



Application Form

Special Interest Community Sound Broadcasting Service for Dublin City

Read the *Guide to Submissions for a Contract for a Special Interest Community Sound Broadcasting Service for Dublin City* ("Guide"), pursuant to Section 65(8) of Broadcasting Act 2009, published on the Broadcasting Authority of Ireland's (BAI) website www.bai.ie before completing this Application Form. The Guide details the requirements for the application.

Complete the application form in its entirety. Incomplete submissions will not be considered as a valid Application.

An applicant is required to submit fourteen (14) copies of the application (including fourteen (14) copies of any demo material) as well as one electronic copy of the same application, in PDF format not exceeding 8MB, for publication on the BAI's website. The application may be submitted in either Irish or English but at least one copy of all material should be submitted in English.

All information submitted as part of an application for a community sound broadcasting contract must be true and correct. You are required to include with your application a declaration by a suitable authorised person that the information contained in the application and in the additional documentation accompanying the application is true and correct to the best of that person's knowledge and belief. Should any amendments need to be made by any applicant to the Application or its accompanying documents, the Committee should be informed immediately. No material alterations will be permitted to the proposals in the Application without the consent of the Committee.

(See Appendix 23 for Declaration Letter)

The application and all copies thereof must be submitted to the BAI at its offices at 2-5 Warrington Place, Dublin 2 by **12 noon on 11th February 2016**.

1. Index

| | | |
|----|--|----|
| 1. | Index..... | 2 |
| 2. | Details of Applicant..... | 3 |
| | Introduction to the Applicant | 3 |
| 3. | Community Ethos | 6 |
| | Applicant's Approach to Providing the Proposed Community Radio Service | 6 |
| 4. | Ownership and Control of the Applicant which will operate the service | 12 |
| | 4.1 Organisation Structure and Governing Body | 13 |
| | 4.2 Membership Structure..... | 23 |
| | 4.3 Management Structure | 26 |
| | 4.4 Character of the Applicant | 31 |
| 5. | Programming..... | 31 |
| | 5.1 Programming Strategy | 31 |
| | 5.2 Programme Policy Statement | 36 |
| | 5.3 Programme Schedule | 56 |
| 6. | Studios and Transmission | 56 |
| | 6.1 Studios..... | 56 |
| | 6.2 Transmission..... | 60 |
| 7. | Market Analysis, Financial and Business Plan..... | 77 |
| | 7.1 Overall Financial Strategy..... | 77 |
| | 7.2 Investment Proposal | 78 |
| | 7.3 Sources of Funding and Expenditure. | 78 |
| | 7.4 Financial Projections | 79 |
| | 7.5 Staffing matters..... | 80 |
| | 7.6 Paid Staff | 80 |
| | 7.7 Volunteers | 83 |
| 8. | Proposed Commencement of Broadcasting..... | 85 |
| | 8.1 Readiness date | 85 |
| | 8.2 Critical Path Analysis | 85 |
| | Annex 1: Studios | 86 |

2. Details of Applicant

Introduction to the Applicant

The Applicant will hold the community sound broadcasting contract with the BAI and must be a single legal entity. A copy of the Certificate of Incorporation and Memorandum and Articles of Association must be included with the application where the Applicant is a body corporate.

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| 2.1 Applicant's name and contact details (Contact person, address, telephone no. and e-mail) | Ellen Gunning 56 Kill Abbey, Deansgrange, Co. Dublin Tel: 01-2780802 Email: ellen@irishacademy.com |
| 2.2 Trading Name | Dublin City FM |
| 2.3 Registered Company Name (if applicable) | Dublin Public Service Radio Association Ltd. See Appendices 1-4 |

2.4 Main Contact Details:

For public purposes: Please nominate at least one individual to deal with any press or public enquiries.

| | |
|----------------------------------|--|
| Contact Person's Full Name: | Mick Hanley |
| Contact Person's Email Address: | mickhanley@dublincityfm.ie |
| Contact Person's Phone Number: | 087-9967549 |
| Contact Person's Postal Address: | Unit 6 Docklands Innovation Park, East Wall Road, Dublin 3. |

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| 2.5 Proposed Station Name: | Dublin City FM |
| 2.6 Brief description of the programme service (please summarise in one short paragraph the type of programme service proposed): | Dublin City FM is a radio station for all Dublin people and all of its various communities, particularly those who may feel that other radio stations do not provide the kind of relevant and interactive radio service that they require. The station, through its Special Interest remit, is committed to providing a relevant, innovative, engaging and unique radio service for Dubliners that entertains, informs and reflects the energetic diversity of their modern city's population, through their everyday lives, aspirations and cultural differences. |

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| 2.7 Please identify the names and addresses of the Applicant's (where applicable): | |
| 2.7.1 Consultants | <p>Broadcast Technical Services Unit 20, Bluebell Business Park, Old Naas Road, Dublin 12</p> <p>Voltedge Management Ltd. Human Resource Specialists, 7-8 Clarence St., Dun Laoghaire, Co. Dublin</p> <p>Alan Connolly, Address: 228 Delwood Grove, Castleknock, Dublin 15</p> <p>Board/Committee Roles:</p> <p><i>Current:</i> Chairman of the Board of Coolmine TC Member of Audit Committee of Governing Body of the Institute of Technology Blanchardstown Member of Audit Committee of LGMA Member of Audit Committee of DDLETB</p> <p><i>Previously</i> Former General Manager, Irish Public Bodies Mutual Insurances Ltd Member of the Board of Temple Bar Cultural Trust Chairman of the Board of Dublin 15 Community Broadcasting Cooperative Society Ltd t/a 92.5FM Phoenix Board Member Community Radio Forum of Ireland, the Governing Body of CRAOL Chairman, Draíocht - a Centre for the Arts (1998 - 2006) Chairman, Anna Livia Radio, now Dublin City FM (1999-2002) Chairman Dublin 15 Community Council Member Blanchardstown Safety Forum</p> <p>Cloud Logic.ie IT Management Fumbally Exchange,</p> |

| | |
|-------------------------|---|
| | <p>Dame Lane, Dublin 2.</p> <p>Barry Mc Call Journalist 12 Sandyford Hall Lawn Kilgobbin Road Dublin18</p> |
| 2.7.2 Auditors | <p>O'Leary Tucker Chartered Accountants & Registered Auditors Ground Floor Parkview House Beech Hill Office Campus Dublin 4</p> |
| 2.7.3 Solicitors | <p>Cunneen and Mc Carthy Solicitors, 17 Upper Pembroke St., Dublin 2</p> |
| 2.7.4 Bank | <p>Bank of Ireland, Arran Quay, Smithfield, Dublin 7</p> |

3. Community Ethos

The information provided in this section will assist in determining whether the application satisfies the statutory requirements of section 64 of the 2009 Act and is thereby eligible to be considered for the award of a community sound broadcasting contract. In this regard, applicants should provide as detailed information as is necessary to respond to each of the requests made hereunder. Please note that is information will only be considered for the purposes of determining whether the application is eligible or qualifies to be considered for the award of a community sound broadcasting contract. If the application is found to be eligible for the contract award, the information provided in this section will not form part of the assessment of the most suitable applicant pursuant to the statutory criteria under section 66 of the 2009 Act.

Applicant's Approach to Providing the Proposed Community Radio Service

3.1 Please define and provide a profile of the geographic community to be served:

3.1 The geographic community to be served

In its broadest sense the geographic community to be served is the whole of Dublin and all people living within that area. However, that definition is far too wide in scope to give a true indication of the character and mission of Dublin City FM.

One dictionary definition of community is “a group of people living in the same place or having a particular characteristic in common.” That would certainly define all people living in Dublin as a community but that population is by no means homogeneous in nature. Dublin is now a modern, multicultural, multi-ethnic, cosmopolitan metropolis replete with all the best and worst aspects of such cities.

In short, it is not one single community, rather it is a vast group of communities whose members share one thing in common – the fact that they live in Dublin. The common bonds that link the members of these communities vary enormously and can include employment status, sporting activity, gender, age, sexual orientation, ethnicity, the area in which they live, caring responsibilities, citizenship status, occupation – the list is almost endless.

Many of these communities are already well served in one way or another by existing mainstream media. While certain professions are well represented there is ample scope to provide a media voice to a wide range of communities who are under-represented and struggle to have their voices heard on radio.

The same can be said for members of ethnic minorities. Over the last decade the ethnic make up of Dublin has been transformed with new communities now an integral part of Irish life. In that same period Dublin City FM has been to the forefront in giving these communities a voice to recognise their unique cultural heritage and encourage their integration with existing Dublin communities. We have been proud to broadcast programmes including the Chinese, the Polish, the Korean, the Indian, the Russian speaking, the African and the European communities.

Our mission will be to reach out to all of the communities in Dublin, to listen to them and offer them a voice. We will give them a platform to explain and discuss the issues which are important to them; and to communicate these matters to other communities in Dublin. This will not only aid communication within those communities but foster and promote greater understanding of their members and issues among members of other communities.

Community identification and outreach will be at the core of our activities as a station. Not only will we have an open door for communities to become involved and participate in our programming but our overall board and management structure has been designed with a view to reaching out to communities and encouraging them to become a part of Dublin City FM.

In the first instance we will continue to conduct regular discussions within the station and among our volunteers and board members to attempt to identify communities which should be contacted with a view to serving them. The majority of our volunteers and board members are deeply involved in the community and voluntary sector and the net effect of so many people working together will mean that we are able to reach out to a large number of communities hitherto largely unserved by broadcast media.

We will advertise and promote Dublin City FM and its community service role on a regular basis in our broadcast schedules. We believe the participative and collaborative approach we will foster among the communities involved in the station will ensure that time is shared equitably and to everyone's satisfaction.

3.2 Please set out how community representation and accountability will be provided for the community to be served:

3.2 Community representation and accountability

In the normal course of events where a station is serving a single closely defined community or

relatively small geographic area community representation and accountability would be a relatively simple matter. However, the multiplicity of communities to be served by Dublin City FM means that it is not quite so straightforward in our case. But that doesn't mean that there is any less of a requirement for representation and full accountability, it simply means that we will have to work all the harder to achieve it.

Our board will therefore be made up of representatives of various community interests, the volunteers who operate the station, an employer/ employee director, as well as statutory bodies who in turn can represent the interests of specific communities. The board is therefore representative of the Dublin communities that the station will serve.

Representation and accountability will also be facilitated through our committee structure which will advise the board. These committees will include representatives of the communities we serve and they bring new thinking and fresh perspectives to the station. The members of these committees may either be station volunteers from those communities or nominees of appropriate representative bodies.

These committees will provide valuable forums for debate on the nature, character and content of our programming and will feed directly into the decision making process in the station.

It is our intention that the committee structure will continue to evolve over time.

The structure will ensure that the communities served will be represented and that the station will be accountable to them. The dialogue, feedback and interaction have always been part of the station's ethos.

3.3 Please outline the station's approach to ensuring that it will:

i) serve the interests of the community; and

ii) provide a social benefit to the community.

Please include evidence to support your answer.

3.3. (i) Our approach to ensuring that we will serve the interests of communities

We are an equal open access, multi ethnic, multicultural radio station which is highly responsive to the needs of our community. This reflects in the make up our volunteer membership and Board of Directors. We broadcast over 100 programmes to and for a variety of communities ensuring that we reflect the needs and interests of these communities. In addition our programming schedule changes quarterly providing us with the opportunity to review and enhance programming for different communities.

Over the years and hopefully into the future the station has provided a platform for people to gain valuable experience in broadcasting. We are proud that many of the people who started here on a voluntary basis have gone on to gain paid employment in the broadcasting sector or other related industries.

The key to ensuring that we will serve the interests of communities is understanding what those interests are. The committee structure outlined in section 3.2 will provide a platform for that expression of interests. The board and management and all volunteers and workers within the station will be charged with the task of constantly examining ways in which we can better serve the interests of our communities. This is part of the core ethos of the station. Our service is for and of the communities we serve, and where possible and appropriate it is delivered by those communities. Diversity of input to our service decision making processes will ensure a true diversity of output which

will in turn help ensure we serve the interests of those communities.

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3.3. (ii) How we will provide a social benefit to communities

The chief social benefit Dublin City FM will be able to provide to the communities it serves is providing access to communications. This is far more than simply offering some form of radio noticeboard facility for community groups to use for announcements; it starts with providing the physical broadcasting facilities and goes on to cover technical skills and ultimately to the provision of compelling and professionally produced programming which reflects and promotes the interests of the communities served.

A broadcast facility and studios have immense potential to serve the public good. The public must have access to them and, crucially, know how to use them to their best effect.

We believe the training in broadcasting and production skills which we provide our volunteers and the wider community is among the most important social benefits we will offer. Indeed the AMARC Community Radio Charter for Europe states that community radio stations should "provide access to training, production and distribution facilities".

Volunteer training is especially important to us as it will not only support high quality programming but assist our volunteers and others associated with the station to develop careers in broadcasting or related media or assist them in other ways in their working lives outside of Dublin City FM. Even if the skills acquired have no practical application to the volunteers beyond their work for the station the principle of lifelong learning and how it can enrich an individual's life is one we espouse.

Volunteers will receive training in the basic programme making skills of research, production, editing, presenting & sound engineering and they will have the opportunity to research and produce a programme on the schedule during their training period. As a member of CRAOL, Dublin City FM will encourage volunteers to undertake the CRAOL QQI Level 4 qualification in Community Radio as well as the Level 5 qualification in Radio Production.

Our volunteers will also undertake basic training in areas such as libel and defamation, the BAI Code of Programme Standards and other codes of practice as well as the BAI Rules on Advertising. We will also invite various organisations to meet volunteers and staff to discuss how best issues affecting their groupings can be sensitively addressed and dealt with in our programmes.

Our training effort will not be exclusively devoted or confined to our volunteers and staff. We will also offer structured training opportunities to members of the communities we serve. The forerunner to Dublin City FM, which has operated for the past 10 years under a special interest licence, has a proud history in this regard and we have engaged with the Docklands Schools programme, Dublin City Council staff, Dublin City University, various Media Colleges in Dublin such as Ballyfermot College, Griffith College, Rathmines College, Colaiste Dhulaigh, IADT, and DFEi. We also work with the Irish Academy of Public Relations and the Clarion Hotel Group in the provision of such training.

These activities will continue and indeed will increase in the coming years.

The other main social benefits which flow from our broadcasting activities, in line with the AMARC Community Radio Charter, will assist the free flow of information and opinions, encourage creative expression, encourage local creative talent, foster local tradition, and provide programmes for the benefit, entertainment, education and development of the members of the communities we serve. We will also provide access to broadcasting to minority and marginalised groups and promote and protect cultural and linguistic diversity in the Dublin area.

The diversity of our programming schedule will reflect these commitments. Examples of the communities we will seek to serve and the type of programming we will deliver are as follows:

Older people

We have never been ageist in our approach to broadcasting. In fact we actively encourage the participation of our older citizens. For example our Nostalgia music programme has been broadcasting since 1992 presented by a man who now in his 85th year. He continues to host one of the most popular programmes on a Sunday afternoon.

We will reach out to groups representing older people to create programmes which reflect their needs and interests. These will include campaigning type programmes which focus on issues such as healthcare, loneliness, loss of social benefits and so on. There will naturally be a positive strand to this programming as well – features on older persons activities, self-help groups, nostalgia programmes looking back on the years and events that shaped their lives, interviews with stars and celebrities of days gone by, and so on.

New Irish communities

A particular challenge facing larger cities across Europe is the integration of new communities made up of recent immigrants. In Dublin's case we have large and growing communities of people from Central and Eastern Europe, Africa, South America, the Middle East, and Asia. We will continue to reach out to those communities making contact with groups representing them and drawn from them and work with them to develop programming that reflects their unique cultures and heritage, their experiences of Dublin and Ireland, and the contribution they are making to their adopted home.

Sports

While the station provides good coverage to Gaelic Games, Soccer, Golf, and Rugby at all levels from under-age upwards we also very much actively promote and provide coverage of minority sports. we especially promote and give excellent coverage to women's sport. Our mission will be to continue to engage with sporting bodies and clubs throughout Dublin to deliver a different type of sports coverage to the mainstream – one which celebrates diversity, participation, health and wellness and which affords those involved in sports of all kinds at all levels of ability the opportunity to promote the joy of sporting endeavour as an end in itself.

Unemployed people

Unemployment has been a major problem for Dublin since the onset of the recession in 2008. A key part of our activity we be to work with organisations like the Irish National Organisation for the Unemployed to identify the issues in most need of airing and create programming around them. We will also work with those organisations to develop training programmes for unemployed people in different aspects of broadcasting in order to enhance their future job-hunting prospects. At present we are engaged with the Tús Canal Partnership for unemployed people.

Entrepreneurs , Start-ups and Business.

Much is made of the entrepreneurial and start-up culture which is now in such a healthy state in Dublin. We give these entrepreneurs opportunities to showcase their ideas and their businesses to a wider public through our programming. We broadcast a programme dedicated solely to entrepreneurship called 'UpStarts'. In fact we have broadcasted this programme as a OB from an entrepreneurship showcase fair. Through our membership and links with the Dublin Chamber of Commerce allows us to broadcast weekly news and up dates on the world of commerce in Dublin. We also broadcast programmes dedicated to business growth and expansion.

Carers

The contribution made to society by the wider community of carers is incalculable. Their compassion ensures that tens of thousands of people are able to continue living in their own homes with a quality of life and dignity which cannot be offered by the health services. The economic contribution made by these selfless individuals is also enormous. We are and will continue to work with organisations such as the Carers' Association to tell stories of individual carers and to highlight their contribution. Our 'Viva Vox' programme highlights people with disabilities and the people who care for them.

Groups at risk of discrimination

Whist we believe that our programming will offer a voice to all groups within our community we will be especially mindful of the nine grounds for discrimination set out in Irish law. This will ensure that groups such as the Traveller Community and members of minority religions are not left unrepresented either consciously or unconsciously by our programme makers.

These are just a few examples of how we intend to reach out to individual communities and provide social benefits to them.

3.4 Please provide details on how the Applicant's financial proposals align with the requirement that the service will be not-for-profit:

The financial model which we intend operating will ensure that the service will be not-for-profit and remain so. In the first instance, all of our directors are voluntary and receive no remuneration whatsoever for their work on behalf of the station. Furthermore, no individual or corporate entity will stand to gain in any way from the financial performance of the station. The station will, in the main, be volunteer run and managed and employees will be paid strictly in accordance with agreed pay scales.

We will adopt a service first policy. This will see us operating our service at the least possible cost without compromising quality of output or community service.

We will set our annual budgets within those parameters and that will in turn set our fundraising targets. Allowing for the retention of a prudent reserve fund to cover unforeseen circumstances, any surplus funds raised in one year will be reinvested in the service in the following year.

Finally, our fundraising effort will not be based solely on a traditional advertising or sponsorship sales model. We will instead establish a membership and partnership structure which will see individuals, community organisations, and private and public sector bodies become members and supporters of the station under a defined contribution structure (see Section 7 for further details).

This structure has been designed to ensure that fundraising efforts do not compromise in any way the community ethos of the station. We will not become overly dependent on any single entity or group of entities for funding nor will we accept any funding or donations that come with any contingent requirements or "strings" attached.

Our goal is to work in partnership with our members and supporters so that they become part of the station and its operations. We believe that this approach will deliver benefits both to those organisations which support us and to the communities we serve.

Modern corporations are committed to Corporate Social Responsibility (CSR) efforts and devote quite considerable budgets to them. We will be targeting these corporations to share some of their budgets with us. We will work with them in such a way that our programming efforts and other social services to communities are aligned with their CSR efforts. This could involve programming covering specific elements of that CSR effort such as a supported community project where it is editorially warranted. It could also see the companies and Dublin City FM working together to engage other communities and community groups and assist them to become involved with the station. Our corporate partners will become members of the station and will be actively involved in the station's community outreach activity.

4. Ownership and Control of the Applicant which will operate the service

The members of the Applicant, being members of a local community, must be representative of, and accountable to, the community concerned.¹ A community sound broadcasting service must be "owned and controlled by a not-for-profit organization" whose structure provides for "membership

¹ Section 64(a) of the 2009 Act.

management and operation and programming primarily by members of the community at large".² The information provided in this section should clearly demonstrate how the ownership and control structure of the Applicant will comply with these requirements at all levels of the operation of the service.

Please note the Authority will normally require, prior to the signing of the contract with the successful applicant, that the commitments undertaken with respect to the ownership and control structure of the station are embodied in the constituting documents of the station (for example, the Rules of the Co-operative or the Memorandum and Articles of Association).

Where the proposed membership for the radio service and the applicant group are two different entities, please note that the information requested hereunder refers to the entity to be established for the proposed radio service.

For the purposes of this section, the following interpretations apply:

"Control" – is in a position proprietarily, financially or in terms of voting rights to determine or direct the policy of the company, with regard in particular to programme output, that is, sourcing, production, supply or delivery to the audience.

"Substantial interests" – has sufficient proprietary, financial or voting strength within a relevant company or companies to be able to influence directly or indirectly to an appreciable extent the strategic direction or policy (which shall include editorial policy) of the company (companies), with regard in particular to programme output, that is, sourcing, production, supply or delivery to the audience.

"Communications Media" – the provision of a broadcasting service, the provision of a broadcasting services platform or the publication of newspapers or periodicals consisting substantially of news and comment on current affairs.

4.1 Organisation Structure and Governing Body

4.1.1 Please describe the type of corporate structure established or proposed for the community sound broadcasting service (e.g. a company limited by guarantee with no share capital, a co-operative society or other not-for-profit organisation):

4.1 Organisation Structure and Governing Body

Overview

Dublin Public Service Radio Association Ltd is a limited company by guarantee with no share capital. This means that no individual may exercise majority or any significant degree of control over the company. All members will have equal voting rights regardless of classification or quantum of financial

² BCI Policy on Community Radio Broadcasting.

or other contribution to the station.

Overall control of the station will be in the hands of a board whose 11 members are elected from time to time at Annual General Meetings of the company as set out in the Memorandum and Articles of Association. **(Appendix 4)**

The day to day running of the station will be the responsibility of the CEO/Station Manager who will be assisted by the Production/Technical Manager and News Editor/Executive Producer.

The board and management will be advised by sub-committees chaired by board members. There will be Finance, Programming/Broadcasting, Sales/Marketing/Fundraising, PR & Promotions, and Community & Volunteer Sub-Committees.

These committees, as well as other ad hoc committees which may be formed from time to time (see 3.2 above), will make recommendations to Programming/Broadcasting sub-committee in relation to programme content, community outreach activities, social service provision, and other activities of the station.

It will be the responsibility of the Programming/Broadcasting Sub-Committee and its board member chairperson to give due consideration to all recommendations and advice received from these committees.

The committee membership will, in the main, be drawn from membership of the station but, where appropriate and practicable, the board and management committee may invite other community representatives and relevant experts to participate.

Volunteers and employees will work under the control and direction of managers as may be appointed from time to time by the board and the management committee.

4.1.2 Please state the type of Executive Organ proposed for the applicant (e.g. a Board of Directors or Committee of Management):

There will be a Board of Directors (all voluntary)

4.1.3 Please provide the following details in relation to the members of the Executive Organ:

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| a) The number of members proposed: | 11 |
| b) The number of members who will be appointed in a representative capacity and | Board members will be appointed in a representative capacity. The board will comprise the following number of representatives as set out in section 4.23 below: 3 Community |

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| provide details of such representation: | Directors; 2 Volunteer Directors; 2 Business Community Directors; 1 Employer/employee representative body Director; and 3 directors representing Statutory Bodies. |
| c) The nomination, election and/or appointment procedures for members: | The notice giving at least a gap of at least 21 days will be issued before the AGM. Members in each category can put themselves forward for election. They must have a proposer and a seconder. At the AGM the nominated names in each category will be read out. If there are more than the required number of directors in each category nominated then a vote will take place by secret ballot. If the number of nominated members is equal to the number of Board Directors required then the members will be asked to endorse this with a proposer and a seconder being recorded for the minutes of the meeting. |

4.1.4 Please provide the following details in relation to each member of the Executive Organ:

- a) name, home address, age and occupation;
- b) background and experience (including but not limited to media/broadcasting, community and management experience);
- c) other business, community and/or media interests held (please specify); and/or
- d) involvement in any sound broadcasting service including the name of the service, the nature of the involvement (i.e. position/role held) and period of involvement (commencement date and date of departure).

| Name & personal information requested | Other information (b – d above) |
|--|--|
| <p>Ellen Gunning, 56 Kill Abbey, Deansgrange, Co. Dublin.</p> <p>29/09/1957</p> <p>PR Trainer and Consultant</p> | <p>b) Certificate in Public Relations -Public Relations Institute of Ireland. 1986-1988</p> <p>MA in Communications and Cultural Studies - Dublin City University 1997-1999</p> <p>Certificate in Training & Continuing Education - National University, Maynooth 2007-2008</p> <p>I have a knowledge of business gained from creating and developing the Irish Academy of Public Relations since 1991.</p> <p>I have previously served on the board of a professional body (the Public Relations Institute of Ireland) and am past-President (Ireland) for the International PR Association. I have experience of serving on the board of a charity (Irish Red Cross) and a national institution (National Concert Hall).</p> |

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| | <p>I have been a member of the NUJ (National Union of Journalists) for over 30 years and am active in journalism, PR and educational bodies.</p> <p>c) Past board member of :</p> <p>Public Relations Institute of Ireland (elected) Irish Red Cross (government nominee) National Concert Hall (government nominee)</p> <p>Currently chairperson of Dublin City FM radio station (elected)</p> <p>Media involvement Member of:</p> <p>European Association of Distance Learning (EADL) National Union of Journalists (NUJ) Association of European Journalists (EAJ) Public Relations Society of America (PRSA) Public Relations Institute of Ireland (PRII) European PR Education and Research Association (EUPRERA) International Public Relations Association (IPRA)</p> <p>Author: Public Relations – a Practical Approach (2003, 2007) Gill and Macmillan Capital Women of Influence (2009), Liffey Press Book on PR for SME sector (to be published March 2016), Mercier Press</p> <p>d) Director Dublin City FM, 2007 to present.</p> |
| <p>Alex Gibson, 14 Gainsborough Downs, Malahide, Co. Dublin 13/9/1964 Assistant Head of School of Hospitality Management and Tourism, Dublin Institute of Technology</p> | <p>b)</p> <p>Currently responsible for the academic management of a number of undergraduate and postgraduate degrees in tourism and events management at the School of Hospitality Management and Tourism, DIT. Significant experience on boards of voluntary organisations. Member of the International Society of Hospitality Consultants (ISHC). Serves on the Irish</p> |

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| | <p>chapter of the Hospitality Sales and Marketing Association International, and is a former Past-President of Ireland chapter.</p> <p>c)</p> <p>Member of St. Sylvester's GAA Club in Malahide, and a founding member of its business and services network - BSNSS. Involvement in several fundraising initiatives for the club's juvenile section.</p> <p>Member of Marketing Institute of Ireland. Recipient of the Marketing Educator of the Year award 2007. In 2012, as a result of his services to the marketing community in Ireland, including his work on the Persuaders radio show, he was conferred with Fellowship of the Institute.</p> <p>Director of The Persuaders Limited, event management services.</p> <p>Director of SMILE Conference Limited, hospitality conference services.</p> <p>d)</p> <p>Volunteer Director since 2010 in Dublin City FM.</p> <p>Presenter of The Persuaders marketing show since 2000.</p> <p>Presenter of Any Other Business, magazine show on Dublin Weekend Radio (Dublin City University temporary license, 1999</p> |
| <p>Paul Mc Dermott 131 Brandon Road, Drimnagh, Dublin 12.</p> <p>43 years of age.</p> <p>Lecturer in Journalism and Media Studies, Rathmines College of Further Education</p> | <p>b)</p> <p>I have been employed by the City of Dublin Education and Training Board in Rathmines College of Further Education since 2003. Prior to working as a full-time educator I was employed in various capacities of the media industries from 1993 to 2003 including: working as a music promoter, a public relations executive and a freelance journalist and broadcaster. Since 2006 I have also lectured in Dublin Business School on the Diploma in Journalism and Media Studies. I hold a First Class Honours Bachelor of Arts in Media Production and Management from the University of West London and an Upper Second-class Honours Masters of Arts in Media Studies from Dublin Institute of Technology.</p> <p>I have been a board member of Dublin City FM since 2007 and have been involved with the station since 2003. I produce and present a weekly music magazine programme on the station. Prior to joining Dublin City</p> |

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| | <p>FM, I presented and produced programmes for a number of community radio stations including Cork Campus Radio (now UCC 98.3FM). I am an award winning radio documentary producer and my radio productions have been broadcast on radio stations in Ireland and abroad. My freelance journalism has been published in various online and print publications including The Irish Times and The Sunday Independent.</p> <p>As a Dublin City FM board member I have acted as the station's Director of Programming, overseeing new programmes, schedule changes, quality control, overall station programming style, programme reviews, and volunteer training and information sessions.</p> <p>c) I'm a director and founder of Learn and Sing Productions Limited, an independent production company, which produces radio documentaries. Learn and Sing Productions has to date been awarded funding for four productions from the Broadcasting Authority of Ireland's Sound & Vision fund. These productions included radio documentaries on Irish culture, heritage and experience and Irish Contemporary Arts.</p> <p>d) Director of Programming Dublin City FM 2007 – to present.</p> | |
| <p>Seanie Lambe, 73 Fr Scully House, Middle Gardiner St., Dublin 1.</p> <p>67 years of age</p> <p>Pensioner</p> <p>Community Development Worker</p> | <p>b) Director of 2 charitable trusts and 5 community projects (limited guarantee companies) not for profit .</p> <p>Council member Dublin Docklands Development Authority for 19 years</p> <p>c) Former Director Inner City Renewal Group.</p> <p>d) Director Dublin City FM 2005-present</p> | |
| <p>David Traynor, 81 Watson Drive, Killiney, Co. Dublin</p> | <p>b) GCE A Level Higher Diploma C&G London Advanced Traffic Signal Modelling and Design</p> | |

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| <p>DOB: 06/071951</p> <p>Traffic Signal Specialist</p> | <p>c) Dublin City Council's Board representative 2005-2015. Oversaw the initial setting up of our LiveDrive traffic programme. DCC's liaison officer with Dublin City FM management and staff in broadcasting this service to the community.</p> <p>He is a founding member of Dublin Simon Community. Night shelter and a volunteer for 14 years. He was involved in the establishment of a temporary hostel to cater for homeless young adults in the 80's.</p> <p>He is member of Scouting Ireland for 28 years working with young people and a member of the national training team in Scouting Ireland. This involved travelling to venues around Ireland to provide training for new and existing leaders. He has been a scout leader for 28 years in local scout group. He recently became a member of Junior Achievement Ireland. It encourages young people to remain in education and helps them develop the skills they need to succeed in a changing world. As he worked in Dublin city centre he was also involved in inner city schools.</p> <p>c) Director Dublin City FM 2005-present</p> |
| <p>Niall Bolger, 24 Keeper Road, Drimnagh, Dublin 12.</p> <p>35 years of age.</p> <p>Assistant Intelligent Transport Systems Officer with Dublin City Council.</p> | <p>b) Graduated in 2004 with First class Honours degree in Transport Technology in DIT Bolton Street.</p> <p>Joined Dublin City Council in 2004. Currently working implementing bus priority at traffic lights across the Dublin City Council area.</p> <p>d) Director Dublin City FM</p> |
| <p>Brian Cunneen, 14 Belmont Lawn, Galloping Green, Blackrock, Co. Dublin A94 ET72</p> <p>21/07/1968</p> <p>Solicitor</p> | <p>a) Qualifications - BA (French and Politics), LLB, LLM Commercial Law, Post Graduate Dip Criminology, Dip Criminal Psychology, MA Criminology, Solicitor Ireland , Notary Public, Solicitor England and Wales</p> <p>b) OCM LAW LIMITED (CRO Number 527224)</p> <p>c) Ataxia Ireland Spinal Injuries Ireland Focus Ireland and Dublin Simon Order of Malta</p> <p>d) Business Director Dublin City FM, October</p> |

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| | 2015 to present. |
| <p>Orla O'Connor 26 Glenbourne Green, Leopardstown, Dublin 18.</p> <p>DOB: 15/05/1970</p> <p>Director of National Women's Council of Ireland.</p> | <p>a)</p> <p>Orla O'Connor is Director of National Women's Council of Ireland. Orla is a feminist and advocates for women's rights and women's equality. She has a proven track record on commenting on key issues for women, in particular childcare and family leave, employment and social welfare reform, economic independence, women in leadership positions and women in the media and violence against women. Over recent years Orla has led research and an active campaign to increase women's representation on air. In 2015 she co-authored 'Hearing Women's Voices', with Dr Kathy Walsh and Dr Jane Suiter, research exploring the underrepresentation of women's voices in current affairs broadcasting at peak listening times.</p> <p>She holds a Master's degree in European Social Policy from NUIM and a degree in Social Science from UCD. Orla has worked in senior management in non-governmental organisations in Ireland for over 15 year. She was previously the Head of Policy of NWCI, and has led campaigns on a wide range of issues on women's rights. Orla has worked in local community based projects and served voluntary on boards of community based projects, developing services for the unemployed, lone parents and young people.</p> <p>Other Board interests: director of Start Strong, a non-profit childcare policy organisation. I have no involvement in any sound broadcasting service.</p> |
| <p>Moira Horgan Apt 4 William Bligh Block, The Gasworks Dublin 4 22/8/1973 Marketing Manager</p> | <p>b)</p> <p>Moira joined Business in the Community Ireland as Marketing Manager in February 2007. She is working with member companies and other key stakeholders on a number of marketing initiatives.</p> <p>The Marketing Team work on all aspects of marketing the organisation and the impact of the network. A key focus is on leveraging social media channels to promote us at the trusted adviser on CSR in Ireland. Prior to joining, Moira was Head of Marketing at the Irish Film Board, Ireland's national film funding agency</p> |

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| | <p>and was responsible for raising the profile of the Irish film industry both nationally and globally.</p> <p>Moira has over 20 years' experience in marketing; specialising in communications, event management and PR. She holds a BA in International Marketing and Japanese from DCU. She acts as Company Secretary to the Board of Business in the Community Ireland.</p> <p>c) Throughout her career, Moira has acted as spokesperson for a number of organisations and has been interviewed on shows including RTE News, Morning Ireland, Tubridy Show and Sky News. In addition to Business in the Community, Moira also acts as Marketing Manager for The Community Foundation for Ireland, a philanthropic organisation who work on social justice. During her career she has volunteered with a number of community groups including working on a media strategy with Meningitis Research Foundation.</p> <p>d) Purely from a spokesperson point of view</p> |
| <p>Deirdre Garvey,</p> <p>31 Thomas Court,</p> <p>Dublin 8,</p> <p>D08 X7N3</p> <p>Age: 50. Date of Birth: 19 May 1965</p> <p>CEO of a national Charity.</p> | <p>b) Deirdre Garvey is the founding Chief Executive Officer of The Wheel and has overseen The Wheel's establishment and growth to a national network of several thousands, including over 1,200 member organisations.</p> <p>c) In The Wheel's representational capacity, Deirdre has represented the sector's shared interests on various fora over the years. She served as a member of the Working Group on 'Citizen Engagement in Local Government' from September to December 2013. She was also a member of the Steering Group for the European Year of Volunteering 2011 and for the European Year of the Citizen in 2013. Deirdre was a member of the National Economic and Social Council (NESC) from 2003 to 2007, and an alternate member from 2007 – 2010 and a member of the Steering Group for the 'Towards 2016' national agreement in relation to Social Partnership from 2006 to 2010. She was one of 12 people selected to represent the community and voluntary sector on the Implementation and Advisory Group of the Government's White Paper on Supporting Voluntary Activity which existed from 2001 through to April 2007. By Ministerial appointment, she was a</p> |

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| | <p>member of The Electoral Area Boundary Committee which reviewed the local electoral area constituency divisions in 2008.</p> <p>d) Deirdre was the first Chairperson for the Working Group which developed, and published the Governance Code for Community, Voluntary and Charitable Organisations, from 2008 – 2013 and she is a regular public speaker on the topics of corporate governance in non-profits, charities regulation and best practice in the non-profit sector in general.</p> <p>Prior to joining The Wheel, Deirdre was Director of Development (Fundraising) at The Barretstown Gang Camp in Kildare where she worked for five years. Before moving into full-time work in the community and voluntary sector, Deirdre worked in the private sector, holding several managerial posts in the hi-tech field in Germany. Having studied science for her bachelor's degree in 1986, she completed a Master's in Business Administration in 2003.</p> <p>Deirdre is also a board member of the Dublin Inner City Community Cooperative Limited, which is a cooperative structure that is primarily funded under the Social Inclusion SICAP programme to deliver services to communities through its 15 member organisations in Dublin city, all of which are community groups.</p> |
| Statutory Representative (Vacant TBC) | |

4.1.5 Please indicate who will be appointed Chairperson:

The Chairperson of the Board will be Ms Ellen Gunning

4.1.6 Please set out the Applicant's proposals for involvement in and of, and ensuring accountability to, the community:

We are taking a multi-stranded ground-up approach to this issue. The station will be organised with community outreach as its primary focus. The board will be representative of communities in Dublin while the community ethos of the station will be further underpinned by its volunteer-led nature. The station will be largely operated and run by volunteers drawn from the communities we seek to serve. The involvement of and accountability to those communities will be further assured through the appointment of our committees (see Sections 3.2 and 4.1 above).

- 1) In addition our Right to Reply – Code of Complaints is available on our website for

communities to comment if they so wish. All complaints will be handled in a professional manner. While this is a statutory requirement under the 2009 Broadcasting Act's Code of Practice, the station will log and take on board any correspondence from the community. Our ethos is that Dublin City FM aims to deliver the best possible service to our listeners. We also aim to ensure that our programming is compliant with the requirements set out in the Broadcasting Act, 2009 and broadcasting codes published by the Broadcasting Authority of Ireland.

We welcome all feedback, both negative and positive, from our listeners and the community concerning any aspect of our service.

- 2) Our annual accounts will be published on our website each year.
- 3) We will arrange 'open days' for the community to visit the station and view our operation. This will also be an opportunity for communities either as single individuals or groups to become members of the station.
- 4) All categories of station members may attend the AGM each year to participate in the process.
- 5) The station is open to the community contacting us via telephone or by social media on Twitter and Facebook.

4.2 Membership structure

4.2.1 Please state the current number of members of the Applicant:

We have 155 Volunteer Members involved in:

News & Current Affairs
Multicultural
Music
Arts & Entertainment
Sport
Special Interest
Technical/ Production
Administration
Social Media
Podcasts
Fundraising

Also

31 Community Groups
8 Business Groups
2 Employer/Employee Groups

4.2.2 Please identify and describe the categories of membership proposed and explain how the overall membership will be representative of the community to be served:

Membership is broken down into the following categories: community organisation; business large (more than 5 employees); business small (less than 5 employees); employer/employee representative organisation; volunteers; unwaged; students; local authorities, statutory bodies.

It is intended that the membership will cover all of these categories with the maximum number of different communities represented among the community organisation and volunteer categories. This will ensure a high level of participation by and representation for the communities served.

4.2.3 Please set out, where applicable, the categories of shares and the prices of such shares or any other fees associated with membership:

There are no shares in the company. Members pay annual subscriptions which entitle them to a single vote at the AGM regardless of the quantum of the subscription paid. These subscriptions are set at standard rates. However, there is no stricture on a member choosing to contribute an amount in excess of that standard rate and it is to be hoped that some business and other corporate members will do so. On the other hand, where individual members cannot afford to pay the standard rate requests to pay a reduced rate will be dealt with sympathetically by the board.

4.2.4 Please detail the strategies to source and increase membership over the term of the contract proposed:

It is important to us that our membership is as broadly based as possible and this will entail the active involvement of the membership to ensure that the wide range of communities we intend serving is properly reflected within it.

We will reach out to community groups, sport groups, businesses, schools, colleges, third level institutions, local authorities, and other voluntary organisations and continue to build up our membership during the course of the contract.

We will build upon the network effect of our station volunteers, business and community group members in order to reach out to communities not yet served by the station and offer them the opportunity to become involved. This will be a deliberative and iterative process. Our objective is to engage as many different communities which are not yet adequately served by or represented in existing media and not simply build up numbers.

4.2.5 Please provide the names and home addresses of all the current members of the Applicant and identify the categories of membership to which such members belong:

Please see Appendix 5.

4.2.6 Where a member of the Applicant is a corporate body, please provide the following details in respect of the directors and “significant” members of that body³:

- a) name, home address, age and occupation;
- b) background and experience (including but not limited to media/broadcasting, community and management experience);
- c) other business, community and/or media interests held (please specify); and/or
- d) involvement in any sound broadcasting service including the name of the service, the nature of the involvement (i.e. position/role held) and period of involvement (commencement date and date of departure)

| Name & personal information requested | Other information (b – d above) |
|---------------------------------------|---------------------------------|
| Not Applicable N/A | |
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4.2.7 Please state the rationale for the involvement of the corporate body in the Applicant, if relevant:

At the time the radio station was established in 1992 the usual structure for community based organisations was a company limited by guarantee not having share capital. Aside from the Executive organ because the company has no shares no “members” can exercise control over the applicant

4.2.8 Please outline any proposed procedures, in addition to those specified in the Applicant’s Articles of Association, for ensuring that the Applicant (the Executive Organ and members) will be accountable to the community to be served:

The board and management will be advised by sub-committees chaired by board members. There will be Finance, Programming/Broadcasting, Sales/Marketing/Fundraising, PR & Promotions, and Community & Volunteer Sub-Committees.

³ A person will be deemed to be a “significant” member if s/he is the legal or beneficial owner of shares in the applicant to which are attached ten percent (10%) or more of the voting rights exercisable at a general meeting of the applicant.

These committees will make recommendations to Programming/Broadcasting sub-committee in relation to programme content, community outreach activities, social service provision, and other activities of the station.

It will be the responsibility of the Programming/Broadcasting Sub-Committee and its board member chairperson to give due consideration to all recommendations and advice received from these committees.

The committee membership will, in the main, be drawn from membership of the station but, where appropriate and practicable, the board and management committee may invite other community representatives and relevant experts to participate.

Volunteers and employees will work under the control and direction of managers as may be appointed from time to time by the board and the management committee.

4.3 Management Structure

4.3.1 Please describe, in the form of a chart/diagram and narrative, the existing or proposed management structure of the Applicant, clearly indicating the roles and status of management staff to be appointed (full-time, part-time and/or volunteers):

See Appendix 6

4.3.2 If the management structure proposes the use of sub-committees, please detail the proposed membership of such sub-committees, the procedures for nomination and election and the rationale for their inclusion in the management structure:

Overall control of the station will be in the hands of a board whose 11 members are elected from time to time at Annual General Meetings of the company as set out in the Memorandum and Articles of Association.

The day to day running of the station will be the responsibility of the CEO/Station Manager who will be assisted by the Production/Technical Manager and News Editor/Executive Producer.

The board and management will be advised by sub-committees chaired by board members. There will be Finance, Programming/Broadcasting, Sales/Marketing/Fundraising, PR & Promotions, and Community & Volunteer Sub-Committees.

4.3.3 Please detail the proposed reporting structure between the management team, including any sub-committees, and the Executive Organ of the Applicant:

The Production/Technical Manager, News Editor, LiveDrive Producer and various sub-committees will report to the CEO/Station Manager. Each sub-committee will also be chaired by a Board member e.g. the Programme Director will chair the Programming/ Broadcasting Sub Committee, the Financial Director will Chair the Finance committee, and so on. The CEO/Station Manager will be a member of each sub-committee. If the CEO/Station Manager cannot the sub-committee Chair will report back to him. The CEO/ Station Manager will report to the chairperson of the Board and Board of Directors.

4.3.4 Please provide in relation to each of the following individuals, or their equivalents, their full name, home address, age, qualifications and experience to date, in particular that which relates to community and/or broadcasting:

- a) Station Manager;
- b) Compliance Officer; and,
- c) Any other proposed management staff.

a)

CEO/Station Manager – Mick Hanley

12, Collins Court, Whitehall, Dublin 9.

DOB – 2/10/1958 – 57 years

Diploma in Sound Engineering – Sound Training Centre 1993-1994 (Honours)

Diploma in Public Relations – Irish Academy Public Relations 1997-1999 (Honours)

Certificate in Effective Personal Productivity – LMI 2010

Mick has over two decades of experience in radio since he joined Anna Livia FM as a volunteer in 1993. He has worked in all aspects of radio as a researcher, producer, presenter, sound engineer, commentator, administrator, trainer, community director, programme director, Chairman of the Board of Directors, and CEO/ Station Manager in full time capacity since 2008.

He has overseen many positive changes within the station over the last 15 years including the partnership and introduction of the LiveDrive traffic service with Dublin City Council; overseeing, training and producing the Docklands Sound School programme for transition year students over a 5 year period; the introduction and coordination of many community based programmes on the station ; the drive to ensure Irish music artists and new Irish talent were given a greater platform to broadcast their music and art on the airwaves by signing up with the Independent Association of Songwriters, Composers & Authors; the rebranding of the station to Dublin City FM in 2007 ; event managing our live concert and recordings of our syndicated Woodsongs programme in the Convention Centre which attracted a full house; and the live broadcasts of our Little Steven Underground Garage programme from Tower Records, Dublin featuring Bruce Springsteen's E Street Band frontman Steven Van Zandt in 2009 and 2012.

He represents the station on the Docklands Business Forum and has been an ambassador for the Dublin Chamber of Commerce's BON group looking after SMEs, not for profit organisations and charities, ensuring that small to medium sized companies can gain exposure on the station through interviews on our special interest programmes covering the likes of business, finance, PR, marketing and current affairs. Through his networking he has increased membership of the station and created access for the station to a wider business community.

Outside of this he has exemplified the station's ethos of giving exposure and promotion on the airwaves to minority groups, charities and those less fortunate in our society. He has liaised and met with these groups with special emphasis on multicultural groups, homelessness groups, groups involved in suicide prevention and communities trying to make a difference in their neighbourhood.

He has lectured on courses in broadcast media for the Irish Academy of Public Relations outside of the station and on radio courses internally to communities, volunteers, corporate bodies and the general public. He was engaged as an industry expert by IADT college Dun Laoghaire, County Dublin to oversee the programmatic review of their suite of courses in audio, TV and film animation in 2014.

He has been a member of the Dublin GAA County Board Communications Committee for 12 years. He was a member of St Vincent's GAA Club, Raheny Shamrocks Athletic Club, and Marino Boys Soccer Club.

b) Compliance Officer - Gerrard P Cahill
Apt 519 Galloping Green
Stillorgan Road
Blackrock
Co. Dublin A94 E653
DOB 03/02/1938
Retired Senior Bank Manager AIB – Career span 1955-1993

Gerry has been a member of the station since 2000. During this period to the present day he has worked in a voluntary capacity as a researcher, presenter and producer on a variety of talk and music programmes. He has also worked intensively on the administration side of the station since 2005 as company secretary and financial director.

His involvement in the community stretches far and wide. He is a past president of the Irish Family History Society, a member of the Irish Genealogical Research Society, a former consultant to the Irish Club in London, a member of the Rotary Club of Dublin Viking and a founder member of Celtic Choristers Male Voice Choir. He was a secondary school bursar from 1996-2003

Gerry is also a director of the Galloping Green Management Co. Ltd. and the Music Instrument Fund of Ireland.

c)
Production / Technical Manager – Heather MacLeod
Apt 2 No 11 Claremont Villas, Glenageary, Co. Dublin
DOB – 31/03/1983- 32 years
BSc in Music Technology passed with Distinction
Paisley University (Now University of the West of Scotland) 2002 - 2005
Certificate in Commercial Radio. The Radio Academy 2007.

Heather has been overseeing the programming, implementation and running of Dublin City FM's schedule since 2007. She has experience in recording and editing audio with software packages such

as Adobe Audition, Cool Edit, Audacity, Pro Tools, recording using both analogue and digital desks and various studio set ups, Live and pre-recorded broadcasts in studio, on location broadcasts, producing adverts and bulletins for clients, training radio station staff and volunteers, liaising with the Broadcasting Authority of Ireland and our hardware and software clients.

She has been applying for and obtaining grants successfully through the Broadcasting Authority of Ireland's Sound and Vision scheme on a continuous basis since 2008 producing everything from five minute arts inserts to 58 minute radio documentaries and six and 12 part radio dramas for Dublin City FM and RTE radio. She has acted as producer, presenter and editor on a variety of different projects. She was a music journalist with Suburbia Magazine during 2011 and 2012 writing a number of articles for them bi-monthly. She trains volunteers and interns at Dublin City FM on a continuous basis on all things technical including; recording, editing, post production, sound desk operation, computer operation, software and hardware operations, network access etc. She assists in training with the Irish Academy of Public Relations on their one-day radio presenter's course.

She has also presented and produced our current affairs programme Good Morning Dublin from 2010-2014 and a weekly talk based music show Off The Record from 2010-2014. She is also an independent producer and founded MacLoud Music in 2008.

Radio Consultant /News & Current Affairs

Michael Glynn

Address: 3 Grove Park Crescent, Glasnevin, Dublin 11

DOB: 15/05/1942.

He has been involved in Radio Production, Presentation & Programme Training for 28 years.

He was previously employed by Dun Laoghaire V.E.C. As a Project Manager & College Lecturer. He founded a project called Options Radio Productions which was a FETAC centre. It ran for 16 years & provided extensive training & experience for hundreds of participants in radio production & sound engineering. The programmes produced by the project went to stations such as East Coast Radio, Anna Livia, RTE, Dublin South FM, and BBC Radio Ulster.

His current involvement with 103.2 Dublin City FM is as follows:

Executive Producer of Good Morning Dublin, a daily magazine programme with a team of about 15 people.

News Editor of a 10 person news team.

In house training in Radio Sound Engineering, Programme Production & Presentation.

Programme appraisal & feedback.

4.3.5 Please specify the Applicant's policy in respect of:

- a) management remuneration and benefits;
- b) employment contracts;
- c) industrial relations; and,
- d) management training and development.

Dublin City FM has an employee handbook which sets out all of the company policies and procedures relating to employment law and the workplace. These policies are based on best practice and compliance requirements and are reviewed regularly to ensure they are all current and up to date.

All our employees have employment contracts, either permanent full time or part time, or contract for services, whichever is applicable. Our contracts reference our employee handbook and are based on best practice advice in relation to areas such as notice period compensation and reward, number of holidays etc. (See Appendix 7)

There is also a policy setting out approach to remuneration and salary see (page 30) of the handbook, this indicates that the positions will be outlined in job descriptions, and these will be benchmarked against industry norms and where necessary adjustments will be made. It is intended to reward and recognise the contribution and qualifications of our employees from an academic and work experience perspective.

We approach our staff development in a structured manner annually, performing annual performance review meetings with each employee and during this process we look at areas that need attention to help the individual perform in their role and to contribute to the success of the station.

We enjoy a positive employee relations environment, where individuals have an opportunity to contribute to the running and strategic development of the station. We hold regular staff meetings, where we brief them on developments that can impact our activities. And supporting this we have a set of policies in our handbook that relate to such matters as raising a grievance – formally or informally, whistle blowing in circumstances where an employee may have concerns about corporate governance or the general running of the organisation itself or how we make decisions. There are step by step guidelines for employees to follow including an escalation process as well as an appeal process in our policies should an employee feel the outcome or the decision taken is not correct.

We are an equal opportunities employer and our volunteer policy is open access.

4.3.6 Please provide details of any employment support, grant or training schemes and detail any arrangements entered into, and commitments provided or received, under such schemes.

We are engaged with the TUS Canal Partnership Scheme. We take on people from the scheme who are unemployed offering them a year's contract. At present we have three people on the scheme. Over the last number of years we have employed 18 on this scheme. The participants are encouraged to apply for paid employment in the station whenever it arises.

4.4 Character of the Applicant

Please answer the following questions “yes” or “no”, on behalf of the Applicant, to include, if the Applicant is a body corporate, its directors, manager, secretary or other similar officer and “significant” members. If the answer is “yes” to any of the following questions, please provide full details:

- (i)** Has the Applicant ever been convicted of an offence involving fraud or dishonesty? No
- (ii)** Has the Applicant ever been restricted or disqualified as a Company Director, or convicted of any offence under the Companies Acts 1963-2006 (as amended) in this jurisdiction or under equivalent legislation in any other jurisdiction? No
- (iii)** Has the Applicant ever been adjudicated a bankrupt, become insolvent or entered into a voluntary arrangement with creditors, or had a receiver appointed to any of its assets, in this or any other jurisdiction? No
- (iv)** Has the Applicant ever been a director of a company to which a receiver was appointed, which went into compulsory liquidation, creditors’ voluntary liquidation, examinership or which made any arrangement with its creditors or class of creditors? No
- (v)** Has the Applicant ever been convicted of an offence under any legislation by which Broadcasting and/or Wireless Telegraphy is regulated in this or any other jurisdiction? No
- (vi)** Has the Applicant ever had a licence or contract issued by a broadcasting licensing body or any other statutory body suspended or revoked in this or any other jurisdiction? No
- (vii)** Is the Applicant aware of any reason why it may not be a fit and proper person to be awarded a contract? No

Details: N/A

5.

