

Answers to the Possible questions to be considered include-

- What is the process for electing people to the Secretariat? [As per appendix V.](#)
- How long should the term of office for a person on the Secretariat be? [Three years](#)
- How many terms can a person serve on the Secretariat? [Two but with a gap of a year between](#)
- If a person resigns from the Secretariat, can they be replaced by the next person on the panel from the relevant election? [No except they resign within the first six months.](#)
- How long does a panel last for? [Six months](#)
- If a Secretariat member does not attend meetings or participate in the work without apologies or reasonable excuse, how can they be removed? [It must be noted in the constitution that non attendance x3 will result in the member being asked to step down. A significant question to discuss is what to do if the member refuses to step down....](#)
- What expenses are payable to Secretariat members? [Mileage only.](#)

Following our experiences in Roscommon Secretariat I offer the following suggestions:

Ensure there is a robust code of practice that covers all aspects of behaviour including bullying and intimidation. This to be signed by all volunteers

Promotion of mutual respect in all aspects of society is a fundamental need as well as education on how to behave at meetings

There is a need for a Code of conduct; there is also a need for education on the meaning and interpretation of said Code as well as the 9 headings relating to discrimination in the workplace

The PPN Secretariat is committed to ensuring that members' involvement with it is a positive and meaningful experience. Therefore, members are asked to commit to a Code of Conduct that promotes a positive and transparent environment. Document must be agreed and signed as part of the initial introduction and training.

Where members operate outside these Codes, they will be asked to discontinue their association with the secretariat /PPN. Discussion is required on what to do if a member fails to comply and following this, outline the actions that result from such a discussion

CODE OF CONDUCT

While representing xx members agree to:

- Represent xx with professionalism, dignity and pride, and be responsible for conducting themselves with courtesy and appropriate behaviour
- Complete accepted tasks and comply with PPN /Secretariat communication protocols in this regard
- Seek support for their role by participating in meetings and training opportunities
- Display respect and courtesy to all, including employees, other members and any persons they engage with on behalf of the PPN /Secretariat
- Keep personal opinions and actions separate from those made as a member or representative of PPN /Secretariat

- Avoid conduct that could jeopardise effectiveness of PPN /Secretariat
- Demonstrate transparency in all dealings
- Act in an honest, fair and independent way.

The following behaviours are considered to be in breach of the Code of Conduct:

- a. Use of vulgar or inappropriate language and/or disrespectful communication whether written or verbal or physical
- b. Bullying and or intimidation will not be accepted in any way, shape or form
- c. Soliciting of gratuities, gifts or bequests for personal or professional benefit
- d. Use or be under the influence of alcohol or illegal drugs while participating in xx meetings or representing the PPN /Secretariat
- e. Discrimination on the basis of race, religion, gender, sexual orientation, age, family status, civil status, disability, race and/or membership of the traveller community.

2. **CONFLICT OF INTEREST**

While representing the PPN /Secretariat;

- Members agree to disclose any conflict of interest, be it personal, family, business or otherwise, in relation to any initiative taken by the PPN or its constituent bodies.
- A conflict of interest can be related to personal, family or business matters, and may be associated with the member, or anyone connected with the member benefiting directly or indirectly from activities of the committee.
- If a disclosure of interest is made at a meeting, particulars of the disclosure will be recorded in the minutes of the meeting concerned, and or so long as the matter to which the disclosure related is being dealt with by the meeting, the

person by whom the disclosure is made shall not be counted in the quorum for the meeting.

- Where a conflict of interest is declared by a member, that member will leave the meeting and will not be entitled to vote on the matter in which they have an interest. Upon returning to the meeting the member will be notified of the decision by the Facilitator and no further discussion will take place.
- All registered conflicts will be recorded in the minutes.

With thanks to Roscommon Secretariat revised documentation. Nov 2018.

Margaret Mulligan