

Re: Invitation to Express your Interest:
Inclusion Access Advisory Group (IAAG) –
The Wayfinding Centre

Candidate Information Booklet

Please Read Carefully

GDPR Privacy Statement is appended at the end of the booklet

Contact: admin@thewayfindingcentre.ie

The Wayfinding Centre

Botanic Rd

Botanic

Dublin 9

www.ncbi.ie

Appointment to the Inclusion Access Advisory Group for the Wayfinding Centre

Background

NCBI intend to develop an innovative space located in the old Smurfit site on the Botanic Road, Glasnevin, Dublin. The Wayfinding Centre (TWC from here on in) will provide a safe and controlled indoor environment which replicates the real-world experience of using public transport including lighting, acoustics, hazards and the built environment that surrounds public transport. This space will be set up to enable a whole journey approach which can be practiced, with users offered real time comprehensive support with an opportunity to navigate on and between multiple modes of public transport. The Wayfinding Centre will be run and operated by the NCBI for use by members of the public, particularly those with access needs, their family as well as representative organisations, transport operators, planners, designers and academics.

NCBI believe the Wayfinding Centre will provide an opportunity to familiarise users with and acquire public transport skills, as well as inform policy development on future public transport design so as to eliminate many of the challenges encountered by members of society using the system today.

The Wayfinding Centre will offer:

- On-site comprehensive instruction designed to enable persons with an access need, disability or reduced mobility acquire the skills to travel safely and independently.
- Familiarisation and testing programmes for new transport models, built environment infrastructure and related technology.
- Information and Awareness training for frontline and managerial staff of transport operators in understanding the needs of people with physical, mental, cognitive or sensory impairments.
- A research and development testbed that will draw on the expertise of a range of stakeholders who have a role to play in shaping how and where we move.

Terms of Reference for the Inclusion Access Advisory Group (IAAG) of the Wayfinding Centre

1. Mission & Purpose

The mission of the Wayfinding Centre is to empower people and possibility through experience, mobility and transportation.

The Wayfinding Centre is committed to:

- A collective and creative vision for the future built by uniting experts from diverse sectors and disciplines in a collaborative solution-focused community.
- Sustainable solutions designed with stakeholders, through genuine, authentic relationships with individuals with disability, world-class industry leaders and the community.
- Ambitious, ethical solutions to the most important and long-standing challenges faced by people with disability.
- Equitable and open access to life-changing innovations, knowledge and evidence.

The work of the IAAG is guided by the United Nations Convention on the Rights of People with Disabilities and The Disability Act 2005. It is also guided by recommendations of the Joint Oireachtas Committee Report on Transport, Tourism and Sport: Accessibility of Public Transport for People with Disabilities, 2019 and the Strategy for Equality Report of the Commission on the Status of People with Disabilities, 1996.

2. Function of the IAAG

The main function of the group is to provide advice on the set-up of the site to the NCBI to inform their decisions around accessibility in the build and operation of the centre.

It will include representatives with a range of experience across transportation and the built environment in Ireland.

This is to allow the NCBI to gain valuable insight and advice from a range of people who use or interact with the various types of public transport and infrastructure all over Ireland.

The group aims to be proactive by following the design and build schedule of works and to be responsive in how it deals with challenges that arise as needed.

The group will add considerable value to the centre content and contribute to defining the priorities for the work programme for the first 24 months. The group will also be asked to review the feedback from the online consultation.

The role of the IAAG is to advise on:

- Access and usability of facilities.
- Review design and functional application of the exhibition space to ensure TWC delivers on a whole of journey approach.
- Implementation of an Equality Impact Action Plan to assist TWC in achieving positive impact for all.
- Work to a workplan led by management structures (Management Advisory Committee).
- Assist the Design Team to meet accessibility regulations and best practice.
- Inform and be informed by international developments on accessible transport.
- Advise on methods to increase public awareness, understanding of and engagement with feedback mechanisms.
- Develop a process for external two-way communications with the public via representative organisations and groups
- Bring local intelligence to group by being an ear to the ground on accessibility issues
- Liaise with other agencies including the National Transport Authority, Local Authorities and contractors where appropriate

Members will be expected to:

1. Reflect the needs and perspectives of Irish people with access needs, their family and support persons.
2. Take into consideration the needs of organisations who will use the centre.
3. Take into consideration the perspectives of partners / stakeholders.
4. Lead on international best practice.