5.1 Programming Strategy

5. Programming

5.1 Programming Strategy

5.1.1 Please detail the ongoing strategies which the Applicant proposes to implement in relation to:

- programme research;
- programme production;
- quality control;
- ensuring compliance with the statutory requirements and contractual the community sound broadcasting contractual obligations for programme content; and,
- ensuring the service will operate in accordance with the ethos or value system that underpins community activity.
-

Programme Research

Under the direction of the news editor all members of the Dublin City FM news team contribute to the news process. All volunteers on Dublin City FM are encouraged to utilise DCFM template research briefs in the pre-production of programme items and inserts.

We also carry out regular research training with the news team to ensure that research is carried out effectively, accurately and ethically. In relation to this last point we also ensure that all members of the news team are familiar with and adhere to the Code of Conduct of the National Union of Journalists

(See Appendix 8)

Over the years Dublin City FM has built up a database of contacts with knowledgeable guests from within all communities of Dublin. We will continue to develop these contacts and make them available to programme researchers and producers.

All other programmes are researched under the direction of the Production & Technical Manager.

Running orders are submitted on the day of broadcast and are checked for compliance for the relevant BAI codes.

Programme Production

All volunteers will be offered training in programme production before presenting or producing a programme on Dublin City FM. As part of their training new volunteers will receive training in line with the QQ1 Level 5 radio production qualification. They will also be encouraged to complete this course formally in order to achieve the qualification. The training will cover the areas of engineering, scripting, editing, and the production of radio shows.

Volunteers will learn how to construct radio programme schedules and running orders in specific genres. They will learn to research, compile and produce news bulletins. They will be taught how to compile and present current affairs discussion programmes and how to analyse, report and present sports bulletins. We will take them through how to produce and present arts and entertainment programmes and magazine style shows; how to plan and conduct radio interviews and panel discussions; how to write and edit radio programme scripts; and how to operate sound desks and edit recordings on Adobe Audition.

We will set aside specific training times but there is nothing more invigorating than being involved at the coalface so we operate a Mentor/Buddy process where volunteers initially shadow a more experienced producer on live and pre-recorded programmes. This will enable the new volunteer to experience live broadcasting which will be of benefit to them in the long term. When the new volunteer feels comfortable working on their own and the Production/Technical manager feels they are capable of doing the job then they will be permitted to take on a lead producer role.

It is the station's aim to encourage and develop volunteer staff in specific areas of radio broadcasting. If a volunteer is not suited to a certain task then we will look at other areas of broadcasting that they may excel in.

Quality Control

Quality control will be the responsibility of the CEO/Station Manager, the Programme & Technical Manager and the Programming Committee. Staff and volunteers will be kept informed of production processes and quality control processes and any changes to them at regular meetings.

The quality control and assurance process commences well before a programme even makes it to the schedule. Before a programme is added to the programming schedule a detailed programme proposal needs to be submitted to and approved by the Programming Committee. Each programme proposal requires a minimum of 13 weeks of forward planning. Programmes may be submitted by individuals or groups from within the communities served. A pilot episode of each new programme

proposal must be produced and arrangements will be made with the applicant to help produce this pilot.

Running orders are compulsory for all news and current affairs and speech programmes and these must be approved prior to broadcast. For music programmes music logs must be submitted to the relevant personnel before production.

Post-production meetings are held daily following broadcast of our flagship news and current affairs programmes *LiveDrive* and *Good Morning Dublin*. These meetings allow programme personnel to identify strengths and weaknesses of each episode thereby driving a process of continuous improvement and allowing for the planning of future episodes and programme items.

Dublin City FM will also establish a listener monitoring group to review programmes. Volunteers will receive feedback relating to their programmes in order to encourage and support the very highest broadcasting standards.

The monitoring group will prepare an equivalent of a BAI monitoring report to ensure compliance with the programme policy statement. All volunteers will receive in-house training in libel and relevant BAI codes.

Dublin City FM will also engage in regular in-house training and information sessions to refresh existing volunteers' knowledge and introduce new volunteers to our processes, procedures and quality standards. These training sessions will cover the BAI General and Children's Commercial Communication Codes, Code of Programme Standards, The Code of Fairness, Impartiality and Objectivity in News and Current Affairs, BAI Access Rules 2015, BAI Code on Referenda and Elections, BAI Right of Reply Scheme, BAI Rules on Advertising and Teleshopping (Daily and Hourly Limits) and the Code of Fair Trading Practice.

In addition, should we be awarded the new licence we will engage in the code of standards and guidance as laid down by CRAOL and all codes of standards and guidance under the AMARC Treaty of Community Broadcasters.

Ensuring compliance with the statutory requirements and contractual the community sound broadcasting contractual obligations for programme content; and,

The CEO/Station manager and the Programming Committee will be responsible for contractual compliance. They will monitor the programming schedule to ensure it meets with the Programme Policy Statement. Dublin City FM will participate in all implementation workshops organised by the BAI and the CEO/Station Manager, supported by members of the Programming Committee, will ensure that information from these workshops is communicated to staff and volunteers at regular meetings.

Ensuring the service will operate in accordance with the ethos or value system that underpins community activity.

Dublin City FM is committed to operating the radio service in keeping with the community ethos as outlined in the AMARC charter for community radio. Community groups and agencies will have three representatives on the Board of Directors ensuring a community value system is upheld. Dublin City FM will regularly hold volunteer meetings, provide on-going training, liaise with community groups and undertake evaluation to ensure the community ethos is upheld.

5.1.2 Please set out the criteria upon which, in the view of the Applicant, the success of the programming is to be assessed:

Mainstream commercial broadcasters measure the success of their programmes in terms of listenership figures, the socio-economic standing of that audience and the advertising and other revenues into which those metrics can be translated. That is almost diametrically opposite to the measures Dublin City FM will employ.

In the first instance we will take an objective view of the quality of our output. The production values of our programmes are the highest possible within the necessarily limited financial means of the station. In this regard we will benchmark ourselves against the production quality of programmes on regional commercial stations throughout the country.

That does not mean that listenership is not important to us, however. It is very important but what matters is who is listening rather than how many. Programme success will be measured in accordance with listenership among the communities at which the programmes are targeted as well as among other communities. There would be little point in making programmes which promote the culture, heritage, and values of communities and the issues they face if no one else is going to listen to them other than members of those communities. The programmes will have to be sufficiently compelling to interest other audiences as well. Audience feedback through tweets, social media, text messages, email and other contact with the station will be recorded for the purposes of ongoing measurement.

We will also take care to ensure that our efforts to make our programming more broadly appealing should not dilute its essential community based nature. Another measure will therefore be the extent to which our programme content is innovative and reflects the diversity of the communities concerned in terms of culture, heritage, arts, news, sport, as well as covering the issues and challenges they face in a sensitive and non-sensationalist fashion.

That quality of coverage will best be achieved through participation in programme making and presentation by members of the communities involved. The level of that participation will also be a key success measure.

A further success measure will be our ability to attract and retain volunteers from the communities served. It is our belief that high quality programming will have the effect of attracting members of the communities concerned to become involved in the station adding their own ideas, creativity, and skills in the process. The involvement of volunteers in ongoing training and their work in the community attending events for recordings, interviews, outside broadcasts and so on will be a further indicator under this heading.

Demand for training from communities will also be an indicator of the station's success in reaching out to them. Financial performance will be important of course, but only in terms of how it directly relates to programme content and quality. The degree to which our members and partners are willing to support the station financially will be critically dependent on our ability to perform in relation to the above success factors.

We will also actively seek audience feedback in relation to programme output by canvassing the opinions of the various communities within our remit. We will also use professional data on station's programme schedule performance from Kantar Media giving us a deeper level of insight into audience trends. This dual approach from audience research allows us to monitor the needs of our

communities and modify our programme output accordingly.

5.1.3 Please outline the applicant's proposed approach to the issue of community and audience evaluation, including the methodologies to be relied upon and the frequency with which such evaluations will be conducted. Please indicate the budget to be allocated to this activity.

Audience Research

Since 2012, Dublin City FM has retained the services of Kantar Media to provide accurate listenership figures for the station. Using a representative sample of the Dublin population, as part of the broader TGI consumer research, we have been able to identify the reach of the station. It is planned that this research will be continued should this application be successful.

Kantar Media's TGI survey in the Republic of Ireland is a nationally representative sample of 3,000 adults aged 15 years and upwards. The recruitment method is CATI and face to face during two fieldwork periods: October to December and January to March each year. Respondents complete a self-completion questionnaire on their media, product and lifestyle behaviour. TGI data is weighted to the latest CSO estimates to provide population figures.

Social Media Analytics

Social media channels are an increasingly important way for radio stations to build rapport with their community. They are also an invaluable tool for assessing audience involvement. We will use Facebook Insights in particular as a means of assessing audience engagement via key metrics such as Total Page Likes, Post Reach, and Engagement.

As the ways and means by which people consume information change, the station is constantly seeking new and innovative methods of getting information to the Dublin community.

Our LiveDrive programme provides just one example of the use of social media. It is no longer just a radio show but a multimedia service incorporating Twitter, Facebook, WhatsApp, texts, and blogs.

The programme has a following of 17,000 on Twitter which is increasing each month. Twitter is becoming a larger part of the show, not only to give information but also to receive it.

The nature of Twitter and the retweet system means that our tweets have the potential to be seen by hundreds of thousands of people when the information is shared. For example, when Dublin Bus retweets our traffic information, it reaches their 37,000 followers who can in turn share it with theirs.

During times of extreme traffic, we have found Twitter to be a very useful tool to quickly disseminate concise information directly into the hands of Dublin commuters and community. Our use of Twitter has featured in Dublin City Council's social media training course as an example of how the platform can be useful to Dublin City Council in emergencies.

Similarly with other programmes on the station we are using social media to get our message across to the community and to receive messages from the community too. On top of LiveDrive's figure the station has 6,500 followers on Twitter making it a grand total of nearly 24,000 which we would hope to continue increasing. The station also has 5,000 followers on Facebook.

Dublin City FM will also create a questionnaire that will be sent to various community groups to ensure we are receiving their feedback into our programme schedule. We will also look to engage with our wider audience by creating an evaluation questionnaire and providing links through our Ezine to give our listeners an opportunity to engage with us.

While audience research by Kantar Media will be carried out on an annual basis Dublin City FM will

evaluate programmes on a quarterly basis ahead of each proposed quarterly programme schedule. All the station's sub committees will feed back to the Board to evaluate and make recommendations on community issues. The merits of these recommendations will be discussed to ensure the programme schedule reflects the views of the community. Each weekend we will broadcast community news bulletins at 10am, 12 noon, 2pm and 4pm on Saturdays and Sundays.

Another avenue we use to evaluate audiences is podcasts. We podcast all our talk programmes on the station. This is a valuable service for the community and also gives us the opportunity to track who is listening to them.

The budget for audience research is €6,000 per annum.

5.2 Programme Policy Statement

The Programme Policy Statement sets out the commitments that the Applicant is willing to make to the BAI in respect of key aspects of the programme service. It will serve as a yardstick against which the successful applicant's future performance is measured and assessed and as such will form part, subject to further negotiations between the BAI and the successful applicant, of the contract between the BAI and the successful applicant.

5.2.1 Broadcasting Philosophy and Community Ethos

5.2.1.1 Please detail in the form of a statement the Applicant's overall broadcasting philosophy and vision for the radio service and how the quality, range and type of programming will serve the community:

The Programme Policy Statement sets out the commitments that the Applicant is willing to make to the BAI in respect of key aspects of the programme service. It will serve as a yardstick against which the successful applicant's future performance is measured and assessed and as such will form part, subject to further negotiations between the BAI and the successful applicant, of the contract between the BAI and the successful applicant.

Programme Policy Statement

Dublin City FM is a radio station for all Dublin people and all of its various communities. The station, through its Special Interest remit, is committed to providing a relevant, innovative, engaging and unique radio service for Dubliners that entertains, informs and reflects the energetic diversity of their modern city's population, through their everyday lives, aspirations and cultural differences. Our Programme Policy is underpinned by this core mission. As a voice of Dublin our aim is to produce relevant and attractive programming for all the various community and ethnic groups.

It is the station's policy to provide diverse and varied programming catering to a wide range of Dublin community groups which are not normally given opportunities to promote themselves fully in other commercially based media. These include community groups, women's groups, ethnic groups, special interest clubs, local history groups, school students, creative workshops, charitable

organizations, and health support groups.

Primarily a talk-based service provided by enthusiastic professional volunteers, our objective is to provide a media platform for all Dubliners to voice their concerns, opinions and interests in fair and balanced way to the betterment of the cultural life of the city. Audience contact and participation is a key element of our programming and this ensures strong and active community involvement across our schedule.

All of this is framed within our guiding principle of being socially responsible in all aspects of our operations. By being socially responsible, we can facilitate ordinary, everyday people to have access to their own radio station where their input is valued and appreciated.

5.2.1 Broadcasting Philosophy and Community Ethos

Our broadcasting philosophy is firmly rooted in the community ethos of the station. Dublin has changed greatly over the past half century and has become a modern, multicultural, multi-ethnic, European capital city and shares both the good and the bad facets of its international counterparts. Dublin is therefore made up of a patchwork quilt of different communities which share common bonds ranging from caring responsibility, employment occupation, joblessness, age, gender, sexual orientation, physical or intellectual disability, ethnicity and so on. Our role will be to reach out to those communities which are poorly served by and represented in the media. We will listen to them and offer them a voice to express themselves and inform others about their particular concerns. Dublin City FM will be a platform for those communities from which to communicate their rich diversity to other communities in Dublin. This will foster communication within those communities as well as promote greater understanding of their members and issues among members of other communities. We will also seek to promote the positive aspects of the communities we serve; their culture, heritage, music, sporting achievement, and their contribution to the social and economic life of the City and country.

Our programming philosophy is to ensure that programmes are of, by and for the communities we serve whilst also being of interest to a wider listenership. This means having community involvement in the creation, production and presentation of programmes to the maximum extent possible. This will be facilitated through direct volunteer participation in the programme production and presentation process.

5.2.1.2 Please define and provide a profile of the community to be served:

As mentioned earlier, while Dublin can be defined as a single community it is actually a vast number of inter-connected and inter-related communities which share a wide variety of common bonds. Dublin City FM will seek to reach out to, engage, serve and represent as many of those communities as possible. Our structure from the volunteers up to board level has been designed to maximise engagement between the station and the communities we serve.

The voices heard will range from those who experience disadvantage in their daily lives to those who are investing in communities and providing much needed jobs and everyone in between. Dublin City FM will create no barriers when it comes to the involvement of the communities it serves.

5.2.1.3 Please set out how the proposed service will be promoted and developed among the community to be served in line with the *BCI Policy on Community Radio Broadcasting*:

Naturally, the radio station itself will be a key promotional tool for Dublin City FM in its community outreach activities. We will therefore institute a programme of communications activity which will encompass social media, the web, traditional channels, as well as direct engagement. Our website will of an interactive communications forum which will allow people to contact and become involved in the station. It will be a key promotional tool for programmes and communications activity with imaginative use of web-only competitions and other promotions being utilised to attract hits. This will be backed up by a social media presence on Facebook and Twitter which will both mirror the website and actively promote it to wider publics.

We will also use promotions to attract listeners and community members to sign up to receive a regular Ezine from the station. This will feature news about the station and the community it serves with content supplied by staff, volunteers and community groups.

We will also seek to play an active role in online community forums drawing attention to the programming, training, and other services offered by Dublin City FM. In addition, we will work with Dublin City Council – which is represented on our board – to have the station promoted regularly on its VMS signs.

We will engage directly with communities through both the hosting of community meetings facilitated through volunteer members of those communities and attendance at such meetings organised by community representative bodies.

Finally, we will use other forms of merchandising including car stickers to advertise the station to the public in general

5.2.1.4 Please describe the means by which community access and active participation will be facilitated and encouraged in the programming of the service:

Our community outreach activities will be geared towards engaging different groups and enlisting volunteers from within them. We actively encourage the community to put forward programme proposals for our quarterly programming schedules through notices on our website, in our Ezine, on community bulletin boards and across our radio promotional advertisements. We are an open access radio station and encourage full participation from the community in all our programming strands. We recognise that community participation is essential to the running of the station and contributes significantly to our programme content and design.

5.2.1.5 Please describe the current and anticipated level of community participation in programming:

It is our goal to have some form of active community participation in all of our programmes. This may involve presentation by a member of the community involved, participation in the research or production process, or input into the programme creation and ideation process.

This will be achieved primarily through the direct involvement of some 150 volunteers in the station's operations. The volunteers will be drawn from the communities served and will directly reflect their concerns and interests.

In addition we will involve people on community schemes and on work experience in the station's

operation.

We will foster direct communication with community, sports, and other representative groups and bodies in order to ensure that they have an input into programming. We will also enlist participation of representatives of these groups on the Committees.

Finally, phone-in guests and studio guests will be chosen in order to maximise community participation in programming.

5.2.1.6 Please indicate how the service will add to the diversity of programming within the franchise area:

By offering a platform to communicate the culture and heritage and positive contributions of a variety of different communities as well as the challenges and issues they face, we will add greatly to the diversity of programming in the Dublin area.

We are the only station in the country broadcasting a live on-the-spot traffic service 'LiveDrive' for a six hour period at peak traffic times from 7-10am and 4-7pm each day. This service has been broadcasting for 10 years and over this period of time has become an essential service for Dublin commuters.

The programme has attracted many plaudits for its broadcasts especially when there are situations of grave danger on our roads such as snow, ice, flooding or traffic accidents of a serious nature. In addition with constant changes to the transport system in the city, such as the Luas works our 'LiveDrive' programme has helped enormously with ensuring traffic is kept flowing in the city. The programme has also been featured on national TV station in relation to traffic problems and issues, be it congestion or bad weather.

Even the music that is played in between traffic reports is diverse and not something likely to be heard on any other station in the franchise area.

Our music broadcasts include playlists for PLAY IRISH which guarantees airplay for Irish music artists of different genres. This initiative is run in conjunction with the IASCA (Irish Association of Songwriters, Composers & Authors) and Dublin City FM is the only station in the franchised area signed up to it.

Our daily schedules are made up of some of the most diverse subject matters available. It is not unusual for example on Mondays to listen to a programming dealing with topics ranging from death and funerals (Going Out In Style) to women's issues (Lunchtime Ladies) and interviews with people from abroad who have made Dublin their home (New Dubliners).

This is the type of diversity that our programme schedule brings to the listener that will not be found on other stations. With the majority of our special interest talk programmes broadcasting for 28 minutes it gives us an opportunity to cover a diverse community of interests from health to LGBT, astronomy to education, disabilities and much more.

Our multicultural programmes give a platform for new communities to bring their culture, heritage and issues to a wider audience and add to the diversity to our programming schedule.

Our sports programmes are recognised for the diversity of their nature. In addition to covering the local scene well in traditional sports like GAA, soccer and rugby we offer a platform for diverse sports like underwater hockey, scuba diving and lacrosse. Our music programmes cover practically every genre of music with standalone music genre broadcasting throughout the schedule. You will hear music on the station that is not available anywhere else such is the diversity of our programmes and the knowledge of our presenters.

Our ethos is to serve and give a voice to as many of Dublin's communities as possible. In many ways our programming schedule is similar to the national public service broadcaster model in terms of diversity but we mainly cover local interests and issues from a Dublin perspective.

5.2.1.7 Please indicate how it will be ensured that the service provides a unique and innovative service for communication between individuals and groups and promotes and protects cultural diversity within the community to be served:

As mentioned earlier in this application the community to be served by Dublin City FM is actually a hugely diverse range of different communities which share bonds of culture, ethnicity, sporting interest, occupational background, business interest, caring responsibilities, family status to name but a few. By producing a range of programmes which reflect the interests of these communities we will continue to promote and protect cultural diversity. Furthermore, by operating a programme creation and development policy which seeks to ensure that programmes are of interest to a wider public than purely the community which is directly associated with them we will be acting as a communications medium between those communities and individuals within them.

It is our belief that the service we will provide to a wide range of communities within the overall Dublin community will be truly innovative and unique in Irish broadcasting.

5.2.2 Broadcast Day: Please indicate the following:

| | |
|--|---|
| 5.2.2.1 total number of broadcasting hours per day: | 19 hours (Mon-Fri) 18 hours (Sat-Sun) |
| 5.2.2.2 the hours of live programming (start and end) per day: | Monday – 13.5 Tuesday – 15 Wednesday – 13.5 Thursday – 11 Friday – 15 Saturday – 13 Sunday – 13 |
| 5.2.2.3 the hours of repeat programming (start and end) each day: | Monday – 0.5 Tuesday – 0 Wednesday – 0 |

| | |
|--|--|
| | Thursday – 0 Friday – 0 Saturday – 1 Sunday – 2 |
| 5.2.2.4 the hours of pre-recorded programming (start and end) each day: | Monday – 5.5 Tuesday – 4 Wednesday – 5.5 Thursday – 8 Friday – 4 Saturday – 5 Sunday – 5 |
| 5.2.2.5 the percentage of broadcasting hours for the 07.00 – 19.00 period dedicated to: | |
| 1. music programming | Mon-Fri: 2 hours, 16.7% Sat: 9 hours, 75% Sun: 7 hours, 58.3% |
| 2. speech-based content | Mon –Fri 10 hours, 83.3% Sat: 2 hours, 18.2% (8am start) Sun: 4 hours, 36.4%(8am start) |
| 3. news and current affairs | Mon-Fri 7 hours, 58.3% Sat: 4x2min community bulletins Sun: 1 hour & 4x2min community bulletins 6% |
| 4. advertising ⁴ | Mon-Fri 60 mins, 8.3% Sat : 8am -7pm, 50 mins 7.5% (11 hours) Sun: 8am-7pm 50 mins 7.5% (11 hours) |
| a) for the 07:00 -19.00 period | |
| b) total broadcast day | Mon–Fri 95 mins 8.3% Sat : 81 mins 7.5% (based on 8am-2am, 18hrs) Sun : 81 mins 7.5% (based on 8am-2am, 18hrs) |
| 5.2.2.6 the percentage of broadcasting hours for the total broadcast day dedicated to: | |

⁴ A maximum of 6 minutes advertising/ sponsorship per hour will apply (*BCI Policy on Community Radio Broadcasting*).

| | |
|--------------------------------|--|
| 1. music programming | Mon- Fri 7 hours, 36.8%. Sat: 16 hours, 88.9%. Sun: 14 hours, 77.8% |
| 2. speech based content | Mon –Fri 12 hours, 63.2% Sat :2 hours, 11.1% (8am start) Sun: 4 hours 22.2% (8am start) |
| 3. news and current affairs | Mon-Fri 7 hours 58.3% Sat: 4x2mins community news 1% Sun: 1 hour & 4 x2 community news 6% |
| 4)advertising ⁵ | Mon-Fri 60 mins, 8.3% Sat : 8am -7pm, 50 mins 7.5% (11 hours) Sun: 8am-7pm 50 mins 7.5% (11 hours) |
| a) for the 07:00 -19.00 period | |
| b) total broadcast day | Mon–Fri 95 mins 8.3% Sat : 81 mins 7.5% (based on 8am-2am, 18hrs) Sun : 81 mins 7.5% (based on 8am-2am, 18hrs) |

5.2.3 News: Please set out the approach envisaged for news programming and in particular:

- a) the types of news to be broadcast (local, community etc.) and their relevance to the community;
- b) the sourcing of the various types of news;
- c) the number and duration of news bulletins and programmes (weekday and weekend).

- a) the types of news to be broadcast (local, community etc.) and their relevance to the community;
- b) the sourcing of the various types of news;
- c) the number and duration of news bulletins and programmes (weekday and weekend).

a) Dublin City FM will continue to provide listeners within the franchise area with a locally sourced news service, dedicated first and foremost to local community issues, events, sports and activities. Dublin City FM provides a dedicated traffic news service to commuters within Dublin City and to others making journeys in and around the city. This six hour daily broadcast also includes community notices. The traffic news programme is an essential service to communities within Dublin City and provides valuable assistance to all the listeners within the franchise area.

b) Dublin City FM sources news from local community groups, non-governmental organisations, media releases, news agencies, An Garda Siochana, government agencies, Dublin City Council,

⁵ A maximum of 6 minutes advertising/ sponsorship per hour will apply (*BCI Policy on Community Radio Broadcasting*).

Fingal Council, South Dublin County Council, Dun Laoghaire Rathdown County Council, newsletters, local and national press, Chambers of Commerce, local journalists, and voluntary agencies. News items are prioritised in accordance with level of community interest and verified where necessary by follow-up research.

c) News Bulletins:

Monday –Friday 10am, 11am, 12.30pm, 1pm, 2pm, 3pm, 4pm (2 minutes in duration),

Saturday –Sunday 10am, 12pm, 2pm, 4pm (2 minutes in duration)

News Programmes:

Good Morning Dublin 10-11am (Mon – Fri): a magazine programme featuring Dublin news items.

LiveDrive: 7am-10am & 4pm-7pm (Mon – Fri): traffic news including Garda Siochana traffic alerts, RSA news, Dublin City Council information alerts, and commuter health and safety advice.

Community Focus: Mondays 11am, a community news programme featuring a variety of communities, events and activities each week.

Dublin Edition: Tuesdays 3.30-4pm: News programme covering arts, social and cultural events taking place within Dublin City Council area.

5.2.4 Current Affairs: Please set out the approach envisaged for current affairs programming and in particular:

- a) the format, duration and frequency of the such programmes (weekdays and weekends); and
- b) the relevance of these programmes to the community and how the same will contribute to the diversity of current affairs and/or programming available in the specified area.

Dublin City FM will continue to provide listeners within the franchise area with locally produced current affairs programming. These programmes will be developed and produced in accordance with the principles and processes set out earlier in this section.

a) Current Affairs Programmes:

Council Matters: Wednesdays, 11-11.30am: A presenter-led magazine programme encompassing the four local authorities within the Dublin area. It features interviews, discussions and debate on local issues with local elected representatives, community activists and local community groups.

Missing Links: Sundays, 11-12pm: A presenter-led magazine programme dealing with global issues and how they affect Dublin.

Europe Today: Wednesdays 8.30pm-9pm: A presenter-led magazine programme dealing with European affairs featuring interviews with community groups, local representatives and elected MEPs from the Dublin constituency.

- b) These Current Affairs programmes offer access to engage with policy makers and decision makers. The programmes are informative and offer a platform for a wide range of disparate views and opinions that are otherwise not heard on local or national programming.

5.2.5 Statutory News & Current Affairs Requirement:

Please demonstrate with reference to 5.2.3 News and 5.2.4 Current Affairs above how the Applicant

will comply with the statutory news and current affairs requirement (2 hours of broadcasting time between 07.00 – 19.00 and 20% across the total broadcast day).

Please demonstrate with reference to 5.2.3 News and 5.2.4 Current Affairs above how the Applicant will comply with the statutory news and current affairs requirement (2 hours of broadcasting time between 07.00 – 19.00 and 20% across the total broadcast day).

LiveDrive 7am-10am

Good Morning Dublin 10am-11am

LiveDrive 4pm-7pm

News Bulletins (2 minutes each) – 10am, 11am, 12.30pm, 1pm, 2pm, 3pm, 4pm

We broadcast in excess of the statutory minimum 20% news and current affair broadcasting as well as the two hour minimum between 07:00 and 19:00 each day.

5.2.6 Sports: Please set out the approach envisaged for sports programming and in particular:

- a) the types of sports to be covered and their relevance to the community; and
- b) how the sports programming will add to the diversity of sports programming already available in the specified area.

a) Dublin City FM has been in the past and will in the future be to the forefront in the coverage of sporting events and the promotion of sporting organisations especially those categorised as minority sports in the Dublin region.

For many years we have dedicated time and resources to ensuring these minority sports had a voice on radio especially in women's sports. Our coverage of sports begins at a local level in the various clubs and communities around Dublin and not just at senior level.

There is nothing nicer than a sense of achievement of a job well done when you see an athlete in whatever sport reach the pinnacle of that sport at senior level knowing you were there for them when they were only starting off as juveniles. That is what Dublin City FM has done and will continue to do with all sporting groups in Dublin.

The sports we cover range from juvenile to senior and cover both male and female sports including the full spectrum of athletics. Airsofting, archery, American football, Australian rules football, badminton, baseball, basketball, cycling, billiards, boating, boxing, bowling, canoeing, camping, chess, Community Games, cricket, croquet, darts, diving, equestrian, fencing, fishing, Gaelic games including men's football and hurling, ladies football, camogie, handball, gymnastics, golf, greyhound racing, horse racing, hockey, ice hockey, judo, karate, kayaking, lacrosse, motor sports, martial arts, mountaineering, netball, orienteering, pitch & putt, pigeon racing, rowing, rugby, sailing, scuba diving, shinty, snooker, soccer, Special Olympics, softball, swimming, table tennis, tennis, triathlon, underwater hockey, volleyball, walking, water sports, weightlifting, wheelchair sports, and wrestling are all covered.

All the sports we cover and promote have a relevance to the community because the clubs are part of the community fabric in Dublin. When, for instance, the Dublin Gaelic football team are playing they are part of the Dublin community as a whole but the team consists of various players from various different clubs and communities within Dublin e.g. Dublin captain Stephen Cluxton is a member of the Parnell's Club in Coolock, he lives and works locally. First and foremost he is a Parnell's GAA clubman and he would not be part of the whole Dublin community team but for being involved with his

club in the local community. The Dublin City FM ethos is to provide coverage and promotion beginning at a local level across all sports.

b) Dublin City FM broadcasts eight sports programmes throughout the week. The range and amount of sports we broadcast, especially minority sports, offers promotion to many sports clubs and communities that they would not otherwise receive from other stations.

The sports programmes broadcast are:

Mondays – Absolute Game 7-8pm: Covering Soccer – local, national and international in both men's and women's game.

Tuesday – Inside Sport 7-7.30pm: Covering sports catered for in the Olympic Games.

Wednesdays – GAA Sportsdesk 7-8pm: Covering men's Gaelic football and hurling, ladies football, camogie and handball from juvenile to senior including the club and inter county scene.

Thursdays – The Sporting Choice 7-7.30pm: Covering rugby, golf, tennis, horse racing and other minority sports.

Fridays - Friday Sportsdesk 7-7.30pm: Covering sporting events taking place in Dublin over the weekend including main sports plus minority sports such as hockey, pitch & putt, badminton, basketball, and cricket.

Fridays – Grassroots Soccer 7.30-8pm: Covering schoolboy and schoolgirl soccer leagues in Dublin which have a huge amount of children under 18 participating.

Sundays – On The Ball 3-5.30pm: Covering sports from many genres including a segment on mixed martial arts. Live commentaries of sports events also included.

Sundays – Sunday Scoreboard 5.30-6pm: Covering All the Results of the Day in a variety of sports.

5.2.7 Speech: Please set out the approach to general or specialist speech-based programming that does not have news, current affairs or sport as it focus (arts, entertainment, culture, historic, education, minority interests etc.). In particular, please detail:

a) the format (documentary, magazine etc.), language, duration, content and frequency (weekly, monthly etc.) of such programmes;

b) the relevance of these programmes to the community and how the same will add to the diversity of speech and/or programming available in the specified area.

Dublin City FM will broadcast programmes covering a diverse range of topics including multi-cultural, arts, history, cultural, education, teenage activity programmes, hobbies and activities, disability issues, relationships, LGBT, health, book clubs, media, marketing, business, start-up business, travel, astronomy and programmes for women. Programmes will use a mixture of studio guests, phone interviews, interviews recorded on location, vox pops, and music beds. Programmes will offer access and provide information to the community.

a) Speech based programmes will be a mixture of presenter led magazine programmes, presenter led discussion programmes and documentary features.

Speech programmes will be broadcast in a variety of languages, Irish, English, Chinese, Russian and a number of European languages. These speech-based programmes are either 28 minutes or 58 minutes in duration to facilitate the timings on our programme schedule.

Magazine Programmes:

The following is a representative sample of our magazine programmes:

Scout About is Dublin City FM's weekly magazine programme about scouting Ireland featuring many of the local scouting groups within Dublin.

Looking Back is Dublin City FM's local history programme which delves into Dublin's past and discusses Dublin's local history from pre historic times to yesterday.

Inside Education brings a Dublin perspective to news and stories from the world of education. It covers matters related to primary, post-primary and third level education as well as pre-school and life-long learning. Issues and news items in education are explored with relevant practitioners, experts, researchers, policy-makers, thinkers, and leaders in Irish education. The show features interviews, reports, reviews, talks and analysis of important issues.

Viva Vox is a weekly magazine programme covering news and views for and about people of all ages and experiences with disabilities and their network of friends, family, care assistants and PAs. The show features chat with various individuals, members and organisers involved in associations, events and activities in the city.

LGBT Life is a weekly magazine programme with news, gig guides, events, activities and interviews for the LGBT community.

Hello China, presented by students of the UCD Confucius Institute of Ireland, is a weekly magazine programme which explores the cultures that intertwine both China and Ireland in relation to food, fashion, current affairs, student life, music and much more. Hello China is one of six programmes in Dublin City FM's multi-cultural strand which are broadcast on a weekly basis.

Artbeat is Dublin City FM's weekly arts magazine programme covering everything from performance and musical events in the city to new and exciting news from the arts world.

Dublin City FM has been proud of the way our multi-cultural strand of programmes has promoted and represented the different cultures that now live and work in Dublin. We have set aside a dedicated timeslot of 8.30-9pm each weekday to broadcast multi-culture programming with the Russian Show dedicated to the Russian speaking community on Mondays. On Tuesdays we broadcast Hello China for the Chinese community. On Wednesday our European programme. Europe Today, is broadcast and features all the countries of the European Union with a strong emphasis on current affairs. The African Scene for the African community broadcasts on Thursdays, and on Fridays our Bollywood.ie focuses on the Indian community.

Dublin City FM is an equal opportunity employer and this carries through to our volunteers and programmes as well. We have a number of programmes dedicated to women. Over the last number of years the station has engaged with the Women On Air (WOA) organisation attending their meetings and encouraging their members to join the station or become involved as interviewees for their expertise in their chosen fields. There are and will be volunteers from WOA presenting programmes with us and acting as interviewees as well. On Mondays our magazine programme 'Lunchtime Ladies' is broadcast from 1-1.30pm, Tuesdays we broadcast 'Femme Fatale', a programme looking at women in Irish arts & culture, Thursdays at 1pm we broadcast a programme about women in business called 'Women Mean Business'. Our sports programmes are to the forefront in promoting women's sporting organisations. We take credit for being one of the first radio stations in Ireland to put a significant focus on women's sport. At Dublin City FM we can hold our heads high with the coverage, promotion and encouragement we have always given to women's sport.

Documentaries:

On Wednesdays between 3pm and 4pm Dublin City FM broadcasts features length documentaries.

The documentaries broadcast fall within a number of categories:

- BAI Sound & Vision funded programmes,
- Documentaries funded by the Simon Cumbers Media Fund,
- Documentaries funded by the Mary Rafferty Journalism Fund,
- Feature length documentaries produced in-house by Dublin City FM volunteers,
- Feature length documentaries produced by Independent Producers,
- Feature length documentaries produced by other Community Radio Stations.

b) the relevance of these programmes to the community and how the same will add to the diversity of speech and/or programming available in the specified area.

The programmes listed above are very diverse in nature and range of topics covered. They offer the various communities in Dublin the opportunity to have a voice on a station. They give the communities the opportunity to inform and educate others on what they do.

Community interests covered range from scouting to local history to disabilities to a programme for the Chinese community, LGBT community, an arts programme and the list goes on.

This is just a small sample of the programmes the station broadcasts to the communities we serve and promote. Our speech percentages throughout the weekdays indicate the ethos of the station to provide a wide choice of subject matters to the listeners on a local level.

As mentioned in section 5.1.2.6 there are not many stations in the franchise area that you will be able to listen to a programme dealing with death and funerals (Going Out In Style) followed by a programme focusing on women's issues (Lunchtime Ladies) and then be one featuring interviews with people from abroad who have made Dublin their home (New Dubliners).

Our LiveDrive traffic service is especially relevant to the community as no other station in the Dublin area brings such a service to the airwaves. The programme is informative with essential traffic and commuter information that is of a huge benefit to people travelling to and from work and other places in the city each day. The LiveDrive programme is issues driven, flexible, responsive, and community focussed.

The programme has responded to many crises over the years including bad weather with snow, ice or flooding causing havoc on our roads and major accidents or incidents causing issues with traffic congestion. With the city undergoing major transport infrastructure upgrades at present with the Luas lines and other works under way the programme is in a position to bring works updates to the community on a regular basis.

More transport infrastructure upgrades are scheduled for the coming years and this will also cause disruption so the programme is more essential than ever.

The LiveDrive programme has and will be a great source of information to the community for events such as State visits. In the past when President Obama, Queen Elizabeth II and the Tall Ships came to Dublin our roads were shut down for everyone causing discomfort for the community at large.

However, the LiveDrive programme broadcast traffic reports throughout those periods to alleviate the stress on the community.

We would see this response continuing for further State visits or major events. The station would also in the event of a major disaster or incident in the city and with the permission of the Broadcasting Authority of Ireland broadcast continuous news or reports that would inform citizens and the community of the situation at hand.

While the station covers a wide and diverse programming schedule it is our goal to ensure that our speech programmes are informative and entertaining. The programme schedule evolves every three months with new subject matters added to the schedule from time to time. Our programming committee will be consulting with the station committees to ensure we are covering as many areas of relevant subject matter as possible.

5.2.8 Irish Language and Culture: Please indicate the amount and type of programming to be broadcast:

- a) in the Irish language;
- b) bilingual programming, indicate the approximate amount of Irish therein; and,
- c) relating to Irish culture:

Gaeilge

- a) Rudaí mar Sin: Gach Luan, 3.30-4pm

Irischlár a chlúdóidh réimse ábhar ealaíne, siamsaíochta, spóirt, ceoil agus faisin é seo ina mbeidh plé, díospóireacht agus dioscúrsa go hiomlán trí Ghaeilge. Is deis iontach é do dhaoine an Ghaeilge a chloisteáil á labhairt go nádúrtha, dul i dtaithí ar an teanga agus feabhas a chur ar a gcuid urlabhartha féin.

Tá páirtnéireacht bunaithe againn le hOireachtas na Gaeilge dár gcraoladh Gaeilge agus mar chuid de sin tá clár ildánach ealaíne, cultúir, litríochta agus gréasánaíochta. Oireachtas na Gaeilge a chuirfidh an t-ábhar agus na láithreoirí ar fáil chun an caighdeán Gaeilge agus tráthúlacht ábhar a chinntiú.

- b) An Seo Ceoil: Clár ceoil ilchineálach, curtha i láthair i nGaeilge agus i mBéarla is ea é.

Bíonn naisc dhátheangacha ar chlár éagsúla de chuid Dublin City FM agus iarrann an stáisiún ar na láithreoirí Gaeilge a labhairt chomh minic agus is féidir.

Maidir leis an gcultúr Gaelach: tá clár againn a bhaineann go díreach leis an gcultúr Gaelach agus is cuid lárnach d'éiteas an stáisiúin é an craoladh seo. Seo sampla de chlár atá againn:

- c) 20th Century Dubs (Pearsana na hArdchathrach sa 20ú hAois): Dé Luain 3-3.30pm
Irischlár é seo i bhfoirm agallaimh ina ndéantar cur síos ar dhaoine cáiliúla as Baile Átha Cliath sa 20ú haois a raibh tionchar acu ar shaol ealaíne, ceoil agus sóisialta na cathrach.

Artbeat (Cuisle na hEalaíon): Dé Céadaoin 8-8.30pm

Seo é irisclár ealaíne Dublin City FM agus clúdaítear gach gné de na healaíona ann ó thaibhléiríthe agus imeachtaí ceoil sa chathair go dtí na scéalta móra nuachta ó earnáil na n-ealaíon.

The Art of Living (Ealaín na Beatha): Déardaoin 8-8.30pm

Irisclár agallamh-bhunaithe é seo ar a mbíonn aionna ó gach uile réimse den chultúr Gaelach.

Viewfinder (Scannán-Dhearc): Déardaoin 7.30-8pm

Is clár maidir le scannáin neamhspleácha é seo ina gcraoltar léirmheasanna ar scannáin, réamh-spléachadh ar fhéilte agus ar imeachtaí ó shaol na scannán, agallaimh agus, ó thráth go chéile, ceiliúradh ar cheol ó scannáin le fócas ar leith ar thionscal na scannán in Éirinn.

Centre Stage (Lárstáitse): Dé Máirt 7.30-8pm

Irisclár faoin amharclannaíocht i mBaile Átha Cliath é seo. Tugtar léargas ar a bhfuil ar siúl sna hamharclanna i mBaile Átha Cliath agus craoltar agallaimh le haisteoirí agus le stiúrthóirí na léirithe nua a bhíonn ag teacht aníos chomh maith le léirmheasanna, corr-thaibhléiriú agus liostaítear léiriúcháin na n-amharclanna éagsúla. Clúdaítear léirithe proifisiúnta chomh maith le léirithe amaitéarachacha ó chumainn agus ó ghrúpaí drámaíochta.

Looking Back (Súil Siar): Dé hAoine, 8.30-9pm

Clár faoin stair áitiúil é seo a fhéachann siar ar Bhaile Átha Cliath san am atá caite, ón réamhstair go dtí an lá inné.

Book Bound (Clúdach an Leabhair)

Clár seachtainiúil maidir le leabhair é seo a bhíonn againn ar Dublin City FM. Gach seachtain, cuireann an láithreoir agallamh ar údar a mbíonn foilseachán leis nó léi ar an margadh agus bíonn béim againn ar na húdair áitiúla.

Béarla

a) Rudaí mar Sin: Mondays, 3.30-4pm

This magazine presenter-led programme brings a range of arts, entertainment, sport, music, and fashion news and debate as Gaeilge. The programme also helps listeners to learn the language and brush up on their 'cúpla focail'.

We have partnered with Oireachtas Na Gaeilge to broadcast an arts, culture, literature, and networking programme as *Gaeilge*. Oireachtas na Gaeilge will be providing presenters and content for this programme ensuring not only the quality of the spoken language but also the up to date nature of the content.

b) An Seo Ceoil: This is a general music programme presented as Gaeilge agus as Béarla.

A number of programmes on Dublin City FM include bilingual links and the station encourages presenters to use Irish where possible.

Relating to Irish Culture: we have a number of programmes that relate to Irish Culture which is an

important part of the station's ethos. Below is a sample of programmes:

c) 20th Century Dubs: Mondays 3-3.30pm

This magazine interview-based programme details historic Dubliners of the 20th Century who had an influence on the city's artistic, cultural and social life.

Artbeat: Wednesdays 8-8.30pm

Artbeat is Dublin City FM's weekly arts magazine programme covering everything from performance and musical events in the city to new and exciting news from the arts world.

The Art of Living: Thursdays 8-8.30pm

Every week this interview-based magazine programme features guests from the world of Irish culture.

Viewfinder: Thursdays 7.30-8pm

Viewfinder is an independent film show featuring film reviews, previews of festivals and events from the world of film, interviews and the occasional celebration of music from films with a particular focus on the Irish film industry.

Centre Stage: Tuesdays 7.30-8pm

Centre Stage is a magazine programme about the Dublin theatre scene. It takes a look at what's happening in theatre in Dublin and features interviews with actors and directors of upcoming productions along with reviews, occasional performances and a listing of what's on in theatres. The programme focuses on a mix of professional theatre productions as well as amateur drama societies and groups.

Looking Back: Fridays, 8.30-9pm

Looking Back is Dublin City FM's local history programme which delves into Dublin's past and discusses Dublin's local history from pre historic times to yesterday.

Book Bound is Dublin City FM's weekly books programme. Each week the presenter interviews the author of a current publication with an emphasis on local authors.

5.2.9 General and Specialist/Niche Music: Please set out the proposed policy in respect of the music programming, in particular:

- a) the range and type of music proposed across the broadcast day with reference, where applicable, to genres, charts, origins and/or eras, providing the percentage to be represented by each type;
- b) the relevance of the music policy to the community and how the music programming will add to the diversity of music and/or programming available in the specified area:

a) Dublin City FM broadcasts two music programmes each day, Monday to Friday, between 11.30-12.30pm and 2-3pm. While some of these are general music programmes they also include specialist music programmes broadcasting music that can be best described as niche in nature. We have a range of programmes dedicated to specialist and niche music. These include Monday's Modern Sounds broadcast, which is produced in conjunction with the Irish Composers Collective -

formerly the Young Composers' Collective. The Collective was founded in 2003 and is a non-profit organisation dedicated to providing Irish composers with a community for information, education and the pooling of resources in order to create concerts of their music with professional musicians. Dublin City FM provides a platform for this organisation and community to have its music and compositions heard on radio.

On Monday afternoons we have a programme dedicated to Irish music artists - 'Afternoon Irish'. This programme plays a variety of tunes from different Irish music artist including at times interviews with those same artists. This is all part of Dublin City FM's commitment to broadcast at least 25% of Irish music artists and as part of our involvement with the Irish Association of Songwriters, Composers & Authors (IASCA) in promoting the Irish music industry as a whole.

On Tuesday morning we feature a classical music programme 'Counterpoint' at 11.30am. On Tuesday afternoons we further enhance our niche music schedule with 'Ceolta Oileain' ('Our Musical Islands') featuring the traditional dance music and song of Ireland, Scotland, Wales, Cape Breton, Nova Scotia, England, Brittany and Galicia as well as contemporary and newly written music in traditional style. The programme concentrates mainly on earlier and archive recordings including many from the acoustic/pre-electric era sourced from 78s made in the United States and elsewhere, as well as from rare LPs and cassettes from the 1950s onwards.

On Wednesday mornings and afternoons we feature general music programmes with Midweek Music Miscellany at 11.30am and Jukebox Sounds at 2pm.

On Thursday mornings we feature the origins of folk in That's All Folk and in the afternoons we feature music from the Cinema world in Sounds of the Cinema.

On Friday mornings we feature Country music in Classic Country Gold and on Friday afternoons we play general music on Magical Melodies.

In the late evenings from 9-2am Dublin City FM's schedule is devoted to broadcasting niche music genre programmes.

On Mondays we feature Irish Traditional music from 9-10pm in Trad at Heart; from 10pm -12am it's world music in Ear to the Globe; and from midnight to 2am After Midnight combines a number of music genres.

Trad at Heart broadcasts Irish Traditional music from the past as well as giving a platform for new artists to be heard. The programme invites traditional music individuals and groups to play live in the studio while promoting Irish traditional music events taking place in the city and beyond.

Ear to the Globe features music from various parts of the world already well known to many listeners and some places not so well known. The last CSO results showed that 182 different languages are spoken in Ireland, the Ear to the Globe programme has to cater for as many of these different language speakers as possible with music from many of their native countries bringing a sense of home to them. After Midnight broadcasts a mixture of genres including Cajun, jazz, blues, soul, reggae, singer/songwriter, Irish traditional and rock.

On Tuesdays from 9-11pm we broadcast a 2 hour programme of folk & ballads in Sin É. The programme regularly features guests live in studio. The programme enjoys a big audience worldwide among the Irish diaspora. For two hours each week gives them a sense of home.

The Veldt, an electronic music programme, follows Sin É from 11pm to midnight. Electronic music lovers had been complaining for some time that their genre of music was not been catered for on terrestrial radio and each week Dublin City FM meets their need with the best in electronic music including music from local bands and artists in Dublin.

Global Transmission, our dance genre music programme, airs from 12-2am. The programme caters for all sub-dance genres within the whole dance music range with music from both the commercial and non-commercial worlds played.

On Wednesdays from 9-10pm we feature The Sessions, a programme dedicated to local bands and artists playing and being interviewed live in the studio.

The Roots of American Music from 10-11pm plays a quintessential blend of 50 years of American Music. Listeners can hear seminal recordings of Classic Blues, Jazz, RnB, Country, Soul, and Rock n' Roll sounds.

The Wire programme from 11pm to midnight caters for indie music lovers and features many Irish acts.

The Night Train is an eclectic mix of many of the music genres we cater for but also includes Flamenco, Fado, Cape Verde, Caribbean, French, Chanson Folk, Italian Café, Romany/Gypsy, Balkan, Russian / Baltic, Icelandic, and Scandinavian music.

On Thursday from 9-10am The Kitchen Table is a mix of music and cultural chat.

Soul music takes centre stage from 10-11pm in the Soul Kitchen.

We play roots music in Roots Musings from 11pm to midnight while 12-2am is dedicated to singer/songwriters in Songs to Learn & Sing.

On Fridays from 9-10pm we broadcast a hip hop music programme with great tunes mixed by local DJs. From 10-11am The Moshpit plays metal music. The American Music Show featuring honkytonk and hillbilly music airs from 11pm to midnight. From 12-2am Rockabilly Jukebox plays rockabilly music.

At the weekends Dublin City FM broadcasts a number of music programmes including general interest and specialist niche programmes.

On Saturdays we begin with two niche programmes; from 8-9am Sounds of the Cinema plays tunes from cinema and film; from 9-10am the Movie Show features interviews, reviews and music from film sound tracks; from 10am-12noon we broadcast general music in All Time Greats, a collection of top music tracks over the last number of decades; from 12-1pm All in the Song looks at the lyrics in a variety of tunes explaining them to the listener; 1-2pm - Noisy Plug features live and recorded music from up and coming Irish artists; 2-3pm Classic Rock programme plays classic rock tunes from

yesteryear; 5-6pm Jazzmine broadcasts jazz music also featuring local talent; 6-7pm Soul music in Soul Seeker with a Northern Soul flavour; 7-9pm features 2 hours of the best in Reggae music from around the world; 9-10pm general music in Country to Rock; 10pm – midnight, listeners can tune in for general music in Shakin' Street; midnight to 2am features contemporary music in After Hours.

On Sunday we open with Sunday Breakfast playing a mix of music and looking at what it says in the papers. The 10-11am slot sees operatic music showcased in Curtain Up and from 1-3pm Music from the 20's, 30's, 40's & 50's is aired in Nostalgia. More nostalgia from 6-7pm when Elvis Memories plays the music of Elvis Presley and incorporates interviews and events with Elvis fan clubs here in Dublin. From 7-8pm The Showband Show plays music from the Irish showband era which is still very popular ; we will be broadcasting 'An Seo Ceoil' from 8-9pm, a music programme as 'Gaeilge' agus Béarla' followed by 'Festival Fun' which concentrates and promotes various music festivals in Dublin and beyond, then from 10-12am The Bluestrain features blues music from home and abroad.

Dublin City FM also syndicates two international specialist niche programmes.

WoodSongs, Sundays 12pm

WoodSongs is a celebration of grassroots, Americana music. Exploring the beautiful world of folk, bluegrass, song writing, new artists, and literature. The programme often features Irish artists who are touring the US. In 2013, Dublin City FM hosted WoodSongs in Dublin's Convention Centre for the live recording of two episodes of the programme. Dublin City FM has enjoyed a 15 year partnership with WoodSongs and will continue to broadcast this unique programme to Dublin listeners.

Little Steven's Underground Garage, Saturdays 3-5pm

Little Steven's Underground Garage, is an internationally syndicated rock radio show hosted and produced by one of America's foremost musicians and actors, Steven Van Zandt. Each week Little Steven takes audiences on a two hour trip down the path of what was cool in all six decades of rock and roll, a celebration of pop culture, and features the best emerging new bands worldwide. Dublin City FM has enjoyed a seven year partnership with Steven Van Zandt and has in the past hosted Little Steven's Underground Garage in Dublin for the recording of a number of episodes of the programme.

5.2.10 Irish Music: Please define the Irish music that will be aired and, as a percentage of total music output, the approximate amount of Irish music that will be played across the total broadcast day:

Dublin City FM is committed to broadcasting to ensuring that at least 25% of music broadcast on the station is by Irish artists. The music will be representative of all styles and genres.

Dublin City FM is one of only four radio stations in the country signed up to IASCA, the Irish Association of Songwriters, Composers and Authors. IASCA is an associate organisation of IMRO. IASCA's mission statement is : "IASCA's goal is to represent the makers of music and lyrics of all genres in Ireland, support them, protect their interests and create an environment in which new talent can thrive".

We support the organisation because we share that ethos in relation to Irish music artists and the Irish music industry as a whole. We feature a number of programmes dedicated to Irish music artists. A one hour show on Monday afternoons 'Afternoon Irish', Trad at Heart, an hour of traditional music on

Monday nights, and Sin É, two hours of folk and ballads on Tuesday nights. The Sessions, an hour of live local music on Wednesday night, an hour of Noisy Plug on Saturdays with live local bands, and an hour of The Showband Show on Sundays. Shows like our Ceolta Oileann music programme on Tuesday afternoons feature mainly Irish music artists in their playlists. We feature at least 25% of Irish music artists on our general music programmes and on our LiveDrive traffic programme. LiveDrive also includes the IASCA Irish Playlist.

5.2.11 Promotion of Irish Talent: Please detail how the proposed service will create new opportunities for Irish talent having regard to music, drama and entertainment through programming, production or sponsorships etc.:

Dublin City FM has in the past and will in the future be to the forefront in promoting Irish Talent. As mentioned in Section 5.2.10 we are signed up to the Irish Association of Songwriters and Authors (IASCA) to promote new Irish music talent and the Irish music industry as a whole under their PLAY IRISH initiative. We have a dedicated slot for the PLAY IRISH playlist each week on our LiveDrive programme where new talent is guaranteed radio airplay.

