead in planning for the commemoration of many of these events. Building on the success of the commemorations so far, the Council wishes to support the involvement of and local communities and organisations and their engagement with the Council's commemorative programme. The Commemorations & Naming Committee will continue the work of the previous Commemorations sub-Committee in overseeing a commemorations programme.
4. Background: Commemorative Naming
 - 4.1. Dublin City Council recognises that public commemoration and memorials offer opportunities to honour, celebrate, or remember a person, group of persons or events of significance. They provide an opportunity for the City to highlight important social, cultural and economic contributions to society, to celebrate the uniqueness of the City and to create a 'sense of place' which is identified as being of great importance to citizens and visitors.
 - 4.2. The Council has adopted a policy setting out the process by which Dublin City Council will consider the commemoration of events or individuals who have shaped the city, either by the naming of infrastructure or by the installation of monuments, memorials and plaques in the public realm.
5. Objectives of the Commemorations & Naming Committee:
 - 5.1. To oversee an imaginative inclusive programme of events and projects, local and City-wide, to commemorate events falling within the national Decade of Centenaries and any other events considered to be of importance in the history of the City.

- 5.2. To oversee a Commemorations Community Grants Scheme (subject to budget) to support public engagement.
 - 5.3. To consider proposals, and make recommendations regarding projects/organisations to be supported.
 - 5.4. To oversee the implementation of the Council's *Policy for the Commemorative Naming of Infrastructure and the Provision of Monuments, Memorials and Plaques*.
 - 5.5. To consider proposals/applications made under the Policy and make recommendations on the naming of infrastructure and the dedication of memorials and plaques.
6. Membership & Standing Orders:
- 6.1. Members are elected to the Commemorations & Naming Committee as follows:
 - 6.1.1. Five members elected by the Arts, Culture, Leisure and Recreation Strategic Policy Committee.
 - 6.1.2. Up to two members elected from each of the five Area Committees (not including members nominated by the SPC).
 - 6.2. A quorum of members must be present before a meeting can proceed. A quorum will be one-third of the elected members.
 - 6.3. Other organisations/groups/individuals may be invited to join the Committee with the agreement of the Committee members.
 - 6.4. Persons may be invited to attend meetings at the request of the chairperson on behalf of the Committee to provide advice and assistance where necessary.
 - 6.5. A Committee member will cease to be a member of the Committee if he/she fails to attend three consecutive meetings without providing a reasonable explanation to the chairperson.
 - 6.6. Any vacancies arising will be referred to the Protocol Committee for filling.
 - 6.7. The chairperson shall be elected by the Committee members for a period of 12 months and will be eligible for re-election
 - 6.8. Committee decisions will be by consensus or by a vote of the elected members present at the meeting.
 - 6.9. All decisions of the Committee will be placed before the Arts, Culture, Leisure & Recreation SPC for endorsement.
 - 6.10. Recommendations as to the naming of major infrastructure and monuments/statues will be brought before the full Council for final decision.
7. The Committee will be assisted by the following officials:
- Executive Manager, Culture, Recreation and Economic Services;
 - Dublin Deputy City Librarian;

- Dublin City Arts Officer;
- Dublin City Heritage Officer;
- Dublin City Public Art Manager;
- Other Council officials as necessary.

8. Meetings:

8.1. A schedule of meetings, time, and venue to be agreed by the Commemorations & Naming Committee.

8.2. The Committee will be serviced by Culture, Recreation and Economic Services Department Secretariat.

9. The terms of reference may be amended at any time with the agreement of the majority of the Committee membership.

10. The Terms of Reference were agreed at the meeting of the SPC on 11th November 2019].