3. Composition & Criteria

NCBI shall appoint a facilitator to support the workings of the Inclusion Access Advisory Group. The Facilitator will be responsible for ensuring that meetings of the IAAG are effective, efficient and held in a mutually respectful manner at all times.

The group will have a minimum membership of 10 persons (max 15). A minimum of 5 of the members shall be persons with a disability or access need. Membership may also be inclusive of Access Officers from representative transport operators.

Members should have expertise in one of the areas outlined below:

- Lived experience with disability, access needs or supporting individuals with a disability.
- Professional experience in the built environment or transportation sector.
- Education & Training experience in the disability sector.
- Technical Knowledge of the built environment or transportation sector.

Candidates should also bring expertise in one of the following sectors:

- People with Disability
- Industry & commerce
- Transport
- Government Authorities
- Consumer & Public Interest
- Research Institution or Professional Associations
- Non-Profits
- Standards Development organisations

4. Duration of Membership

- To ensure a gradual accumulation of wisdom while also ensuring fresh perspectives are heard, a rotation of members will commence after two years.

- The Group will meet virtually ordinarily. Members must be able to travel to the centre to review the design before it is operational and on a needs basis to deliver on the key functions of the group or where agreed.

5. Meetings and Secretariat

The IAAG shall review the design and additional meetings may be convened as required in the lead up to the centre becoming operational. There will be up to six meetings in 2022. A member of The Wayfinding Centre team will serve as secretary to the committee, ensure the convening of accessible meetings, recording discussions and action points and providing such other support to the group as may be required from time to time.

6. Conflicts of Interest

All members will be asked to ensure that they do not participate in discussions where a personal conflict of interest might arise and are invited to discuss any concerns they might have about potential conflicts with the Chairperson in advance.

7. Notice and conduct of meetings

A work programme and dates of meetings shall be agreed in advance. Meetings will be held virtually or in person if circumstances permit.

When meetings are held in person, arrangements will be made for attendees to contribute remotely in so far as this is practicable.

An agenda and documents and other presentations will normally be circulated at least 7 days in advance of a meeting.

8. Minutes of Meetings

The secretariat will circulate draft minutes of the meeting to members within not more than two weeks. The minutes will be considered and approved at the next meeting. All documentation will be accessible.

9. Reporting on the IAAG's deliberations.

The centres management committee will be appraised of the deliberations and recommendations of the IAAG.

Submitting your Application

Once you consider the general suitability criteria for membership of the Inclusion Access Advisory Group, we would like to hear from you on how your background and experience fits with the vacancies.

Please submit your application with a short Curriculum Vitae and a letter outlining how you feel you could contribute to the work of the Inclusion Access Advisory Group.

Applications can be submitted via email to admin@thewayfindingcentre.ie no later than **5.00pm on May 12th 2022**.

Please also state what accommodations may assist you in being part of this process.

If you have any questions regarding the application process please email admin@thewayfindingcentre.ie

Assessment Process

An Assessment Panel will be set up by the NCBI to consider and assess the applications received.

The Panel will:

- Review and discuss the applications received and compare them with what was asked for to shortlist applications.
- Consider the diversity of applicants with regard to gender, ethnicity, urban/rural representation, age, experiences and expertise to ensure that there is a balance of skills within the Group
- Assess potential applicants further, once they meet the essential criteria, by doing some or all of the following steps:
 - Consideration of the written applications;
 - Random selection;
 - Meeting or a conference call;

If there is a shortfall in the number of candidates for any vacancies, the NCBI may reach out to groups for other Expressions of Interest.

Privacy Statement

By submitting this form, you are consenting for your information to be shared with NCBI for the purpose of assessing your membership for the Inclusion Access Advisory Group. All data provided will be managed by NCBI in line with the EU's GDPR Guidelines and NCBI's Privacy Policy.

Any information or outcomes from this assessment process may be used to guide the purpose of the group however, all data shared with external bodies will be anonymised.