In addition we feature five other full programmes dedicated to new Irish and local talent. The Sessions on Wednesday night from 9-10pm provides the opportunity for Irish music artists and Irish artists of the spoken word to broadcast their talents with live music, recitals and interviews. The Sessions encompasses many genres of music. We also broadcast the Noisy Plug on Saturdays from 1 -2pm which provides a platform for a younger generation to showcase their talent.

On Monday afternoons we broadcast Afternoon Irish, an hour long programme also dedicated to Irish music artists of all genres both young & not so young. For the more traditional Irish music lover we broadcast a Traditional Music programme Trad at Heart on Mondays from 9-10pm. We will also broadcast Sin É, a folk & ballad programme on Tuesdays. Once again live guests and interviews are part of the programme. New young talent in these genres are especially welcomed. On top of this we broadcast Irish artists on our general music programmes as well. We are committed to playing and promoting Irish artists at least 25% of our music total. Our estimation is that we exceed this.

As well as promoting music artists we provide a platform for Irish talent from other arts in our programmes. We broadcast Centre Stage on Tuesday evenings for people interested in theatre. The programme has a focus on local talent and projects from amateur dramatics to professional productions. On Wednesdays our Artbeat programme features many artists from various parts of the arts industry. On Thursdays we broadcast an independent film programme Viewfinder. Once again this is a programme which promotes and features local and Irish talent. Over the last number of years we have been a supporter of the Fingal Film Festival. We give extensive promotion to the festival each year. We are present on the opening night each year conducting interviews with many of the talent present.

5.2.12 Purchase and Sale of broadcast material: Please detail the proposed policy in relation to the purchase and sale of broadcast material, both from other broadcast organisations and

independent producers:

Dublin City FM broadcasts two syndicated radio programmes on a weekly basis. As a not-for-profit organisation we have negotiated for these programmes to be provided free to the station. Dublin City FM has in the past and will in the future provide special interest talk programmes to other Community Radio stations in Ireland at no charge. The station welcomes submissions from independent producers for documentaries and other radio material in relation to the Sound & Vision Grant scheme, the Simon Cumbers Media Fund and the Mary Raftery Journalism Fund. The station also welcomes submissions from other sources for documentaries regardless of any external funding or grant aid.

5.2.13 Other programming proposals: If relevant, please describe any other programming proposals which are proposed to be carried on the service:

Monday

Lunchtime Ladies is a programme dedicated to women's issues and events covering all topics from fashion to current affairs and sport.

Tuesday

Good For You is Dublin City FM's health & wellbeing programme.

Food Talk

Media Scope is about public relations and everything happening in the media on a local front. The show provides insights into communications issues in Ireland

Astronomy Show is a programme bringing the latest news stories about current and future manned and unmanned space missions, launches, astronauts, events on the ground and the latest discoveries and cosmology theories from around the Universe.

Wednesday

Talk Travel discusses all the news from the travel industry both home and abroad.

Leisure Activities interviews local people about their hobbies and the leisure activities they are interested & involved in.

Thursday

Out and About – This programme interviews people the presenter meets on his travels “out & about” in Ireland and further afield- from backpackers to buskers, hobos to historians, fishermen to farmers, and many more...

Women Mean Business .The programme looks at various areas of industry from a female perspective including shining a light on women in every sector of business. It looks at the challenges and pressures women face in their particular workplace. Both men and women will participate in the debate.

On the Road is Dublin City FM's weekly motoring programme that looks at all aspects of motoring from rally driving to motor show exhibitions.

Friday

The Book Club is a programme that engages with book clubs in Dublin. Interviews are conducted with various clubs to give them promotion. The Book Club also reviews new novels and conducts interviews with a variety of people working in the publishing industry.

You and Your Business is a programme dedicated to local SME's. The show gives business owners an opportunity to tell their story to the listener.

The Persuaders is Dublin's only dedicated marketing show covering a diverse range of topics such as advertising, digital trends, sales promotion, sponsorship and direct marketing. Each week the presenter interviews top Irish and international guests, and reports from major Irish conferences covering marketing topics.

Up Starts each week is a programme that looks at what is new and innovative in the city, and provides useful information, as well as expert hints and tips, to anyone starting a new business, social, community, charity or artistic venture of any kind, big or small.

The SodShow is Dublin's City FM's garden radio show which offers an alternative and refreshing view of all things great about gardening, horticulture and the great outdoors.

Dublin Explorer takes the listener on a journey which explores the wonderful features, landscapes and buildings that Dublin has to offer with roving commentary along the way.

Saturday

The Movie Show features reviews of films opening each weekend, as well as exclusive interviews with the stars. The programme also looks ahead to the films due to open over the coming months, and the latest DVD releases.

5.3 Programme Schedule

Please provide a typical weekly programme schedule setting out the proposed hours of broadcasting and details of programme content with explanatory notes as to how the programmes meet with the various commitments as outlined in the Programme Policy Statement and generally, the diversity of programming in the specified area:

Programme Schedule Attached

See Appendix 22

6. Studios and Transmission

6.1 Studios

6.1.1 Please provide a detailed scaled drawing of the studio area together with an overall plan of the studio and office complex that is proposed:

Full CAD drawing of each studio provided, with clear illustration of dimensions for disability access throughout the studios. **(See Appendix 9)**

6.1.2 Please provide the proposed location (including the name and address) and total floor area available. In cases where it is proposed to locate on a number of floors or in separate buildings, please specify the floor area of each section:

Dublin City FM, Unit 6 Docklands Innovation Park, East Wall Road, Dublin 3. DO3 XE36.
Floor Space is 4,000 sq. ft.

6.1.3 Please provide a detailed description of the proposed building including details of its construction, age of building, permitted classes of use, level of access to people with disabilities and why in the Applicant's view it is suitable for use as a radio studio and/or office location.

The station will be based at Unit 6 Docklands Innovation Park, East Wall Road, Dublin 3. The premises are of concrete construction built in the early 1980's. The unit is a construction with a flat roof and concrete ring beams supported by block work. The estate in which it is located the Docklands Innovation Park is a noted centre for start-up companies under the umbrella of the Bolton Trust. The premises are wheelchair accessible as are all the studios. There are wheelchair designated parking spaces at the studios. The business park also has a coffee shop and meeting rooms which are wheelchair accessible.

The premises are suitable for a radio station as they are disability friendly with free parking. There is also free parking for volunteers, staff and guests. It has 24 hour security. It has its own community with nearly 60 businesses trading in it and it has a coffee shop on site. The premises are also served well by public transport with two bus routes stopping directly outside the gates. Fairview is only 10 minutes' walk away with a number of bus routes travelling through at regular intervals. The Luas at The Point Village is less than a 10 minute walk away. The DART in Clontarf is about a 15 minute walk away. For car travellers there is ample parking. For those coming from the north of Dublin the Port Tunnel is located less than a minute away by car at the top of the East Wall Road. The premises are within walking distance of the City Centre if one wished. The premises are easily accessible also by bicycle. In the near future a dedicated cycling track from Sutton to Dun Laoghaire will be installed directly outside the premises. There will also be a dedicated cycle track from the city centre down the Quays to the Point Village.

On top of all this the premises is situated in the Docklands Area which over the last number of years has become one of the most desirable areas in Dublin to work and reside in. The Docklands Area has a mix of communities working, living and socialising within its confines. The station is a member of the Docklands Business Forum which has strong ties to the community.

6.1.4 Please provide a detailed drawing that includes the dimensions of the proposed studios, technical facilities, news, office, and administration areas. In particular, details of the manner by which it is proposed to construct the studios, together with the acoustic treatments are required.

Please note that the studio layout, equipment and studio worktop heights should be so designed to facilitate full access and use by all without the need for temporary structures. The drawing should

include an overlay of all studio and office furniture and include the dimensions of all door openings, corridor widths and circulation and movements areas around studio and office furniture. The drawings should clearly demonstrate compliance and understanding of building regulations, in particular Part M and the NDA Buildings for Everyone Guidelines. In particular, studios must be designed and built to meet the studio circulation requirements set out in Annex 1.

Full CAD drawing of entire radio station showing Studios, Offices, WC and Technical CTA area, with dimensions for all areas. **(See Appendix 10)**

6.1.5 Please provide outlines of the proposed heating, ventilation and standby power plant and where such equipment is to be located:

The heating and cooling system is provided by ceiling mounted electrically powered air conditioning units of standard manufacture. In addition a number of wall mounted panel heaters are also used.

6.1.6 Please provide details of the security mechanisms proposed to guard against unauthorised access to the on-air studios:

The premises are located in the Docklands Innovation Park which has 24 hour security, 7 days a week. Manned security is available from 6.30am until 9pm each weekday and from 9am- 5 pm at weekends. At all other times the main gates are closed and remotely manned by a security firm. The station personnel who use the station during these times can gain access remotely through mobile phone identification. The outside door to the premises is locked and on a key pad identification for staff and volunteers. The inner door to the studios is also locked with a key pad identification for staff & volunteers. The premises are alarmed with CCTV installed throughout.

6.1.7 Please provide an itemised list, including costs, for the purchase and installation of studio and broadcast related technical equipment:

Studios already exist.

6.1.8 Please provide a list of the itemised costs for building refurbishment, studio construction, office fixtures, fittings and IT:

Studios already exist.

6.1.9 In cases where an applicant proposes to use existing studios, office or computer equipment or buildings, please specify the age of the equipment / facilities proposed, the life expectancy of the equipment and the plan to replace and refurbish such equipment / facilities during the lifetime of any new contract, in addition to all the information requested above:

We intend to use our existing studios.

The current Dublin City FM Studio Complex was purpose built in 2005 to a very high acoustic construction method as designed by BTS for achieving maximum isolation by employing the principal of a “box within a box” structure. Furthermore, the studios are fully isolated from the ambient background noise of the remainder of the administration floor by use of a large acoustic isolation lobby.

A total capital investment of €140,000 has been allocated for the period October 2016 to October 2019. A capital investment of €20,000 has been set aside for October 2016, a further capital investment of €40,000 is set aside for 2017 with an additional €50,000 set aside annually for 2018 and 2019. Further back up funding can be sourced from our Supporters Club Fund which at present has €18,000 reserve in the account. We will also apply for any grants that allow us to upgrade our equipment in the future. Over our previous years’ broadcasting we have replaced equipment regularly when necessary. Our main focus will be to install a digital mixing sound desk in our main on air studio. Our longer term objective is to also replace our Alice Air 2000 desk in our second studio with a digital desk. However for the short term we intend to retain the Alice Air 2000 desk from our main studio to use as spare parts for the Alice Air 2000 sound desk in the second studio. This makes more economic sense for the present. The Alice Air 2000 desks were installed by BTS in 2005.

We have an annual maintenance agreement with both Broadcast Technical Services and Radiomation Ltd. who advise us regularly through maintenance visits of the need to repair or replace equipment where necessary. We have found this to be economically prudent while ensuring the highest broadcasting standards are maintained at all times.

In addition we also have an annual IT Management maintenance agreement with Cloud Logic, Fumbally Exchange, Dame Lane, Dublin 2. This ensures that all out IT and Data storage are secure and up to date.

Our website is maintained and updated by Launch.ie.

See full list of equipment in Appendix 11.

6.1.10 Please set out how community access will be promoted and facilitated in the various aspects of the service, for example, the location of, and accessibility to, studios⁶:

The studios are accessible to all our communities of interest during broadcast hours. Members are encouraged to participate in programming and events taking place in the station. Our volunteer and community committee structure is designed to encourage maximum participation. Our access policy complies at all times with the best practise security requirements of Docklands Innovation Park. In line with our ethos our premises are fully accessible to people with disabilities as are the additional facilities throughout the Docklands Innovation Park. The station is easily accessible by public transport. See 6.1.3 above for more details.

Note: No guarantee is given that studio premises currently in use by a sound broadcasting contractor will be approved for use under any new contract. In proposing premises, applicants must strictly adhere to the requirements set out in this section.

⁶ The community’s involvement in ownership and control and programming should be addressed in those sections of the application.

Applicants should submit the details as requested under this section for studio information for any proposed additional opt-out studios.

6.2 Transmission

6.2.1 Please set out the rationale for the proposed transmission plan that includes (i) a general description of the proposed coverage area, (ii) the mechanisms by which overspill coverage is minimised into areas outside of the proposed franchise area, and (iii) identifies any areas that may receive marginal or unsatisfactory reception.

The BAI will only permit the use of one transmission site for the service and envisages the use of 103.2MHz, with an ERP of 250W per polarization. 103.2MHz is coordinated at Three Rock with an antenna height of 40m. Transmission proposals may be based on the use of an alternative transmission site. However, applicants should note that alternative transmission locations may require co-ordination with neighbouring countries and/or additional restrictions to protect existing or planned radio services.

The proposed franchise area is Dublin City, broadly defined as the area within the M50. Applicants should therefore ensure that their transmission proposals are confined to this franchise area. The BAI will assess the technical characteristics provided and will specify the transmitter power and antenna pattern of the agreed transmission site to ensure that coverage is limited to the area within the M50 where possible and practicable.

The Three Rock mountain is the highest physical feature directly overlooking the Dublin city and county region and is best situated for providing full coverage within the franchise area. Dublin City FM have their FM transmitter located on this mountain at the Rock Solid Multi-User FM Transmission Facility on the top of Three Rock, which delivers full coverage to the Dublin City FM Franchise Area within the M50, however, it is not technically possible to fully restrain an FM signal within this specific geographical M50 boundary due to the nature of FM propagation and therefore some limited over spill will occur. In most cases where overspill does occur, specifically in north Dublin around the Swords/Malahide areas, the Dublin City FM signal is frequency curtailed by the fill-in services of commercial radio stations broadcasting from the Balbriggan fill-in site. However, this frequency curtailment can in some areas spill over into the Dublin City FM Franchise Area within the confines of the M50 resulting in unsatisfactory reception for some communities within the north boundary of the M50 towards Ballymun, Santry and Donaghmede.

Therefore, in an effort to improve reception and service of our transmission, we would like to work with the Broadcasting Authority of Ireland to examine options and possibilities to address reception difficulties for these north Dublin communities if possible. Dublin City FM is willing to review any necessary financial investment required to address and improve reception for our north Dublin listeners who currently experience difficulties with reception.

6.2.2 Please provide a table of the main technical characteristics of the proposed main transmitter station in the following format:-

| Site Name | Site Coordinates | Site Height ASL | Antenna Height AGL | ERP per pol | Antenna Restrictions |
|-----------|------------------|-----------------|--------------------|-------------|----------------------|
|-----------|------------------|-----------------|--------------------|-------------|----------------------|

The site coordinates must be provided in either:

- Metric format, i.e. Eastings and Northings. These can be easily determined from a 1:50000 scale map.
- Latitude/Longitude format. These must be provided in Degrees, Minutes and Seconds, e.g. 52° 14' 56" North, 7° 45' 34" West.

| Site Name | Site Coordinates | Site Height ASL | Antenna Height AGL | ERP per pol | Antenna Restrictions |
|------------|--|-----------------|--------------------|-------------|----------------------|
| | | | | | Proposed |
| Rock Solid | 06 W 14 20 - 53 N 14 31 E 317729 N 223391 | 448 mtr | 40 mtr | 250w | See 6.2.4 below |
| | Lat. | Long. | NGR | East | North |
| | 53N1448 | 06W1407 | IO177232 | 317700 | 223200 |

6.2.3 Please outline the status of negotiations or provide written confirmation from the owner and/or operator of the transmission facility that is proposed.

See attached Letter from Ann Foley, Director of Rock Solid Transmission. (**Appendix 12**)



To: Dublin City FM

Re: Rock Solid Transmission Facility

Date: 5th January, 2016

Dear Mr. Hanley,

On behalf of Rock Solid Transmission Limited, I wish to formally confirm that Dublin City FM have the use of our multi-user transmission facility and tower at Ballyedmonduff, Killakee, Co Dublin, as per terms set out in our license.

The tenancy provided is subject to an annual site rental and service fee which is advised separately.

The tenancy includes accommodation of your FM Transmitter in equipment required, provision of feeder cables and access to the Aldena two stack antenna. It also includes tower space for your 1.4GHz link antennas and ancillary equipment. Provision of fully backed up power (via both UPS and generator) is included at no service charge.

Yours faithfully,

Ann Foley

For and on behalf of
Rock Solid Transmission Limited

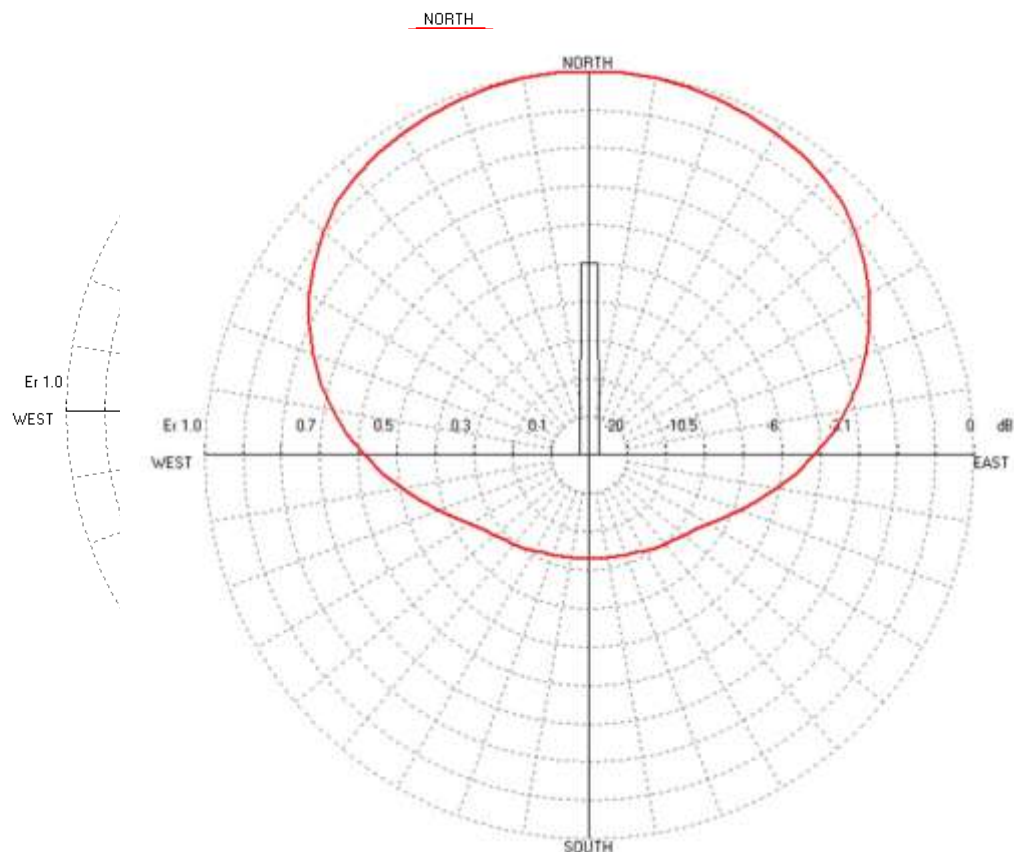
6.2.4 Please provide the following additional information:

- (a) The details and type of antenna system that is required to meet the radiation pattern proposed for the transmitter station.
- (b) Details of the band pass filter / combiner system and directional coupler proposed to ensure compliance with the licence terms.
- (c) Details of the audio feed from the studio to the transmitter.
- (d) Confirm if an emergency backup generator or other standby power supply will be provided for use by the applicant at the transmission facility.
- (e) A letter of consent from the transmission site owner / operator.
- (f) In cases where the applicant group proposes to locate on or in close proximity to an existing mast, information regarding the owner and principal users of said mast is required.
- (g) Please indicate if a planning application has been made and/or approved for the transmission facility.

NOTE: For all full size drawings for Section 6.2.4 see Appendix 13.

6.2.4 (a) Antenna details:

2 X Aldena ACF.02.02.215 Double-crossed dipole antenna systems stacked providing circular polarisation.



ERP of the antenna system is 27dBW, or 24dBW per polarisation. Transmitting antenna is installed at 40 m above ground level.

Formal name and co-ordinates of transmit site

The formal name of the transmitter site is:

Three Rock Mountain,
Ballyedmonduff,
Killakee,
Co Dublin.

| | | |
|---------------------------------|---|------------|
| Location: | 06 W 14 20 | 53 N 14 31 |
| NGR: | E 317729 | N 223391 |
| Site height: | 448m ASL | |
| Transmission site owner: | Rock Solid Transmission Limited | |
| Land owner: | Cignal (<i>Formally owned by Coillte</i>) | |

6.2.4 (a) Continued...

Radiation pattern and antenna system

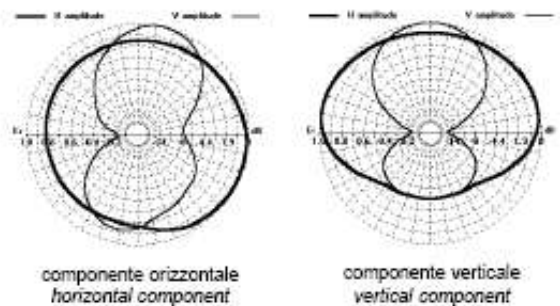
ALDENA Model: ACF 02.02.215



Double-crossed dipole antenna with circular polarization
Fabricated in aluminium Almost circular radiation pattern
Suitable for FM low, medium and high power stacked-array systems

| | |
|----------------------|---|
| Average gain | 0.3 dBd (vertical component) |
| Horizontal amplitude | almost circular |
| V.S.W.R. | < 1.35:1 |
| Bandwidth | 87.5 - 108 MHz |
| Polarization | Circular |
| Impedance | 50 ohm |
| Connectors: | Flange 7/8" EIA (mod. ACF 02.02.215) DIN 7/16 f. (mod. ACF 02.02.216) N f. (mod. ACF 02.02.217) |
| Max power | 5000 W (with flange 7/8") |

Radiation pattern:



6.2.4 (a) Continued...

ALDENA DOUBLE CAVITY-BAND PASS FILTER



A 1200 watt fm 7/16" Bandpass Double Cavity filter is Fitted at the Rock Solid Transmitter site Attenuation of filter Inside FM band 0.58db – outside FM band +/- 2 Mhz > 39db with 2 directional couplers, N-Type Connectors with one probe. Details at end of this section.

| | |
|--------------------|---------------------|
| Frequency Range: | 87.5 – 108 MHz |
| Temperature range: | - 10 to +50° C |
| V.S.W.R. | ≤ 1.1:1 |
| Impedance: | 50 Ω |
| Insertion Loss: | (Broadband) ≤ 0.2Db |
| Connectors: | Flange 7/16" |
| Max power | 1200 Watt |

6.2.4 (b) Bandpass Filter

A Delta Meccanica Bandpass Filter, Part Number 20001/3-FT rated at 600W feeds into the Narrowband input of a 4 way star-point combiner, which feed the top two antennas for: Dublin City FM / Raidio na Life, Spirit and temporary operators.

Inputs to the Delta Meccanica combiner are via Coaxial Dynamics directional couplers and RF extractors, providing full forward and reflected metered levels. The MPX, Pilot & RDS deviation transmission parameters are continuously monitored by BTS using an on-site DEVA Broadcast DB4000 Monitoring System, this is capable of real-time permanent analysing and monitoring of the quality and continuity of all the Radio Station Operators ensuring full compliance by all operators on the Rock Solid site. BTS receive an immediate alert if there is any divergence outside of normal parameters by any of the radio station transmitters on the Rock Solid Transmission Site.

6.2.4 (c) Details of the audio feed from the studio to the transmitter

The Dublin City FM programme feed from the studio is currently transmitted to the Rock Solid Transmission site on Three Rock Mountain using a CTE 1.4GHz microwave link.

However, part of the technical equipment upgrade capex expenditure budget has been allocated for the provision of a new IP digital link to feed three rock, when this is installed it will become the main delivery platform of program audio to the transmitter at Rock Solid on Three Rock and the current

CTE 1.4GHz will then be allocated as the stand-by back-up.

6.2.4 (d) Backup generator an Standby Power Supply

The Rock Solid FM Transmission Facility is serviced by a dual ESB 3-Phase ring supply and has an on-site 180KVA 3-Phase electrical back-up generator with a fuel storage capacity of 1,500 litres providing for 72 hours (3 days) full load operational capacity. The FM Radio Plant Room, which accommodates all the FM Radio Station Transmitters is also equipped with a dual General Electric LP33-80 full N+1 (fully redundant) 2x 80kVA 3 PH UPS System. The site has very high security with perimeter 10' palisade fencing and is fully managed and monitored with live CCTV 24/7 and telemetry back to a monitored control room providing for security restricted personnel access.

The base of the mast is within the 10' palisade fenced-in compound and is also further protected by a second 10' palisade fence surrounding the base of the mast. The Rock Solid Transmission Building is constructed of solid 9" concrete blocks laid flat creating an extremely strong construction.

6.2.4 (e) A letter of consent from the transmission site owner / operator.

A letter from Ann Foley director of the Rock Solid Transmission Facility is included in the Appendix Section (**Appendix 12**) of this document.

6.2.4 (f) Information regarding the owner and principal users of said mast

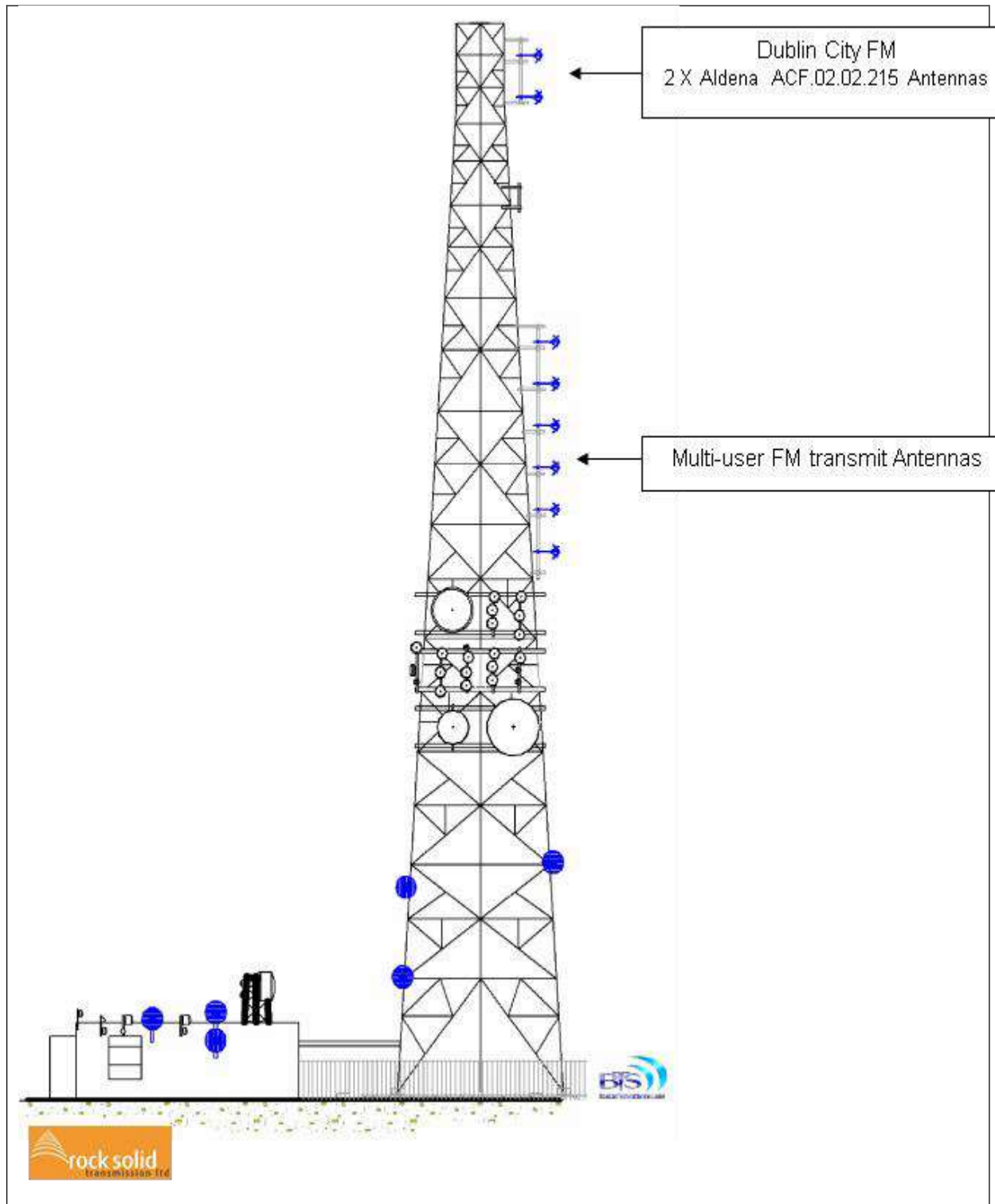
Multiple FM radio stations have co-existed on the Three Rock transmission site for the past 20 years sharing feeder and antenna systems. The Rock Solid Transmission Site is unique in having the largest number of FM Radio Stations Transmitting from one site and is one of the largest combined FM services into one antenna system in all of Ireland. Site infrastructure resources are shared between broadcasters, Broadband Providers and Mobile phone operators. No interference problems have ever occurred over the entire operational life of the site, which is managed fully by BTS (Broadcast Technical Services Limited). This is as a result of all BTS ensuring that all operators on the site complying with tight COMREG regulations and insist on the highest of industry "best practise" on avoidance of spurious emission and intermodulation products by the use of precision Band-Pass cavity filters and combiners and high quality transmission equipment by all radio station operators.

Mast FM Operators

Existing operational frequencies from the Rock Solid Site:

- | | |
|--------------|-----------|
| • 98FM | 98.1 MHz |
| • Q102 | 102.2 MHz |
| • Spin 103.8 | 103.8 MHz |
| • Newstalk | 106.0 MHz |
| • Sunshine | 106.8 MHz |

- 4FM 94.9 Mhz
- Nova 100.5 Mhz
- TX-FM 105.2 Mhz
- Raidio Na Life 106.4 Mhz
- FM104 104.4 Mhz
- Spirit FM 89.9 Mhz
- Temporary licence stations 94.3 Mhz



6.2.4 (g) Planning application for the transmission facility.

The Rock Solid Transmission Facility is an established broadcast site with 12 FM radio stations broadcasting from the location and therefore, the Rock Solid Transmission does not require any further planning permission. The site has full and permanent planning permission for multi-user transmission operation reference: 91A/1206 Dun Laoghaire Rathdown County Council.

The Rock Solid Transmission Limited lease status for use of the Rock Solid Transmission facilities on Three Rock Mountain is provided by way of lease agreement between Rock Solid Transmission Limited and Dublin City FM.



6.2.5 Please provide a computer predicted coverage plot of the coverage that can be achieved using the proposed transmission characteristics, superimposed on a suitable map, in the application in an A4 or A3 format and as a high resolution image file in an electronic format on an accompanying CD or memory stick.

The level of coverage should be clearly demonstrated by using a suitable colour palette that is based on an incremental step of between 3 and 6dB μ V/m. The prediction model, clutter attenuation, resolution of the terrain database, height of the receive antenna above ground and the consequential minimum signal level required for mono reception in urban and rural areas must be provided.

NOTE: For all full size drawing for Section 6.2.5 see Appendix 14.

Please see supplied anticipated transmission coverage prediction map.

The current FM Transmission Site for the Dublin City FM Transmission is the Rock Solid Transmission Facility, Three Rock. (Location: 53.14.31N - 06.14.20W) The site height of 448m also provides for excellent coverage of the service area whilst operating within the frequency planning directional restrictions imposed by the licence terms issued by the BAI.

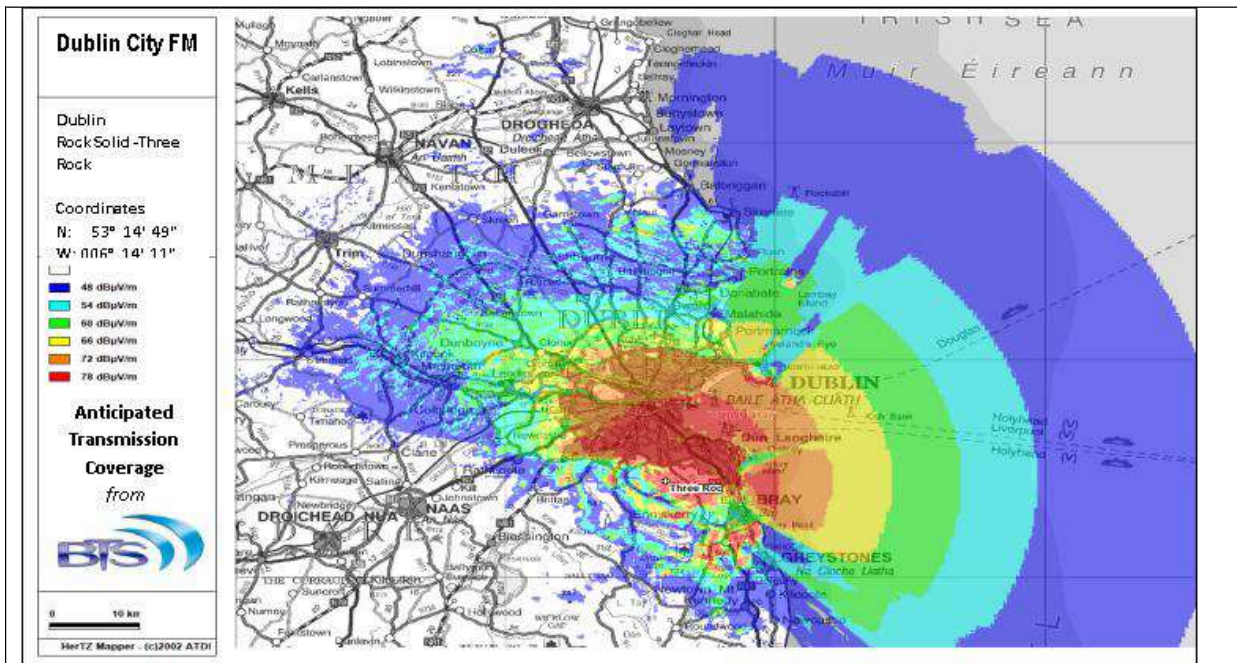
The FM Transmitter is a CTE TX250, which is built to the latest industry standards. One of the FM Transmitter systems is for main program transmission, while the second system is purely dedicated as a full backup / redundancy system.

The FM transmitter is manufactured and installed to the current European Telecommunication Standard ETS 300 384 (Radio Broadcasting Systems; VHF BANDII, Frequency Modulated, Sound Broadcasting Transmitters).

Particular attention is paid to the following important areas:

1. Frequency stability.
2. Over deviation.
3. Deviation sensitivity stability.
4. Spurious and out of band emissions.
5. Hum and noise (residual AM)
6. Pilot tone, RDS and multiplex parameters

All transmitter measurements are carried out using current industry standard instrumentation. BTS, as the nominated broadcast engineering contractor have the necessary calibrated equipment at their disposal to carry out all measurements on behalf of the broadcaster.



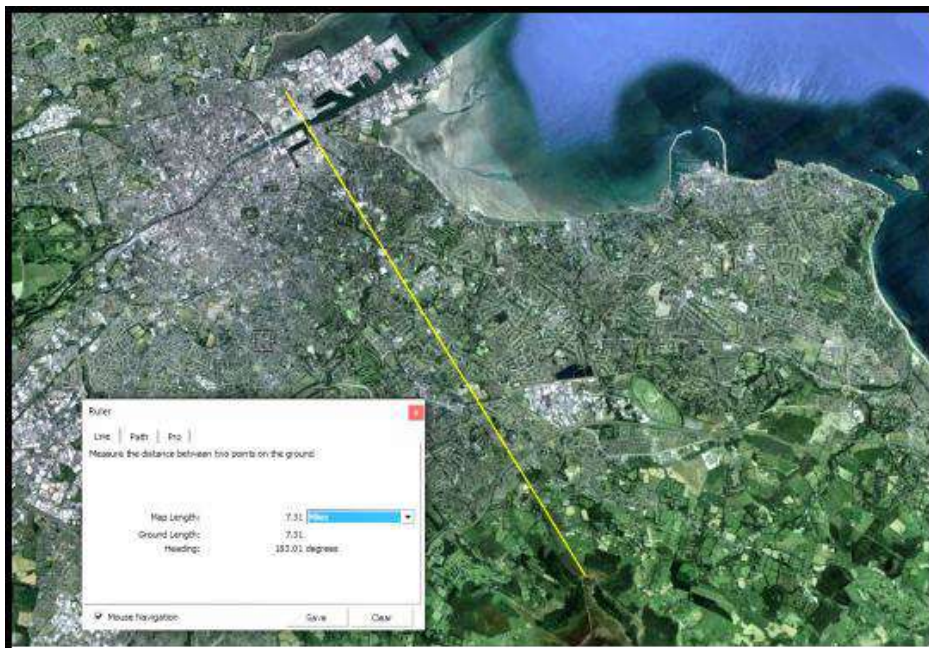
6.2.6 Please provide a description and diagram of the link network that includes an indication of the level of protection or back-up systems that will be deployed. The total capital cost and associated

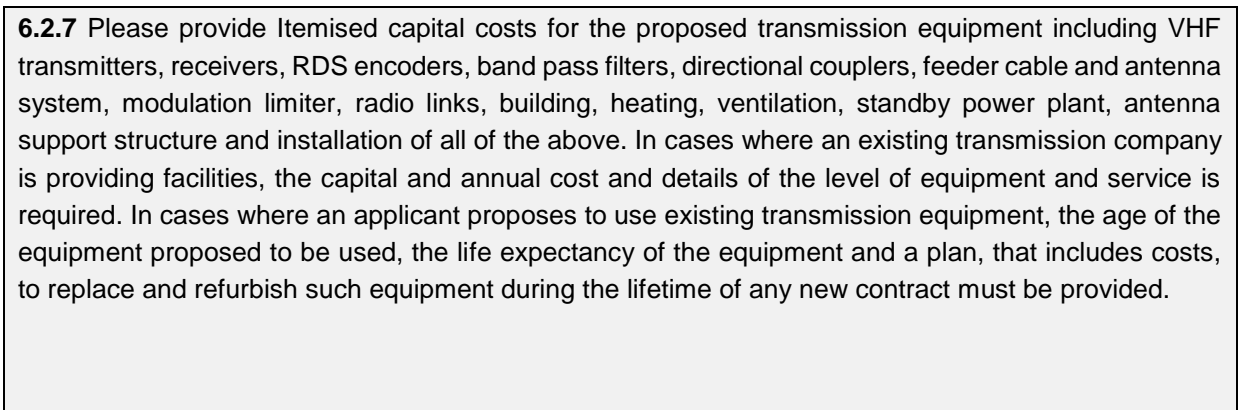
annual charges should be provided.

The Dublin City FM programme feed from the studio is currently transmitted to the Rock Solid Transmission site on Three Rock Mountain using a CTE 1.4GHz microwave link over a direct line of sight path of 7.31 miles with a bearing of 183 degrees.

However, part of the technical equipment upgrade capex expenditure budget has been allocated for the provision of a new IP digital link to feed three rock, when this is installed it will become the main delivery platform of program audio to the transmitter at Rock Solid on Three Rock and the current CTE 1.4GHz will then be allocated as the stand-by back-up.

See Appendix 15





Dublin City FM have allocated a technical upgrade capex budget for both studio and transmission, as part of this budget we have made provision for the purchase and installation of a new studio to transmitter digital link using IP and digital audio codecs.

A Capital Investment of €140,000 has been allocated from 2016-2019. See Section 6.1.9 above for more details.

| |
|---|
| 6.2.8 Please provide details of the technical expertise available to the applicant group. |
| Broadcast Technical Services BTS) provide in-house studio design and specification, installation and maintenance of all STL and FM Transmission equipment for the majority of radio stations across the |

32 counties of the island of Ireland. In addition, as part of their service, their responsibility incorporates all engineering administration with the Broadcasting Authority of Ireland and COMREG on technical and frequency planning matters relating to Dublin City FM. BTS staff are all trained to make the necessary repairs, measurements and adjustments of the transmission equipment as required and are fully insured and carry up-to-date H&S Safe Passes.

We also employ the services of Michael Farrell, Radiomation Ltd, who provides software, software support, computer and network support supervision and training as required. In addition Radiomation Ltd. provides general advice on technical best practice.

Note:

The BAI is not bound to accept any aspect of a transmission proposal and it is open to the BAI and ComReg to require alterations to any part of the transmission plan as part of contract negotiations with any successful applicant.

Care should be taken in selecting transmitter locations, particularly in urban areas, to avoid de-sensitising domestic receivers in the immediate area. Transmitters should therefore be located on elevated positions away from residential areas.

All VHF-FM transmitter installations must conform to the technical conditions set out in ComReg Technical document 12/04a which is available on ComReg's website, www.comreg.ie

7. Market Analysis, Financial and Business Plan

7.1 Overall Financial Strategy

Please detail the proposed financial strategy over the first three- to five- year period. The strategy must detail how the Applicant proposes to meet all pre-operational and subsequent funding requirements:

See Appendix 16

Overview

As stated in Section 3.4 our financial strategy is based on a “service first” policy. This will see us operating our service at the least possible cost without compromising quality of output or community service.

Annual budgets will be set within those parameters and our fundraising targets will be set accordingly. Fundraising will not be based solely on a traditional advertising or sponsorship sales model. Our funds will in the main be generated through a membership and partnership structure which will see individuals, community organisations, and private and public sector bodies become members and supporters of the station under a defined contribution structure. This will see us establish partnerships with our members and supporters so that they become part of the station and its operations.

We will seek to position the station as a novel resource for companies to utilise in their Corporate Social Responsibility (CSR) and Employee Engagement Programmes. Increasingly companies are incorporating community involvement in their Corporate Social Responsibility charters, and we believe that there are significant employee, social and community-building opportunities for participating companies.

We propose to establish a supporter scheme under a tiered structure which will see companies become Grade 1, 2 or 3 partners.

We will reach out to and engage with companies whose CSR policies align with our community ethos. Our overall objective will be to realise funding annually from these sources (see Section 7.4.4 below)

(See Appendix 16 for full copy)

There will be no specific benefits on offer to corporate partners in return for their donations. This would not fall within the community ethos of the station; Dublin City FM exists to serve communities. Corporate partners will be entitled to nominate communities and areas of CSR activity for coverage. They will not, however, have editorial control over that time – that will remain with the station and all programming must meet the quality and editorial requirements set by station management and the board.

There may be cases where companies will donate services or equipment rather than in cash. We are open to facilitate this type of arrangement.

Membership fees will also be an important source of funding for the station.

Patronage and membership fees will contribute towards our overall running costs.

The remainder will be made up through a combination of grants from sources such as Pobal and Sound & Vision, innovative crowd funding initiatives, and CRAOL subsidised training programmes. Our pre-operational funding requirements will largely be met through the contribution made by Dublin City FM's legacy broadcasting facilities.

(See Appendix 16 for full copy)

7.2 Investment Proposal

Please provide details of the total funding requirements, and how these will be met, completing Tables A and B

| Table A – Funding | See Appendix 19 |
|--|-----------------|
| Share Capital / Members' Subscriptions | € |
| Medium / Long-term Borrowing | € |
| Leasing / HP Facilities (capital value) | € |
| Grants | € |
| Fundraising | € |
| Bank Overdraft | € |
| Other (please specify) | € |
| Other (please specify) | € |
| Other (please specify) | € |
| Total | € |
| Table B – Expenditure | See Appendix 19 |
| Capital Expenditures (including capital value of leases) | € |
| Other Pre-operational Expenditure | € |
| Working Capital (at on-air date) | € |
| Total | € |

7.3 Sources of Funding and Expenditure.

7.3.1 Please detail the strategies for generating revenue from the various sources of funding outlined in Table A:

See Appendix 16

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7.3.2 In respect of proposed or existing borrowings:

- a) The amount, type and duration of the facility;
- b) The drawdown schedule;
- c) Any security or guarantee required in support of the facility;
- d) Principal covenants / Condition precedent;
- e) Warranties / undertakings in the event of default;
- f) The timeframe for putting the facilities in place.

See Appendix 16

7.3.3 Please specify the amount of funding which will be put in place prior to contract, prior to launch and after the launch of the service:

See Appendix 19

See 7.2 Investment Proposal **Appendix 19**

7.3.4 Please outline the proportion of capital expenditure provision that has been allocated to transmission, studio buildings, studio equipment, office fit out and other costs:

See Appendix 16

7.4 Financial Projections

The information for subsections 7.4.1, 7.4.2 and 7.4.3 should be provided in an annex to the application and be clearly marked.

Please provide in such a financial annex:

7.4.1 detailed projected income and expenditure accounts for the first three years clearly identifying the various sources of revenue (e.g. advertising, sponsorship, fundraising, grants etc.)⁷ and expenditure by the area of operation or activity (staffing, programming etc.)⁸;

7.4.2 projected balance sheets for the first three years;

7.4.3 projected monthly cash-flow statements showing gross inflows and outflows for the first three years.

7.4.4 Please provide a full listing of the underlying assumptions on which the financial projections are based, relating such assumptions clearly to other sections of the application:

⁷ Applicants should note that no more than 50% of income may be secured from commercial activity (BCI Policy on Community Radio Broadcasting).

⁸ Expenditure projections must include the BAI levy.

| |
|--|
| |
|--|

7.4.5 Please provide the measures that will be taken if the financial projections are not achieved (e.g. to address a deficit or increased borrowings over the term of the contract):

See Appendix 18

7.5 Staffing matters

7.5.1 Please set out the proposed staffing structure in diagrammatic form, clearly indicating the number and categories of staff employed for the operation of the proposed service and the basis of their employment (e.g. full-time, part-time and whether paid or on an unpaid / volunteer basis:

See Appendix 20

7.5.2 Please set out the Applicant's proposals for involvement in and of, and ensuring accountability to, the community:

The station will ensure accountability to the community by ensuring best practices are in place with regard to the selection of staff. (see copy of our employee handbook, page 29 in Appendix 7)

Purpose

In order to achieve the company's objectives it is our policy to select, recruit and retain the most suitable candidates for employment. This selection is made through a formal process which reflects our wish to be an equal opportunities employer.

Scope

The selection of candidates will be made from all applications submitted. Clearly defined job descriptions are documented for all positions and are used in the selection process.

Policy

The company sources candidates from advertisements on local and national newspapers, internet recruitment sites and when necessary recruitment agencies. We may retain curriculum vitae's and applications made for all positions, and may access this to source suitable candidates where possible. Employees are encouraged to refer potential candidates for positions where possible.

Any current employee wishing to apply for a different position which is advertised should contact the hiring manager and apply for that position. Such applications will be processed in the normal way. Canvassing on behalf of existing employees or internal headhunting is not permitted without prior consultation with the Chief Executive.

7.6 Paid Staff

7.6.1 Please provide details of the proposed salary level for each full-time and part-time post identified under 7.5.1 above

| |
|--|
| |
|--|

7.6.2 Please provide details of the Applicant's proposals in relation to the sourcing and recruitment of paid staff:

The company has a recruitment and selection policy (see copy of handbook, page 29 in Appendix 7) and we source candidates from advertisements on local and national newspapers, collages, internet recruitment sites, job boards, DJEI web site and other job clubs, we only use recruitment agencies with other direct channels are unsuccessful. We may retain curriculum vitae's and applications made for all positions, and may access this to source suitable candidates where possible for the future. Employees are encouraged to refer potential candidates for positions where possible especially from our local community and colleges.

We have a policy of posting all of our positions internally so employees can be considered for promotional opportunities also.

Such applications will be processed in the normal way.

7.6.3 Please provide details of the Applicant's industrial relations policy, including its policy on recognising trade union membership:

The organisation has an employee handbook which sets out all of our best practice and compliance policies and procedures relating to employment law and the workplace. A copy of this handbook is attached in Appendix 7.

Set out in this handbook are the policies and procedures in relation to disciplinary and grievance

policies, dignity in the work place, quality policy and it indicates how employees can be accompanied to certain meetings by a colleague or a trade union representative where applicable. As an organisation we do not engage directly with any trade union but employees are entitled to have membership to any trade union of their choice and it is not compulsory for them to declare this to the organisation.

Our workplace relations policies are governed by the LRC's code of practices.

7.6.4 Please provide details of the Applicant's proposed policies in relation to staff remuneration and benefits, including pension and insurance schemes etc.:

As set out in our employee hand book – page 30 in Appendix 7. Remuneration and Salary Reviews, our policy recognises the importance of remunerating employees in such a manner as to acknowledge their contribution to the business and to secure both the stability and success of the company.

Salaries are benchmarked against the industry and are reviewed annually, however this does not imply that they will be increased. Our policy also sets out how our monthly payroll is processed and the necessary deductions made.

There is no company paid pension or private health insurance, however we do provide access to a PRSA scheme which employees can contribute to and this is set out in their contract of employment

7.6.5 Please provide details of the Applicant's proposals for staff training and development, including the proposed annual budget:

In our employee handbook we have a policy setting out our approach to Training and Development of staff (see page 34 of the handbook attached in Appendix 7).

Dublin City FM is committed to the ongoing training and professional development of all core staff members in order to increase their knowledge and skills at work, and their personal development. Certain procedures need to be observed to ensure that such training is workable within a small organisation such as Dublin City FM.

We have 3 types of Training which is relevant to staff:

- Compulsory Requirements (e.g. Health & Safety, First Aid);
- Training relevant to the Organisation;
- Other Training – the type of training that may be necessary on a personal development level or may be needed to assist the person overcome some personal challenges that they have encountered.

It is the practice of Dublin City FM to provide both on the job training as well as enabling staff to undertake external courses as appropriate to the needs of the business. All training is subject to approval by the Dublin City FM Chief Executive or line manager as appropriate.

As part of our annual budgetary process, we review training needs under the three categories above based on the outcomes of the annual performance management process.

7.6.6 Please provide details of any other employment support or training schemes and information on any arrangements entered into or commitments provided or received under such schemes:

The station participates taking on people from the Tús Canal Partnership scheme. The Tús programme is a work activation programme for the long-term unemployed sanctioned by the Department of Social Protection. The programme aims to break the cycle of long-term unemployment by offering work placement opportunities and personal development objectives. A participant will be contracted to work 19.5 hours per week for 52 weeks. During this time participants will gain relevant work experience so that they may or enhance their skill set. In addition, the Tús Programme only focuses on work placements in the community, voluntary and charity sector, ensuring participants' placements and efforts contribute to their local community or a charitable cause that the person is interested in.

Since the Tús Programme's inception, Dublin City FM has been a primary provider of quality Tús placement opportunities, giving local long-term unemployed individuals a chance to gain professional work experience in Reception, Radio Production and Sound Engineering. To date, 18 participants have benefited from DCFM's support of the Tús Programme.

In addition the station regularly takes on people on internships from various media colleges both at home and abroad. We have taken on students from America, Germany, France, Italy and Australia. Over the last four years and once again this year we have an arrangement with Dublin City University to take three students on internships during the Summer months as part of their overall qualification. Two will be from their MA programme with one from the BA programme. These internships have been a benefit to both parties. This year was particularly good with two of the three students now in permanent part time employment with the station on our LiveDrive programme while the third participant volunteers with the station presenting a sports programme while working full time with a National broadcaster.

It is envisaged that should we be successful in obtaining this new special interest community license we would be in a position of greater strength to take on more people from community based schemes.

7.6.7 Please provide details of the Applicant's proposals or policies, if any, for the involvement or representation of paid staff in the ownership, control and/or management of the applicant (e.g. membership of the Executive Organ, Subcommittees etc.):

Our CEO/Station Manager will be central to all dealings with employees within the company. He will be reporting to the Board of Directors. He will be attending and liaising with the various sub- committees, staff and volunteers on an ongoing basis. Our production/ technical manager, our news editor/ executive producer and one of our LiveDrive producers will form part of the Programming/ Broadcasting sub-committee. Our accounts administrator will be part of the finance sub-committee.

7.7 Volunteers

7.7.1 Please provide details of the number of volunteers required to operate the service proposed:

It is proposed that in the region of 150 volunteers will be involved in operating the service. A number of our volunteers are multi-skilled and can perform duties in the various aspects of broadcasting.

7.7.2 Please provide details of the Applicant's strategies for sourcing and recruiting volunteers over the term of the contract:

The station will recruit volunteers from various community groups, Volunteering Ireland, colleges and interested individuals. We will post volunteering opportunities on our website, through broadcasting adverts, through all aspects of social media, in our Ezine, on designated radio information websites, local free broadsheets and through the station's promotional leaflets. We actively participate in a number of exhibitions for example the Over 50's show in the RDS and these are also used to encourage volunteer participation.

7.7.3 Please provide details of the Applicant's proposals for involving volunteers in all areas of operation of the service (e.g. programme planning, production, presentation, fundraising etc.):

Volunteers are represented with two positions on the Board of Directors. Volunteers will form part of the various sub-committees that the station has in place including programming, financial, community, PR/Promotions, Sales/Marketing/Fundraising. Volunteers will head up programming categories. Volunteers will be involved in presenting, producing, researching, sound engineering, administration, and social media.

7.7.4 Please provide details of the Applicant's proposals or policies, if any, for the involvement or representation of volunteers in the ownership, control or management of the applicant (e.g. membership of the Executive Organ, Sub-committees etc.):

The volunteers are represented by two director positions on the Board of Directors. The volunteer directors are elected each year at the AGM. Volunteers will also be involved in the various sub-committees that are in place. Volunteers can also apply for paid and management positions in the station.

7.7.5 Please provide details of the Applicant's proposals for the training, support and development of volunteers, including the proposed annual budget:

In our volunteer handbook in **Appendix 21** we have a policy setting out our approach to Training and Development.

Dublin City FM is committed to the ongoing training and professional development of all volunteer members in order to increase their knowledge and skills and to enhance their personal development. Certain procedures need to be observed to ensure that such training is workable within a small organisation such as Dublin City FM.

We have 2 types of Training which are relevant to volunteers:

- Compulsory Requirements (e.g. Health & Safety, First Aid);
- Training relevant to the Organisation;

We value the contribution of our volunteers and make every effort to expose them to a variety of training opportunities within the station. This enhances their enjoyment but also their skill set which benefits both the individual and the station.

7.7.6 Please provide details of any other employment support or training schemes and information on any arrangements entered into or commitments provided or received under such schemes:

We have been privileged over the years to recommend some of our dedicated volunteers for

participation in employment schemes including the FÁS employment initiatives, the Docklands community employment scheme and more recently the Tús Canal Partnership scheme. Along with this we provide valuable work experience and internships throughout the year to many colleges and 3rd level establishments including a regular annual partnership with BA and MA students from Dublin City University. Should we be successful in our application for this new license under the 'Community umbrella' we would envisage being in a stronger position to provide training to other agencies that provide assistance to the unemployed and people in need of retraining. Over the last 22 years the station has been to the forefront in providing valuable training to many people who went on to gain full time employment in the broadcasting sector or in other related fields.

8. Proposed Commencement of Broadcasting

8.1 Readiness date

Please indicate the commencement date envisaged for the service:

1st September 2016

8.2 Critical Path Analysis

Please identify all actions and decisions and their timescale that the applicant must carry out from the time of the award of the community sound broadcasting contract to the on-air date:

We will revise Memo & Articles of Association to take into account that the new license would now fall under Section 64 of the 2009 Broadcasting Act.

We will hold an EGM to recommend adoption of these new Memo and Articles of Association.

We will engage a new member of staff in the area of sales.

Annex 1: Studios

NOTE: See Appendix 9

Studio Circulation Requirements

Figure 2 shows the important dimensions for accessibility purposes in a typical studio. The minimum and recommended values of A, B & C are as follows.

The minimum values of A & B are 750mm.

A & B should be at least 1.2m.

If either A or B are less than 1.2m then a 1.5m turning circle is required at the presenter's position behind the desk.

The minimum value of C is 1.2m.

Ideally there should be a 1.5m turning circle in front of the desk.

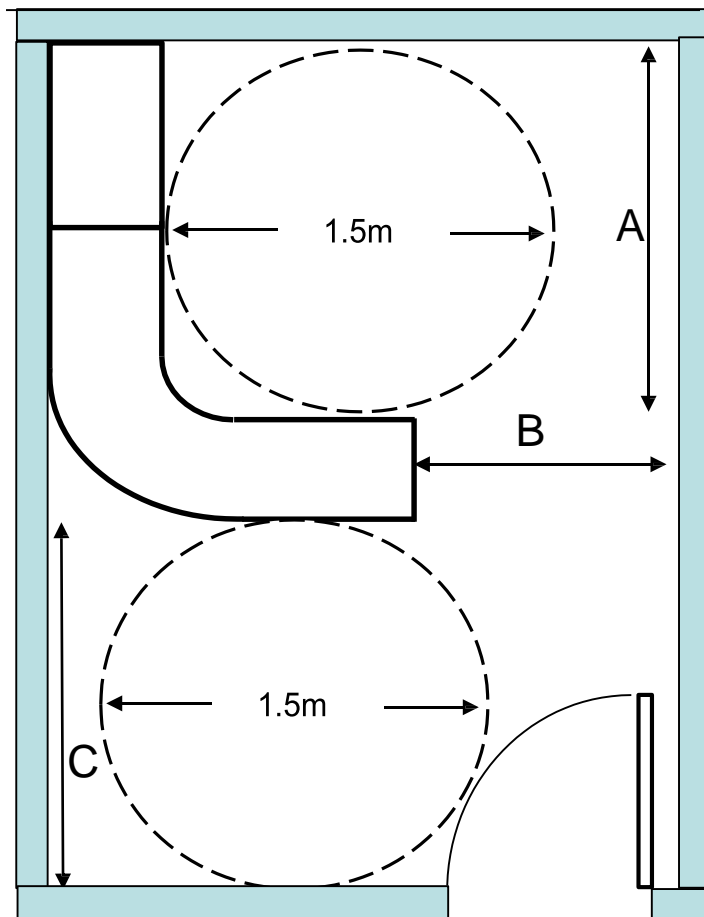


Figure 2: Studio circulation requirements

The Broadcasting Authority of Ireland

2-5 Warrington Place

Dublin 2.

Telephone: 01 644 1200

Fax: 01 644 1299

Email: info@bai.ie

Website: www.bai.ie

Appendices

1. Certification of Incorporation
2. Registered Trade Name Certificate
3. Note regarding amendments to Memo and Arts
4. Memo and Articles
5. Note re names and home addresses of members
6. Management Structure Chart
7. Employee Handbook
8. NUJ Code of Conduct
9. CAD drawing of studios
10. DAC Drawing of internal studios
11. Full list of equipment
12. Letter from Ann Foley, Rock Solid Transmission
13. Full size drawings for section 6.2.4
14. Full size drawings for section 6.2.5
15. Full size drawing link network 6.2.6
16. Financial 7.1 to 7.3.4
17. Financial 7.4.4 Assumptions
18. Financial 7.4.5 Measures
19. Financial 7.2 Investment Proposal
20. Staffing diagram
21. Volunteer Handbook
22. Programme Schedule
23. Declaration Letter

APPENDIX 1

DUPLICATE FOR THE FILE

NUMBER
185355

Certificate of Incorporation

I hereby certify that

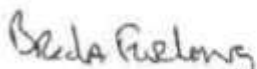
DUBLIN PUBLIC SERVICE RADIO ASSOCIATION
LIMITED

is this day incorporated under
the Companies Acts 1963 to 1990
and that the company is limited.

Given under my hand at Dublin, this
Tuesday, the 3rd day of March, 1992


For Registrar of Companies

Certificate received by:
David Tobin, 8 Feandale Rd. Glasnevin, Dublin 11

Signed: 

Date: 5/3/92

APPENDIX 2

No. 340363

Registration of Business Names Act, 1963

CERTIFICATE OF REGISTRATION

Business Name

DUBLIN CITY FM

Principal Place of Business

**UNIT 6, DOCKLANDS INNOVATION PARK,
128/130 EAST WALL ROAD,
DUBLIN 3**

I HEREBY CERTIFY that a Statement of Particulars in Respect of the above Business Name pursuant to Section 4 of the above mentioned Act was registered on **11th September, 2007**

Dated this **11th September, 2007**

Person who has registered this business name :

DUBLIN PUBLIC SERVICE RADIO ASSOCIATION LIMITED


Registrar of Business Names

Section 7 of the above Act requires that whenever a change is made or occurs in any of the particulars registered in respect of any person, that person shall, within one month after the change, furnish by sending by post or delivering to the registrar a statement in writing in the prescribed form specifying the nature and date of the change signed and where necessary verified in like manner as the statement required on registration.

Section 8 (2) provides that "a certificate of registration shall be kept exhibited in a conspicuous position at, in the case of a firm or individual, the principal place of business and, in the case of a body corporate, its registered or principal office in the State and, in every case, in every branch office or place where the business is normally carried on, and if not kept so exhibited, the person registered or, in the case of a firm, every partner in the firm shall be liable on summary conviction to a fine not exceeding €127."

Section 12 (1)---

"If a person registered under this Act in respect of a business name ceases to carry on business under that name, it shall be the duty of that person or, in the case of an individual who dies, of his personal representative or, in the case of a firm, of every person who was a partner in the firm at the time when it ceased to carry on business under that name, and also, in the case of a body corporate, of any liquidator, within three months thereafter to send by post or deliver to the registrar a statement in the prescribed form to that effect, and if he makes default in doing so he shall be liable on summary conviction to a fine not exceeding €127."

Forms of notification of change or cessation may be obtained from the
REGISTRAR OF BUSINESS NAMES, PARNELL HOUSE, 14 PARNELL SQUARE, DUBLIN 1.

APPENDIX 3

APPENDIX 3

The Company was initially incorporated in 1992 as a Company Limited by Guarantee Not Having a Share Capital

This is a common form of entity used by cooperative and community driven organisations and by social entrepreneurs in Ireland.

Recent changes in the Companies Acts abolished the limits on the amount of members allowed in companies limited by guarantee. This will allow greater engagement by the station with the community both as regards a greater number of members (thus improving the financial position of the Company) and more particularly facilitating greater community involvement in the management of the radio station through committees of members engaging with board members to drive community policy in the make up of the programmes and control of the station.

Currently the Memorandum and Articles of association provide that the board members are appointed by representatives from various state and local agencies and business sectors in the community.

Additionally, the new local authority functional areas of Dublin City Council, Fingal County Council, South Dublin County Council and Dun Laoghaire Rathdown County Council have been established since the current Memorandum and Articles of Association were adopted.

Upon granting of the licence, it is proposed that a general meeting of the Company will be called to amend the Memorandum and Articles of Association to allow for, amongst other things:

1. Greater engagement by the community in the running of the station through;
2. Greater number of members;
3. greater engagement by the local community and business leaders in the board appointment process and through changes in the general meeting procedures.

APPENDIX 4

Memorandum and Articles
of Association
of

Dublin Public Service
Radio Association Limited

Companies Acts 1963 to 1990

Company Limited by Guarantee
and not having a Share Capital

**Memorandum of Association
of
Dublin Public Service Radio Association Limited**

1. The name of the Company is Dublin Public Service Radio Association Limited.
2. The objects for which the company is formed are:
 - (a) to promote the concept of public service, community and special interest radio in the Greater Dublin area;
 - (b) to operate a radio broadcasting station in the Greater Dublin area in accordance with the terms and conditions of a licence or contract to be issued by the Independent Radio and Television Commission and the Minister for Communications;
 - (c) to carry out all the functions and activities for the promotion and development of public service, community and special interest radio in the Greater Dublin area;
 - (d) for the further attainment of the above objects, to acquire, accept, solicit or receive by purchase, lease, contract, donation, legacy, gift, grant, bequest or otherwise, any kind of real or personal property; and to enter into and carry out agreements, contracts and undertakings incidental thereto; to hold manage, sell or convert any of the real or personal property from time to time owned by the Company, and to invest and reinvest any principal in such as may from time to time be determined;
 - (e) To undertake the management and control and supervision of the business or operations of any person or company and in particular, without limitation, to plan and effectively carry out the organisation of and to initiate and to carry out schemes for the promotion and expansion of any such business; to engage in research into all problems relating to investment, property, financial, portfolio, industrial and business management, to carry out all or any work of a clerical, secretarial, managerial or other like nature, to provide staff and services, to prepare and deal with accounts, returns, forms and all documents required to be prepared and furnished in relation to any such bodies, to direct and carry out all advertising and publicity for any such business, and generally to do all acts and things (including

the receipt and payment of money) necessary to be done for the supervision of the day to day running of any such business and to enter into contracts with any such company for the carrying out of the works or provisions of any of the services which the Company is authorised to perform or provide.

- (f) To purchase or otherwise acquire and carry on all or any part of the business or property and to undertake any liabilities of any person or company possessed of property suitable for any of the purposes of the Company or carrying on or proposing to carry on any business which the Company is authorised to carry on or which can be carried on in connection with the same or which is capable of being conducted so as, directly or indirectly, to benefit the Company.
- (g) To purchase, take on lease, on licence, in exchange, upon option or otherwise acquire and hold any lands, buildings, property (whether leasehold or freehold) or any rights or interests therein or in respect thereof or in any forests, crops or growing produce thereon or any minerals therein or thereunder or any rights to pass thereon or any rights or interests in or over the sea, the sea bed, the sea shore, the sky or in space, or any interests connected or associated with any of the foregoing and to exercise any rights in respect thereof and to develop, improve, alter or manage the same or any part thereof in any way (including, without limitation, construction, demolition, landscaping, planting, draining and improving) and to farm, harvest or extract anything from the same.
- (h) To purchase, take on lease, on licence, in exchange, upon option, on hire or hire-purchase, or otherwise acquire and hold any personal property, rights or privileges which the Company may think necessary or convenient for the purposes of its business or which may seem to the Company calculated, directly or indirectly, to benefit the Company including, without limitation, the subscription, taking or otherwise acquiring of Securities in any company.
- (i) To apply for, purchase or otherwise acquire and protect and renew any patents, patent rights, inventions, secret processes, recipes, receipts, prescriptions, formulae, trade marks, trade names, designs, licences, concessions and the like, conferring any exclusive or non-exclusive or limited right to their use, or any secret or other information as to any invention or process which may seem capable of being used for any of the purposes of the Company or the acquisition of which may seem calculated, directly or indirectly, to benefit the Company and to use, exercise, develop or grant licences in respect of, or otherwise turn to account, the property, rights or information so acquired and to expend money in experimenting upon, testing or improving any such patents, inventions or rights.

- (j) To establish or promote or concur in establishing or promoting any company or companies for the purpose of acquiring all or any of the property, rights and liabilities of the Company or for any other purpose which may seem, directly or indirectly, calculated to benefit the Company or to place or guarantee the placing of, underwrite, subscribe for or otherwise acquire all or any part of the Securities of any such other company.
- (k) To invest and to deal with the moneys of the Company not immediately required in any manner.
- (l) To amalgamate, enter into partnership or into any arrangement for sharing profits, union of interests, co-operation, joint venture, reciprocal concession, mutual assistance or otherwise with any person or company carrying on or engaged in or about to carry on or engage in, any business or transaction which the Company is authorised to carry on or engage in or which can be carried on in conjunction therewith or which is capable of being conducted so as, directly or indirectly, to benefit the Company.
- (m) To sell, lease, mortgage or otherwise dispose of the business, property, assets or undertaking of the Company or any part thereof for such consideration as the Company may think fit and to improve, manage, develop, exchange, licence, turn to account or otherwise deal with, all or any of the business, property, assets and undertaking of the Company and in particular, without limitation, to accept Securities of any other company in payment or part payment of the consideration payable to the Company in respect of any transaction referred to in this paragraph.
- (n) To establish and maintain or procure the establishment and maintenance of or to adhere to any contributory or non-contributory pension or superannuation funds, schemes or plans for the benefit of, and give or procure the giving of donations, gratuities, pensions, allowances or emoluments to any persons who are or were at any time in the employment or service of the Company or of any Associated Company or who are or were at any time Directors or officers of the Company or of any Associated Company and the spouses, families and dependents of any such persons and also establish and subsidise and subscribe to any associations, institutions, clubs or funds calculated to be for the benefit of the Company and to make payments to or towards the insurance of any such person as aforesaid either alone or in conjunction with any other company and further to do any acts or things or make any arrangements or provisions necessary or desirable to enable all or any of such persons as aforesaid to become shareholders in the Company or otherwise to participate in the profits of the company or any Associated Company.

- (o) To settle moneys or other assets on the trustee or trustees of any trust, foundation, settlement or institution set up for charitable or benevolent purposes or for any public, general or useful object or to lend money, or provide services (with or without interest or charge) to any such trustee or trustees and to pay, subscribe, lend or contribute assets or services of the Company (with or without interest or charge) or give any guarantee or indemnity in respect of any trust, foundation, settlement or institution set up or operating for any such purpose or object or in respect of any exhibition or for any charitable, benevolent, public, general or useful object.
- (p) To borrow or raise money in such manner as the Company shall think fit and in particular, without limitation, by the issue of Securities of the Company (other than shares or stock) and to secure the repayment of any moneys borrowed or raised or any other obligation, debt or liability of any nature of the Company by way of mortgage, charge, lien or other security interest over or in respect of all or any of the Company's undertaking, property or assets (both present and future and including its uncalled capital) upon such terms as to priority and otherwise as the Company shall think fit.
- (q) To lend and advance money or give credit to any person or company and upon such terms as may seem expedient (whether with or without security or any interest or other charge).
- (r) To give any guarantee or indemnity in respect of or otherwise support or secure in any manner (whether by personal covenant or by mortgaging, charging or granting any lien or other security interest over or in respect of all or any part of the Company's undertaking, property or assets, both present and future and including its uncalled capital, or by both such methods) any obligation, debt, liability of any nature of any person or company upon such terms as to priority and otherwise as the Company shall think fit.
- (s) To pay for any rights or property acquired by the Company and to remunerate any person or company whether by way of cash payment or by the allotment of Securities of the Company credited as paid up in full or in part or otherwise.
- (t) Upon any issue of Securities of the Company to employ brokers, commission agents and underwriters and to provide for the remuneration of such persons for their services.
- (u) To draw, make, accept, indorse, discount, execute and issue promissory notes, bills of exchange, bills of lading, warrants, debentures and other negotiable or transferable instruments.

- (v) To enter into any arrangements with any governments or authorities, supreme, municipal, local or otherwise, or any person or company that may seem conducive to the Company's objects or any of them and to obtain from any such government, authority, person or company any rights, privileges, charters, licenses and concessions which the Company may think it desirable to obtain and to carry out, exercise and comply therewith.
- (w) To undertake and execute any trusts the undertaking whereof may seem desirable and either gratuitously or otherwise.
- (x) To adopt (subject to any conditions thereon to be imposed by the Independent Radio and Television Commission) such means of making known the products, investments or services of the Company or any Associated Company as may seem expedient and in particular, without limitation, by advertising in the press or radio or television by circulars, by purchase and exhibition of works of art or interest, by publication of books and periodicals and by granting prizes, rewards, scholarships and donations and by sponsoring sports events, theatrical and cinematic performances and exhibitions of all descriptions.
- (y) To apply for, promote and obtain any Act of the Oireachtas or any charter, privilege, licence or authorization of any government, state or municipality or any ministerial or departmental licence or order for enabling the Company to carry any of its objects into effect or for effecting any modification of the Company's constitution or for any other purpose which may seem expedient and to oppose any proceedings or applications which may seem calculated, directly or indirectly, to prejudice the interests of the Company or any Associated Company.
- (z) To promote freedom of contract and to resist, insure against, counteract and discourage interference therewith, to join any lawful federation, union or association or to do any lawful act or thing with a view to preventing or resisting, directly or indirectly, any interruption of or interference with the trade or business of the Company or any other trade or business or providing or safeguarding against the same or resisting or opposing any strike, movement or organisation which may be thought detrimental to the interests of the Company or any Associate- Company or its or their employees and to subscribe to any association or fund for any such purposes.
- (aa) To undertake and carry on any other trade or business (whether manufacturing or otherwise) which may seem to the Company capable of being conveniently carried on by the Company or which is calculated, directly or indirectly, to enhance the value of or render profitable, any of the Company's businesses, rights or property.

- (bb) To do all such other things as may appear to the Company to be incidental or conducive to the attainment of the above objects or any of them.

Provided that:

- (i) the objects set out in any paragraph of this Clause shall not be restrictively construed but the widest interpretation shall be given thereto and they shall not, except where the context expressly so requires, be in any way limited to or restricted by reference to or inference from any other object or objects set out in such paragraph or from the terms of any other paragraph or by the name of the Company; none of such paragraphs or the object or objects therein specified shall be deemed subsidiary or ancillary to the objects mentioned in any other paragraph, but the Company shall have full power to exercise all or any of the powers and to achieve and endeavour to achieve all or any of the objects conferred by and provided in any one or more of said paragraphs;
 - (ii) the word "company" in this Clause, except where used in reference to the Company, shall be deemed to include any firm, partnership, association or other body of persons, whether incorporated or not incorporated, and whether resident, domiciled, incorporated, registered, or carrying on business in the State or elsewhere;
 - (iii) Provided that the Company shall not support with its funds or endeavour to impose or to procure to be observed by its members or others any regulation or restriction which if an object of the Company would make it a Trade Union.
3. The income and property of the Company, whencesoever derived, shall be applied solely towards the promotion of the objects of the Company as set forth in this Memorandum of Association, and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit, to the members of the Company.

Provided that nothing herein shall prevent the payment, in good faith, of reasonable and proper remuneration to any officer or servant of the Company, or to any member of the Company, in return for any services actually rendered to the Company, nor prevent the payment of interest at a rate not exceeding five per cent per annum on money lent or reasonable and proper rent for premises demised or let by any member to the Company; but so that no member of the Board of Directors of the Company shall be appointed to any salaried office of the Company or any office of the Company paid by fees, and that no remuneration or other benefit in money or money's worth shall be given by the Company to any member of such Board of Directors, except repayment of out-of-pocket expenses and interest at the rate aforesaid on money lent or reasonable and proper rent for premises demised or let to the Company; provided that the provision last aforesaid shall not apply to any

payment to any company of which a member of the Board of Directors may be a member, and in which such member shall not hold more than one-hundredth part of the capital, and such member shall not be bound to account for any share of profits he may receive in respect of any such payment.

4. The liability of the members is limited.
5. Every member of the Company undertakes to contribute to the assets of the Company, in the event of the same being wound up while he is a member or within one year after he ceases being a member, for payment of the debt and liabilities of the Company contracted before he ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves, such amount as may be required not exceeding ten pounds (IR£10 (twelve euro and seventy cent (€12.70))).
6. If upon the winding up or dissolution of the Company there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Company but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Company and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Company under or by virtue of Clause 3 hereof, such institution or institutions to be determined by the members of the Company at or before the time of dissolution, and if and so far as effect cannot be given to such provision, then to some charitable object.

We, the several persons whose names, addresses and descriptions are subscribed, wish to be formed into a company in pursuance of this Memorandum of Association.

Names, addresses and descriptions of subscribers:

Tom Walker 45 Clarendon Ave. Glasgow Dublin 11
School Principal

Legis Lynch 53 Rosclann Road, Blanchardstown, Dublin 15.
Local Government official

John [Signature] 26 BILMINGTON LANE, DUBLIN 15
Solicitor.

Paul Shephard 212 Sars Lane SL, Dublin 13
Insurance Broker

Angela O'Connor 4 Brandon Rd Dublin 12
Lawyer

Paul [Signature] 8 Leinster Rd, Dublin 11
Engineering Consultant

[Signature] 100 GATE, 2004 NORTH CALDWELL
THEATRE DIRECTOR

Dated the 20th day of Feb . 1992.

Witness to the above signatures: Jack Gilligan

COMPANIES ACTS, 1963 to 1990

COMPANY LIMITED BY GUARANTEE
AND NOT HAVING A SHARE CAPITAL

ARTICLES OF ASSOCIATION

OF

Dublin Public Service Radio Association Limited

PART 1 - PRELIMINARY

Interpretation.

- (a) The Regulations contained in Table C, with the exception of Articles 62 to 67, in the First Schedule to the Companies Act, 1963, shall not apply to the Company.

- (b) In these Articles the following expressions shall have the following meanings:

"*Acts*" the Companies Acts, 1963 to 1990 including any statutory modification or re-enactment thereof for the time being in force.

"*Articles*" these Articles of Association as from time to time altered by resolution of the Company.

"*Auditors*" the auditors for the time being of the Company.

"*clear days*" in relation to the period of a notice, that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect.

"*Greater Dublin Area*" the County Borough of Dublin, the County of Dublin and the Borough of Dun Laoghaire.

"*Directors*" the Directors for the time being of the Company or any of them acting as the board of Directors of the Company.

"*Office*" the registered office for the time being of the Company.

"*Register*" the register of members to be kept as required by the Acts.

"*Secretary*" any person appointed to perform the duties of the Secretary of the Company, including an assistant or deputy secretary.

Part II Membership

2. Number of members. The number of members which the Company proposes to be registered is 200, but the Directors may from time to time register an increase of members.
3. Membership of the Company is open to those persons or organisations who comply with one of the following criteria for membership:

a) Community and Special membership

Elective voluntary associations representing defined geographical areas, community co-operatives and voluntary organizations or associations representing particular areas of activity, service or endeavour, all of whom also operate in the greater Dublin area, and representative organisations of the main churches and Irish language organisations which have paid any membership fees in accordance with Article 4(b) and whose name is recorded on a register of community and special members.

b) Volunteer Membership

Any person who on the opinion of the Directors has demonstrated an interest in and made a significant contribution to an area of the Station's activities, who has paid any membership fee in accordance with Article 4(b) and whose name is recorded on a register of volunteer members.

c) Business and Corporate Membership

Any individual, company, corporation, semi-state organisation, trade association (other than employer representative bodies), professional body, or other corporate body, which in the opinion of the Directors has contributed significantly, either through skill and expertise or through financial contribution to securing the financial future of the company, and which has paid any membership fee in accordance with article 4(b) and whose name is recorded on a register of business and corporate members.

d) Employer and Employee Representative Group Membership

Any trade union licensed under the Trade Union Act 1906 operating in the greater Dublin area, and any recognised group formed for the purpose of representing employers' interests operating in the greater Dublin area and which has paid any membership fee in accordance with Article 4(b) and whose name is recorded on a register of employee and employer representative group members.

e) Honorary Membership

Any person who in the opinion of the members has made an outstanding contribution to the organisation, provided however that an honorary member shall be entitled to receive notice of and attend and speak at but not vote at any meeting of the company.

4. a) **Cesser of Membership.** Any member or member organisation may be removed from membership of the Company by a resolution of the members in general meeting passed by a majority of not less than two-thirds of those present and voting thereat of which not less than fourteen days notice specifying the intention to propose such resolution on the grounds therefore shall have been given to the member concerned as well as to all the members of the Company at which the member concerned shall have been given an opportunity to be heard in person on his own behalf.
- b) The Directors shall have the power to impose a membership fee or a levy on the basis of a policy approved by the members in a general meeting for the various categories of membership and within the categories of membership, on any basis deemed appropriate. Where any membership fees or levies are set for payment or remain unpaid for any member for a period in excess of six months, the membership of that member shall be deemed to have terminated.
- c) The policy for the imposition of Membership Fees in all categories of Membership shall be as follows:-
- (i) Community and Special Members shall pay a Membership Fee of £60 (£76.18) per annum per organisation*
- (ii) Volunteer Members shall pay a Membership Fee of £60 (£76.18) per annum or £5.00 (£6.35) per month*
- (iii) Business and Corporate Members shall pay a Membership Fee as follows, per organisation per annum:-
- | | |
|-------------------------|----------------|
| • Up to 150 employees - | £120 (£152.37) |
| • Above 150 employees - | £200 (£253.95) |
- * Where they experience difficulties they can make representations to the Board.

PART III - GENERAL MEETINGS

5. Annual General Meeting. The Company shall in each year hold a general meeting as its annual general meeting in addition to any other meeting in that year, and shall specify the meeting as such in the notices calling it.
6. Extraordinary General Meeting. All general meetings other than annual general meetings shall be called extraordinary general meetings.
7. Convening General Meetings. The Directors may convene general meetings. Extraordinary general meetings may also be convened on such requisition, or in default, may be convened by such requisitionists and in such manner as may be provided by the Acts. If at any time there are not within the State sufficient Directors capable of acting to form a quorum, any Director or any two members of the Company may convene an extraordinary general meeting in the same manner as nearly as possible as that in which general meetings may be convened by the Directors.
8. Notice of General Meetings.
 - (a) Subject to the provisions of the Acts allowing a general meeting to be called by shorter notice, an annual general meeting and an extraordinary general meeting called for the passing of a special resolution shall be called by at least twenty-one clear days' notice and all other extraordinary general meetings shall be called by at least fourteen clear days' notice. The notice shall specify the time and place of the meeting and the general nature of the business to be transacted. It shall also give particulars of any Directors who are to retire by rotation or otherwise at the meeting and of any persons who are recommended by the Directors for appointment or re-appointment as Directors at the meeting, or in respect of whom notice has been duly given to the Company of the intention to propose them for appointment or re-appointment as Directors at the meeting. The notice shall be given to all the members and to the Directors and the Auditors.
 - (b) The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings at the meeting.
 - (c) Expressions referring to writing shall, unless the contrary intention appears, be construed as including references to printing, lithography, photography, and any other modes of representing or reproducing words in a visible form. The expression "executed" shall include any mode of execution whether under seal or under hand.
 - (d) Unless the context otherwise requires, words or expressions contained in these Articles shall bear the same meaning as in the Acts but excluding any statutory modification thereof not in force when these Articles become binding on the Company.

- (e) References to Articles are to Articles of these Articles. The headings and captions included in these Articles are inserted for convenience of reference only and shall not be considered a part of or affect the construction or interpretation of these Articles.

9. Written Resolutions: Subject to Section 141 of the Companies Act, 1963, a resolution in writing signed by all the members for the time being entitled to attend and vote on such resolution at a general meeting (or being bodies corporate by their duly authorised representatives) shall be as valid and effective for all purposes as if the resolution had been passed at a general meeting of the Company duly convened and held, and if described as a special resolution shall be deemed to be a special resolution within the meaning of the Act.

PART IV - PROCEEDINGS AT GENERAL MEETINGS

10. Quorum for General Meetings.

- (a) No business other than the appointment of a chairman shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business. Except as provided in relation to an adjourned meeting, twenty per cent of the registered membership of the Company, shall be a quorum.
- (b) If such a quorum is not present within half an hour from the time appointed for the meeting, or if during a meeting a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place, or to such time and place as the Directors may determine. If at the adjourned meeting such a quorum is not present within half an hour from the time appointed for the meeting, the Directors present may by majority vote determine a lesser number as the quorum for that meeting.

11. Determination of Resolutions: At any general meeting a resolution put to the vote of the meeting shall be decided on a show of hands unless before, or on the declaration of the result of, the show of hands a poll is duly demanded. Unless a poll is so demanded a declaration by the Chairman that a resolution has been carried or carried unanimously, or by a particular majority, or lost, or not carried by a particular majority and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution. The demand for a poll may, before the poll is taken, be withdrawn but only with the consent of the Chairman and a demand so withdrawn shall not be taken to have invalidated the result of a show of hands declared before the demand was made.

12. Director's and Auditors' Right to Attend at General Meetings. A Director shall, notwithstanding that he is not a member, be entitled to attend and speak at any general meeting. The Auditors shall be entitled to attend any general meeting and to be heard on any part of the business of the meeting which concerns them as the Auditors.
13. Adjournment of General Meetings. The Chairman may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time (or sine die) and from place to place, but no business shall be transacted at any adjourned meeting other than business which might properly have been transacted at the meeting had the adjournment not taken place. Where a meeting is adjourned sine die, the time and place for the adjourned meeting shall be fixed by the Directors. When a meeting is adjourned for fourteen days or more or sine die, at least seven clear days' notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Save as aforesaid it shall not be necessary to give any notice of an adjournment.
14. Chairman of General Meetings.
- (a) The chairman of the Board of Directors or, in his absence, some other Director nominated by the Directors shall preside as chairman at every general meeting of the Company. If at any general meeting neither of such persons shall be present within fifteen minutes after the time appointed for the holding of the meeting and willing to act, the Directors present shall elect one of their number to be chairman of the meeting and, if there is only one Director present and willing to act, he shall be chairman.
 - (b) If at any meeting no Director is willing to act as chairman or if no Director is present within fifteen minutes after the time appointed for holding the meeting, the members present shall choose one of their number to be chairman of the meeting.
15. Entitlement to Demand a Poll. Subject to the provisions of the Acts, a poll may be demanded:-
- (a) by the chairman of the meeting;
 - (b) by at least two members present (in person or by proxy) having the right to vote at the meeting; or
 - (c) by any member or members present (in person or by proxy) representing not less than one-tenth of the total voting rights of all the members having the right to vote at the meeting.

16. Taking of a Poll.

- (a) A poll shall be taken in such manner as the Chairman directs and he may appoint scrutineers (who need not be members) and fix a time and place for declaring the result of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
- (b) A poll demanded on the election of a chairman or on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken either forthwith or at such time (not being more than thirty days after the poll is demanded) and place as the chairman of the meeting may direct. The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which the poll was demanded. If a poll is demanded before the declaration of the result of a show of hands and the demand is duly withdrawn, the meeting shall continue as if the demand had not been made.
- (c) No notice need be given of a poll not taken forthwith if the time and place at which it is to be taken are announced at the meeting in respect of which it is demanded. In any other case at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.

17. Votes of Members. Votes may be given either personally or by proxy. On a show of hands every member present in person and every proxy shall have one vote, so, however, that no individual shall have more than one vote, and on a poll every member present in person shall have one vote and every proxy shall have one vote for every member for whom he shall have been appointed as proxy.

18. Proxy Voting. The instrument appointing a proxy shall be in writing in any usual form or in any other form which the Directors may approve and shall be executed by or on behalf of the appointor. The signature on such instrument need not be witnessed. Any person who is appointed as a proxy shall himself or herself be a member of the Company as defined by Article 3.

19. Deposit of Proxy Instruments. The instrument appointing a proxy and any authority under which it is executed or a copy, certified notari ally or in some other way approved by the Directors, shall be deposited at such place or one of such places (if any) within the State as may be specified for that purpose in or by way of note to the notice convening the meeting (or, if no place is so specified, at the Office) not less than forty-eight hours before the time appointed for the holding of the meeting or adjourned meeting or (in the case of a poll taken otherwise than at or on the same day as the meeting or adjourned meeting) for the taking of the poll at which it is to be used, and in default shall not be treated as valid. Provided that:-

- (a) in the case of a meeting which is adjourned to, or a poll which is to be taken on a date which is less than seven days after the date of the meeting which was adjourned or at which the poll was demanded, it shall be sufficient if the instrument of proxy and any such authority and certification thereof as aforesaid, is lodged with the Secretary at the commencement of the adjourned meeting or the taking of the poll; and
 - (b) an instrument of proxy relating to more than one meeting (including any adjournment thereof) having once been so delivered for the purposes of any meeting shall not require again to be delivered for the purposes of any subsequent meeting to which it relates.
20. Effect of Proxy Instruments. Deposits of an instrument of proxy in respect of a meeting shall not preclude a member from attending and voting at the meeting or at any adjournment thereof. The instrument appointing a proxy shall, unless the contrary is stated therein, be valid as well for any adjournment of the meeting as for the meeting to which it relates.
21. Effect of Revocation of Proxy. A vote given or poll demanded by proxy or by the duly authorised representative of a body corporate shall be valid notwithstanding the previous determination of the authority of the person voting or demanding a poll unless notice of the determination was received by the Company at the office, or at such other places at which the instrument of proxy was duly deposited, before the commencement of the meeting or adjourned meeting at which the vote is given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll.
22. Chairman's Casting Vote. Where there is an equality of votes, whether on a show of hands or on a poll, the chairman of the meeting at which the show of hands takes place or at which the poll is demanded, shall be entitled to a casting vote in addition to any other vote he may have.
23. Time for Objecting to Voting. No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at such meeting shall be valid. Any such objection made in due time shall be referred to the chairman of the meeting whose decision shall be final and conclusive.

Part V – Directors

24. Number of Directors. Unless otherwise determined by ordinary resolution, the number of Directors shall not be more than eleven.

25. Election/ Appointment of Directors. Directors of the company will be elected at the Annual General Meeting of the Company as follows:

a) Community and Special Members

Persons nominated by those members who are Community and Special Members as specified in Article 3 (a) shall be elected by secret ballot, and the three achieving the highest totality of votes shall be deemed to be elected. In the event of only three persons being nominated those three shall be deemed to be elected. Any person who is nominated for the position of Director by those member who are community and special members shall himself or herself belong to a Community and Special member organisation as defined by article 3 (a).

b) Volunteer Members

Persons nominated by those members who are Volunteer Members as specified in Article 3 (b) shall be elected by secret ballot, and the two achieving the highest totality of votes shall be deemed to be elected. In the event of only two persons being nominated those two shall be deemed to be elected. Any person who is nominated for the position of Director by those members who are Volunteer Members shall himself or herself be a volunteer member as defined by Article 3(b).

c) Business and Corporate Member

Up to two nominees of those members who are business and corporate members as specified in Article 3 (c) may be elected according to a procedure to be determined by the Board and endorsed at a General Meeting of the Company, and these shall be deemed to be elected by the Annual General Meeting.

d) Employer and Employee Representative Group Members

One Nominee of those Members who are Employer and Employee Representative Group Members as specified in Article 3 (d) may be elected according to a procedure to be determined by the board and endorsed at a General Meeting of the Company, and he/she shall be deemed to be elected by the Annual General Meeting.

e) Statutory Body Members (3)

Three Directors shall be appointed to this category each year made up as to one nomination from Dublin City Council, one nomination from Dublin Docklands Development Company Limited and one nomination from Dublin Port Company. (RESOLUTION PASSED EGM 13th Dec 2010)

PROVIDED HOWEVER that all current members of the Board of Directors shall remain in the office until the 31st July 1999 or the second Annual General Meeting following the adoptions of these Articles, whichever shall be the first in time. Current members shall continue as representatives of the categories of membership currently represented by them but where such a category of membership has ceased to exist, that Director shall be deemed to represent the category of which that Director is now a member.

PART VI - POWERS OF DIRECTORS

26. Directors' Powers. Subject to the provisions of the Acts, the Memorandum of Association of the Company and these Articles and to any directions given by special resolution, the business of the Company shall be managed by the Directors who may exercise all the powers of the Company. No alteration of the Memorandum of Association of the Company or of these Articles and no such direction shall invalidate any prior act of the Directors which would have been valid if that alteration had not been made or that direction had not been given. The powers given by this Article shall not be limited by any special power given to the Directors by these Articles and a meeting of Directors at which a quorum is present may exercise all powers exercisable by the Directors.
27. Power to Delegate. The Directors shall, subject to such general conditions as they may apply, delegate the day to day operation of the Radio Station to a Management Committee. The Management Committee will comprise five people selected by the Directors for their particular skills and ability to carry out specific roles on the Committee as set out in Article 28.
28. Management Committee. The Management Committee will comprise the following five persons:
- | | |
|---------------------|--|
| Programme Manager - | Responsible for all aspects of scheduling, production and presentation. |
| Administrator - | Responsible for all administrative aspects of station management, personnel and training. |
| Resources Officer - | Responsible for all aspects of station fundraising, finance and promotions. |
| Technical Manager - | Responsible for all aspects of the operation, supervision, installation and maintenance of all technical equipment. |
| Community Officer - | Responsible for the co-ordination of all local and community inputs and involvement in the station and for the development and management of a local news and information gathering network. |

The Management Committee will be responsible for the day to day running of the radio station and each of the five officers who comprise this Committee will be obliged to develop and manage the necessary structures for the operation of his/her area of station responsibility.

The proceedings of the Management Committee shall be governed by the provisions of these Articles regulating the proceedings of Directors so far as they are capable of applying.

29. Appointment of Attorneys. The Directors may from time to time and at any time by power of attorney appoint any company, firm or person or body of persons, whether nominated directly or indirectly by the Directors, to be the attorney or attorneys of the Company for such purposes and with such powers, authorities and discretions (not exceeding those vested in or exercisable by the Directors under these Articles) and for such period and subject to such conditions as they may think fit, and any such power of attorney may contain such provisions for the protection of persons dealing with any such attorney as the Directors may think fit, and may also authorise any such attorney to delegate all or any of the powers, authorities and discretions vested in him.
30. Local Management. The Directors may establish any committees, local boards or agencies for managing any of the affairs of the Company, either in the State or elsewhere, and may appoint any persons to be members of such committees, local boards or agencies and may fix their remuneration and may delegate to any committee, local board or agent any of the powers, authorities and discretions vested in the Board with power to sub-delegate and any such appointment or delegation may be made upon such terms and subject to such conditions as the Board may think fit, and the Board may remove any person so appointed, and may annul or vary any such delegation, but no person dealing in good faith without notice of any such annulment or variation shall be affected thereby.
31. Borrowing Powers. The Directors may exercise all the powers of the Company to borrow money, and to mortgage or charge its undertaking, property and uncalled capital, and to issue debentures and other securities, whether outright or as collateral security for any debt, liability or obligation of the Company or of any third party.

**PART VII - APPOINTMENT, RETIREMENT AND
DISQUALIFICATION OF DIRECTORS**

32. Appointment of Directors.

- (a) The Company may by ordinary resolution appoint a person to be a Director either to fill a vacancy or as an additional Director. Such appointments are subject to the terms of Article 25 of these Articles;
- (b) The Directors may appoint a person who is willing to act to be a Director, either to fill a vacancy or as an additional Director provided that the appointment does not cause the number of Directors to exceed any number fixed by or in accordance with these Articles as the maximum number of Directors. Such appointments shall be in accordance with the representational breakdown detailed in Article 25 of these Articles; A Director so appointed shall hold office only until the next following annual general meeting and, if not then re-appointed, shall vacate office;
- (c) At each annual general meeting of the Company all the Directors shall retire from office, save as where otherwise provided in Article 25(b). A Director who retires at an annual general meeting may, if willing to act be re-appointed. If he is not re-appointed (or deemed to be re-appointed pursuant to these Articles) he shall retain office until the meeting appoints someone in his place or, if it does not do so, until the end of the meeting.

33. Deemed Reappointment. If the Company, at the meeting at which a Director retires, does not fill the vacancy the retiring Director shall, if willing to act, be deemed to have been re-appointed, unless at the meeting it is resolved not to fill the vacancy or unless a resolution for the reappointment of the Director is put to the meeting and lost.

34. Disqualification of Directors. The office of a Director shall be vacated if:-

- (a) he ceases to be a Director by virtue of any provision of the Acts or he becomes prohibited by law from being a Director;
- (b) he becomes bankrupt or makes any arrangement or composition with his creditors generally;
- (c) becomes the subject of a Restriction Order made under Section 150 of the Companies Act, 1990;
- (d) becomes the subject of a Disqualification Order made under Section 160 of the Companies Act, 1990;

- (j) in the opinion of a majority of his co-Directors he becomes incapable by reason of mental disorder of discharging his duties as a Director;
- (k) he resigns his office by notice to the Company;
- (l) he is convicted of an indictable offence and the Directors determine that as a result of such conviction he should cease to be a Director;
- (m) he shall for more than six consecutive months have been absent without permission of the Directors from meetings of the Directors held during that period, and the Directors pass a resolution that he has by reason of such absence vacated office; or
- (i) he is required in writing by a majority of his co-Directors to resign, but so that if he holds an appointment to an executive office which thereby automatically determines such removal shall be deemed an act of the Company and shall have effect without prejudice to any claim for damages for breach of any contract of service between him and the Company.

PART VIII - PROCEEDINGS OF DIRECTORS

- 35. Regulation and Convening of Directors' Meetings. Subject to the provisions of these Articles the Directors may regulate their proceedings as they think fit. A Director may, and the Secretary at the request of a Director shall, call a meeting of the Directors. Any Director may waive notice of any meeting and any such waiver may be retrospective. If the Directors so resolve, it shall not be necessary to give notice of a meeting of Directors to any Director who, being a resident in the State, is for the time being absent from the State.
- 36. Voting at Directors' Meetings. Questions arising at any meeting of Directors shall be decided by a majority of votes. Where there is an equality of votes, the chairman of the meeting shall have a second or casting vote.
- 37. Quorum for Directors' Meetings.
 - (a) The quorum for the transaction of the business of the Directors may be fixed by the Directors and unless so fixed at any other number shall be five.
 - (b) The continuing Directors or a sole Director may act notwithstanding any vacancies in their number but, if the number of Directors is less than the number fixed as the quorum, they may act only for the purpose of filling vacancies or of calling a general meeting.

38. Telecommunication Meetings. Any Director may participate in a meeting of the Directors or any committee of the Directors by means of conference telephone or other telecommunications equipment by means of which all persons participating in the meeting can hear each other and such participation in a meeting shall constitute presence in person at the meeting.
39. Chairman of Board of Directors. At their first meeting after the Annual General Meeting, the Directors shall elect a chairman who shall hold office until the next Annual General Meeting. If at any meeting the chairman is unwilling to act or is not present within five minutes after the time appointed for holding the same, the Directors present may choose one of their number to be chairman of the meeting.
40. Validity of Acts of Directors. All acts done by any meeting of the Directors or of a committee of Directors or by any person acting as a Director shall, notwithstanding that it be afterwards discovered that there was some defect in the appointment of any such Director or person acting as aforesaid, or that they or any of them were disqualified from holding office or had vacated office, be as valid as if every such person had been duly appointed and was qualified and had continued to be a Director and had been entitled to vote.
41. Directors' Resolutions in Writing. A resolution in writing signed by all the Directors entitled to receive notice of a meeting of Directors or of a committee of Directors shall be as valid as if it had been passed at a meeting of Directors or (as the case may be) a committee of Directors duly convened and held and may consist of several documents in the like form each signed by one or more Directors.

PART IX - THE SECRETARY

42. Appointment of Secretary. The Secretary shall be elected by the Directors from among their number for such term and upon such conditions as they may think fit and any Secretary so appointed may be removed by them.




PART X - THE SEAL

43. Use of Seal. The Directors shall ensure that the common seal of the Company shall only be used by the authority of the Directors or of a committee authorised by the Directors.
44. Signature of Sealed Instruments. Every instrument to which the common seal shall be affixed shall be signed by a Director and shall also be signed by the Secretary or by a second Director or by some other person appointed by the Directors for the purpose.

PART XI - NOTICES

45. Notices in Writing. Any notice to be given, served or delivered pursuant to these Articles shall be in writing.
46. Service of Notices.
- (a) A notice or document to be given, served or delivered in pursuance of these Articles may be given to, served on or delivered to any member by the Company:
 - (i) by handing same to him or his authorised agent;
 - (ii) by leaving the same at his registered address; or
 - (iii) by sending the same by the post in a pre-paid cover addressed to him at his registered address.
 - (b) Where a notice or document is given, served or delivered pursuant to sub-paragraph (a) (i) or (ii) of this Article, the giving, service or delivery thereof shall be deemed to have been effected at the time the same was handed to the member or his authorised agent, or left at his registered address (as the case may be).
 - (c) Where a notice or document is given, served or delivered pursuant to sub-paragraph (a) (iii) of this Article, the giving, service or delivery thereof shall be deemed to have been effected at the expiration of twenty-four hours after the cover containing it was posted. In proving such service or delivery it shall be sufficient to prove that such cover was properly addressed, stamped and posted.
47. Deemed Receipt of Notices. A member present, either in person or by proxy, at any meeting of the Company or the holders of any class of shares in the Company shall be deemed to have received notice of the meeting and, where requisite, of the purposes for which it was called.

Names, addresses and descriptions of subscribers:

1. Ther. Walsh 45. Clarendon Ave. Glencree Dublin 11
School Principal
2. Deane Lynch 53, Roselawn Road, Blandfordstown, D. 9.
Local Government Officer
3.  26 BRISTOL LANE, DUBLIN 15
Solicitor
4. Del. Heptel 217 Sack St., Dublin, DUBLIN
Insurance Broker
5. Angela O'Connor 9 Brandon Rd D 12
Housewife
6.  8 Maple St. Clonsilla, DUBLIN 11.
Leisureing Consultant
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Theatre Director

Dated this 20th day of Feb. 1992

Witness to the above signatures:

Jack Pittiper

NUMBER
189355

Certificate of Incorporation

I hereby certify that

DUBLIN PUBLIC SERVICE RADIO ASSOCIATION
LIMITED

is this day incorporated under
the Companies Acts 1961 to 1993
and that the company is limited.

Given under my hand at Dublin, this
Tuesday, the 3rd day of March, 1993


For Registrar of Companies

| | |
|-----------------------|--------|
| Fees and Deed Stamps | 141.00 |
| Stamp Duty on Capital | 0.00 |

APPENDIX 5

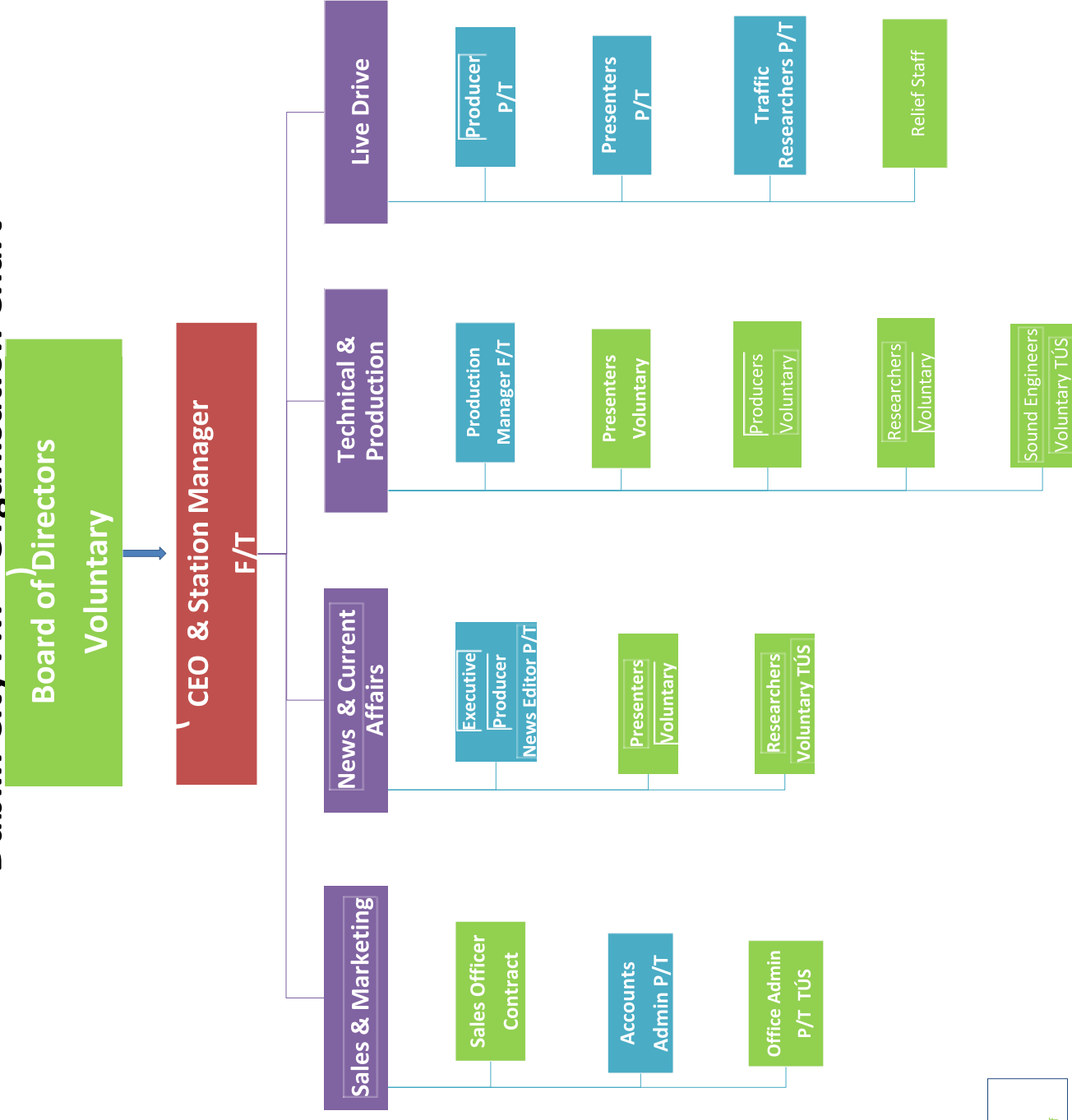
APPENDIX 5

4.2.5 Please provide the names and home addresses of all the current members of the Applicant and identify the categories of membership to which such members belong:

We closely guard and protect any confidential information which we hold about our members and are fully compliant with the Data Protection Regulations. In the circumstances we are reluctant to provide this information in a public document however we are happy to provide this information through our solicitor if requested.

APPENDIX 6

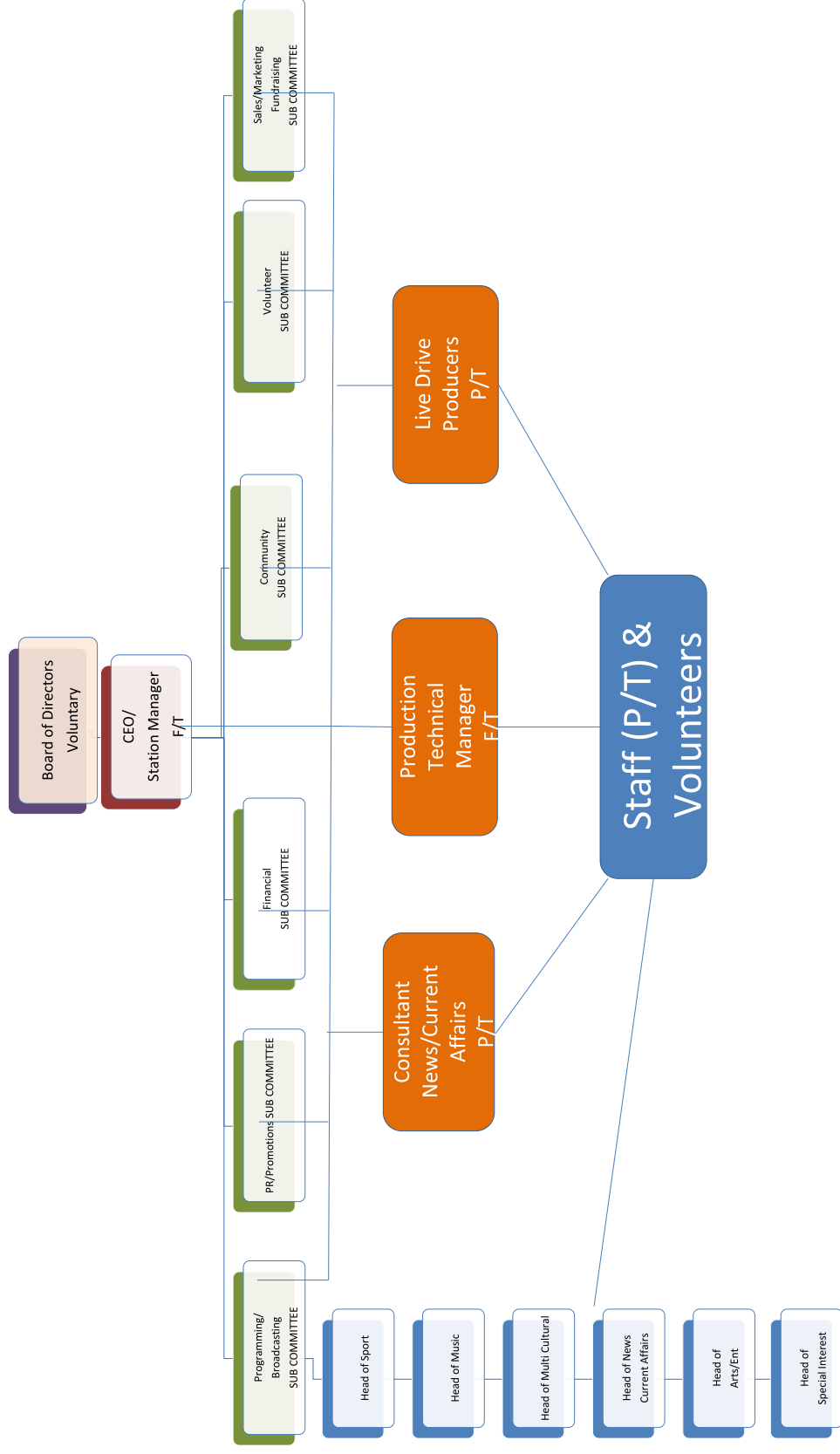
Dublin City FM – Organisation Chart



Red – Senior staff
 Purple – Departments
 Blue – employees
 Green – Voluntary/TÚS or relief

DUBLIN CITY FM

MANAGEMENT STRUCTURE



APPENDIX 7

Dublin City FM

Staff Handbook

Your Guide to Our Human Resource & Company Policies

Unit 6 Docklands Innovation Park, East Wall Road, East Wall, Dublin 3.

PH: 01 865 8020

www.dublincityfm.ie

TABLE OF CONTENTS

| | |
|---|-----------|
| INTRODUCTION TO DUBLIN CITY FM | 3 |
| HOW TO USE YOUR HANDBOOK | 3 |
| DIGNITY & RESPECT IN THE WORKPLACE | 4 |
| EMPLOYMENT EQUALITY ACT | 5 |
| Harassment | 5 |
| Bullying | 6 |
| Complaints Procedure | 8 |
| Informal Procedure | 8 |
| Formal Procedure | 9 |
| Equality & Diversity Awareness | 10 |
| DISCIPLINARY POLICY | 14 |
| GRIEVANCE POLICY | 18 |
| HEALTH & SAFETY POLICY | 19 |
| INTERNET USAGE POLICY | 20 |
| LEAVE POLICY | 23 |
| Annual Leave Policy | 23 |
| Sick Leave Policy | 25 |
| MOBILE PHONE USAGE POLICY | 28 |
| PERFORMANCE MANAGEMENT POLICY | 28 |
| PROBATION PERIOD | 29 |
| RECRUITMENT & SELECTION | 29 |
| REMUNERATION & SALARY REVIEWS | 30 |
| SOCIAL MEDIA USAGE POLICY | 31 |
| TRAINING AND DEVELOPMENT POLICY | 34 |
| WHISTLEBLOWING POLICY | 35 |

INTRODUCTION TO DUBLIN CITY FM

Together, this Handbook and specific Company policies and the employee's contract of employment constitute the employee's contract of employment with the Company. The terms of contract that are specific to each employee are contained in their letter and their contract. The standard terms of each contract are as stated in this handbook unless specifically covered in each contract of employment or any additional amendment letters or policies that may follow. The terms of the contract supersede the handbook. This handbook will be continually updated to reflect changes in employment law and any new procedures and practices within the Company.

If there are any items in an employee's contract that are not fully understood, please contact your Supervisor or Manager. The Company reserves the right to alter the terms of each contract, normally to improve them, but in most instances employees will be notified in writing in advance of such changes. Employees will have the opportunity to discuss them with either their supervisor or manager. An offer of employment is made upon certain conditions, which are described in each contract of employment. While some policies are Legislation/Contractually binding others may change on a continual basis as per Company requirements.

Please return a signed copy of this letter to confirm acceptance of these terms.

PRINT NAME OF EMPLOYEE:

SIGNATURE OF EMPLOYEE: DATE:

HOW TO USE THIS HANDBOOK

This Handbook is designed to give an introduction to Dublin City FM as a Company. Inside there are details on policies and procedures that will answer employees' questions both now and throughout employment with the Company. It will give employees an opportunity to learn more about Dublin City FM and the way we operate. This Handbook is currently in progress on a continual basis. Please keep this handbook safe as it will prove an invaluable reference tool.

DIGNITY & RESPECT IN THE WORKPLACE POLICY

Dublin City FM is committed to creating an environment that promotes equality and dignity at work. We are committed to treating all employees, customers and business contacts equally, regardless of gender, marital status, family status, sexual orientation, religious belief, age, disability, race or membership of the traveller community.

The Company believes that embracing equality and diversity in the workplace benefits not just the Company but also individual employees, and our customers/clients. All our employees bring their own background, work style, distinct capabilities, experience and characteristics to their work. We recognise that our talented and diverse workforce reflects the diversity of our customers and markets and we want to utilise the widest range of skills, knowledge and experience in our business while complying with legislation.

As well as treating people with dignity and respect, Dublin City FM strives to create a supportive environment in which all employees can flourish and reach their full potential, regardless of differences, experience or education. Harnessing the wide range of perspectives this diversity promotes innovation and helps make us more creative and competitive which is at the heart of our values.

The Company will formulate and implement policies and practices that value diversity, provide equality of opportunity and ensure that no job applicant, employee, customer or business associate receives less favourable treatment on any of the nine aforementioned grounds. We will also ensure that other policies and procedures reflect our commitment to treating people fairly, promoting an integrated way of working and respecting the dignity of employees at all times. Managers are expected to promote an integrated workplace and proactively eliminate any potential inequities that may run counter to Dublin City FM policy.

Our recruitment policy reflects our belief that diversity in all areas, including cultural, generational, language and national backgrounds, is necessary in helping us succeed in our industry. The company will not discriminate against any prospective employee during the recruitment process. Interviews will be carried out objectively and individuals will be judged on merit and their ability to do the job. The company will offer the same development and training opportunities to all employees to achieve high standards of performance. The company rewards excellence and employees will be promoted on the basis of merit.

THE LAW

Dignity & Respect at work is determined by various Acts in National Legislation:

- Industrial Relations Act, 1946 – 1990
- Employment Equality Acts 1998 and 2004
- Equal Status Acts, 2000 and 2004
- Safety, Health & Welfare at Work Acts, 1989 & 2005
- Prohibition of Incitement to Hatred Act, 1989

EMPLOYMENT EQUALITY ACT 1998

The Employment Equality Act, 1998 protects employees from harassment and sexual harassment by the employer, fellow employees, clients, customers and other business contacts including any person with whom the employer might reasonably expect the employee to come into contact in the workplace. This may include those who supply or deliver goods/services to the employer, maintenance and other types of professional contractors as well as volunteers.

HARASSMENT

Harassment that is based on the following grounds – marital status, family status, sexual orientation, religion, age, disability, race, or traveller community ground - is a form of discrimination in relation to conditions of employment. The Employment Equality Act, 1998 expressly prohibits harassment under Section 32 and provides a definition of harassment. The definition of harassment includes: 'any act or conduct including spoken words, gestures or the production, display or circulation of written words, pictures or other material constitutes harassment if the action or other conduct is unwelcome and could reasonably be regarded, in relation to a person's relevant characteristic, as offensive humiliating or intimidating. The harassment has to be based on the relevant characteristic of the employee whether it be the employee's marital status, family status, sexual orientation, religious belief (or none), age, disability, race, colour, nationality or ethnic or national origin or membership of the traveller community'.

The protection of the Act extends to situations where the employee does not have the relevant characteristic but the harasser believes that he/she has that characteristic. There are many forms of harassment including (also see Appendix A):

1. Verbal Harassment – jokes, comments, ridicule or songs
2. Written Harassment – faxes, text messages, emails or notices
3. Non-verbal Harassment –
 - Jostling, shoving or any form of assault;
 - Gestures, posturing or threatening poses;
 - Visual displays such as posters, emblems or badges;
 - Isolation or exclusion from workplace social activities;
 - Pressure to behave in a manner that the employee thinks is inappropriate; e.g. being required to dress in a manner unsuited to a person's ethnic or religious background.

SEXUAL HARASSMENT

The Employment Equality Act, 1998 expressly prohibits sexual harassment under Section 23 and provides a definition of sexual harassment. The definition of sexual harassment includes: 'any acts of physical intimacy request for sexual favours other act or conduct including spoken words, gestures, or the production, display or circulation of written words, pictures or other material that is unwelcome and could reasonably be regarded as sexually offensive, humiliating or intimidating'.

Section 23 only prohibits sexual harassment of a female by a male or a male by a female. However, for the purposes of this policy, the procedure outlined in this policy applies equally to incidents of same sex harassment.

Forms of Sexual Harassment. (see also Appendix A):

Many forms of behaviour can constitute sexual harassment and a single incident may constitute sexual harassment. The following is a listing of potential forms of sexual harassment, which is not exhaustive:

Verbal Harassment

- Unwelcome sexual advances, propositions, or pressure for sexual activity;
- Unwelcome pressure for social contact;
- Sexually suggestive jokes, remarks or innuendoes.

Physical harassment

- Unwelcome physical contact such as groping, pinching, patting,
- Unnecessary touching or brushing against another person's body;
- Indecent exposure; • Unwelcome fondling or kissing;
- Sexual assault or rape.

Non-verbal/visual harassment

- The display of sexually suggestive or pornographic pictures and calendars, objects, written materials, emails, text messages or faxes;
- Leering, offensive gestures, whistling.

It is important to note the relevance of two words, Purpose and Effect in the definition of both harassment and sexual harassment. Employees need to be vigilant as harassment or sexual harassment of an individual may not always be intentional. If the conduct has the end Effect of harassment or sexual harassment then it will be deemed as such.

BULLYING

Bullying occurs in many guises and reveals itself through obvious and direct methods as well as in less direct and subtle forms. It can occur within peer groups (employees on the same grade), from management to employee and from employee to management.

Definition of Bullying

Bullying not linked to one of the above discriminatory grounds is not covered by the Employment Equality Act, 1998. For the purposes of this policy the definition of bullying is that set out in the Report of the Task Force on the Prevention of Workplace Bullying and is as follows:

'Workplace bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the

individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work but, as a once off incident, is not considered to be bullying'.

Types Of Bullying (see also Appendix A):

Bullying may be categorized in a number of forms including behaviour that may:

- Humiliate: Preventing a colleague from speaking by using aggressive and/or obscene language, sneering or ridicule including horseplay or practical jokes, and criticising their efforts often in front of others;
- Intimidate: physical abuse or threats of abuse, open aggression threats staring, shouting abuse or obscenities; Verbal abuse: persistent unwarranted criticism;
- Victimize: manipulation of colleagues reputation by rumour, gossip ridicule and/or innuendo;
- Exclude and isolate: social exclusion and isolation;
- Intrude: through pestering, spying or stalking;
- Manipulate the nature of work by withholding information, setting meaningless tasks, giving repeated unreasonable assignments or duties that are obviously unfavourable to one individual, giving repeated impossible deadlines or impossible tasks, or regularly taking the credit for somebody's work, but never taking the blame when things go wrong;
- Undermine a person's authority.

Interpersonal Conflict

Interpersonal conflict will not always be defined as bullying behaviour. However, for the purposes of ensuring a safe and friendly working environment, it will however be deemed unacceptable workplace behaviour. In particular where such behaviour may include the following:

- Direct inappropriate comments, use of 'nick names', sarcasm, snide remarks and inappropriate jokes or banter directed towards a colleague at any level in the Company. It does not exonerate the offence if conducted in a language not understood by the person being ridiculed!
- It can also arise where colleagues are ignored, avoided or shunned in a manner likely to be hurtful or disrespectful.
- Jokes or comments directed at or referring to a colleague could be thought amusing by some but to others prove unpleasant, uncomfortable or hurtful.

EFFECTS OF HARASSMENT, SEXUAL HARASSMENT AND BULLYING

Harassment, sexual harassment and bullying exact a high price from employees and employers alike. Employees can be subject to fear, stress and anxiety, which may put great strains on personal and family life. Individuals working in a climate of fear and resentment do not perform to their capabilities. The result is not just the terrible personal effects for the person concerned but also poor morale and increased absenteeism, higher labour turnover, reduced productivity, reduced efficiency

and divided teams. If the matter is resolved by mediation/informal procedures no disciplinary action may be taken.

COMPLAINTS PROCEDURE

Should an employee experience or observe unwanted conduct as is any of the foregoing, he or she is encouraged to raise the issue so that it can be resolved speedily. Informal and formal procedures are in place to deal with the issue of harassment/sexual harassment or bullying at work. Any procedure, informal or formal, will be completed as quickly as possible.

Dealing with the Issue Directly

In the majority of cases the most effective and efficient way of dealing with a problem or potential problem is to speak directly with the person/s concerned as quickly as possible. It is important to explain to the person/s that their behaviour is inappropriate, unwelcome, improper or offensive. The person/s should be asked to stop the behaviour.

They may not have realised the nature or effect of what they were doing or had done. This can seem extremely difficult to manage but is generally worth the effort and with great results. However, if this intervention fails or if it proves too difficult to do, company procedures, either informal or formal are in place to facilitate the resolution of the problem. No record of a complaint shall be entered in an employee's personnel file unless the matter is dealt with under the Formal/Disciplinary procedures.

INFORMAL PROCEDURES

A person may seek help and advice on a confidential basis from a designated contact person/or the appointed HR Resource (THIS HAS TO BE AGREED), particularly where a person finds it difficult to approach the alleged perpetrator(s) directly as in the foregoing section.

- The role of the designated contact person is not to judge but rather to provide advice and assistance about the company's policy and options to resolve a concern.
- Having consulted with the contact person, the complainant may request the assistance of a manager or supervisor in raising the issue with the alleged perpetrator(s). In this situation the approach of the manager or supervisor or the appointed HR support should be by way of a confidential, non-confrontational discussion with a view to resolving the issue in an informal, low key manner.
- A complainant may decide for whatever reason to bypass the informal procedure. Choosing not to use the informal procedure will not reflect negatively on a complainant in the formal procedure.
- It is recognised that it may not always be practical to use the informal procedure, particularly where the harassment or bullying is serious or where the people involved are at different levels in the company. In such instances the complainant should use the formal procedure as set out below or as discussed with the designated contact person.

If mediation/informal procedures breaks down or fails to achieve its goal, the only other option is to have the matter resolved by investigation. If possible the same person may not conduct both the informal and formal processes, however depending on their perceived independence and expertise in the matter they may be involved in both processes.

FORMAL PROCEDURES

Formal procedures will be undertaken quickly and as confidentially as possible in a sensitive manner while ensuring fairness to all concerned (taking into consideration that they may have been preceded by the informal procedures).

- An allegation will be considered formal if it is received in a written format or by a statement/complaint prepared on behalf of the complainant.
- The complaint will be subject to an initial examination by a designated member of management or the appointed HR support, who can be considered impartial, with a view to determining an appropriate course of action.
- An appropriate course of action at this stage, for example, could be to explore the use of mediation or to examine if the issue can be resolved informally. Should such options be deemed inappropriate or inconclusive, a formal investigation of the complaint will take place with a view to determining the facts and the credibility or otherwise of the allegation(s).
- The complaint will then be investigated by the company in response to any formal allegation of harassment or bullying presented to Dublin City FM Management/HR Support.
- The management will elect an appropriate panel of management/other/s) to investigate the allegations. The panel will first meet with the complainant.
- In the interests of natural justice the alleged bully or harasser will be notified in writing of the nature of the complaint, given a copy of the allegation, informed of his or her right to representation and will be given every opportunity to rebut the allegations made before the first meeting.
- The investigation will be completed at the earliest possible date unless there are exceptional circumstances.
- While it is desirable to maintain utmost confidentiality, once an investigation begins it may be necessary to interview other employees. If this is so, the importance of confidentiality will be stressed to them as well as the parties directly involved. In some circumstances relevant witnesses may also be invited to meet with the investigating panel.
- Any statements taken from employees/witnesses will be presented back to them for their comments before any conclusion is reached in the investigation. A record of all relevant discussions that take place during the investigation will be maintained by Dublin City FM.
- An individual is entitled to request a colleague to attend the meeting with them (in a support role only).
- Any relevant documents should be sourced by the panel to support their investigation. All such documents sourced should be kept in copy form if required at a later date.
- In some circumstances a minute taker may attend the meetings
- A copy of the final report will be held by the Company Managing Director.
- Both parties will be given a copy, in writing, of the conclusions reached by the investigating panel. Both parties will be given an opportunity to comment on the conclusions of the panel before any action is decided upon by management.
- Either party can appeal the decision of the formal investigation in writing within five working days. Strict confidentiality and proper discretion will be maintained at all times, as far as is possible.

- The report based on the panel's investigation will make a finding that the complaint is either without merit or may merit disciplinary action.
- If there is a finding that the complaint was malicious or untrue it may be considered that it merits disciplinary action.
- At all times every effort will be made to maintain full confidentiality for all parties involved in the process including anyone called as a witness.
- Please note that in certain circumstances if a manager has been approached by an individual with an issue they may consider it their duty to initiate an investigation whether or not the complainant wishes the matter dealt with in a formal manner.

ACTION POST INVESTIGATION

Should a case of harassment or bullying be proven then a disciplinary hearing will take place and the Company will take appropriate disciplinary action. The disciplinary action will be taken in line with Dublin City FM disciplinary policy. This can include a warning, transfer, and demotion or other appropriate action up to and including dismissal. Records of any warnings for bullying/ harassment will remain on the employee's file as appropriate.

Regular checks will be made to ensure that the bullying/ harassment has stopped and that there has been no victimisation for referring a complaint in good faith. Retaliation of any kind against an employee for complaining or taking part in an investigation concerning harassment/sexual harassment/bullying at work is a serious disciplinary offence.

Malicious complaints

If a complaint is found to be malicious, then appropriate disciplinary action up to and including dismissal may be imposed, after due process.

Victimisation

Employees will not be penalised, treated less favourably or subject to other adverse treatment because of pursuing rights by way of taking action, supporting action or giving notice of intention to take or support action under equality legislation.

EQUALITY AND DIVERSITY AWARENESS

The company is committed to ensuring that all employees undergo equality and diversity awareness. This awareness includes raising awareness of equality and diversity related issues. The dignity and respect in the workplace policy and legislative requirements will be circulated to all employees and included in induction for all new employees and training sessions for managers, especially those involved in recruitment, selection, and personal progress reviews.

Monitoring

This policy will be reviewed on a regular basis to assess the effectiveness of its implementation and operation in creating a truly integrated workplace and to ensure it is fully kept in line with legislation.

BREACHES OF THE DIGNITY AND RESPECT POLICY IN THE WORKPLACE

Discrimination, harassment and bullying will not be tolerated by Dublin City FM. Breaches of the company's dignity and respect in the workplace policy will be regarded as misconduct and may be subject to disciplinary action under the disciplinary procedure up to and including dismissal. In addition, should employees feel that they have not been treated fairly with regard to employment equality, they may utilise the Dublin City FM grievance procedures.

APPENDIX A

List of behaviours that may constitute harassment/bullying and the list is not exhaustive:

Gender

- Jokes, banter or remarks about women/men generally which are demeaning or derogatory;
- Sexist remarks made to or about an employee;
- Calling someone by a name with a gender-bias;
- Playing jokes on someone who is the only woman/man in an otherwise male/ female workplace/team.

Sex

- Unwelcome fondling, patting or touching;
- Threatened or actual sexual assault;
- Persistent sexual advances or pestering for sexual favours;
- Language of a sexual nature, whether oral or in writing, e.g., sexual remarks made in an email;
- Office gossip or detrimental speculation about an employee's private sexual activities;
- Jokes or banter of a sexual nature;
- Coarse or vulgar humour;
- Sexually suggestive gestures;
- Leering or whistling at someone in a manner that is overtly sexual;
- The display of sexually explicit pictures/postcards/posters/'art';
- Sexually explicit material displayed on computer screens.

Sexual Orientation

- Homophobic remarks or banter made to or about an employee with regard to their sexual orientation;
- Offensive remarks (whether spoken or written) directed at an employee who is, or who is thought to be gay, lesbian, bisexual about their sexual orientation;
- Offensive terminology used to or about gay, lesbian or bisexual employees, deliberate isolation of someone at work or non-cooperation on the grounds of the person's sexual orientation;

- Teasing directed at an employee on account of the fact they have a same –sex partner or family member who is gay, lesbian or bisexual;
- Gestures that are derogatory or demeaning towards gay, lesbian or bisexual people.

Race

- Threatened or actual physical assault motivated by race, colour, ethnic or national origins;
- Language that is racially offensive or derogatory, whether oral or in writing;
- Racist remarks made to or about an employee;
- Calling someone by a name based on race, ethnic or national origin or nationality offensive terminology;
- Deliberate isolation of someone at work or non-cooperation on the grounds of race;
- Racist material displayed on computer screens/posters;
- The conspicuous display of a tattoo or wearing of a shirt or badge that displays a racist or racially offensive slogan.

Religion

- Threatened or actual physical assault motivated by religious differences;
- Derogatory remarks made about a particular religion or about a person on the grounds that he or she observes a particular religion;
- Jokes or banter based on religion;
- Office gossip or detrimental speculation about an employee's religion or religious practices;
- Deliberate isolation of someone at work or non-cooperation on the grounds of the religion or the religious practices;
- Teasing someone on the subject of religious convictions or religious practices;
- The conspicuous display of a tattoo or wearing of a shirt or badge that displays a slogan that is offensive to people of a particular religion;
- The blatant and conspicuous wearing of jewellery with an obvious religious message.

Disability

- Pranks played against a person with a disability;
- Jokes or banter based on disability generally, about a particular type of disability, or about a particular person with a disability;
- Offensive terminology when describing a person with a disability;
- Mimicking someone with a disability, e.g. speech impairment/heard of hearing;
- Deliberate isolation of someone at work or non-cooperation on the grounds of their disability.

Age

- Jokes, banter or remarks about older people generally which are demeaning or derogatory;
- Ageist remarks made to or about an employee;
- Referring to someone using ageist terminology;
- Calling someone a nickname with an age-bias;
- Treating a colleague's idea or suggestion as inferior because of his/her age;
- Teasing directed at an employee on account of the fact that they have a much older or younger partner;
- Practical jokes played on someone for an age-related reason.

Family Status

- Jokes, banter or remarks about people's family status generally.

Member of the Travelling Community

- Jokes, banter or remarks about members of the travelling community generally which are demeaning or derogatory;
- Offensive remarks (whether spoken or written) directed at an employee who is, or who is thought to be a member of the travelling community;
- Deliberate isolation of someone at work or non-cooperation on the grounds of the person being a member of the travelling community.

Marital Status

- Jokes, banter or remarks about a person's marital status.

Bullying

- Shouting or swearing at an individual;
- Persistent, excessive, unfair or unjustified criticism;
- Public humiliation and/or insults;
- Persistent undervaluing of a person's effort;
- Constant ignoring of opinions/in communication processes;
- Withholding information without justification so as to cause difficulty or embarrassment to an individual;
- Unjustified, excessive monitoring and/or supervision;
- Setting someone up for a fall – for example, setting a target/objectives that cannot be achieved;
- Deliberate exclusion from team breaks/meetings;
- Constant changing of targets for no justifiable reason;

- No duties given on a constant basis;
- Unreasonable blocking of requests for leave;
- Aggressive communications;
- Intimidating or threatening behaviour;
- Using position in the company to give a negative picture only of the individual.

DISCIPLINARY PROCEDURES

Purpose

Dublin City FM takes the view, that in the vast majority of cases, individual commitment and performance will be consistent with achieving the company goals. Should difficulties or problems arise the company is committed on a day to day basis to solve the resolution in an open and timely manner. The disciplinary procedures are designed to help and encourage all parties involved to achieve and maintain the required standards of conduct, attendance and job performance. The following procedures will be applied in a fair and reasonable manner with due regard to the rights and responsibilities of the parties concerned. This will include advising an employee of the nature of an alleged offence and giving him/her the opportunity to respond, the right of the employee to representation, the right to defend themselves and the right to appeal the decision. All employees' rights to natural justice and fair procedures will be upheld at all times.

Before the start of any stage in the procedure, the employee will be told of the nature of the complaint against them and no decisions will be made without having been given the opportunity to fully state their case. At all stages of the process, the employee will be made aware of the standards of performance that is expected of them and any necessary assistance to achieve these levels.

Scope

Disciplinary action may be initiated by the company where an employee's conduct, attendance or job performance falls below an acceptable standard. Examples of behaviour that could lead to disciplinary procedures are as follows:

- Persistent patterns of poor time keeping;
- Unauthorised absence from work;
- Failing to follow procedures in respect of absence due to sickness or injury;
- Breach of company's policies and or procedures;
- Negligent or inadequate performance of duty;
- Unprofessional attitude towards colleagues or customers;
- Consistent non-cooperation with colleagues and/or management;
- Gambling on premises or with property;
- Infringement of company e-mail, phone or internet policy;
- Breach of confidence and trust not amounting to gross misconduct;

- Deliberate withholding of information thus obstructing the company from carrying out its work.

The above list is not exhaustive but a guideline.

Key Principles

Before any procedure begins, the employee will be told of the nature of the complaint against them and no decision will be made without them being afforded the opportunity to state their case. At all stages of the disciplinary procedures the employee can choose to be accompanied by a colleague.

There is a right to appeal against any disciplinary action.

All cases of disciplinary action under these procedures will be recorded and placed in the company's records. It must be clearly understood that disciplinary offences cannot be considered in isolation and the cumulative effect of similar offences may be taken into account in the process. Where appropriate, a Performance Improvement Plan (PIP) may be implemented at any stage of the disciplinary procedures.

Dublin City FM reserves the right to depart from the precise requirements of its disciplinary procedures, where in the company's opinion, it is appropriate to do so. Departure from the procedure may include skipping stages of the procedures. In certain circumstances the company also reserves the right to freeze certain benefits while an employee has a sanction on their file.

Investigation & Suspension

If appropriate the company may decide to put the employee on suspension with full basic pay during the investigation. In the event that the company decides to apply suspension, it will in no way imply the guilt or wrongdoing of the employee/s concerned.

Where such a suspension takes place, the contract of employment will continue together with the employee's rights under their contract including the payment of salary. During the period of suspension, the employee will not be entitled to access any of the company's workstations, except at prior request or with the consent of the company and subject to such conditions as the company may impose.

Disciplinary Hearings

In all cases, before any disciplinary action (including warnings) is carried out the following steps will be taken:

1. Prior to the meeting the employee will be informed of the complaint against them.
2. The employee will receive notice of the date of the proposed disciplinary hearing.
3. At the hearing:
 - a. The employee will be informed of the case against them and the supporting evidence.
 - b. The employee will be given the opportunity to state their case.
 - c. The employee can choose to be accompanied by a colleague representative other than an employee that is subject of the current disciplinary action in respect of the same complaint.

- d. The disciplinary hearing may be adjourned if necessary to make further enquiries or for any other reason.
- e. After the hearing the employee will be notified of the decision and the nature of any disciplinary action to be taken. If they are given a written warning they will be given a copy of it. If the employee is to be dismissed they will subsequently receive a letter of dismissal explaining the reason for the dismissal.
- f. The employee will receive notice of the date of the proposed disciplinary hearing.

Note: If the employee fails to attend the hearing when notified, the hearing may continue in their absence unless there are exceptional circumstances that prevent their attendance.

STAGES OF THE DISCIPLINARY PROCEDURE:

1. Counselling

If appropriate, the employee will be counselled by his or her supervisor in relation to his or her need to improve. A PIP may be used to support this stage of the process.

2. Formal Verbal Warning

This is the first stage of the formal disciplinary procedure and would normally be given for a first incident, depending on the nature of that incident, by his or her immediate supervisor. A record of the verbal warning will be kept on the employee's file for a period of six months, and subject to satisfactory improvement will be deactivated after this time. If there is repetition of the unacceptable conduct or there is no satisfactory improvement, then disciplinary action under the next stage/relevant stage of the procedure will follow.

3. First Written Warning

In the event of a further breach or should the issue so warrant, the employee will be issued with a written warning. This warning will be recorded on the employee's personal file. Should there be no further breaches in a nine-month period; the warning will be deemed to have expired. If there is repetition of the unacceptable conduct or other related unacceptable conduct or no satisfactory improvement, then disciplinary action under the next stage of the procedure will be considered.

4. Final Written warning/suspension/demotion/withholding of a benefit.

In the event of yet a further breach or should the issue so warrant, the employee will be given a final written warning. This warning will be recorded on the employee's personal file. At this stage the employee may be suspended without pay, demoted or have a benefit withheld. Should there be no further breaches in a 12 month-period; the warning will be deemed to have expired. In exceptional cases this period may be extended.

5. Dismissal

Following a final warning, if the expected standards are still not reached, dismissal will normally result. In certain circumstances it may be appropriate to consider suspension without pay or demotion as an alternative sanction. At the time of dismissal, the employee will be provided with written reasons for the dismissal, the date on which the employment will terminate as well as the right of appeal. Only in exceptional circumstances, i.e. gross misconduct, will dismissal occur for a first breach of conduct.

6. *Persistent offenders*

In the case of employees who reoffend within a short time of the expiry of the warning or who have a record of persistent breaches of conduct, irrespective of the timelines outlined above, the employer reserves the right to enter them at the same level of warning as they had previously had incurred, rather than reverting to the beginning of the procedure.

In cases of gross misconduct warranting summary dismissal, the following procedures apply.

Gross misconduct

In cases of particularly serious misconduct (sometimes referred to as “gross misconduct”), following a full investigation, the company may summarily dismiss an employee without recourse to the procedure contained in stages 1 to 5.

This includes but is not limited to:

- Insubordinate behaviour and/or the refusal to carry out legitimate instructions;
- Misconduct (serious or persistent) falsification of information supplied during the employment process including application form, references, medical form or verbally at interview, etc.;
- Deliberate damage to or negligence of company machines, equipment, facilities or property of staff or customers;
- Falsification of company records, including personnel related records, time sheets, stock records, medical certificates, expenses, etc.; Failure to comply with correct attendance procedures/incapacity;
- Dishonesty, theft or fraud, including abuse of any of the company benefits schemes.
- Wilful failure to comply with company procedures;
- Partaking of alcohol or un-prescribed drugs whilst on duty;
- Bullying, harassment, sexual harassment, indecent or offensive behaviour; fighting or horse play;
- Gambling on the premises;
- Possession of an offensive weapon on company property;
- Criminal offences whether committed at work or outside the course of employment;
- Breach of confidentiality;
- Breach of trust;
- Serious breach of information technology and internet use policy;
- Violation of safety rules and practices;
- Redundancy/legal reasons.

The above is not intended to be an exhaustive list nor does its order imply significance. Any such dismissal will follow a full investigation, in which all of the employee’s rights in natural justice will be

respected. In cases where the company suspects gross misconduct it may suspend an employee with pay in order to facilitate investigation of the particular case.

Following an investigation of any matter under this clause where dismissal is not imposed, the company may decide either to impose another form of discipline, such as suspension without pay and/or final written warning without recourse to the procedure in stages 1 to 6.

APPEALS PROCEDURE

If the employee feels the disciplinary action taken against them is unfair, they may appeal against the decision. The appeal must be in writing in the form of a letter, stating clearly the grounds on which the appeal is being made. The letter of appeal must be sent within the period of five working days from the date of receipt of the written outcome of the disciplinary hearing. The appeal must be made to the next highest level of management not previously involved in the disciplinary hearing or appropriate other as designated by the company.

Please see below the summary proceedings as set out below in Part Two of the employment contract:

DISMISSAL PROCEDURE FOR THE PURPOSE OF SECTION 14 OF THE UNFAIR DISMISSALS ACTS, 1977 – 2001

The following procedure will be followed before a decision to dismiss you from the company is taken.

- A full investigation will be carried out by the Company. You may be suspended with pay pending such investigation.
- You will be informed of the reasons for the proposed dismissal and you will have the right to state your case. You may be accompanied, if you wish, by a fellow employee of your choice or other appropriate representative.
- You may appeal the decision to the Managing Director
- If you wish to challenge the dismissal then in accordance with normal procedures, the matter shall be referred to a Rights Commissioner, the Labour Court, the Labour Relations Commission or the Employment Appeals Tribunal, as appropriate.
- Certain serious breaches of company rules, custom and practice may result in your being dismissed without notice or pay in lieu of notice.

GRIEVANCE PROCEDURES POLICY

Dublin City FM recognises that grievances will occur in the normal course of interaction in any company or workplace. Therefore, it is in the best interest of all parties concerned, both the company and employees, to establish a clear procedure for the resolution of all issues arising between them. It is accepted that failure to provide a procedure to deal adequately with these grievances, as they arise, may lead to disputes affecting not only the aggrieved party/parties but all those employed in the company. Full recognition is given to the significance of personal grievances and both parties are determined that all grievances and disputes will be dealt with without undue delay and at the earliest possible stage of this procedure.

Stage 1

The matter in dispute will be discussed by the employee/s concerned with their immediate supervisor. If the grievance involves personal or other sensitive issues, which the employee would consider inappropriate or embarrassing to raise directly with their immediate supervisor, they should seek advice from the company's appointed HR support.

Stage 2

Failing settlement at stage one, the matter will be managed by the company's appointed HR support or senior management, whichever is the most appropriate, and a decision given within three working days of the meeting.

Stage 3

Should the parties fail to agree, the matter will be referred to a senior manager where a meeting will be arranged with the employee/s concerned; employee representative if requested; the appointed HR support, to discuss the matter. The meeting will take place within seven days of the request.

Stage 4

Should an issue affecting a number of employees remain unresolved, it may be referred to the Labour Relations Commission for conciliation. If still unresolved, it may be referred to the Labour Court for formal investigation and recommendation. During the period in which the above procedure is being followed no strike, lock out, walk-out, sit-in, go slow, or any other form of industrial action designed to bear pressure on either party will take place, until all avenues have been fully exhausted.

HEALTH & SAFETY POLICY

It is the policy of Dublin City FM to provide a safe and healthy place of work for all our staff, and that all staff understand the importance regarding health and safety issues for themselves, their colleagues or customers.

Dublin City FM is committed to abiding by our Safety Policy and will implement safe work systems and methods to ensure the safety, health and welfare of all.

You will be advised of the Safety Policy, which explains how we deal with safety at work. It is essential to familiarise yourself with this statement and in particular regard to your own duties regarding safety.

The success of this policy depends on the co-operation of all staff. It is the duty of every member of staff while at work to:

- Take reasonable care for his/her safety and welfare and that of any other person who may be affected by his/her acts or omissions while at work
- Co-Operate with Dublin City FM or any other person to ensure Dublin City FM's compliance with any of the relevant statutory provisions
- Make correct use of computers and office equipment
- Report without delay defects in, or interference with, equipment, place of work or system of work which might endanger safety, health or welfare

- Ensure that you are aware of the identity of the persons responsible for securing the safety, health and welfare of persons working on the premises

Every member of staff will be instructed on safe work procedures and any skills needed to perform his/her assigned duties in a safe manner. Staff are required to inform themselves of the Emergency Evacuation Procedure and to adhere to the procedure and obey any orders given by appointed fire wardens during an emergency.

The location of First Aid Boxes and the names of staff that are able to administer first aid will be advised. If a member of staff sustains an injury or has an accident at work, it is necessary to report the injury to the Office Administrator.

If a member of staff disregards safety policy and procedures, the matter will be dealt with under the Disciplinary procedure,

ACCIDENTS

If you, another member of staff or a customer has an accident then it should be reported to your manager **immediately**, no matter how small or insignificant it may appear. It is a disciplinary offence to fail to report an accident. Dublin City FM cannot unfortunately take responsibility for accidents that are not reported.

You are required to co-operate with your manager who is responsible for ensuring the relevant documentation is completed. All potential hazards should be reported to your manager who will take any necessary action to eliminate or reduce the exposure.

INTERNET USAGE POLICY

The internet is a vital resource for the business of Dublin City FM. However, the internet suffers from significant and widespread security and integrity risks and has the potential to be used in ways that are inappropriate to the aims and goals of the company. Therefore, the use of the internet in the company is regulated by standards of acceptable use, as set out in this policy.

Access to the internet

All connections to the internet on the company computers must be through the company's approved internet service provider (ISP). Access to the internet is to be limited to matters that are relevant to an employee's work for the company. Internet access for recreational or private purposes is not permitted (except as provided for below). The use of the internet in the company must at all times comply with the rules outlined in this policy.

Browsers

There are no specific restrictions in relation to the type of browser an employee may use. Employees are free to use their preferred browser to access the Internet. This is particularly relevant for the companies technical team who require access to a multitude of browsers in order to build content that's supported in each of them.

Password access

Passwords are not specifically required to access the Internet, but many of the company's software systems reside on the Internet and require passwords in order to access them. These passwords

must always be kept private and must not be shared, written down or disclosed on any Internet site or on any other platform that would be perceived as a security risk.

Monitoring access

Access to the internet from our computers is managed by IT. All incoming and outgoing traffic is constantly monitored for performance analysis and for other appropriate purposes. This traffic analysis shows date and time of internet access, user name, sites visited, and requests for information. This analysis will be used to identify areas of noncompliance with this policy. Managers will be informed of non-compliance and appropriate action will be taken where necessary.

Appropriate use of the internet

All internet connections are intended for activities that either support Dublin City FM business, or the professional development of employees. Use of the internet is to assist employees to achieve stated business goals and objectives. This may include use of e-mail, the World Wide Web, and file transfer. All employees have a responsibility to use the internet in a professional, ethical and lawful manner at all times. Legal and contractual requirements concerning the intellectual property rights of outside parties must be strictly adhered to. Computer software may be downloaded by employees, but particular attention should be given to the location of the download. Employees should only download software from official sources.

Employees must at all times respect copyright and intellectual property rights of information they encounter on the internet. This may require obtaining appropriate permission to make use of information. Employees must always give proper credit to the source of the information used for the company's purposes. Material in which the company has a proprietary interest – such as software, documentation or other internal information – must not be transmitted, sold or otherwise transferred to any outside party, except in pursuance of the company's legitimate business interests. Any departure from this policy requires the written authorisation of a senior manager. Misuse of internet facilities and services is prohibited.

Inappropriate use of the internet

Employees are prohibited from accessing, requesting or sending sexual, pornographic, racist, profane, violent or other offensive material via the internet. Employees are prohibited from saving, downloading, transmitting or purposely viewing sexual, pornographic, racist, profane or other offensive material. Employees are prohibited from sending chain letters, other forms of mass mailing and spamming (sending unsolicited emails to a number of people).

Employees are allowed to participate in social networking sites, with the following restrictions:

- prolonged activity such that it interferes with your work is prohibited;
- if employees state online that they are under the employ of Dublin City FM then they must also state that their opinions are their own and that they do not represent the opinion of their employer;
- posting confidential information about the company, it's clients, upcoming projects, it's staff or any stated company secrets is strictly prohibited.

The company reserves the right to remove without notice any files or data from its information systems, including any information it views as offensive or potentially illegal, regardless of its source. Access to the internet from a company computer must never be used:

- for personal gain or profit;

- to represent yourself as someone else;
- to post or download messages that will reflect poorly on the company's name and professional reputation;
- to advertise, or otherwise promote, unauthorised or illegal activities;
- to promote or engage in any commercial activity that is in competition with the company's commercial activities;
- to process the personal data of any person in a manner inconsistent with the data protection legislation requirements;
- to transmit confidential information without the approval of a director.

Employees may join mailing lists that have content directly related to assisting in their role within the company.

Solicitation of information over the Internet is also permitted in cases where it is for the purpose of assisting in the completion of an assigned task or project.

Employees are also permitted to contribute information on the Internet, in forums, social networking sites, blogs, or other platforms, provided that they make it clear that their opinions are their own and not the opinion of their employer. These contributions are subject to the policies outlined below for inappropriate use of the Internet from external computers.

Inappropriate use of the internet from external computers

Employees are prohibited from using the internet on computers outside the workplace, where such use has the potential to affect negatively the company or its employees.

Examples of such behaviour include:

- Publishing material that is defamatory, abusive or offensive in relation to any employee, manager, office holder, shareholder, customer or client of the company;
- Using the internet in a manner that amounts to bullying or harassment;
- Publishing any business-sensitive information about the company;
- Publishing material that might reasonably be expected to have the effect of damaging the reputation or professional standing of Dublin City FM.

Security

The internet is not a secure medium. Access to the internet, no matter how well set up, always poses some security risks. Accordingly, virus scanning software is installed on company computers.

Employees must not provide or use their company passwords in response to any internet request for a password. Employees must not provide any information relating to the company network to any outside party, whether through the internet or in any other way.

Reliability of internet information

There is no quality control process on the internet and a considerable amount of information published on the internet is outdated, inaccurate or deliberately misleading.

All information obtained from the internet should be considered with caution until confirmed by a reliable source.

Impact on other users

When using the internet, please be aware of your impact on others. Intense browsing or downloading during peak usage periods can impact on other people's work.

Enforcement

Non-compliance with the general principles and conditions of this internet policy may lead to disciplinary action, up to and including dismissal. This policy is not exhaustive. In situations that are not expressly governed by this policy, employees must ensure that their use of the internet is at all times appropriate and consistent with their responsibilities towards the company. In case of any doubt, consult with a manager.

Personal use of the internet

A limited amount of personal use of the internet on the company's computers is permitted, provided the following rules are observed:

- Personal use must not occur during working time, but instead must occur during break time or before or after normal working hours;
- Personal use must not interfere with work commitments;
- Personal use, including any downloading of data for personal use, must comply with the requirements and general principles of this policy and all other IT, security and data protection policies. In particular, the above provisions regarding "Inappropriate use of the internet" and "Security" apply to personal use, as well as normal business use.

Monitoring of internet usage by IT will apply to personal use as well as normal business use.

LEAVE POLICY

ANNUAL LEAVE POLICY

Dublin City FM recognises that employees need time off from work for rest and relaxation and to reconcile any other commitments. However, the taking of annual leave should be planned in advance, in order to allow the company sufficient time to arrange cover for the absence of employees. Thus, before making a holiday commitment, employees must consult with their supervisor/manager regarding taking time off. All employees working under a contract of employment are entitled to annual leave.

Annual leave entitlement

Annual leave entitlements will be calculated in accordance with the Organisation of Working Time Act 1997.

- Where an employee works at least 1,365 hours in a leave year, he or she is entitled to four working weeks of annual leave

- If the number of hours worked is less than 1,365, annual leave will be calculated as follows: One-third of a working week per calendar month in which an employee works at least 117 hours; or
 - 8% of the hours worked in the leave year, subject to a maximum of four working weeks.
- All employees who commence employment with Dublin City FM will be given an annual leave entitlement of 20 days per annum, to be calculated on a pro rata basis where appropriate.
- The leave year for the purpose of determining entitlements will run from 1st of January to the 31st of December of the same year.
 - Where an employee's holiday coincides with a statutory holiday, then the employee is entitled to take an additional day's leave by arrangement with their supervisor/manager.
 - 'Hours worked' mean hours physically worked, including overtime hours. On this basis, periods of sick leave are not included as hours worked for the purposes of calculating annual leave entitlement.
 - Annual leave entitlement is not affected by other leave provided for by law. Time spent on statutory maternity leave, adoptive leave, additional adoptive and maternity leave, parental leave, health and safety leave, remaining maternity leave to which a father is entitled to on the death of the mother, force majeure leave, the first 13 weeks of carer's leave, time spent of annual leave itself and time worked on public holidays is treated as though an employee has been in employment and this time can be used to accumulate annual leave entitlement.
 - The granting of annual leave to new employees who are still within their probationary period will be dealt with on a case by case basis by application to their supervisor/management.

Annual Leave Requests

An employee who has worked for at least 8 months is entitled to an unbroken period of 2 weeks' annual leave. When requesting annual leave the employee must complete the annual leave request form (Appendix C) and submit it to their supervisor/manager in accordance with the following notice periods. Not more than ten working days can be taken at any one time. Holidays may not be taken during December owing to seasonal client pressure.

The following notice must be given:

Annual Leave Notice

1-3 days 2 working weeks 4+

days 4 working weeks

Annual leave must be taken in the current year and holidays cannot be carried over to the following year except with the company's agreement and must be taken within 6 months of the ending of the leave year (Appendix D).

Payment for annual leave

Annual leave will be paid in advance of the authorised leave at the normal rate of remuneration.

Annual Leave and Sick Leave

If an employee is on annual leave and is certified sick within that annual leave period, the employee may be entitled to reclaim this leave upon submission of a valid doctor's certificate and approval from management (see Absence Management Policy). The employee should get the certificate as soon as possible during the annual leave period. However, illness during the leave year will reduce the total number of hours worked and can therefore affect entitlement to annual leave. Effective from 1st August 2015, an employee who is on sick leave from work will accumulate statutory annual leave entitlement.

It is expected that an employee will not go directly from sick leave to annual leave without exceptional authorisation from management.

Annual leave and leaving employment

When an employee leaves the company and there is outstanding annual leave entitlement and public holidays due for payment, the company will make a payment in lieu of annual leave entitlement not taken on a pro-rata basis. Payment in lieu of annual leave can only occur on termination of the contract of employment.

When an employee leaves the company and the paid annual leave already taken exceeds the annual leave entitlement on the date of termination, the company will deduct the excess annual leave pay from any termination pay.

SICK LEAVE POLICY

Dublin City FM is committed to ensuring fair and sympathetic treatment to all employees whose attendance is genuinely affected by ill health. In return the Company expects that all employees will maintain regular attendance at work and comply with the Company's Absence.

Management Procedure

Notification

In the event of absence from work the employee is required to personally contact their supervisor/manager by 10.00am on the first day of absence. If the supervisor/manager are not available, they must make contact with the next more senior level manager and not with a colleague or fellow staff member. Where it is not possible for an employee to make the contact personally e.g. hospitalisation, the employee's partner/family member should make the contact on their behalf to the appropriate person.

Medical certification

A certificate from a qualified medical practitioner must be submitted on the third day of a continuous absence to the employee's supervisor/manager and on a weekly basis thereafter. The company will not accept undated, illegible or otherwise unclear medical certificates. The doctor's certificate must apply to the total absence and must include the following:

- Name and address of the Doctor;
- Name and address of the employee;

- The opinion of the doctor that the patient (the employee) is incapacitated due to illness;
- Statement by the doctor of the nature of the illness/accident;
- The expected duration of the incapacity;
- The date of the issue;
- Doctor's signature;
- Retrospective certificates will not be accepted;
- A doctor's certificate is required on a weekly basis for the duration of the absence;

Where a doctor's certificate does not cover a full period it must be produced on a weekly basis. An employee who is absent from work due to injury or a serious illness must produce a 'fit to return to work' certificate when returning to work. At all times the company reserves the right to refer an employee to a medical practitioner for an independent medical assessment.

'Self Cert' – to be completed for all sick leave absences

In the event of all uncertified sick leave absence the employee must produce 'self certification'. This document should be personally signed and dated by the employee specifying the reason for the absence which must be due to illness and indicating the dates concerned. The 'self certification' will be kept on the employee's personal file.

Medical Appointments

Leave for medical appointments are at the discretion of the supervisor/manager and in line with business demands, level of emergency and leave requirement (other than Maternity Leave). A certified medical note may be required.

'Return to Work Interview'

All employees returning to work following absence for illness or a pattern of 'self certified', (repeat behaviour) must attend a 'return to work' interview with their supervisor/manager. A 'Return to Work' interview form will be completed at the interview and held on file.

Social Welfare Payments (Disability Benefit)

Disability Benefit is payable after 3 'waiting days'. The first 6 weeks / 36 days of Disability Benefit are exempt from tax. After this period Disability Benefit is taxable. An employee, who is absent in excess of three days, should complete a disability claim form (available from the employee's Doctor). The claim form should then be forwarded by the employee to the Department of Social and Family Affairs. Social welfare cheques, once received by employees who are in receipt of Sick Pay by Dublin City FM (if applicable), should then forward the cheques to their Supervisor/Manager for Dublin City FM payroll. The employee may prefer, to take the company bank details and have the cheque paid directly to the company. All payments should be handed over to the company within four weeks of the start of the illness. The company retains the right to deduct any outstanding monies in full after this period. In addition, failure by an employee, who is claiming social welfare and receiving sick pay from the company, to submit the social welfare cheque to the company will be deemed a fundamental breach of trust. This may disqualify the employee from the sick pay scheme and bring about possible disciplinary procedures.

Employees who are not covered under the current Dublin City FM sick pay scheme may apply for Illness Benefit as set out above if they have enough social insurance contributions and have no requirement to issue the payments received to the company.

Conduct during Sickness Absence (All employees)

In order to avoid any misunderstanding, the following outlines the behaviour that is expected of any employee by the company whilst absent from work due to illness/injury/ accident/or any other incident beyond his/her control):

- The employee must do everything possible to achieve a speedy recovery;
- The employee must not do anything that will aggravate the condition/situation;

Under normal circumstances the company expects the employee not to participate in any sport, hobby, leisure or other activity which is inconsistent with the injury/illness/other or is likely to aggravate the condition including the following examples:

- Home improvements/Do IT Yourself' DIY;
- Travel for leisure unless prior written authority has been received from the company, backed up by the company Medical practitioner and/ or the employee's certifying General Practitioner;
- Not to undertake any other employment/project work whether paid or unpaid.

Sick Pay Scheme

In accordance with the Absence Management procedures as set out in this policy, all employees employed are entitled to participate in the Dublin City FM Sick Pay Policy. The policy should financially support an employee who is sick and absent from work and fully compliant with the Dublin City FM Absence Management Procedures up to 180 days in any twelve consecutive calendar months.

Discontinuance of Sick Pay entitlement

The granting of sick leave and/or sick pay is not an automatic right, but is at the discretion of the company and may be withdrawn at any time. The employee's sick pay entitlement may be withheld if:

- Failure to comply with the Absence Management procedures may disqualify the employee from the benefit;
- There is excessive use of self certification;
- There is excessive use of the sick pay scheme over a long period;
- There is evidence of abuse of the scheme which also may lead to disciplinary action.

Non-Current Sick Pay Scheme

The company will not make any payment for any day of illness or unauthorised absence that they do not attend for work. All employees are subject to the Dublin City FM absence management procedures and non compliance may initiate the disciplinary procedures. As detailed in the foregoing section on Social Welfare Payments (Disability Benefit), employees not covered under the current sick pay scheme may apply for Illness Benefit if they have enough social insurance contributions.

Sickness during Public holidays

A full time worker, who is on sick leave during a public holiday, has an entitlement to time off work for the public holiday(s) missed. A part-time worker on sick leave during a public holiday would be entitled to time off work for the public holiday provided they worked for the company for at least 40 hours in the previous 5-week period. An employee loses entitlement to public holidays if s/he has been on sick leave for more than 26 weeks in the case of ordinary illness and 56 weeks in the case of an occupational accident.

Sickness before or during a Holiday

In accordance with the Organisation of Working Time Act 1977, a day of annual leave on which an employee is certified sick cannot be regarded as a day of annual leave. Where the employee is certified ill on a day of an annual leave they retain that leave to be taken at a later date, to be agreed with the Supervisor/ Manager.

MOBILE PHONES POLICY

Personal mobile phones should be left on silent or vibrate mode during work hours if they are perceived to be interfering with your job or those around you.

The Company's telephone system is there to serve the needs of the Company and should not be used for personal calls. If staff need to be contacted for emergency purposes, they can be accessed using this telephone system.

PERFORMANCE MANAGEMENT POLICY

It is the policy of Dublin City FM that all staff should receive regular opportunities for one-on-one review sessions with their Line Manager. This is an opportunity for work objectives to be reviewed and set, for communications issues to be examined, for leave and time off in lieu to be monitored and for the supervisee to give feedback to their manager.

Regular reviews will take place formally on an annual (or more frequently if decided by the Management Team) basis, and additionally where there is a need identified by either the employee or the line manager.

Regular reviews will include an annual performance appraisal for each employee. This is a two-way process involving the Supervisor and the employee. The purpose of the performance appraisal is to:

- ensure that the requirements of the position are fulfilled;
- to give the employee feedback on their performance;
- to identify any additional training needs;
- to review their work over the past 12 months; □ to plan objectives for the next 12 months.

It is also a regular part of the appraisal to review the employee's job description and to decide by agreement of both parties how it is to be updated if necessary.

Employees have the right to be fully informed of the outcomes of the performance review.

PROBATION PERIOD

Confirmation of all appointments will be subject to satisfactory completion of a period of probation, which will be for 6 months (or as otherwise stated on the employee's contract).

During the period of probation the contract may be terminated by either party in accordance with the provisions of the Terms of Employment (Information Act) 1994 & 2001.

Line Management may also extend the probation period in consultation with the employee.

RECRUITMENT & SELECTION POLICY

Purpose

In order to achieve the company's objectives it is our policy to select, recruit and retain the most suitable candidates for employment. This selection is made through a formal process which reflects our wish to be an equal opportunities employer.

Scope

The selection of candidates will be made from all applications submitted. Clearly defined job descriptions are documented for all positions and are used in the selection process.

Policy

The company sources candidates from advertisements on local and national newspapers, internet recruitment sites and when necessary recruitment agencies. We may retain curriculum vitae's and applications made for all positions, and may access this to source suitable candidates where possible. Employees are encouraged to refer potential candidates for positions where possible. Any current employee wishing to apply for a different position which is advertised should contact the hiring manager and apply for that position. Such applications will be processed in the normal way. Canvassing on behalf of existing employees or internal headhunting is not permitted without prior consultation with the Chief Executive.

New Employees Procedure:

New Employees will participate in an induction programme for the first few weeks of their employment. This will include the following:

- 1) Review of the Dublin City FM's Employee Handbook.
- 2) Review of the Health and Safety Statement and company policy.
- 3) Introduction to the employees in their department and other key personnel e.g.: payroll person etc.
- 4) Introduction to the work involved and full instruction on any equipment to be used.
- 5) Training for all essential work required if the employee is not fully trained already.
- 6) Review of all related policies and procedures relating to their role and position in the company and other relevant departmental procedures.

New employees will be required to do the following within the first week of joining Dublin City FM:

- 1) Give the Company a signed copy of the contract of employment on first day unless already sent to the Company.
- 2) Provide their P45 from previous employment, or, if not applicable, they need to furnish a tax-free allowance certificate.
- 3) Sign and return document stating that they have read, understand and agree to abide by the Company policies and procedures as outlined in the Employee Handbook.
- 4) Furnish a full, clean driving licence if they are required to drive a company vehicle as part of their duties.
- 5) Provide details of referees (if this has not already been done before joining the company) for reference checks.

REMUNERATION AND SALARY REVIEWS

Purpose:

The company recognises the importance of remunerating employees in such a manner as to acknowledge their contribution to the business and to secure both the stability and success of the company.

This policy sets out the manner in which you receive your monthly salary payment and how annual salaries are calculated and determined by Dublin City FM.

Scope:

Salaries are determined by a number of factors and these are considered in a structured and consistent manner by management.

The payroll function within Finance operates on information it receives from line managers and data from the Time and Attendance management recording procedure which relates to the working hours and sick leave or absence records. Therefore, it is very important that all information provided is accurate and that the time and attendance recording system is updated on a daily basis. It is also very important that employees and managers bring any payroll related matters to the attention of Finance in a timely manner so that it can be addressed as promptly as possible. The company can only apply tax or payroll changes if formal notification is received on time.

All payroll matters are dealt with confidentiality and it is important that employees and managers recognize the sensitivities around such confidential data and therefore ensure they take all the necessary precautions to safeguard such data and to only communicate with the relevant personnel on any payroll related matters.

Should a member of staff come in contact with salary information relating to another individual, you are asked to immediately bring it to the attention of the employee responsible for payroll so that such a situation can be addressed immediately. Your discretion and cooperation in such matters is much appreciated.

Policy Details:

As part of your terms and conditions of employment, you are paid monthly in arrears by credit transfer to the bank account, details of which you will have furnished to HR. Your payment is made on the last Friday of each month. Any over payments or underpayments will be corrected in the following payroll run where necessary but ideally they should be resolved within 3 working days of the payment being processed into your bank account.

Payroll process:

The company shall make all statutory deductions such as PAYE, PRSI, PRSA and BIK etc from your gross salary, therefore it is very important that you furnish the appropriate tax certificates/P45's, tax free allowance certs etc , for this purpose.

Information needed when you join the company is very important as it enables the payroll personnel to process your payments promptly and with the appropriate tax details. Therefore employees should submit their P45's, bank details, contact details, PPS numbers and any other information requested by payroll or HR at that time. Delays in providing the correct information can result in incorrect tax payment to Revenue and refunds can be delayed in such cases.

Salary Reviews:

It is company policy to review salaries on an annual basis; however, that does not mean that salaries are automatically increased at the time of this review

While the company wishes to recognise the contribution staff make to the organisation by providing compensation that is based on competitive packages, a number of different factors have to be considered when identifying a fair and rewarding salary.

Before any decision is made, the company first considered the following elements:

- The financial situation of the company and its business projections for the future.
- The skills and experience the individual brings to the business.
- The ranking of certain skills in relation to competitive advantage, regulatory requirements, availability of such skills, key business needs, critical needs etc
- The duties and responsibilities of the individual in the role.
- Market data so that reasonable benchmarking can be carried out.
- In addition to the above, when considering a salary review, the manager will take into account the individuals performance and related data, any changes to the individual's role such as increased responsibility, proficiency in certain critical skills, and evidence of ability during the review period etc.

The overall components of an individuals remuneration is intended to recognise and reward contribution and effort and is not intended to demotivate or frustrate individuals intentionally.

It is not always possible to offer the level of compensation an individual requests however meaningful dialog and discussion will take place between the individual and their manager to ensure all aspects are fully considered before a final decision is reached and for the employee to understand the basis of the decision taken.

SOCIAL USAGE MEDIA POLICY

This policy on social media must be read in conjunction with other employee policies. Particular attention is drawn to the dignity at work, equality, bullying and harassment, internet, e-mail usage, data protection, and business confidentiality policies, all of which are applicable to social media usage. This policy on social media applies to all employees. Social media is the collective term referring to social and professional networking sites (for example Facebook, LinkedIn, MySpace), microblogs (such as Twitter), blogs, wikis, boards and other similar online forms and the policy extends to all such sites and incorporates any future developments of such media. Breaches of this policy will be investigated and the company retains the right to take disciplinary action, up to and including dismissal.

All IT resources are the company's property dedicated to achieving our business objectives.

Inappropriate use is not acceptable. Excessive activity is not permitted.

Personal use must not interfere with work commitments.

A limited amount of personal use of the internet and social media is permitted on the company's equipment, provided the following rules are observed:

- Personal use must not occur during working time, but instead must occur during break time and outside of normal working hours;
- Personal use must comply with the requirements and general principles of this policy and all other internet, IT, security and data protection policies.

Applies to all employees

The company recognises that employees use social media tools as part of their daily lives. Employees should always be mindful of what they are posting, who can see it, and how it can be linked back to the company and work colleagues. All employees should be aware that the company regularly monitors the internet and social media in reference to its work and to keep abreast of general internet commentary, brand presence and industry/customer perceptions. The company does not specifically monitor social media sites for employee content on an ongoing basis, however employees should not expect privacy in this regard. The company reserves the right to utilise for disciplinary purposes any information that could have a negative effect on the company or its employees, which management comes across in regular internet monitoring, or is brought to the company's attention by employees, customers, members of the public, etc.

All employees are prohibited from using or publishing information on any social media sites, where such use has the potential to negatively affect the company or its employees. Examples of such behaviour include, but are not limited to:

- Publishing material that is defamatory, abusive or offensive in relation to any employee, manager, office holder, customer or client of Dublin City FM;
- Publishing any confidential or business-sensitive information about the company;
- Publishing material that might reasonably be expected to have the effect of damaging the reputation or professional standing of the company.

Rules regarding usage

All employees must adhere to the following when engaging in social media:

1. Be aware of your association with the company when using online social networks. You must always identify yourself and your role if you mention or comment on the company. Where you identify yourself as an employee, ensure your profile and related content is consistent with how you would present yourself with colleagues and clients. You must write in the first person and state clearly that the views expressed are your own and not those of the company.
2. Wherever practical, you must use a disclaimer saying that while you work for the company, anything you publish is your personal opinion, and not necessarily the opinions of the company. You are personally responsible for what you post or publish on social media sites. Where it is found that any information breaches any policy, such as breaching confidentiality or bringing the company into disrepute, you may face disciplinary action up to and including dismissal.
3. Be aware of data protection rules – you must not post colleagues' details or pictures without their individual permission. Photographs of company events should not be posted online. Employees must not provide or use their company password in response to any internet request for a password.
4. Material in which the company has a proprietary interest – such as software, products, documentation or other internal information – must not be transmitted, sold or otherwise divulged, unless the company has already released the information into the public domain. Any departure from this policy requires the prior written authorisation of a senior manager.
5. Be respectful at all times, in both the content and tone of what you say. Show respect to your audience, your colleagues and customers and suppliers. Do not post or publish any comments or content relating to the company or its employees, which would be seen as unacceptable in the workplace or in conflict with the organisation's website. Make sure it is clear that the views and opinions you express are your own.
6. Recommendations, references or comments relating to professional attributes, are not permitted to be made about employees, former employees, customers or suppliers on social media and networking sites. Such recommendations can give the impression that the recommendation is a reference on behalf of the company, even when a disclaimer is placed on such a comment. Any request for such a recommendation should be dealt with by stating that this is not permitted in line with company policy and that a formal reference can be sought, in line with the normal reference policy.
7. Once in the public domain, content cannot be retracted. Therefore, always take time to review your content in an objective manner before uploading. If in doubt, ask someone to review it for you. Think through the consequences of what you say and what could happen if one of your colleagues had to defend your comments to a customer.
8. If you make a mistake, be the first to point it out and correct it quickly. You may factually point out misrepresentations, but do not create an argument.
9. It is very important that employees immediately report any inappropriate activity or behaviour regarding the company, its employees or third parties. Inform your supervisor or another member of management. All allegations made in good faith will be fully and confidentially investigated. You are required to cooperate with all investigations of alleged policy violations.

10. This policy extends to future developments in internet capability and social media usage.

In addition to the above rules, there are a number of key guiding principles that employees should note when using social media tools:

- Always remember on-line content is never completely private;
- Regularly review your privacy settings on social media platforms to ensure they provide you with sufficient personal protection and limit access by others;
- Consider all online information with caution as there is no quality control process on the internet and a considerable amount of information may be inaccurate or misleading;
- At all times respect copyright and intellectual property rights of information you encounter on the internet. This may require obtaining appropriate permission to make use of information. You must always give proper credit to the source of the information used.

Specific managerial responsibilities

By virtue of their position, managers have particular obligations with respect to general content posted on social media. Managers should consider whether or not personal thoughts they publish may be misunderstood as expressing the company's opinions or positions even where disclaimers are used. Managers should err on the side of caution and should assume that their teams will read what is written. A public online forum is not the place to communicate company policies, strategies or opinions to employees.

Managers should not make 'friend' requests or other similar requests of their team members, as this may place undue pressure on an employee.

Enforcement

Non-compliance with the general principles and conditions of this social media policy and the related internet, e-mail and confidentiality policies may lead to disciplinary action, up to and including dismissal. This policy is not exhaustive. In situations that are not expressly governed by this policy, you must ensure that your use of social media and the internet is at all times appropriate and consistent with your responsibilities towards Dublin City FM. In case of any doubt, you should consult with your manager.

Monitoring of internet usage by IT applies to personal use as well as normal business use.

TRAINING AND DEVELOPMENT POLICY

Dublin City FM is committed to the ongoing training and professional development of all core staff members in order to increase their knowledge and skills at work, and their personal development. Certain procedures need to be observed to ensure that such training is workable within a small organisation such as Dublin City FM.

Staff training and development needs are regularly identified through the annual (or quarterly or half yearly) review process.

It is the practice of Dublin City FM to provide both on the job training as well as enabling staff to undertake external courses as appropriate to the needs of the business.

All training is subject to approval by the Dublin City FM Chief Executive or line manager as appropriate.

Requests for Training

Where a member of staff requests additional training, they should do so in writing emphasising the relevance of the training to their current work. It should be noted that employees are not entitled to such training during their probationary period.

Provision for any work that may be missed due to training should also be put in writing.

Obligations Following Training

The employee must remain with the organisation for a certain length of time during, and following, a training course otherwise Dublin City FM reserves the right to recoup the full financial cost on a pro rata basis.

Training and Development Course Fee Policy

There are 3 types of Training relevant to staff:

- Compulsory Requirements (e.g. Health & Safety, First Aid); □ Training relevant to the Organisation;
- Other Training.

Training which is compulsory for the Organisation (to cover legal requirements) will be paid for by Dublin City FM.

Training that is relevant to the organisation falls into two categories:

- Firstly, the organisation may decide to send a staff member on a training course of the companies' choosing;
- Otherwise a staff member may request specific training. If the management of Dublin City FM suggests the training, it will cover the costs. If the staff member had requested the training, covering such will be a discretionary decision by management.

Other training being undertaken by staff will be entirely at their own expense.

WHISTLEBLOWING

In all businesses, there are potential possibilities of things going wrong or of unknowingly harbouring wrongdoing within our systems or processes. Examples of wrongdoing are; financial malpractice, breaches of appropriate and agreed Dublin City FM procedures or departures from statutory or other requirements for good management of the business. Dublin City FM believes it has a duty to identify such situations and take appropriate measures to remedy them.

Scope

By encouraging a culture of openness, Dublin City FM wants to encourage all employees to raise issues which concern you at work. You may be worried that by reporting such issues you will be opening yourself up to victimisation or detriment, or risking your job security. We want to reassure you that this is not the case. This policy is designed to give you that opportunity and a set of guidelines to follow so that you can raise an issue of concern in good faith.

All employees, contractors, suppliers and customers are asked to follow this procedure to ensure Dublin City FM can address any concerns or issues raised that may impact or damage our business or reputation.

- If there is anything which you think Dublin City FM should know about, please use the procedure outlined in this policy. By knowing about malpractice at an early stage, Dublin City FM stands a good chance of taking necessary steps to safeguard the interests of all staff and protect the organisation. In short, please do not hesitate to "blow the whistle" on wrongdoing.
- This policy is not the Grievance Procedure. If you have a concern about your own personal circumstances, then you should use the normal Grievance Procedure. This Whistle blowing procedure is for use if you have concerns about wrongdoing or questionable practices or activities within Dublin City FM.

Policy Details

Company commitment and guarantee:

- The Company is committed to this policy. If you use this policy to raise a concern, Dublin City FM gives you its assurance that you will not suffer any form of retribution, victimisation or detriment.
- If you show that you have been subjected to retribution, victimisation or detriment because of using this policy, disciplinary action will be taken against the perpetrator.
- Dublin City FM will treat your concerns seriously and act according to this policy. You will not be asked to prove anything. If you ask for a matter to be treated in confidence, Dublin City FM will respect your request and only make disclosures with your consent. You will be given feedback on any investigation, and Dublin City FM will be sensitive to any concerns you may have as a result of any steps taken under this procedure

How To Raise Your Concern Internally

- If you are concerned about any form of wrongdoing or questionable practices you should normally raise the issue initially with the Dublin City FM Chief Executive. There is no special procedure for doing this. You can tell that person about the problem or put it in writing if you prefer.
- If you feel you cannot tell your appropriate Chief Executive for whatever reason, please raise the issue preferably in writing with the Board of Management.

How The Company Will Respond After You Have Raised Your Concerns

The person to whom the allegation has been made will make a record of its receipt. Dublin City FM will then decide how to respond in a responsible and appropriate manner under this policy. Usually this will involve making internal enquiries first, but it may be necessary to carry out an investigation at a later stage which may be formal or informal depending on the nature of the concern raised. A decision as to whether a preliminary investigation should be carried out will be made within two weeks of the complaint having been received. Where this is not possible, the person making the complaint will receive an explanation of the delay. Anonymous allegations are not automatically disregarded, but given the safeguards which are in place for those making allegations under this policy, anonymous allegations are usually less powerful than those from named individuals.

Where the investigation confirms that wrongdoing has occurred, appropriate disciplinary action will be taken and criminal proceedings may be instituted.

The objective of this Policy is to provide a process to encourage individuals to raise genuine concerns. It may be, however, that the complainant has himself/herself been involved in wrongdoing. In such a situation, he/she would have to answer for his/her actions and should not expect immunity from disciplinary/criminal proceedings. In such circumstances, however, the fact that he/she raised the concern would be taken into account.

Where it is found that an employee has abused the Whistle-blowing Policy and has made a deliberately false or malicious allegation, he/she may be liable to disciplinary action up to and including dismissal.

Anyone abusing this policy by making allegations which are not in good faith, will be subject to disciplinary proceedings.

Raising Your Concern Externally (Exceptional Cases)

The main purpose of this policy is to give you the opportunity and protection you need to raise your concerns internally. Dublin City FM would expect that in almost all cases, raising concerns internally would be the most appropriate action for you to take.

However, if for whatever reason you feel you cannot raise your concerns internally and you honestly and reasonably believe the information and any allegation are true, you should consider raising the matter with the appropriate regulator who is within the Public Interest Disclosure Act 1998 a copy of which is available on the Director of Corporate Enforcement website (www.odce.ie). This sets out in detail the procedure required to be followed by an individual making a complaint. A complaint form must be completed in detail and all documentary evidence supporting the complaint must be furnished to the Director of Corporate Enforcement.

It must be noted that Whistleblowers who make wider disclosure (e.g. to the police or the media) will only be protected from suffering detriment in certain circumstances. Dublin City FM recommends that you take legal advice before following this course of action, since we believe it will be in your own interest to do so.

APPENDIX 8

NATIONAL UNION OF JOURNALISTS: CODE OF CONDUCT.

1. A journalist has a duty to maintain the highest professional and ethical standards.
2. A journalist shall at all times defend the principle of the freedom of the Press and other media in relation to the collection of information and the expression of comment and criticism. He/she shall strive to eliminate distortion, news suppression and censorship.
3. A journalist shall strive to ensure that the information he/she disseminates is fair and accurate, avoid the expression of comment and conjecture as established fact and falsification by distortion, selection or misrepresentation.
4. A journalist shall rectify promptly any harmful inaccuracies, ensure that correction and apologies receive due prominence and afford the right of reply to persons criticised when the issue is of sufficient importance.
5. A journalist shall obtain information, photographs and illustrations only by straightforward means. The use of other means can be justified only by over-riding considerations of the public interest. The journalist is entitled to exercise a personal conscientious objection to the use of such means.
6. Subject to the justification by over-riding considerations of the public interest, a journalist shall do nothing which entails intrusion into private grief and distress.
7. A journalist shall protect confidential sources of information.
8. A journalist shall not accept bribes nor shall he/she allow other inducements to influence the performance of his/her professional duties.
9. A journalist shall not lend himself/herself to the distortion or suppression of the truth because of advertising or other considerations.
10. A journalist shall only mention a person's age, race, colour, creed, illegitimacy, disability, marital status (or lack of it), gender or sexual orientation if this information is strictly relevant. A journalist shall neither originate nor process material which encourages discrimination, ridicule, prejudice or hatred on any of the above mentioned grounds.
11. A journalist shall not take private advantage of information gained in the course of his/her duties, before the information is public knowledge.

12. A journalist shall not by way of statement, voice or appearance endorse
by advertisement any commercial product or service save for
the
promotion of his/her own work or of the medium by which he/she
is employed. Ends

APPENDIX 9

APPENDIX 9

The main Dublin City FM Broadcast Studios and Administration Building is located in the franchise area in Unit 6 Docklands Innovation Park, east Wall Road, Dublin 3 . Included at the main building is a main On- Air Studio, Stand-by On-Air / Production Studio 2, News Booth, and Studio 3 Production control and performance. The facility also incorporates the CTA technical room for broadcast and IT requirements, administration offices and sales plus kitchen and toilet facilities, including a disability toilet, all located on a ground floor with full disability access throughout.

Dublin City FM will use their existing Studios and Building, which were originally designed by Joe King of Broadcast Technical Services and the following drawings show all dimensions and studio construction details.

Studio Construction:

The current Dublin City FM Studio Complex was purpose built to a very high acoustic construction method as designed by BTS for achieving maximum isolation by employing the principal of a “box within a box” structure. Furthermore, the studios are fully isolated from the ambient background noise of the remainder of the administration floor by use of a large acoustic isolation lobby.

The Dublin City FM Studios are fully compliant for disability access and disabled toilet facilities. The studios themselves are constructed as individual rooms from a modified “Camden” partition principal, which is contained within all the outer walls. The studio walls are constructed from a larger metal stud spaced at specific staggered centres calculated to create the required reverberation cavity chambers. The construction method was modified to permit building from one side with hi-grade fibreboard and a calculated specific number of layers treated soundblock plasterboard each side to achieve the required isolation parameters. All plasterboard joists are butt-jointed on the metal stud members; joints are staggered on each successive layer of soundblock, filled with flexible sound sealant and taped. The exposed side of the outer wall was then plaster skimmed to produce an air-tight seal. This construction exceeds 120 minutes fire rating as no timber studs are incorporated in the construction.

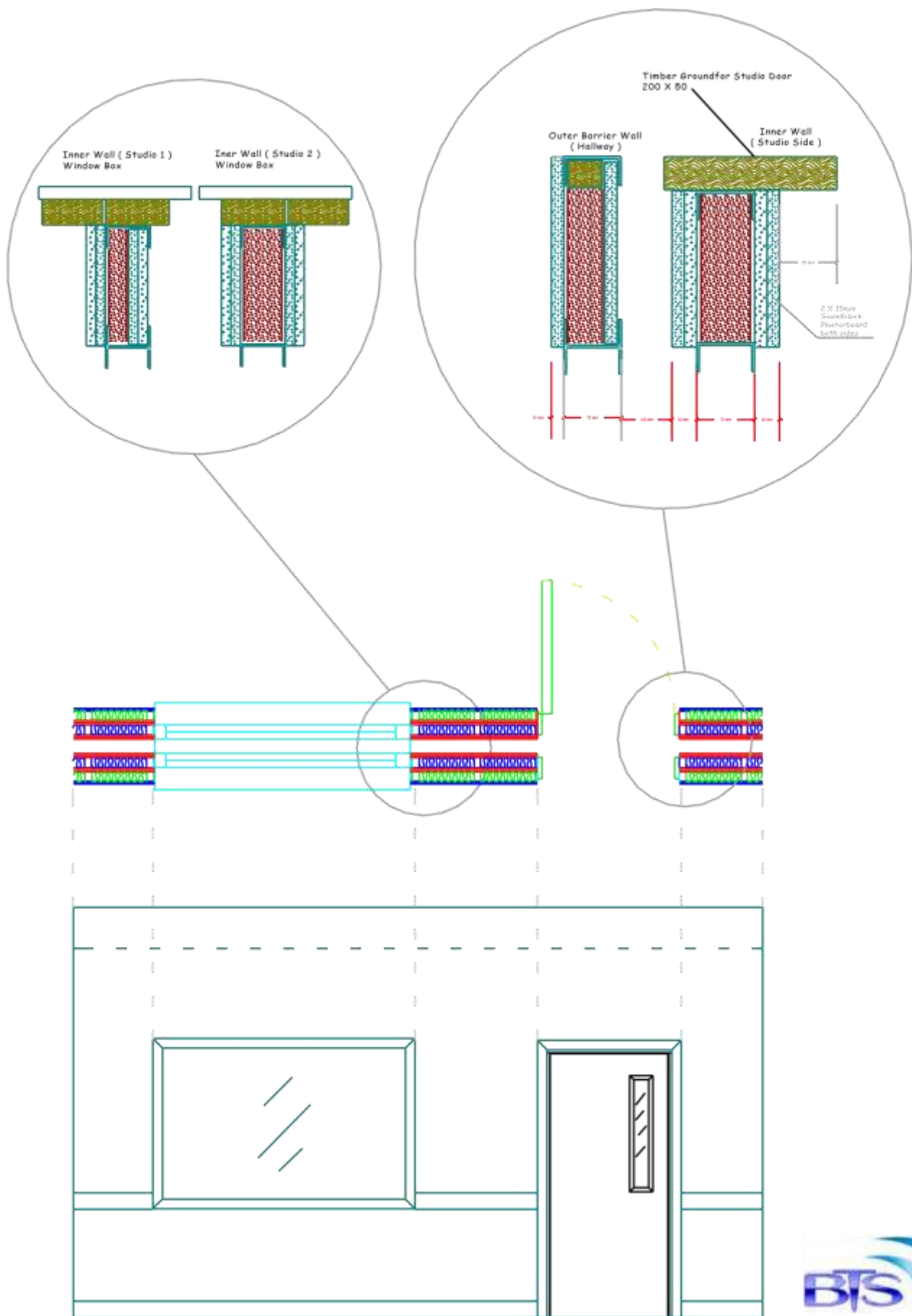
The outer acoustic baffle wall of the isolation lobby is constructed from a framework of metal studs at alternating centres calculated to create the required reverberation cavity chambers. The studwork are filled with a special grade of RW3 rockwool and each side is clad with a 12mm layer of fibreboard plus three layers of 15mm soundblock plasterboard. All plasterboard joists are butt-jointed on the metal stud members; joints are staggered on each successive layer of soundblock plasterboard, filled with flexible sound sealant and taped. The exposed side of the outer wall is plaster skimmed. This construction exceeds 120 minutes fire rating as no timber studs are incorporated in the construction.

The fibreboard serves to damp any resonance that may occur in the plasterboard as well as partially isolating the plasterboard from the steel stud frame, in addition it contributes a significant portion to the overall mass and therefore increases the acoustic isolation/insulating properties of the partition.

All studio metal stud frames are filled with a specific mixture of various grades of mineral rockwool insulation between the facing sheets and alternating reverberation cavity chambers.

The open cavity between the two partitions is blocked at the end of each wall with a combination of highdensity rockwool to act as a cavity barrier and trimmed with solid ash hardwood edging and rubber baffles. It should be noted that the rubber baffle edging is a flexible seal running its length, so as to avoid

physical transmission of vibrations and noise between the two stud partitions.

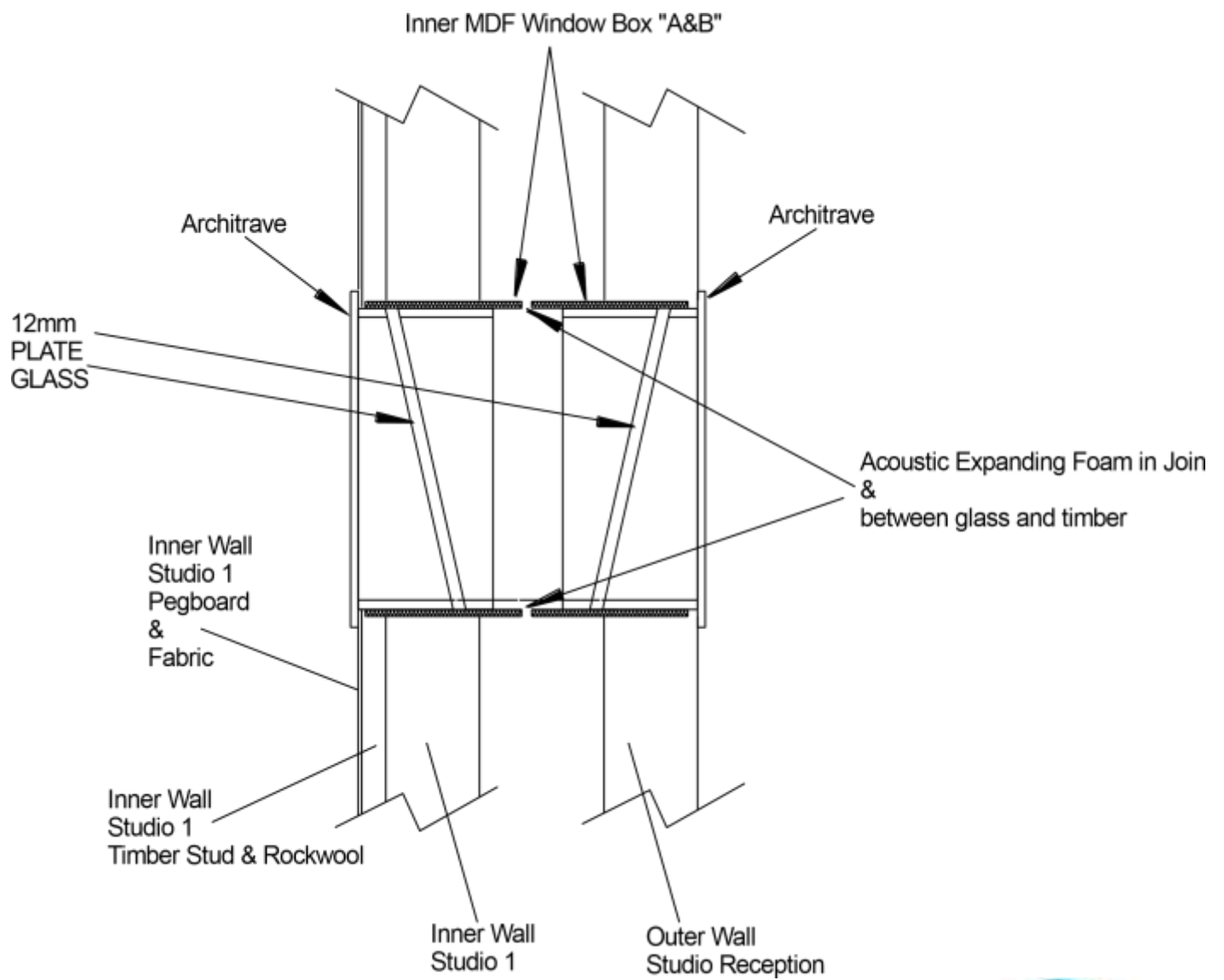


The inside of the studios is additionally clad with softwood framing, a mixture of high and medium density rockwool of two specific grades filling the void between the timber studs, together with the inclusion of several calculated reverberation cavity chambers. The outer final layer is then covered with a fine hair felt material filtering dustsheet; this prevents any rockwool fibreglass particles from escaping into the studio atmosphere, which could irritate or cause respiratory problems.

The final construction layer is of perforated hardboard covering that is perforated (*depending on position on the walls*) to achieve the desired absorbent characteristics of the room. This is in order to control the internal reverberation acoustics of the studio. Finally, a tight-weave acoustic transparent blue fabric, which is fire treated to class 1 speed of flame, is dressed on the surface of the perforated hardboard.

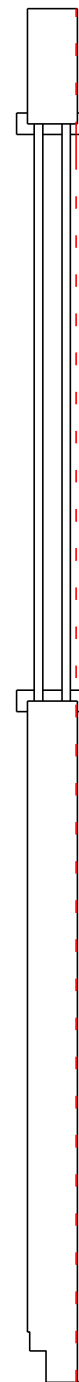
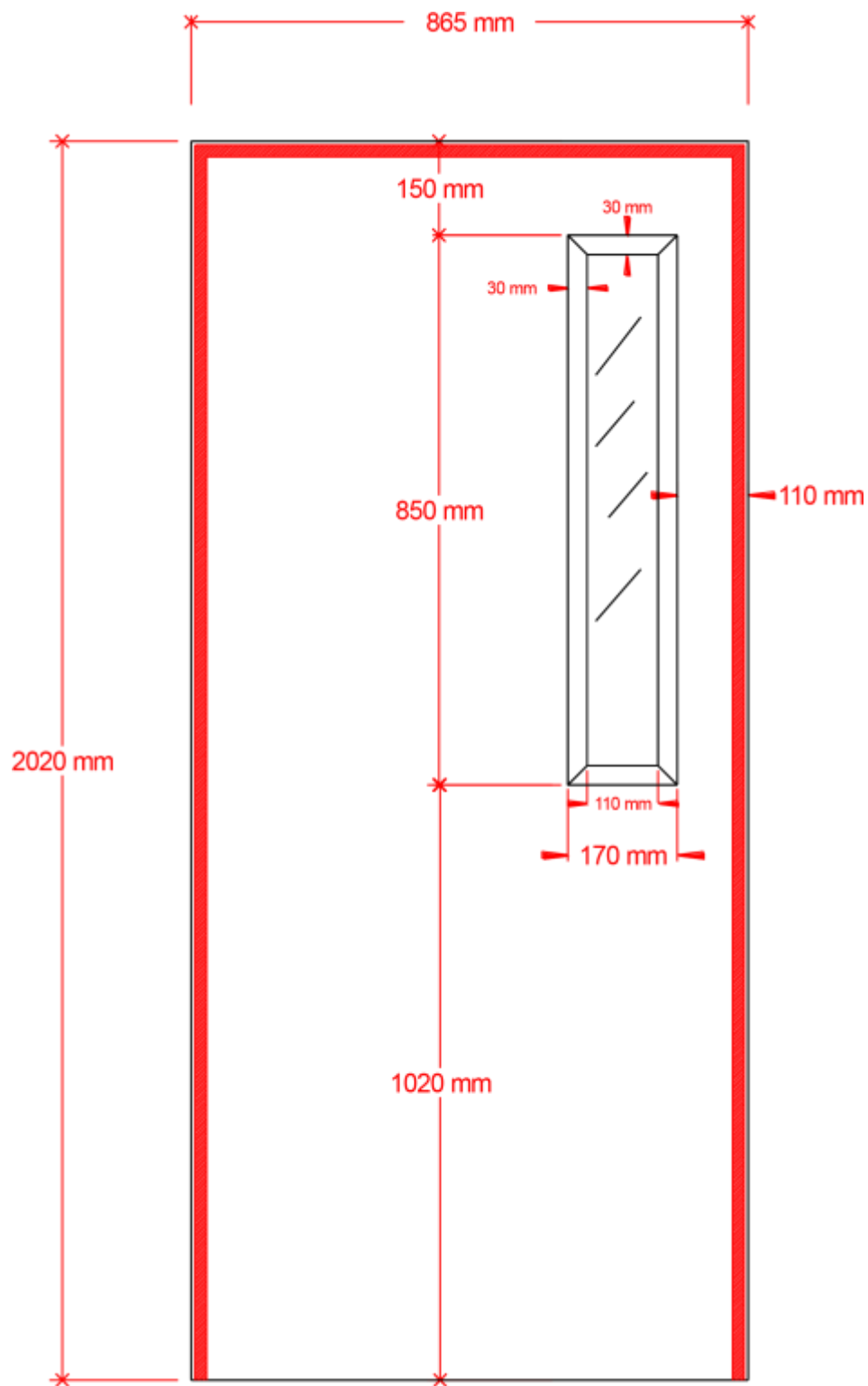
Studio Windows:

Vision windows having-sound resisting properties complementary to the wall structures are installed between studios providing line-of-sight for all operators. All sound resisting windows are double glazed with three-ply laminated glass of specific thicknesses and angled to minimise internal visual and acoustic reflections.



Studio Acoustic Doors:

Acoustic (Sound-Resisting) Studio Doors are installed throughout the Dublin City FM Studio complex and have a natural ash wood finish. All acoustic doors are fitted with vision panels low enough for easy viewing from a low height and also fitted with overhead door closer, magnetic seals and stainless steel pull handle and push plate. The acoustic studio doors have a sound reduction rating of 44dB (SR).

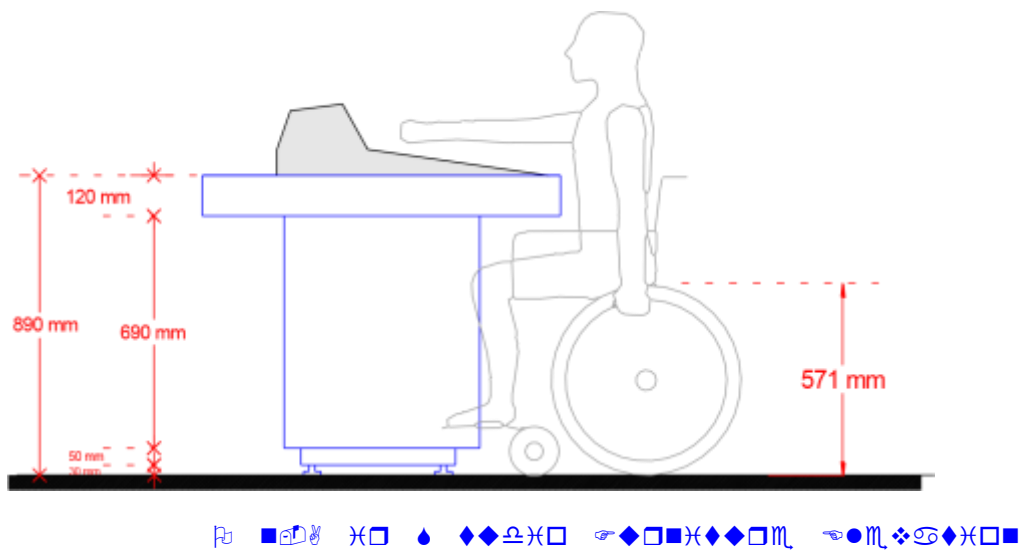


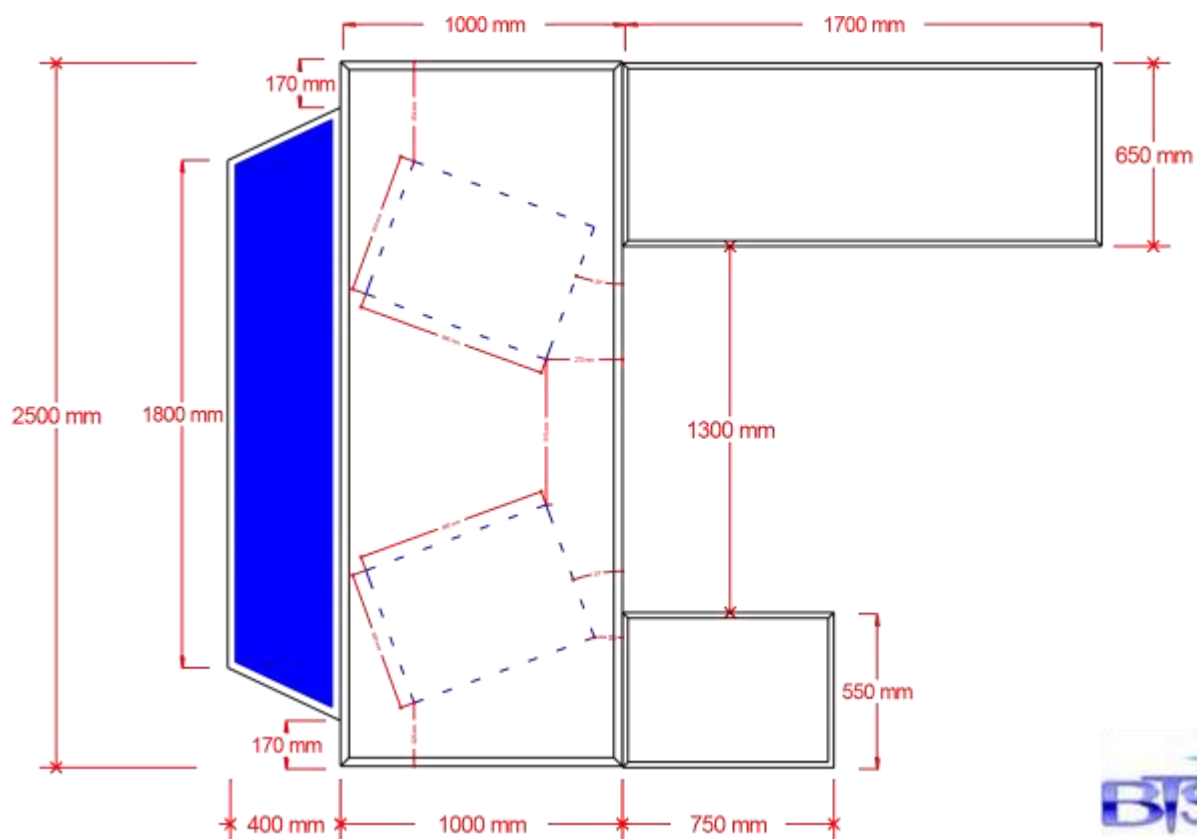
Studio Technical Services:

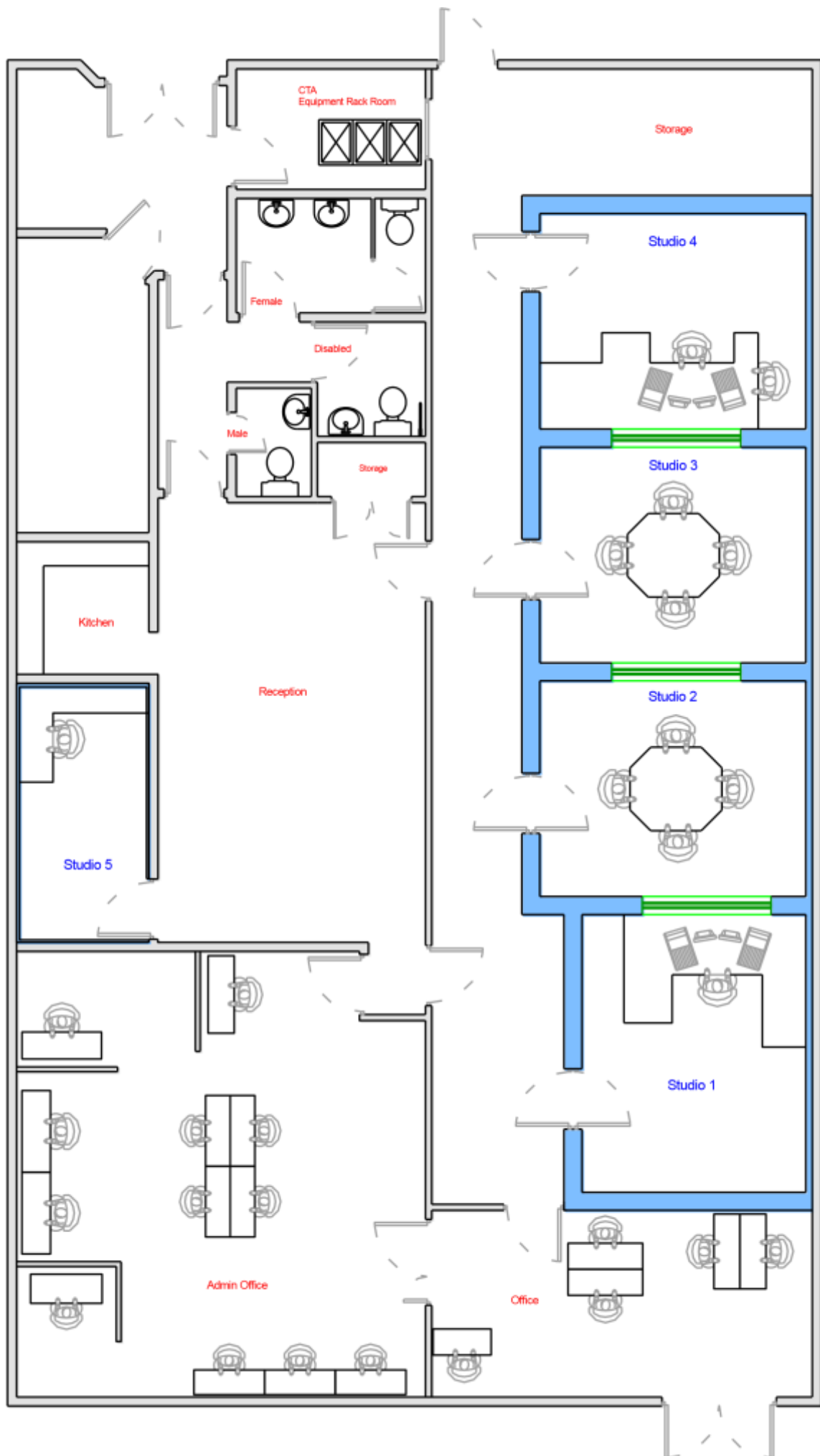
Cable ducts are formed within the Dublin City FM Studio Complex wall constructions to provide access between the studios for studio equipment wiring. Cable trays are also installed within the ceiling voids to conduit cables from and between the studios and CTA racks room on the first floor. In the studios within the wall construction, cable tech-drops are with vertical accesses for equipment wiring. Skirting and dado covers are all natural-finished timber secured in place with countersunk screws in recessed cups providing a flush finish. Trims to corners at wall and ceiling junctions are in natural matching wood pinned in place.

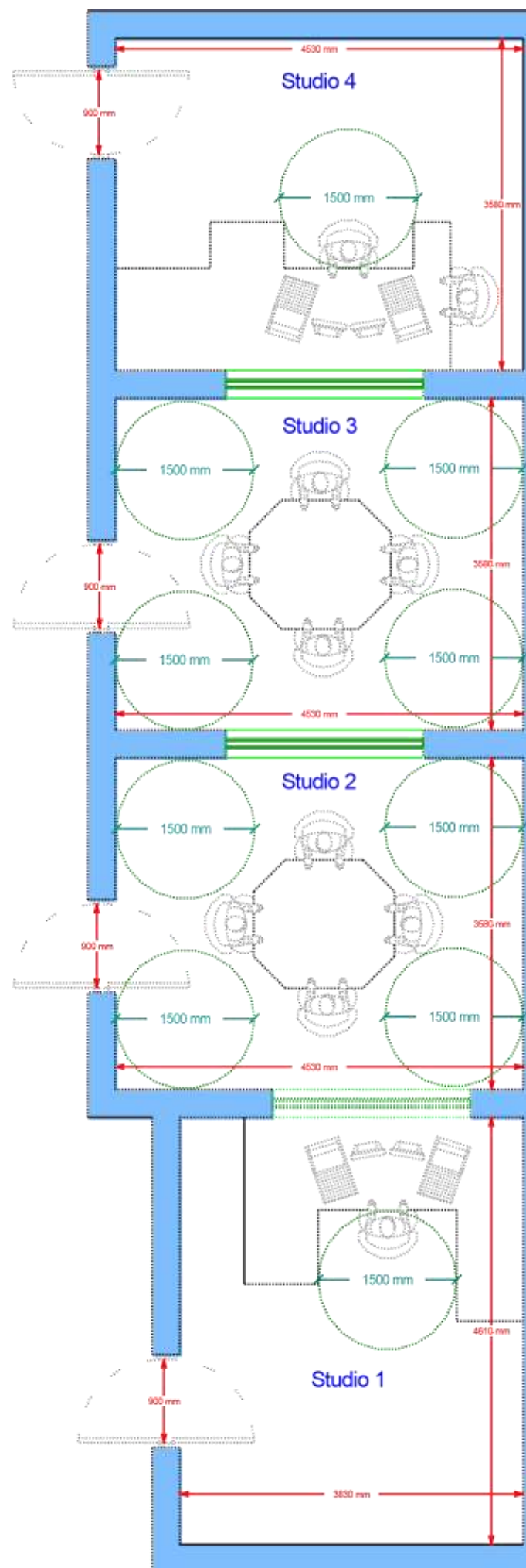
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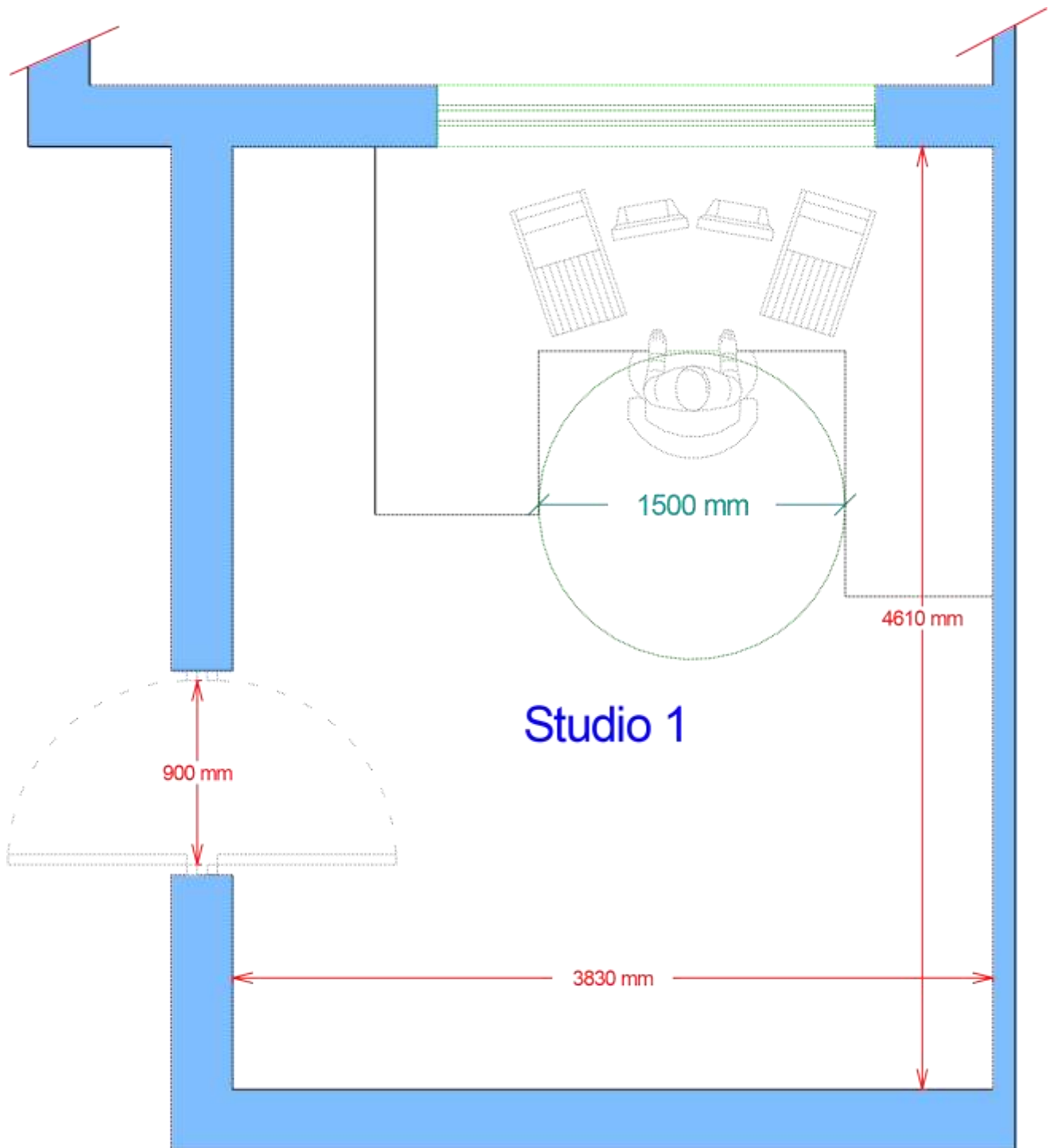
The Dublin City FM Studios and Offices accommodates full disability access throughout, together with the mindful design of technical furniture, layout and height. An example of typical Dublin City FM Studio Complex Technical Furniture operating height is shown below:

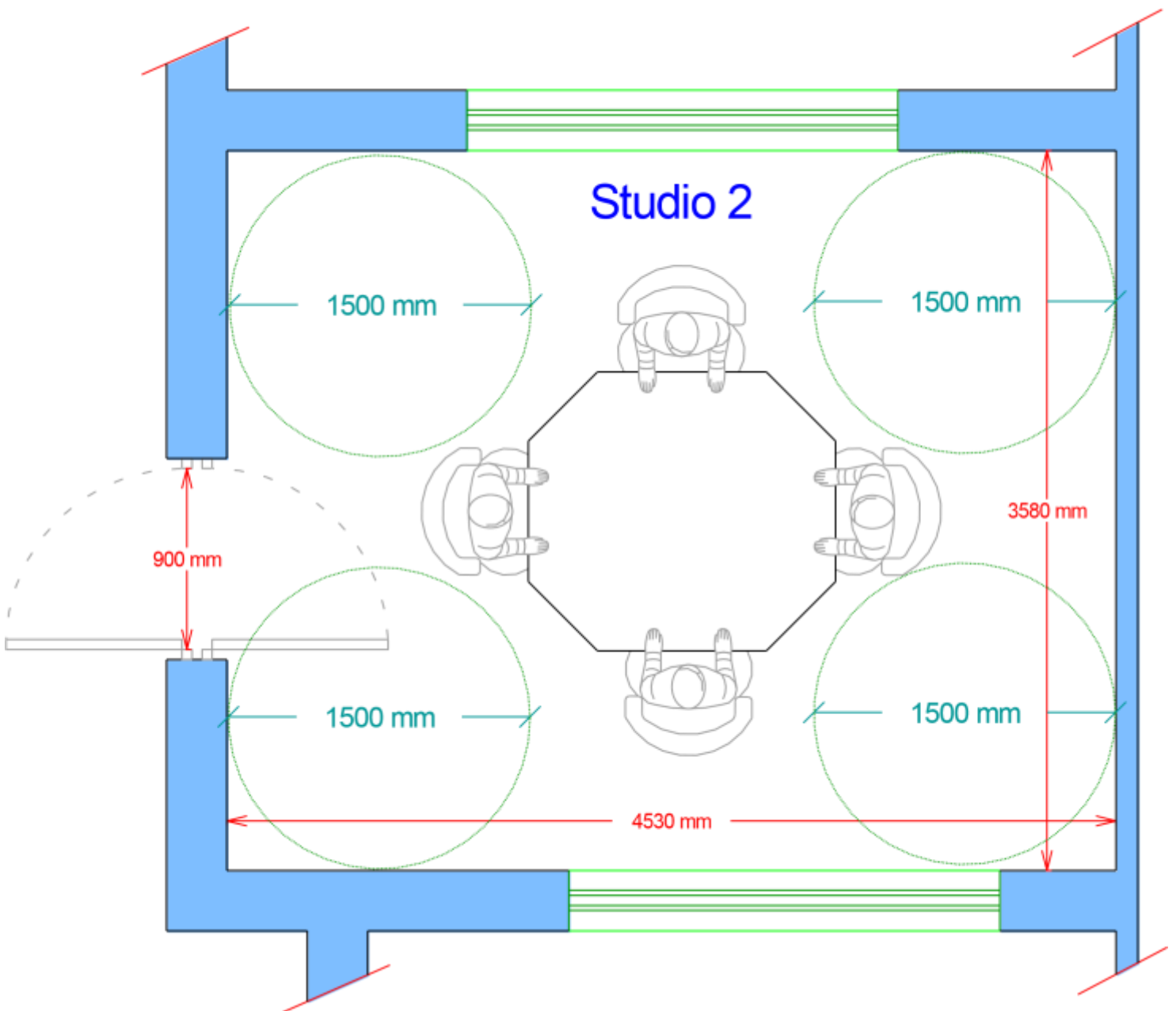


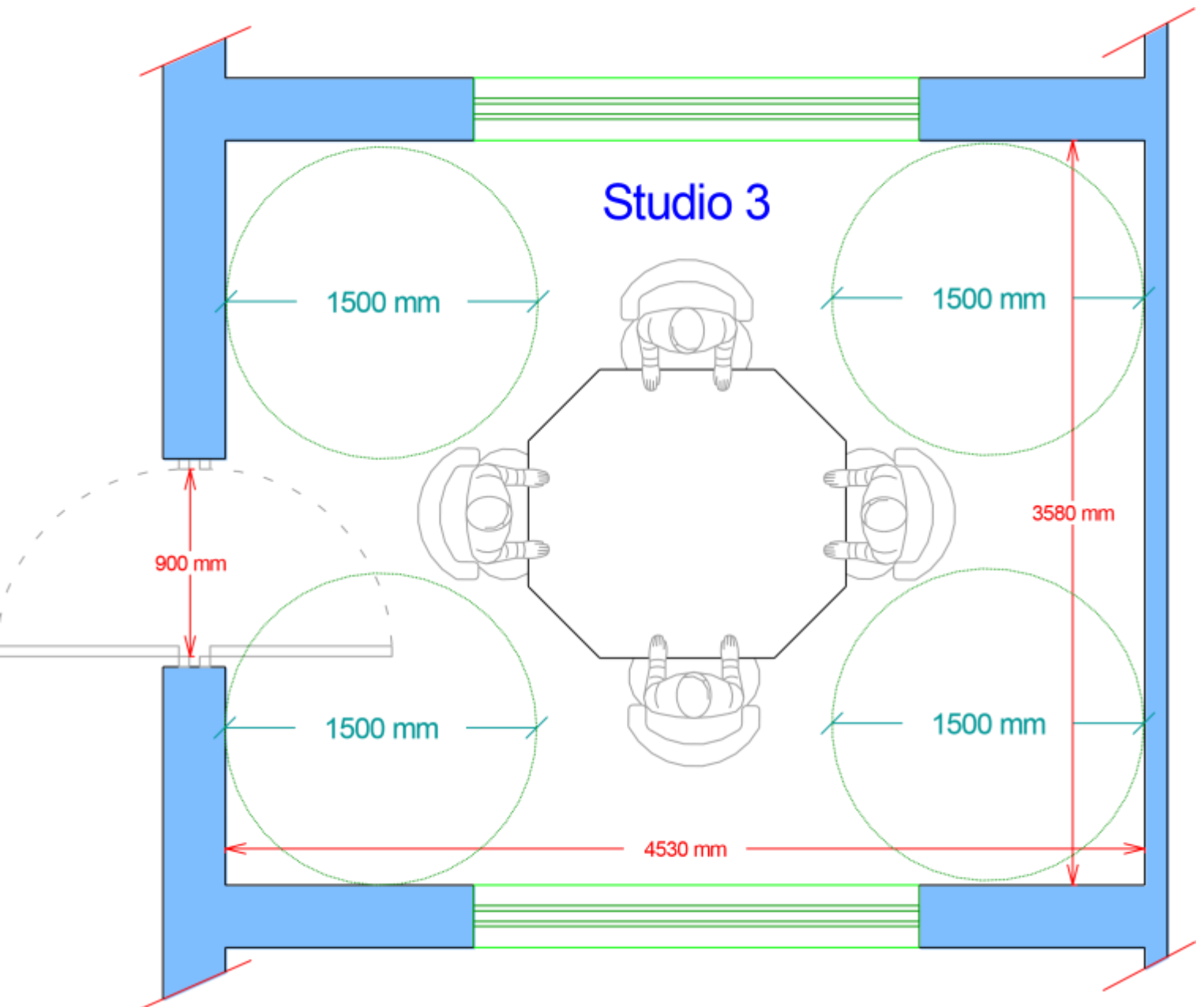


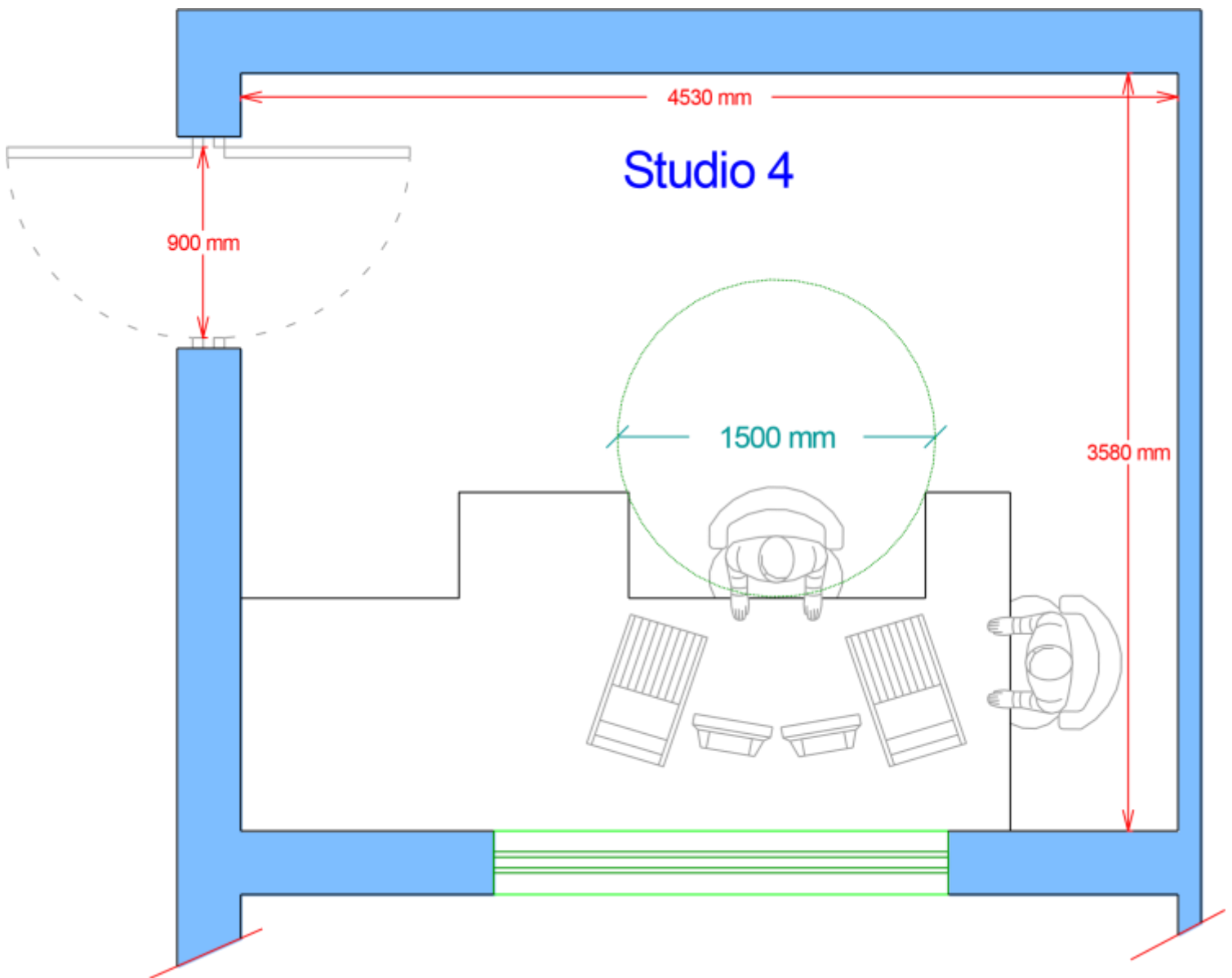


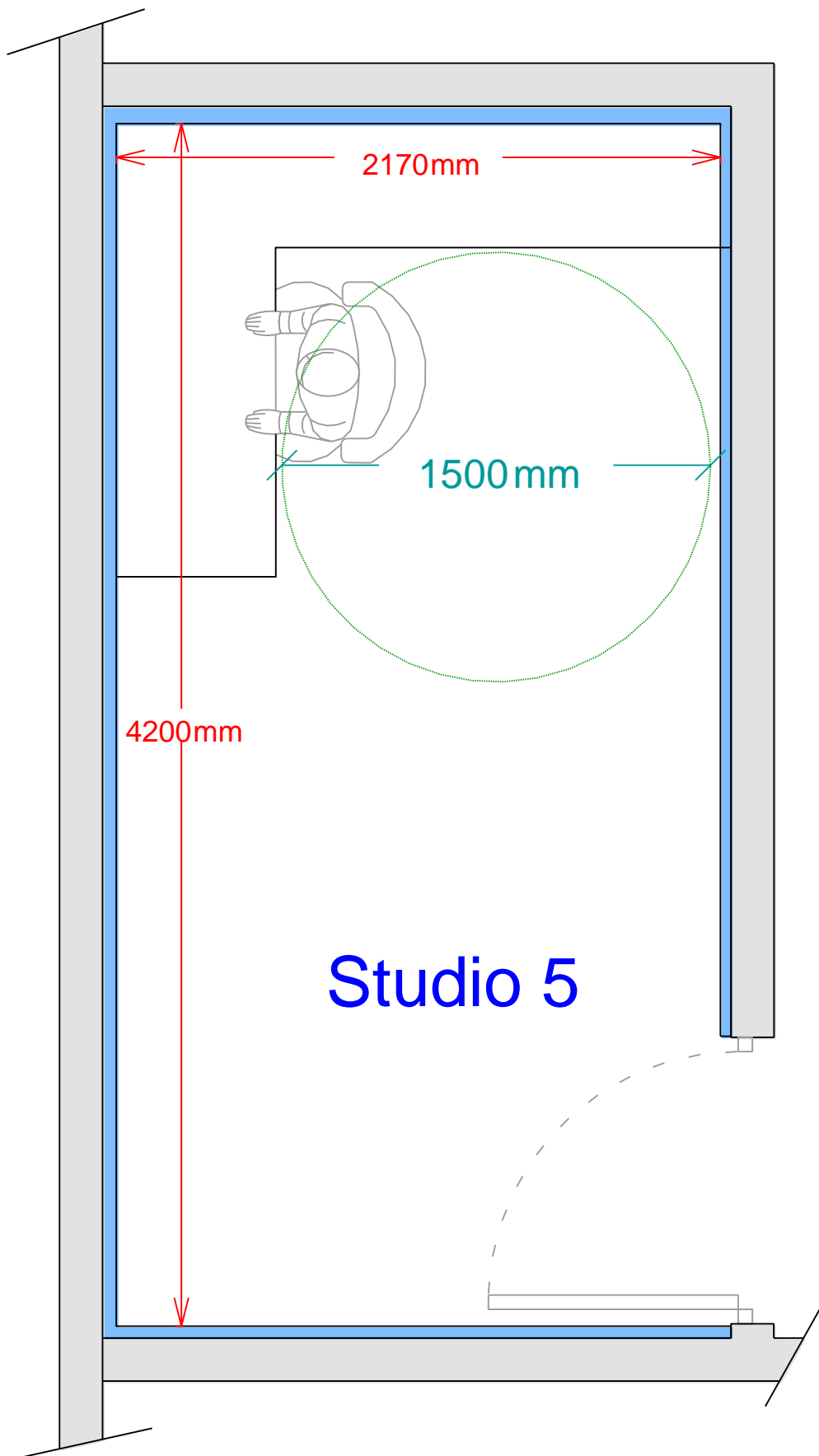


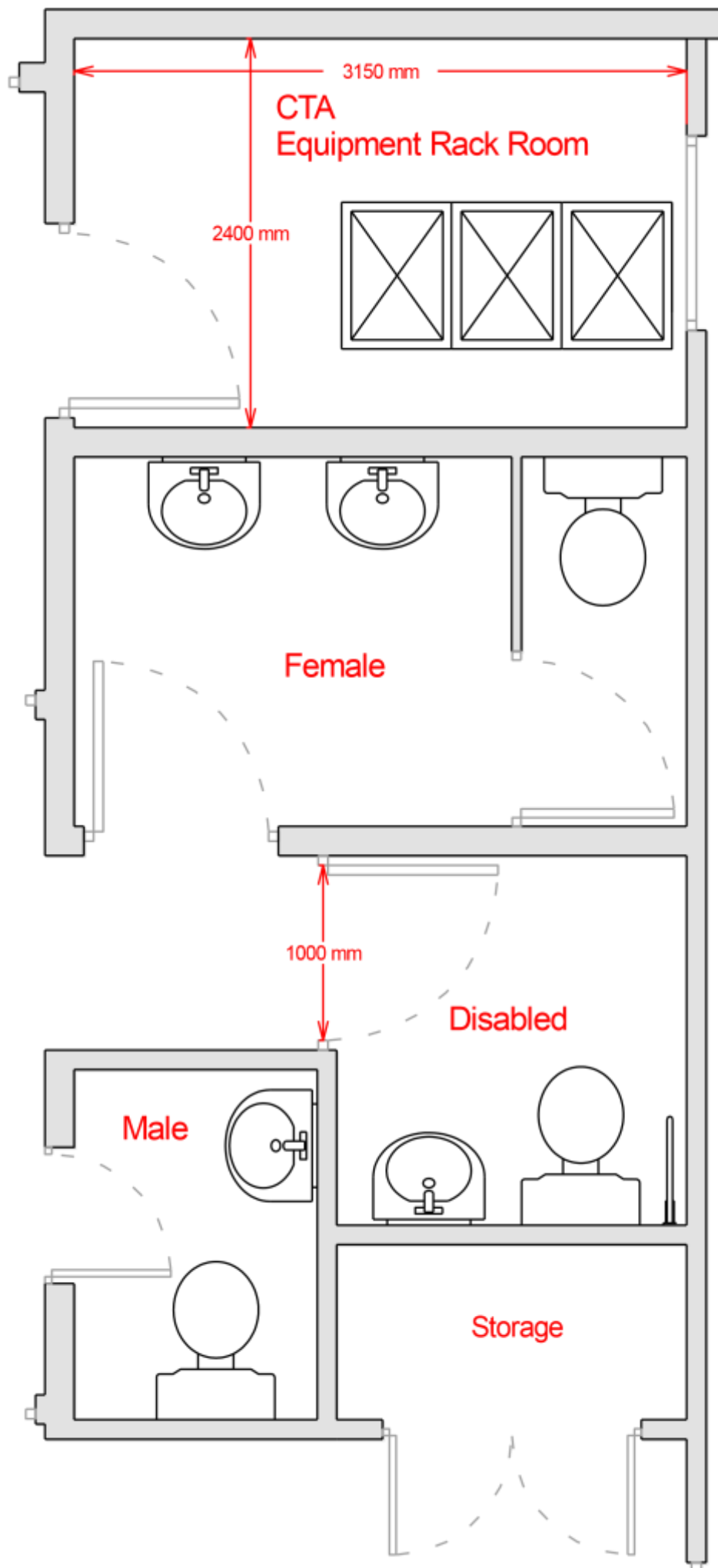












APPENDIX 10

APPENDIX 10

The main Dublin City FM Broadcast Studios and Administration Building is located in the franchise area in Unit 6 Docklands Innovation Park, east Wall Road, Dublin 3. Included at the main building is a main On-Air Studio, Stand-by On-Air / Production Studio 2, News Booth, and Studio 3 Production control and performance. The facility also incorporates the CTA technical room for broadcast and IT requirements, administration offices and sales plus kitchen and toilet facilities, including a disability toilet, all located on a ground floor with full disability access throughout.

Dublin City FM will use their existing Studios and Building, which were originally designed by Joe King of Broadcast Technical Services and the following drawings show all dimensions and studio construction details.

Studio Construction:

The current Dublin City FM Studio Complex was purpose built to a very high acoustic construction method as designed by BTS for achieving maximum isolation by employing the principal of a “box within a box” structure. Furthermore, the studios are fully isolated from the ambient background noise of the remainder of the administration floor by use of a large acoustic isolation lobby.

The Dublin City FM Studios are fully compliant for disability access and disabled toilet facilities. The studios themselves are constructed as individual rooms from a modified “Camden” partition principal, which is contained within all the outer walls. The studio walls are constructed from a larger metal stud spaced at specific staggered centres calculated to create the required reverberation cavity chambers. The construction method was modified to permit building from one side with hi-grade fibreboard and a calculated specific number of layers treated soundblock plasterboard each side to achieve the required isolation parameters. All plasterboard joists are butt-jointed on the metal stud members; joints are staggered on each successive layer of soundblock, filled with flexible sound sealant and taped. The exposed side of the outer wall was then plaster skimmed to produce an air-tight seal. This construction exceeds 120 minutes fire rating as no timber studs are incorporated in the construction.

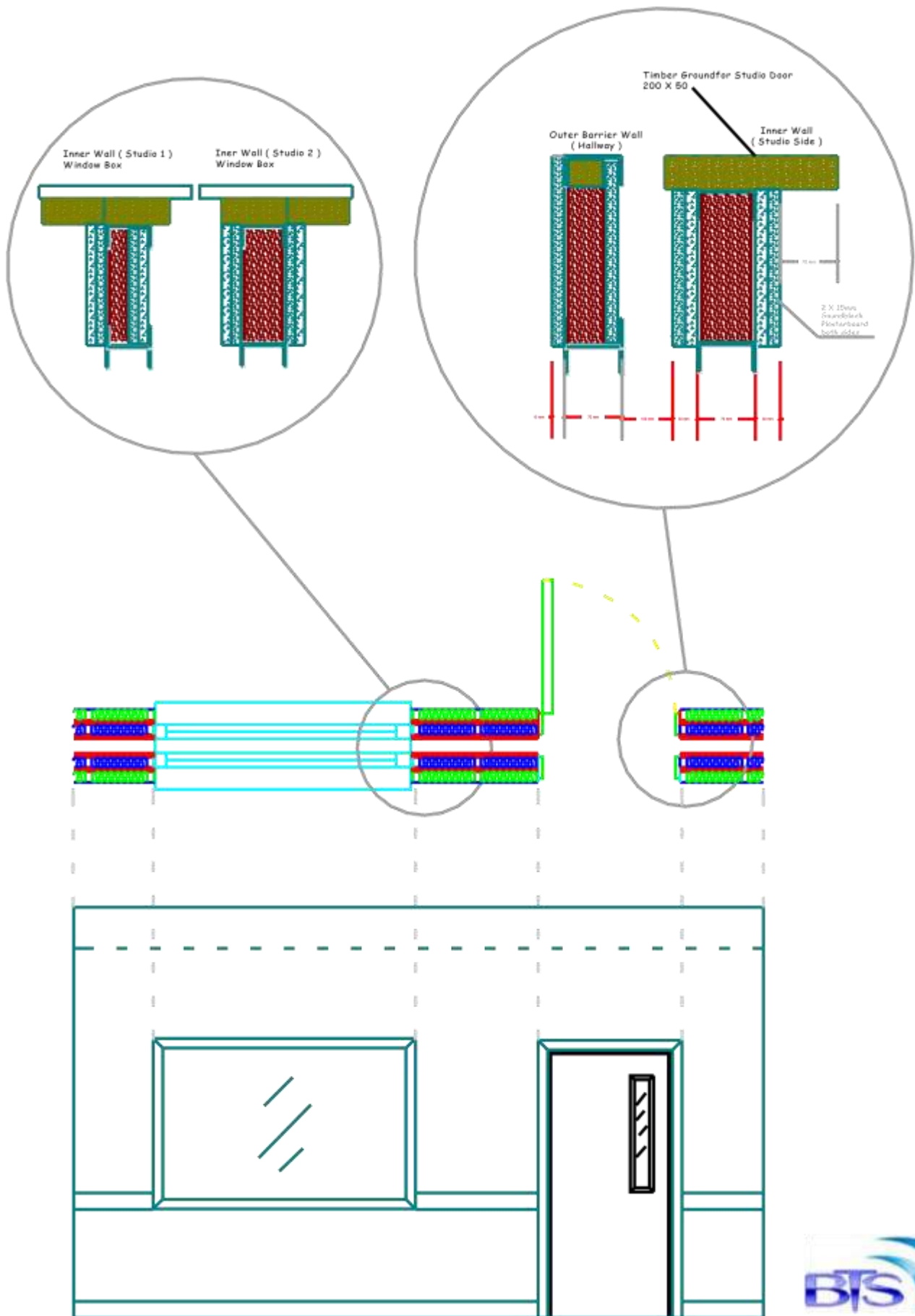
The outer acoustic baffle wall of the isolation lobby is constructed from a framework of metal studs at alternating centres calculated to create the required reverberation cavity chambers. The studwork are filled with a special grade of RW3 rockwool and each side is clad with a 12mm layer of fibreboard plus three layers of 15mm soundblock plasterboard. All plasterboard joists are butt-jointed on the metal stud members; joints are staggered on each successive layer of soundblock plasterboard, filled with flexible sound sealant and taped. The exposed side of the outer wall is plaster skimmed. This construction exceeds 120 minutes fire rating as no timber studs are incorporated in the construction.

The fibreboard serves to damp any resonance that may occur in the plasterboard as well as partially isolating the plasterboard from the steel stud frame, in addition it contributes a significant portion to the overall mass and therefore increases the acoustic isolation/insulating properties of the partition.

All studio metal stud frames are filled with a specific mixture of various grades of mineral rockwool insulation between the facing sheets and alternating reverberation cavity chambers.

The open cavity between the two partitions is blocked at the end of each wall with a combination of highdensity rockwool to act as a cavity barrier and trimmed with solid ash hardwood edging and rubber baffles. It should be noted that the rubber baffle edging is a flexible seal running its length, so as to avoid

physical transmission of vibrations and noise between the two stud partitions.

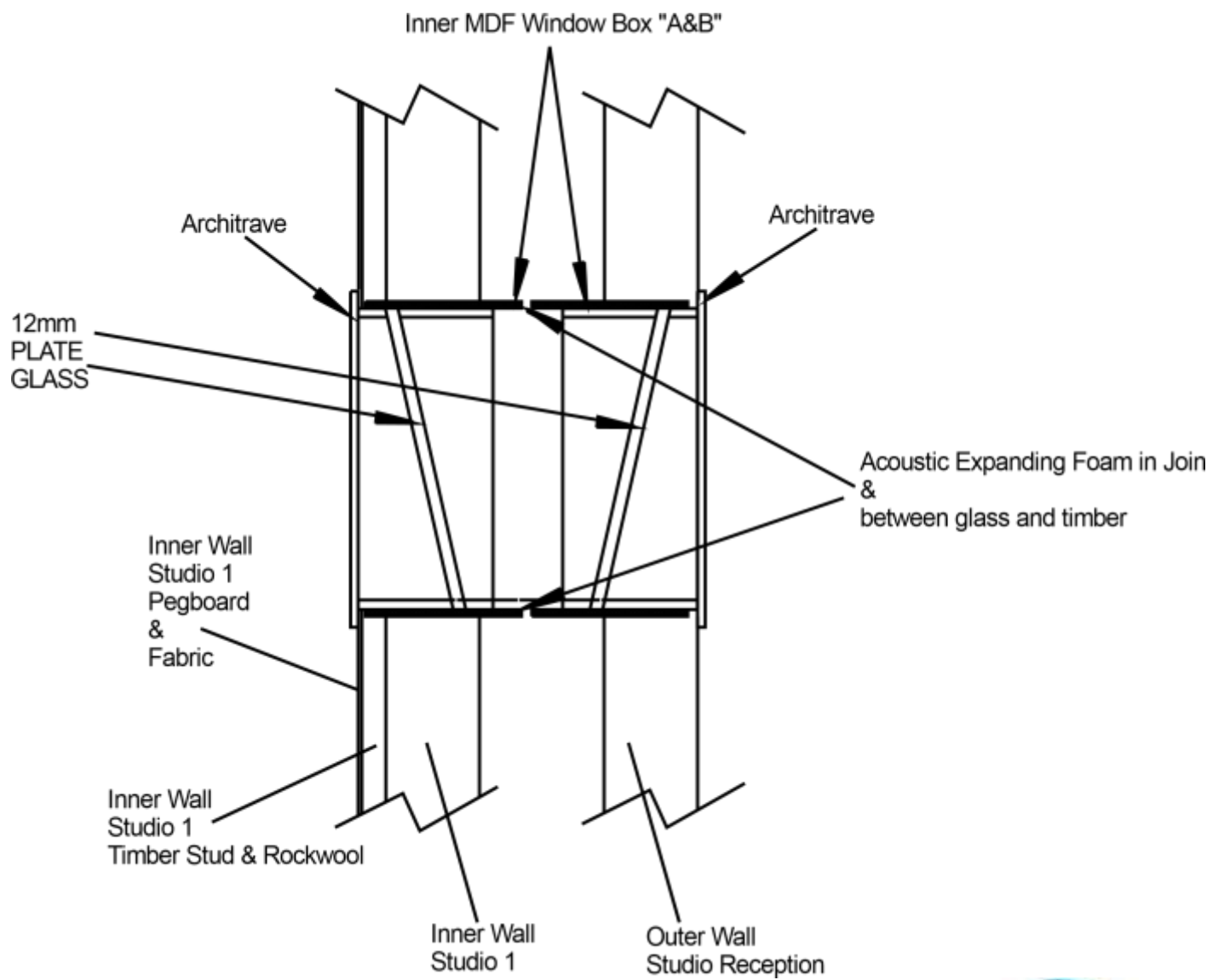


The inside of the studios is additionally clad with softwood framing, a mixture of high and medium density rockwool of two specific grades filling the void between the timber studs, together with the inclusion of several calculated reverberation cavity chambers. The outer final layer is then covered with a fine hair felt material filtering dustsheet; this prevents any rockwool fibreglass particles from escaping into the studio atmosphere, which could irritate or cause respiratory problems.

The final construction layer is of perforated hardboard covering that is perforated (*depending on position on the walls*) to achieve the desired absorbent characteristics of the room. This is in order to control the internal reverberation acoustics of the studio. Finally, a tight-weave acoustic transparent blue fabric, which is fire treated to class 1 speed of flame, is dressed on the surface of the perforated hardboard.

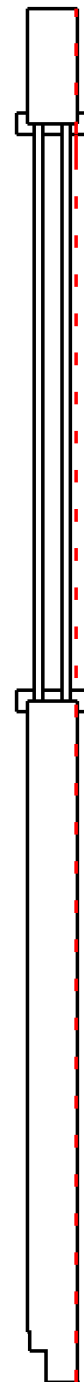
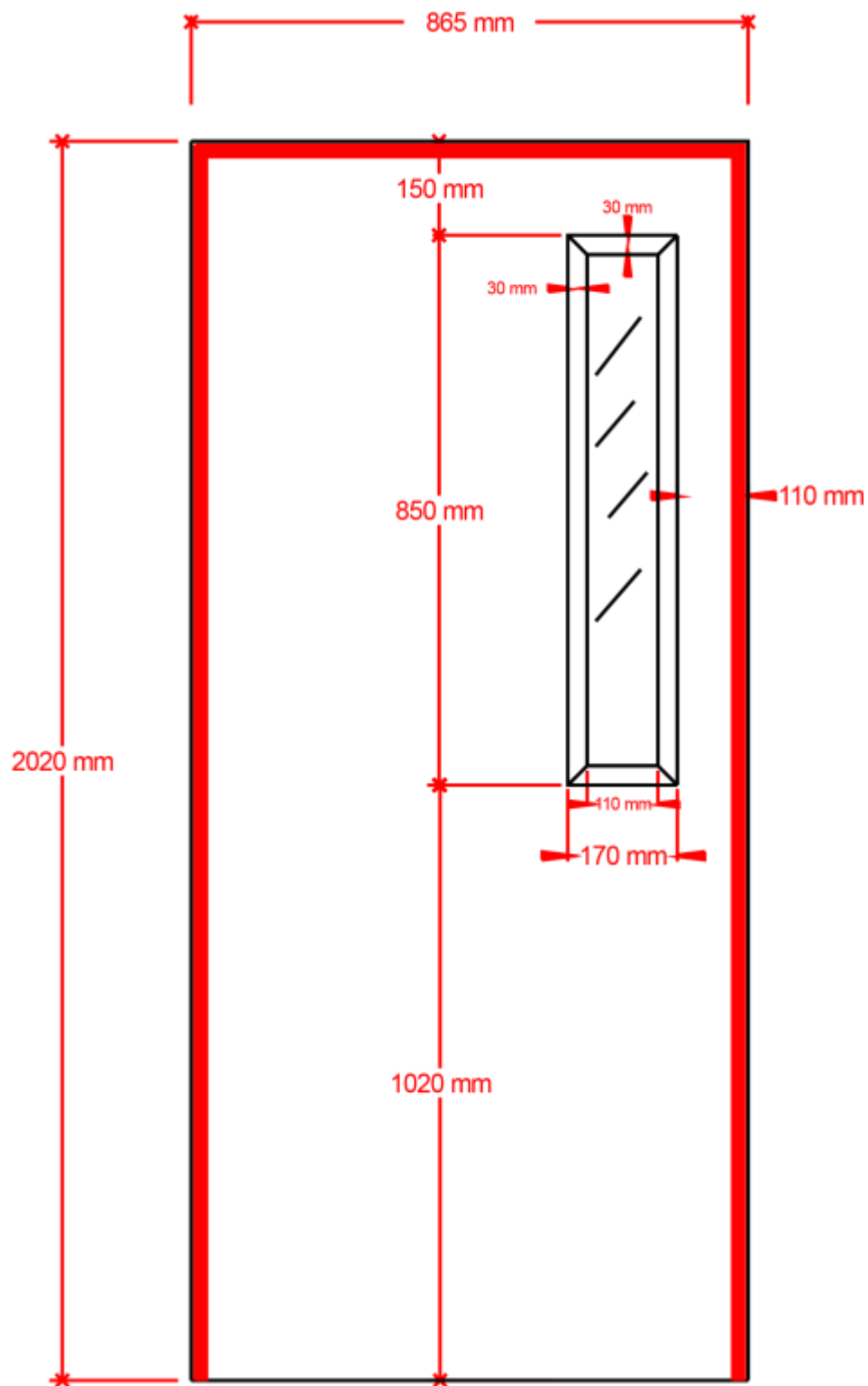
Studio Windows:

Vision windows having-sound resisting properties complementary to the wall structures are installed between studios providing line-of-sight for all operators. All sound resisting windows are double glazed with three-ply laminated glass of specific thicknesses and angled to minimise internal visual and acoustic reflections.



Studio Acoustic Doors:

Acoustic (Sound-Resisting) Studio Doors are installed throughout the Dublin City FM Studio complex and have a natural ash wood finish. All acoustic doors are fitted with vision panels low enough for easy viewing from a low height and also fitted with overhead door closer, magnetic seals and stainless steel pull handle and push plate. The acoustic studio doors have a sound reduction rating of 44dB (SR).

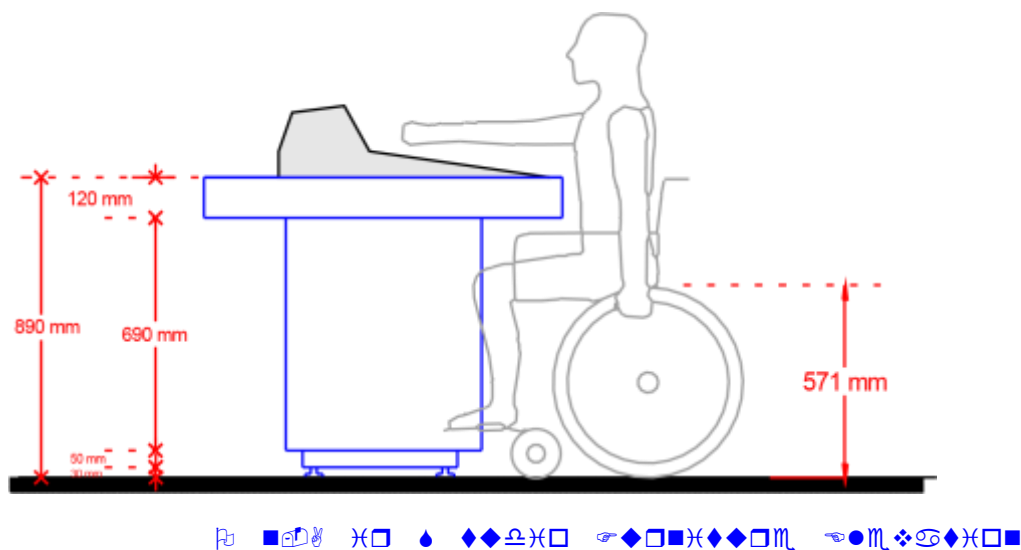


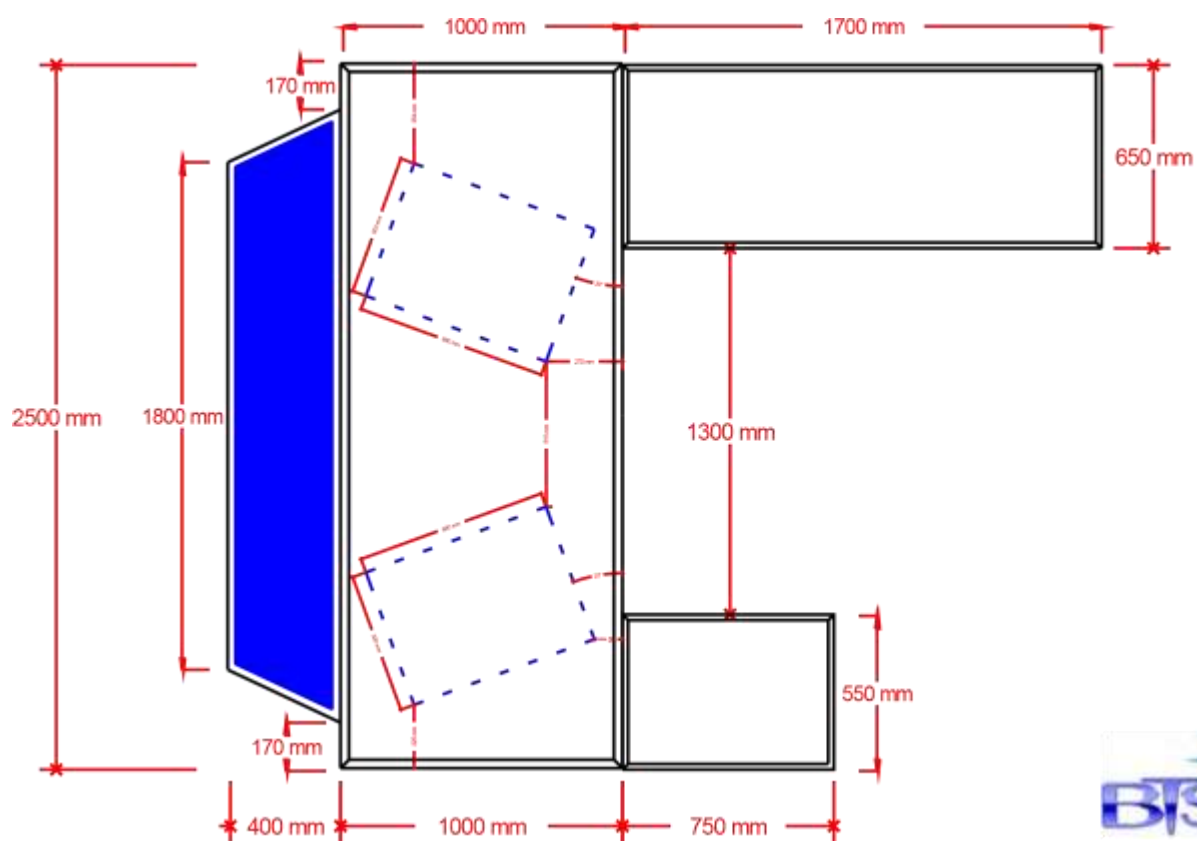
Studio Technical Services:

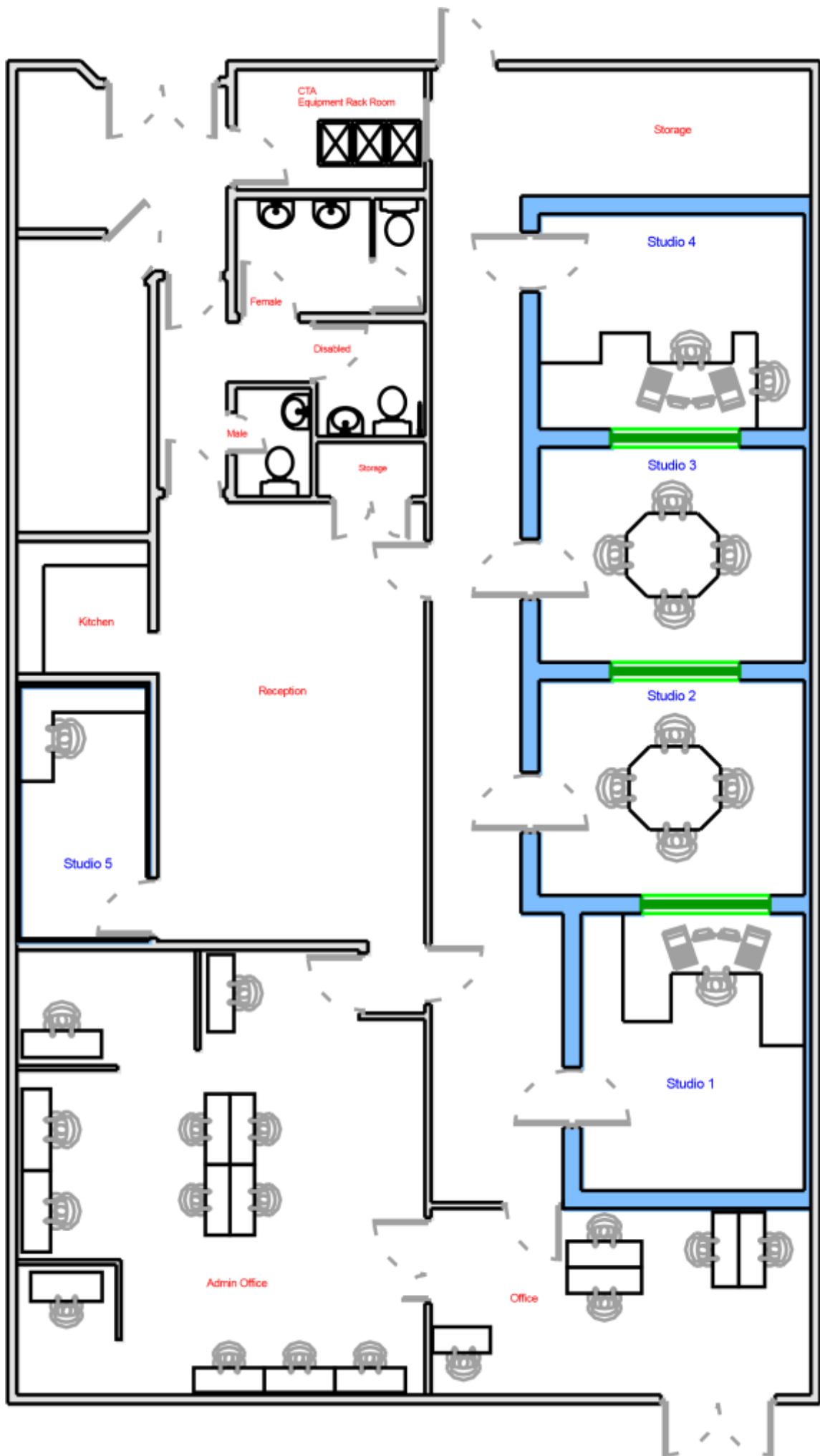
Cable ducts are formed within the Dublin City FM Studio Complex wall constructions to provide access between the studios for studio equipment wiring. Cable trays are also installed within the ceiling voids to conduit cables from and between the studios and CTA racks room on the first floor. In the studios within the wall construction, cable tech-drops are with vertical accesses for equipment wiring. Skirting and dado covers are all natural-finished timber secured in place with countersunk screws in recessed cups providing a flush finish. Trims to corners at wall and ceiling junctions are in natural matching wood pinned in place.

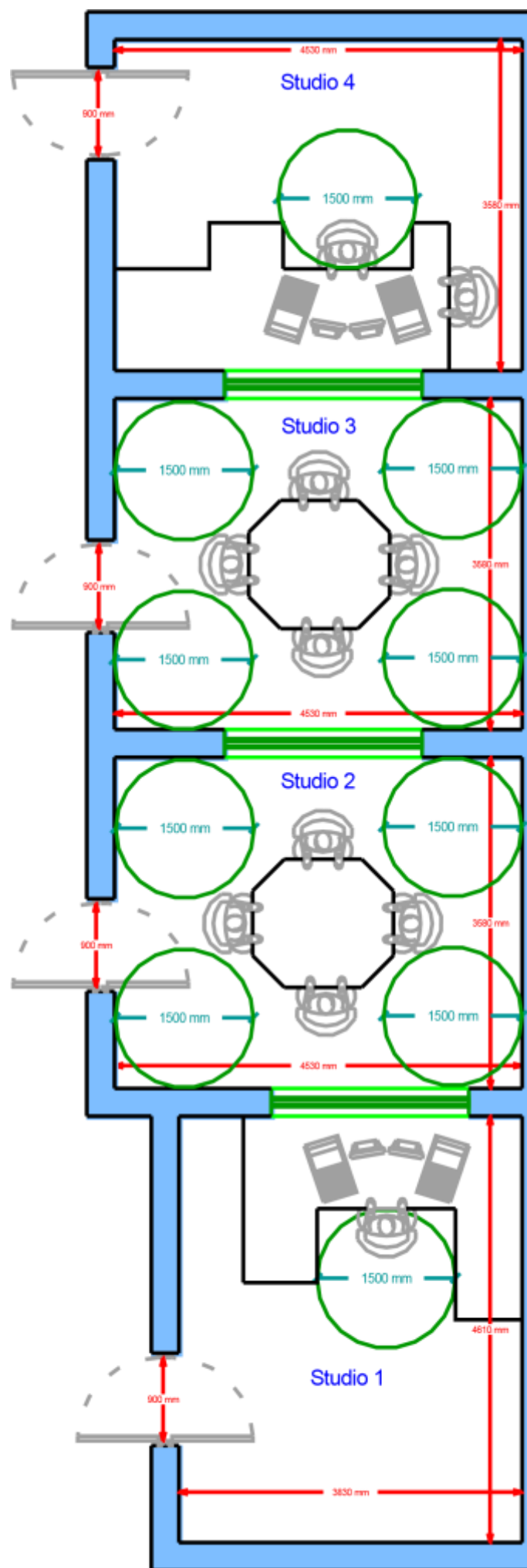
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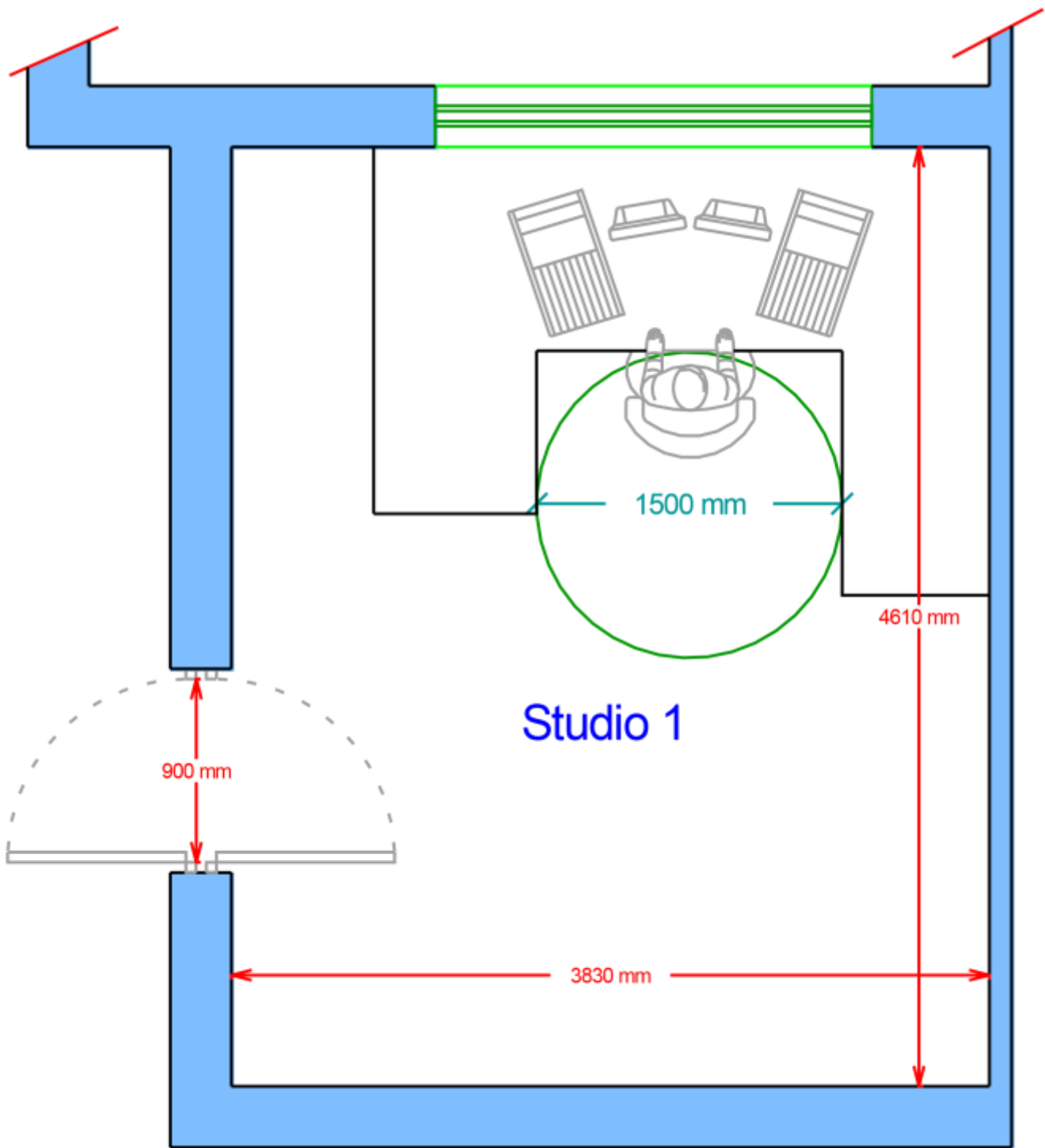
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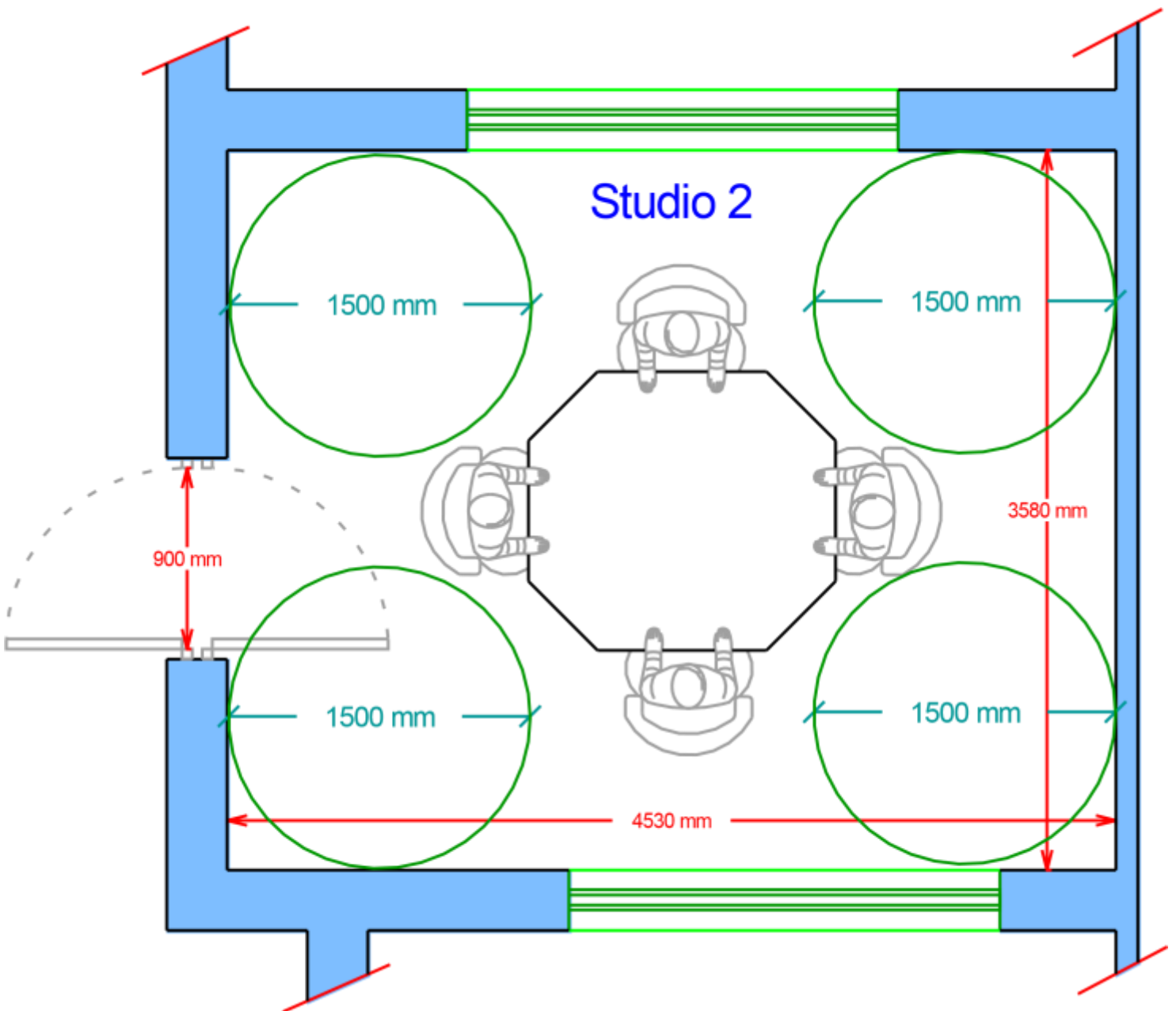


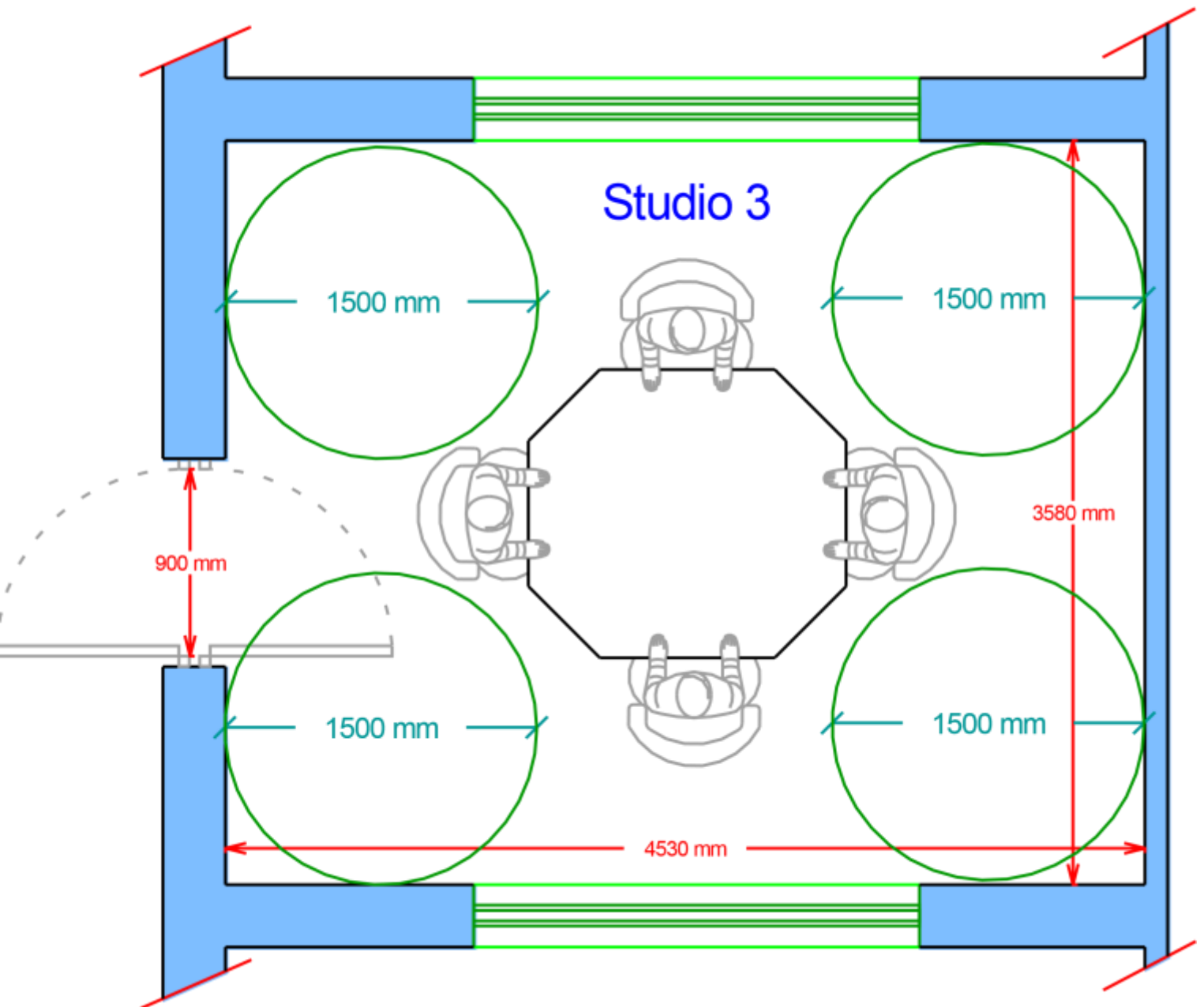


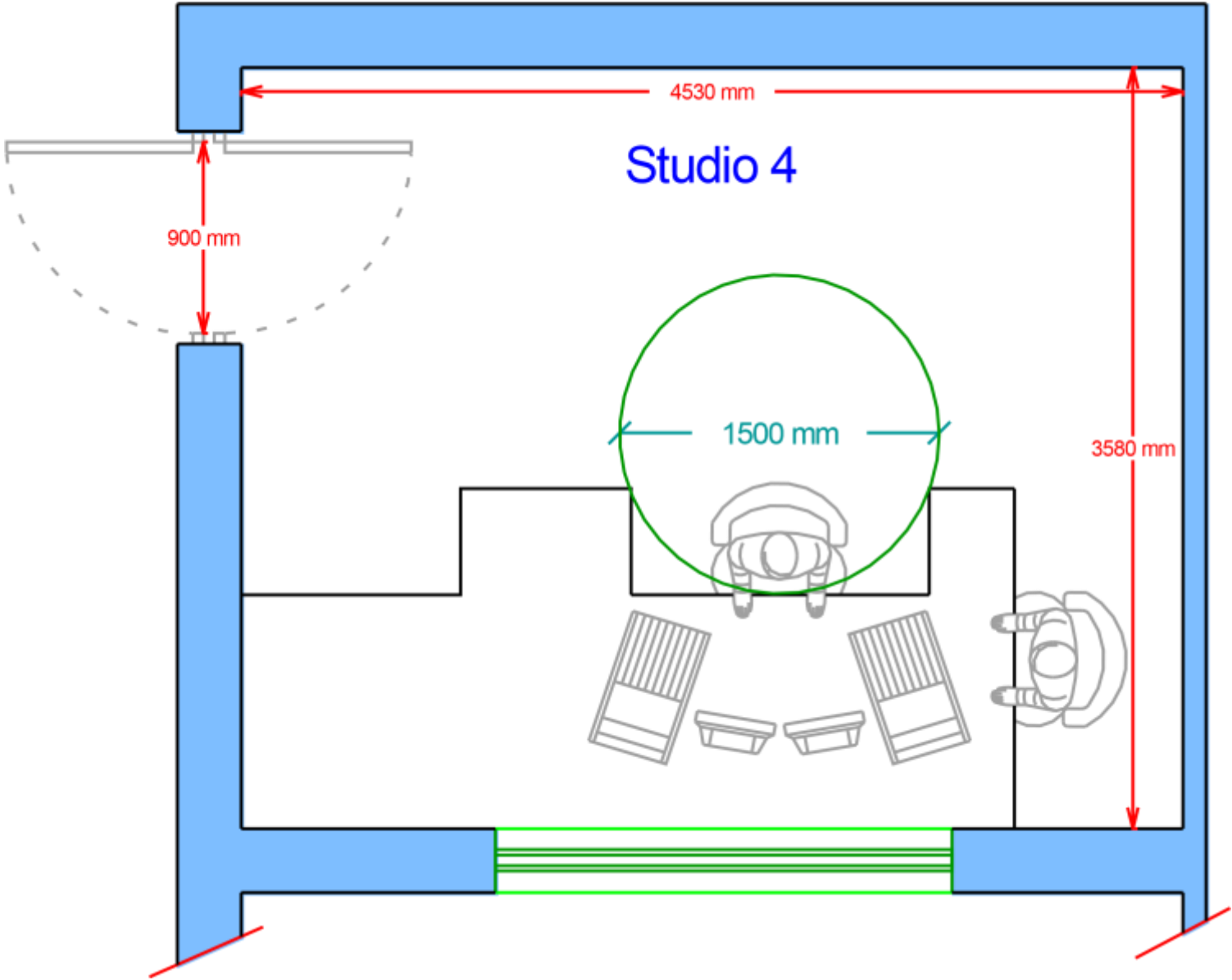


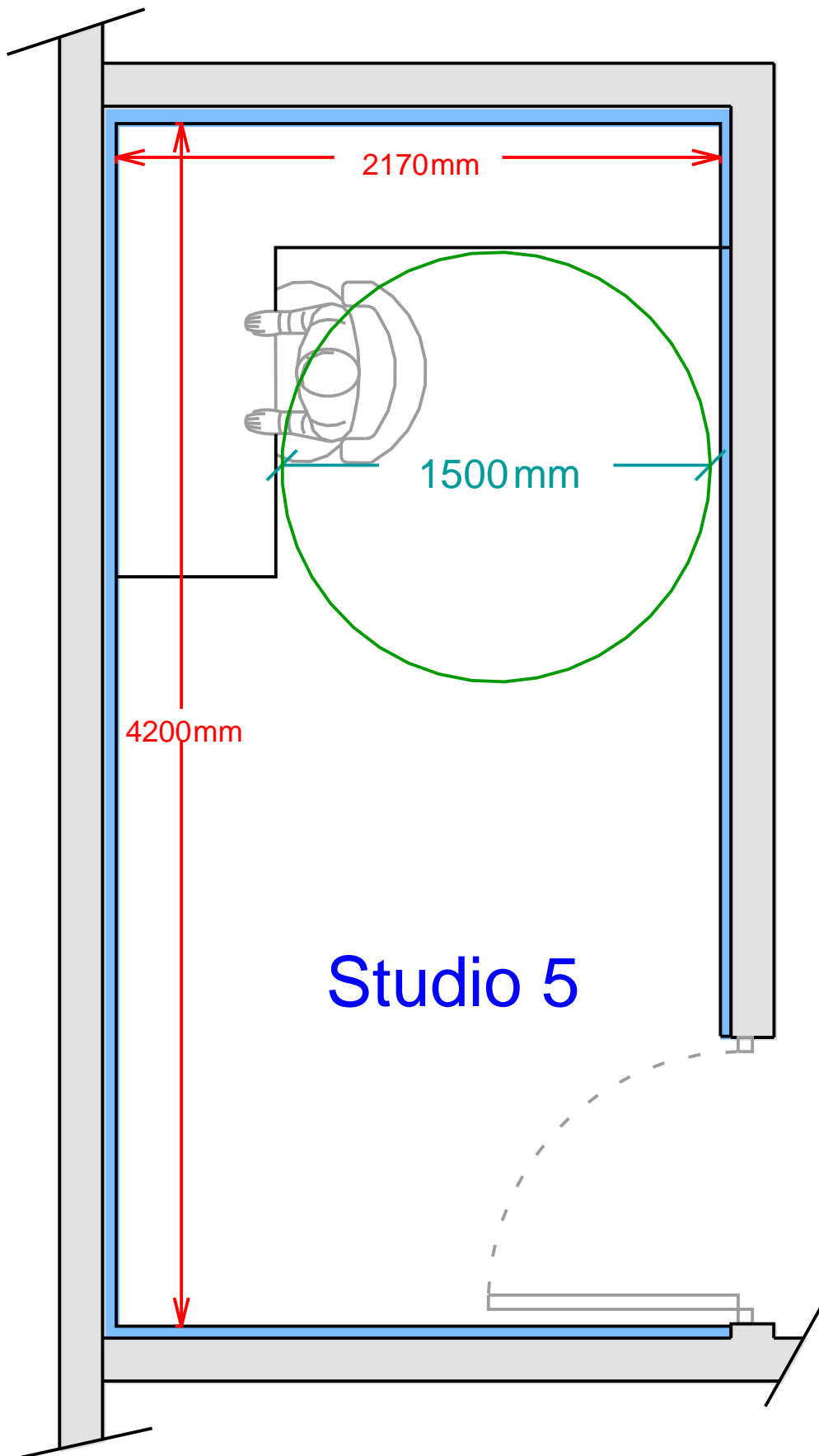


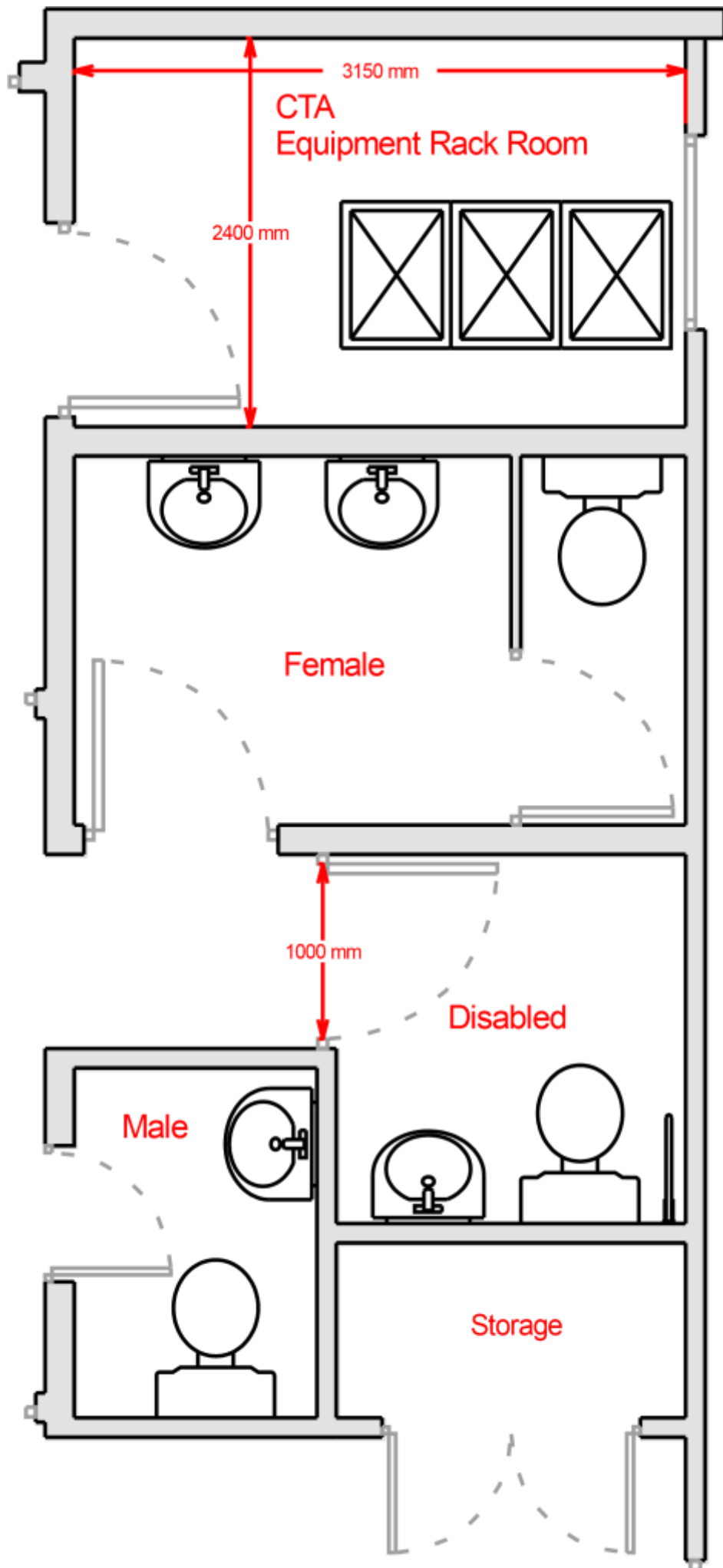












APPENDIX 11

APPENDIX 11

| | | |
|--------------------|----------|--|
| Back Office | 7 | PCs – News, Research, Production etc.. |
| | 3 | Printers |
| | 3 | Landline Phones |
| | 2 | Headphones |
| | 1 | Air Conditioning Unit |
| Studio 1 | 1 | Air Conditioning Unit |
| | 1 | Landline Phone |
| | 2 | Technics Vinyl Turntables |
| | 1 | Alice Phonopak 2 Turntable Pre Amp |
| | 3 | Beyer Dynamic Microphones |
| | 2 | Mic Stands |
| | 1 | DT100 Headphones |
| | 1 | Mic Popshield |
| | 1 | Alice Air 2000 Mixing Desk |
| | 2 | Yamaha Speakers |
| | 2 | PCs – Radiomation and Audio Recording Workstations |
| | 1 | Cassette Player |
| | 2 | Tascam Mini Disc Player/ Recorders |
| | 2 | Denon CDs Players |
| | 1 | Tascam USB Player/ Recorder |
| | 1 | Mic Arm |
| | 1 | Sonifex HY03 Telephone Hybrid Unit |
| | 1 | EMU 0202 Audio Interface |
| | 1 | Alice Air 200 Power Supply |
| | 1 | TEAC Mixer |
| | 1 | Samson Powerbrite Power Distributor |
| Studio 2 | 4 | Seinheiser Headphones |
| | 4 | Seinheser Microphones |
| | 4 | Mic Popshields |
| | 4 | Mic Arms |
| | 1 | Air Conditioning Unit |
| | 1 | Rane Headphone Amplifier |
| | 1 | Radiomation Screen |
| Studio 3 | 4 | DT100Headphones |
| | 4 | Beyer Dynamic Microphones |
| | 4 | Mic Popshields |
| 4 | Mic Arms | |
| | 1 | Air Conditioning Unit |
| | 1 | Rane Headphone Amplifier |

| | | |
|-------------------|---------------------------------------|--|
| Studio 4 | 1 | Air Conditioning Unit |
| | 1 | Landline Phone |
| | 1 | Technics Vinyl Turntables |
| | 3 | Beyer Dynamic Microphones |
| | 2 | Mic Stands |
| | 2 | Seinheiser Headphones |
| | 2 | Mic Popshields |
| | 1 | Alice Air 2000 Mixing Desk |
| | 2 | Beringer Speakers |
| | 2 | PCs – Radiomation and Audio Recording and Editing Workstations |
| | 2 | Tascam Mini Disc Player/ Recorders |
| | 2 | Denon CDs Players |
| | 1 | Tascam USB Player/ Recorder |
| | 1 | Mic Arm |
| | 1 | Sonifex Telephone Hybrid Unit |
| | 1 | EMU 0202 Audio Interface |
| | 1 | Alice Air 200 Power Supply |
| | 1 | Extender |
| Studio 5 | 2 | Tascam Mini Disc Player/ Recorders |
| | 2 | Denon CDs Players |
| | 1 | Soundcraft Mixing Desk |
| | 2 | Beringer Speakers |
| | 1 | Beyer Dynamic Microphone |
| | 1 | Mic Stand |
| | 1 | DT100 Headphones |
| | 1 | Production PC |
| | 1 | Telephone Hybrid |
| | 1 | Power Supply |
| Comms Room | 2 | Olson Power Distribution Panels |
| | 1 | Radiomation Audio Logger |
| | 1 | IC Real Time Security Solutions CCTV Security System |
| | 1 | Compaq PC |
| 1 | DLink Gigabit Switch Network Link Box | |
| 2 | Avocent Longview KVM Extenders | |
| 3 | Eircom ISDNs | |
| | 1 | Delta M –Audio Series Breakout Box |
| | 1 | Toshiba Air Conditioning Unit |
| | 1 | Magic AC1 XIP Audio Codec |
| | 1 | SONY STSE300 RDS Tuner |
| | 1 | Optimod FM Orban Limiter/ Processor |
| | 1 | Pronto Prodys ISDN Unit |

| | |
|---|---|
| 1 | Engenius EAP150 Wireless Access Point |
| 1 | cte Broadcast Studio Link Transmitter |
| 1 | Connectix CAT5E Cabling Network |
| 1 | Alice Airswitch On Air Switching |
| 1 | AMP Netconnect LAN |
| 1 | BW Broadcast Ariane Sequel Audio Leveller |
| 1 | Radiomation On Air 1 Playout Computer |
| 1 | Radiomation On Air 2 Playout Computer |
| 1 | Radiomation Music Playout Computer |

LiveDrive Studio

Equipment in DCC

| | |
|---|---|
| 1 | Laptop –Dell Latitude |
| 1 | Soundcraft Mixing desk |
| 1 | Tascam US 200 Audio Interface Serial Number 0240083 |
| 3 | Beyer Dynamic DT 297 Headphones |
| 1 | Tivoli Audio PAL Radio R7918640308 |
| 1 | Magic AC1 - Fiber Codec - |
| 1 | Tascam MH40MkII - Headphone Amplifier |
| 1 | Huawei USB Modem Serial Number |
| 1 | 2 way SVGA Monitor S |
| 1 | Vodafone Mobile Wi-Fi dongle |

Outside Recording Equipment

| | |
|---|----------------------------|
| 3 | Marantz Handheld Recorders |
| 5 | Zoom Handheld Recorders |

Fire and Security

| | |
|----|------------------------|
| 1 | MSC Fire System |
| 12 | GENT Ionisation Alarms |
| 1 | Omada Security Panel |
| 2 | Security Keypads |
| 10 | CCTV Cameras |

APPENDIX 12



To: Dublin City FM
Re: Rock Solid Transmission Facility
Date: 5th January, 2016

Dear Mr. Hanley,

On behalf of Rock Solid Transmission Limited, I wish to formally confirm that Dublin City FM have the use of our multi-user transmission facility and tower located at Ballyedmonduff, Killakee, Co Dublin, as per terms set out in our license.

The tenancy provided is subject to an annual site rental and service ~~fee~~ which will be advised separately.

The tenancy includes accommodation of your FM Transmitter in equipment racks as required, provision of feeder cables and access to the Aldena two stack antennas. It also includes tower space for your 1.4GHz link antennas and ancillary equipment. Provision of fully backed up power (via both UPS and generator) is included in the service charge.

Yours faithfully,

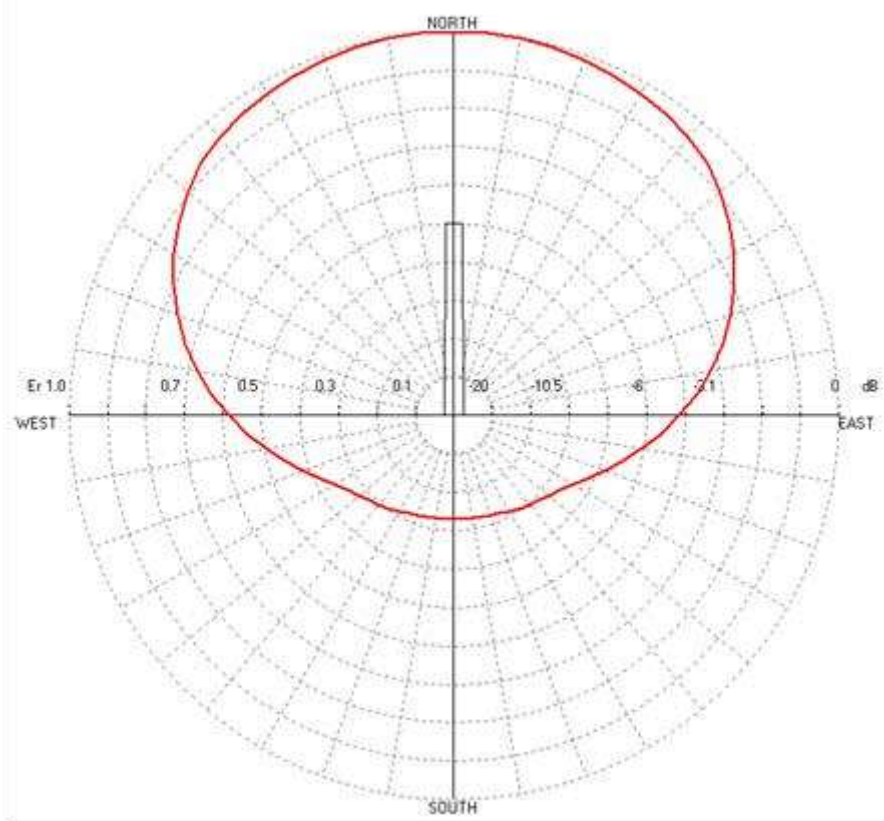
Ann Foley

For and on behalf of
Rock Solid Transmission Limited

rock solid transmission ltd
6th Floor, 1 Grand Canal Quay, Dublin 2. Tel: +353 1 432 5908. Fax: +353 1 432 5901

Directors: Aidan Phelan, Ann Foley. Company Reg. No. 146567. VAT No. IE6543590H

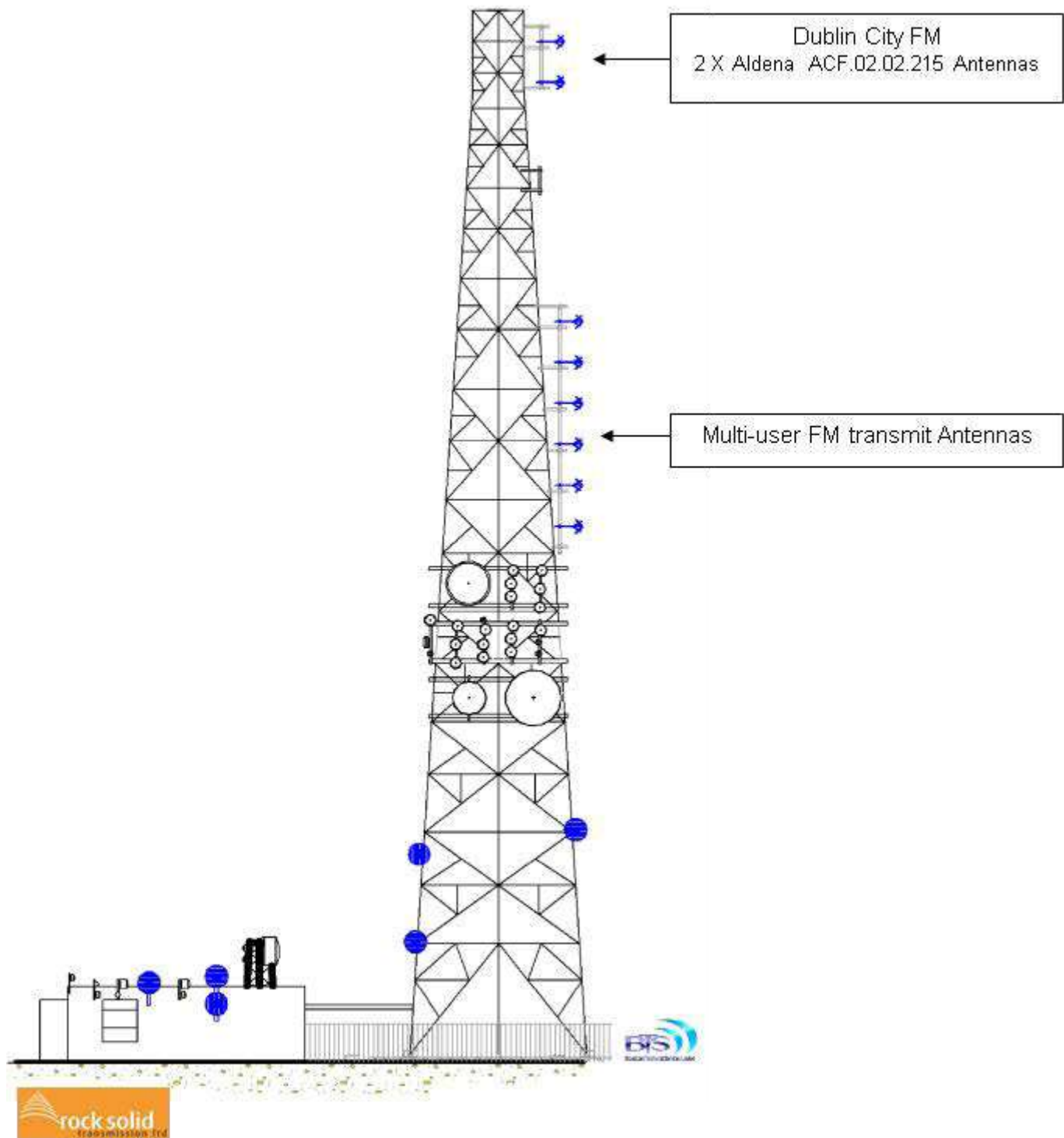
APPENDIX 13



APPENDIX 13/6.2.4

a

APPENDIX 13/6.2.4f



APPENDIX 13/6.2.4g



| | |
|----------|-------------|
| Surveyed | 1995 - 1995 |
| Revised | 2001 |
| Levelled | 1976 |

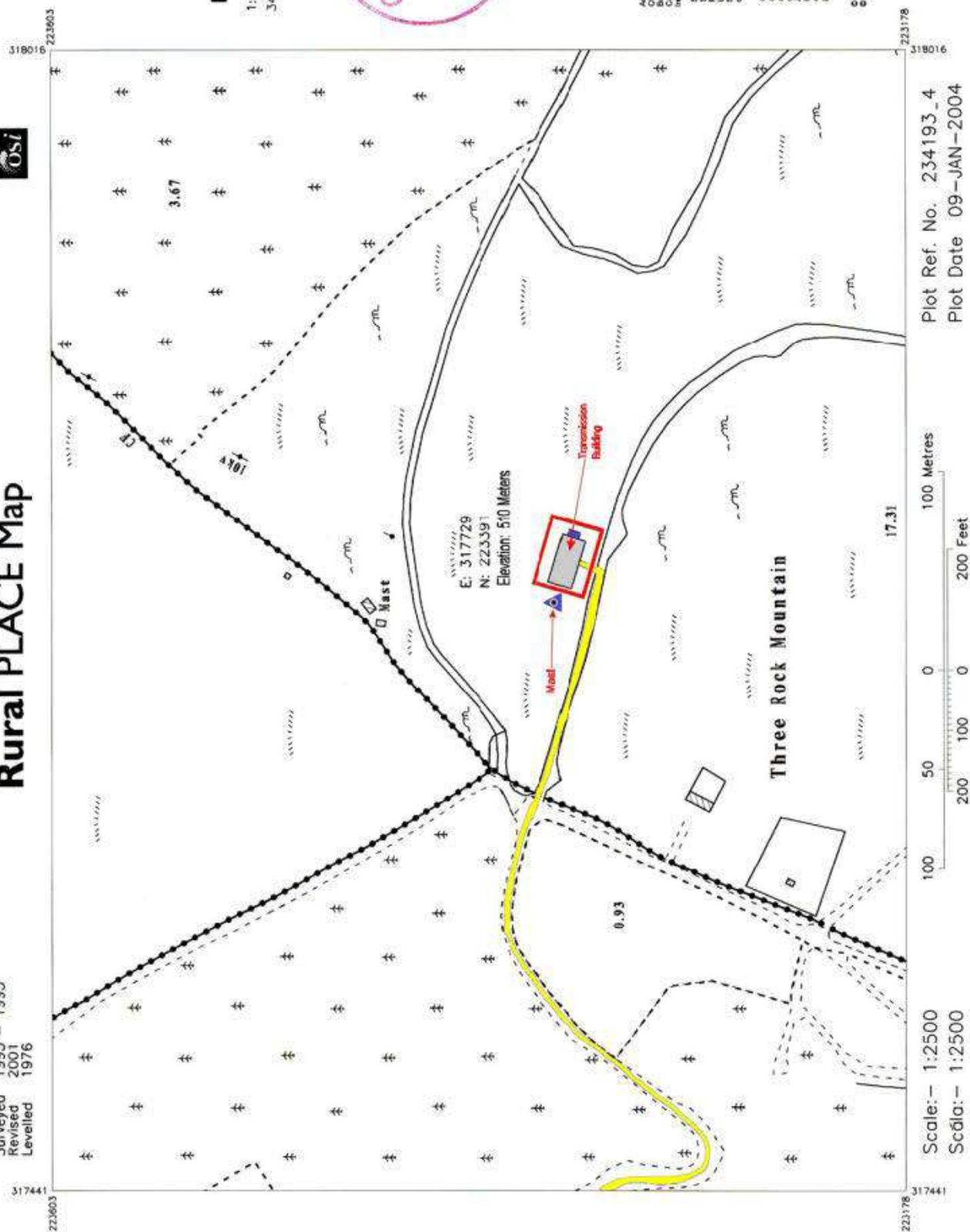
MAP SCALES

1:2500
3455-C

[illegible][illegible]

© Süddeutsche Zeitung, 2003
© Süddeutsche Zeitung, 2004

Issued By:



Plot Ref. No. 234193_4
Plot Date 09-JAN-2004

Scale:— 1:2500
Scála:— 1:2500

APPENDIX 14

Dublin City FM

Dublin
Rock Solid-Three
Rock

Coordinates

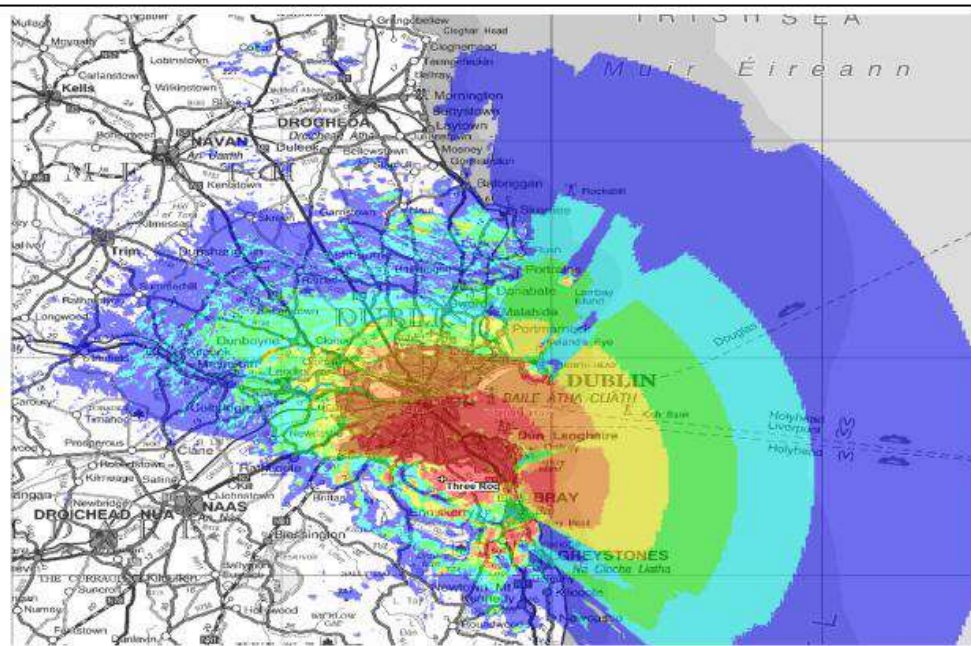
N: 53° 14' 49"
W: 006° 14' 11"



**Anticipated
Transmission
Coverage
from**

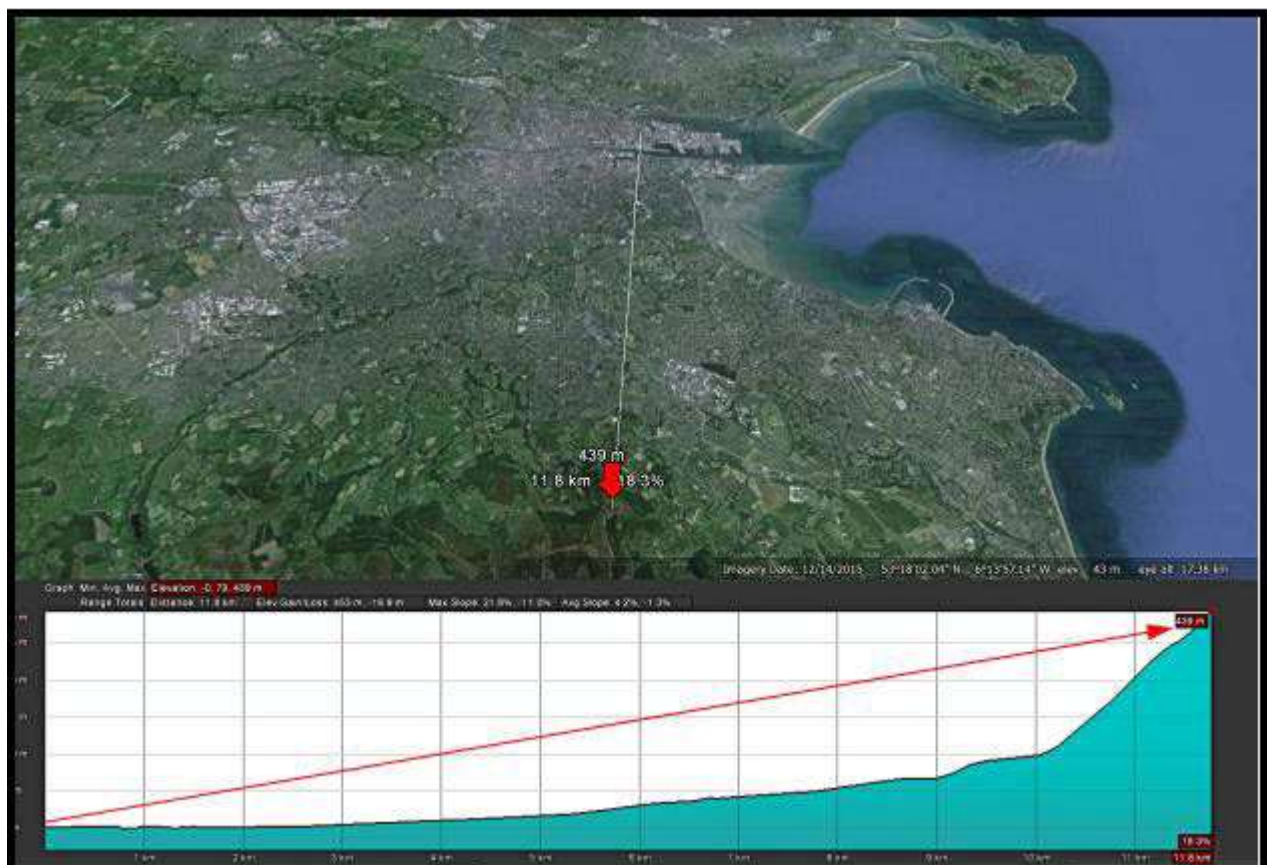
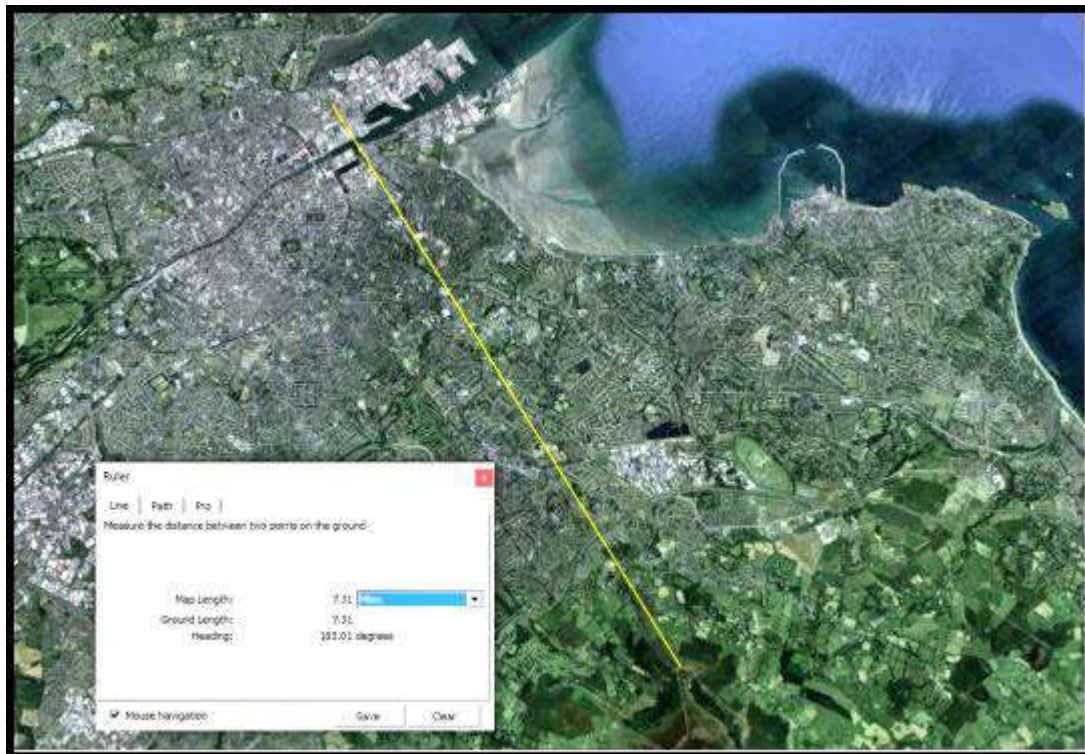


0 10 km
Hertz Mapper - (c)2002 ATDI



APPENDIX 15

APPENDIX 15/6.2.6



APPENDIX 16

7.1 Overall Financial Strategy

Please detail the proposed financial strategy over the first three- to five- year period. The strategy must detail how the Applicant proposes to meet all pre-operational and subsequent funding requirements:

Appendix 16

Overview

As stated in Section 3.4 our financial strategy is based on a “service first” policy. This will see us operating our service at the least possible cost without compromising quality of output or community service.

Annual budgets will be set within those parameters and our fundraising targets will be set accordingly. Fundraising will not be based solely on a traditional advertising or sponsorship sales model. Our funds will in the main be generated through a membership and partnership structure which will see individuals, community organisations, and private and public sector bodies become members and supporters of the station under a defined contribution structure. This will see us establish partnerships with our members and supporters so that they become part of the station and its operations.

We will seek to position the station as a novel resource for companies to utilise in their Corporate Social Responsibility (CSR) and Employee Engagement Programmes. Increasingly companies are incorporating community involvement in their Corporate Social Responsibility charters, and we believe that there are significant employee, social and community-building opportunities for participating companies.

We propose to establish a supporter scheme under a tiered structure which will see companies become Grade 1, 2 or 3 partners. Grade 1 will be for large companies such as multinational financial and professional services firms, who commit to donating more than €5,000 annually to the station. Grade 2 will be for mid-sized companies who commit to contributing between €2,500 and €5,000 (this will be suited to mid-sized and larger Irish companies). Grade 3 will be geared towards companies at the larger end of the SME spectrum who donate between €1,250 and €2,500 annually.

We will reach out to and engage with companies whose CSR policies align with our community ethos. Our overall objective will be to realise funding of up to €70,000 annually from these sources (see Section 7.4.4 below)

There will be no specific benefits on offer to corporate partners in return for their donations. This would not fall within the community ethos of the station; Dublin City FM exists to serve communities. Corporate partners will be entitled to nominate communities and areas of CSR activity for coverage. They will not, however, have editorial control over that time – that will remain with the station and all programming must meet the quality and editorial requirements set by station management and the board.

There may be cases where companies will donate services or equipment rather than in cash. We are open to facilitate this type of arrangement.

Membership fees will also be an important source of funding for the station. We believe that funding of €15,000 annually is a conservative estimate of what is realisable from this source.

Patronage and membership fees will contribute some €85,000 towards our overall running costs.

The remainder will be made up through a combination of grants from sources such as Pobal and Sound & Vision, innovative crowd funding initiatives, and CRAOL subsidised training programmes. Our pre-operational funding requirements will largely be met through the contribution made by Dublin City FM's legacy broadcasting facilities.

7.2 Investment Proposal

Please provide details of the total funding requirements, and how these will be met, completing Tables A and B- **See Appendix 19**

7.2 Investment Proposal See Appendix 19

7.3 Sources of Funding and Expenditure.

7.3.1 Please detail the strategies for generating revenue from the various sources of funding outlined in Table A:

Appendix 16

We will generate a large amount of funding through our contract for the broadcasting of our LiveDrive Traffic Service in conjunction with Dublin City Council Traffic Management Centre. We have been broadcasting this service for 10 years now and the consensus is that it is an essential service for commuters in the Dublin region. With the present transport system infrastructure been upgraded in Dublin over the next number of years there is now even a greater reliability on the programme to continue to keep the flow of traffic moving for the community.

In addition we are proposing a sustainable and integrated funding model which takes cognisance of the community licence.

The constituent elements of this are:

Patron / Friends of Dublin City FM:

As a non-profit organisation with a community ethos we are confident that we can raise substantial funding from the commercial sector in the coming years. We will seek to position the station as a resource for companies in their Corporate Social Responsibility (CSR) and Employee Engagement Programmes. Increasingly companies are incorporating community involvement in their Corporate Social Responsibility charters, and we believe that there are significant employee, social and community-building opportunities for participating companies. A recent Chambers Ireland report on CSR and Small and Medium Enterprises specifically advocates using community radio as a way to promote their CSR activity in the community.

We propose to establish a supporter scheme under a tiered structure which will see companies become Grade 1, 2 or 3 partners. Grade 1 will be for large companies such as multinational financial and professional services firms, who commit to donating more than €5,000 annually to the station. Grade 2 will be for mid-sized companies who commit to contributing between €2,500 and €5,000 (this will be suited to mid-sized and larger Irish companies). Grade 3 will be geared towards companies at the larger end of the SME spectrum who donate between €1,250 and €2,500 annually. Our aim is to bring in €20,000 under this scheme in 2017, increase that to €45,000 in 2018 with a further increase to €70,000 in 2019.

In relation to the amounts above, it is envisaged that an element of several of the Patron agreements may include a barter/contra type arrangement for the provision of necessary equipment and services. This would have the effect of reducing the revenue figures but also correspondingly costs. We have not explicitly included estimates for the expected value of such barter/contra type agreements.

Grants:

If awarded the license the station will immediately apply for membership of CRAOL. As a member of CRAOL the station will be in a position to attract a broad range of funding opportunities as well as continuing to harness relationships which the applicant has already developed.

In our fundraising projections we have taken a prudent approach to the level of grant aid that may be received and recognise that it can be cyclical rather than recurring in nature. Nevertheless we envisage that on an annualised basis we would be able to secure the following grant revenue streams.

BAI Sound and Vision

The applicant has significant experience and success in various BAI Sound and Vision rounds, and is confident that the amount envisaged is attainable.

Pobal

We will apply for Pobal funding under the Community Services Programme network. We will seek to develop programme and training concepts that promote community inclusion.

Dublin City Council Community Grant Scheme

Dublin City Council has a number of grant schemes to support community groups. We will seek to get funding under the headings of Community Development and Social Inclusion. We will develop a set of proposals which will enable greater social inclusion in local communities throughout Dublin including some special interest and ethnic communities.

Docklands Arts Funds

The Docklands Arts Fund is a pilot initiative to create Ireland's first Arts Fund supported by companies, organisations and individuals located in the Docklands Area. It is a collaboration initiated by Business to Arts, Dublin City Council Arts Office and the Dublin Docklands Development Authority. As the station's studios are located in the qualifying area, we believe that there is scope to be grant aided for a number of small scale projects including the showcasing of arts in the area via the arts programming schedule.

Training Programmes:

The use of radio as a means of developing community inclusion and social capacity has been well documented. In preparation for this we will enrol a number of our production team members onto the QQI Level 6 Train the Trainer Qualification. Among the training programmes this will facilitate will include, the QQI Level 3 in Media Expression and the QQI Level 4 in Community Radio. We will also

seek to explore the provision of specific training programmes for other communities of interest.

Supporters Club:

The station has significant experience of running a Supporters Club and the revenue stream projected is considered to be realistic in terms of previous performance. It is envisaged that the station's volunteers, community groups, business groups and employer/employee groups will contribute in excess of €15,000 in membership fees annually.

Social Functions:

We already have a number of initiatives which the station has run successfully in the past such as Battle of the Bands and Table Quiz Nights. Additionally, we have built significant goodwill and a working relationship with the Dublin GAA County Board who are very supportive of this application. We will seek to develop novel partnering fundraising arrangements with Dublin GAA clubs which will allow them to further connect with their local communities while harnessing the appeal of radio.

Crowd Funding:

We believe that the crowd funding offers a novel way to raise funds and appeals to a digital savvy generation. We are aware that in Helsinki one station raised over €300,000 by this means. This has also been used very successfully in the UK in a community radio context, particularly to fund specific areas such as equipment purchase. There are examples of stations with a much smaller population catchment area raising sums of up to €5,000, so we believe the amount projected is realistic. It is envisaged that a portal such as Crowdfund.ie will be used for this activity.

Advertising and Specific Programme Sponsorship

We envisage generating revenue from advertising on a spot basis and also from sponsorship of specific programmes. Typical programme sponsorships will be €100 per 28 minute program, with a minimum sponsorship contract being for three months. In the past the station has been successful in securing sponsorship for specific interest programmes such as traffic, gardening, marketing and media, and small business. It is envisaged that the total revenue under this heading will be approximately €45,000 in 2016 and up to €80,000 in each year thereafter up to and including 2019.

7.3.2 In respect of proposed or existing borrowings:

- a) The amount, type and duration of the facility;
- b) The drawdown schedule;
- c) Any security or guarantee required in support of the facility;
- d) Principal covenants / Condition precedent;
- e) Warranties / undertakings in the event of default;
- f) The timeframe for putting the facilities in place.

Appendix 16

Not Applicable

7.3.3 Please specify the amount of funding which will be put in place prior to contract, prior to launch and after the launch of the service:

Appendix 16

See 7.2 Investment Proposal Table in **Appendix 19**

7.3.4 Please outline the proportion of capital expenditure provision that has been allocated to transmission, studio buildings, studio equipment, office fit out and other costs:

Appendix 16

All our current requirements under these headings are in place from our previous license. However we have allocated €140,000 over the period 2016 -2019 for capital investment. This broken down into the following table : October 2016 - €20,000

June 2017 - €20,000

October 2017 - €20,000

June 2018 - €25,000

October 2018 - €25,000

June 2019 - €25,000

October 2019 - €25,000

APPENDIX 17

7.4.4 Please provide a full listing of the underlying assumptions on which the financial projections are based, relating such assumptions clearly to other sections of the application:

Appendix 17

We are proposing a sustainable and integrated funding model which takes cognisance of the community licence.

The constituent elements of this are:

Patron / Friends of Dublin City FM:

As a non-profit organisation with a community ethos we are confident that we can raise substantial funding from the commercial sector in the coming years. We will seek to position the station as a resource for companies in their Corporate Social Responsibility (CSR) and Employee Engagement Programmes. Increasingly companies are incorporating community involvement in their Corporate Social Responsibility charters, and we believe that there are significant employee, social and community-building opportunities for participating companies. A recent Chambers Ireland report on CSR and Small and Medium Enterprises specifically advocates using community radio as a way to promote their CSR activity in the community.

We propose to establish a supporter scheme under a tiered structure which will see companies become Grade 1, 2 or 3 partners. Grade 1 will be for large companies such as multinational financial and professional services firms, who commit to donating more than €5,000 annually to the station. Grade 2 will be for mid-sized companies who commit to contributing between €2,500 and €5,000 (this will be suited to mid-sized and larger Irish companies). Grade 3 will be geared towards companies at the larger end of the SME spectrum who donate between €1,250 and €2,500 annually. Our aim is to bring in €20,000 under this scheme in 2017, increase that to €45,000 in 2018 with a further increase to €70,000 in 2019.

In relation to the amounts above, it is envisaged that an element of several of the Patron agreements may include a barter/contra type arrangement for the provision of necessary equipment and services. This would have the effect of reducing the revenue figures but also correspondingly costs. We have not explicitly included estimates for the expected value of such barter/contra type agreements.

Grants:

If awarded the license the station will immediately apply for membership of CRAOL. As a member of CRAOL the station will be in a position to attract a broad range of funding opportunities as well as continuing to harness relationships which the applicant has already developed.

In our fundraising projections we have taken a prudent approach to the level of grant aid that may be received and recognise that it can be cyclical rather than recurring in nature. Nevertheless we envisage that on an annualised basis we would be able to secure the following grant revenue streams.

BAI Sound and Vision

The applicant has significant experience and success in various BAI Sound and Vision rounds, and is confident that the amount envisaged is attainable.

Pobal

We will apply for Pobal funding under the Community Services Programme network. We will seek to develop programme and training concepts that promote community inclusion.

Dublin City Council Community Grant Scheme

Dublin City Council has a number of grant schemes to support community groups. We will seek to get funding under the headings of Community Development and Social Inclusion. We will develop a set of proposals which will enable greater social inclusion in local communities throughout Dublin including some special interest and ethnic communities.

Docklands Arts Funds

The Docklands Arts Fund is a pilot initiative to create Ireland's first Arts Fund supported by companies, organisations and individuals located in the Docklands Area. It is a collaboration initiated by Business to Arts, Dublin City Council Arts Office and the Dublin Docklands Development Authority. As the station's studios are located in the qualifying area, we believe that there is scope to be grant aided for a number of small scale projects including the showcasing of arts in the area via the arts programming schedule.

Training Programmes:

The use of radio as a means of developing community inclusion and social capacity has been well documented. In preparation for this we will enrol a number of our production team members onto the QQI Level 6 Train the Trainer Qualification. Among the training programmes this will facilitate will include, the QQI Level 3 in Media Expression and the QQI Level 4 in Community Radio. We will also seek to explore the provision of specific training programmes for other communities of interest.

Supporters Club:

The station has significant experience of running a Supporters Club and the revenue stream projected is considered to be realistic in terms of previous performance. It is envisaged that the station's volunteers, community groups, business groups and employer/employee groups will contribute in excess of €15,000 in membership fees annually.

Social Functions:

We already have a number of initiatives which the station has run successfully in the past such as Battle of the Bands and Table Quiz Nights. Additionally, we have built significant goodwill and a working relationship with the Dublin GAA County Board who are very supportive of this application. We will seek to develop novel partnering fundraising arrangements with Dublin GAA clubs which will allow them to further connect with their local communities while harnessing the appeal of radio.

Crowd Funding:

We believe that the crowd funding offers a novel way to raise funds and appeals to a digital savvy generation. We are aware that in Helsinki one station raised over €300,000 by this means. This has also been used very successfully in the UK in a community radio context, particularly to fund specific areas such as equipment purchase. There are examples of stations with a much smaller population catchment area raising sums of up to €5,000, so we believe the amount projected is realistic. It is envisaged that a portal such as Crowdfund.ie will be used for this activity.

Advertising and Specific Programme Sponsorship

We envisage generating revenue from advertising on a spot basis and also from sponsorship of specific programmes. Typical programme sponsorships will be €100 per 28 minute program, with a minimum sponsorship contract being for three months. In the past the station has been successful in securing sponsorship for specific interest programmes such as traffic, gardening, marketing and media, and small business. It is envisaged that the total revenue under this heading will be approximately €45,000 in 2016 and up to €80,000 in each year thereafter up to and including 2019.

APPENDIX 18

7.4.5 Please provide the measures that will be taken if the financial projections are not achieved (e.g. to address a deficit or increased borrowings over the term of the contract):

Appendix 18

We maintain a reserve in our supporters club for such contingencies of in the region of €20,000, we also have an overdraft facility with the bank of €15,000. We have no loans or leasing obligations outstanding so a loan or leasing option could apply if necessary.

APPENDIX 19

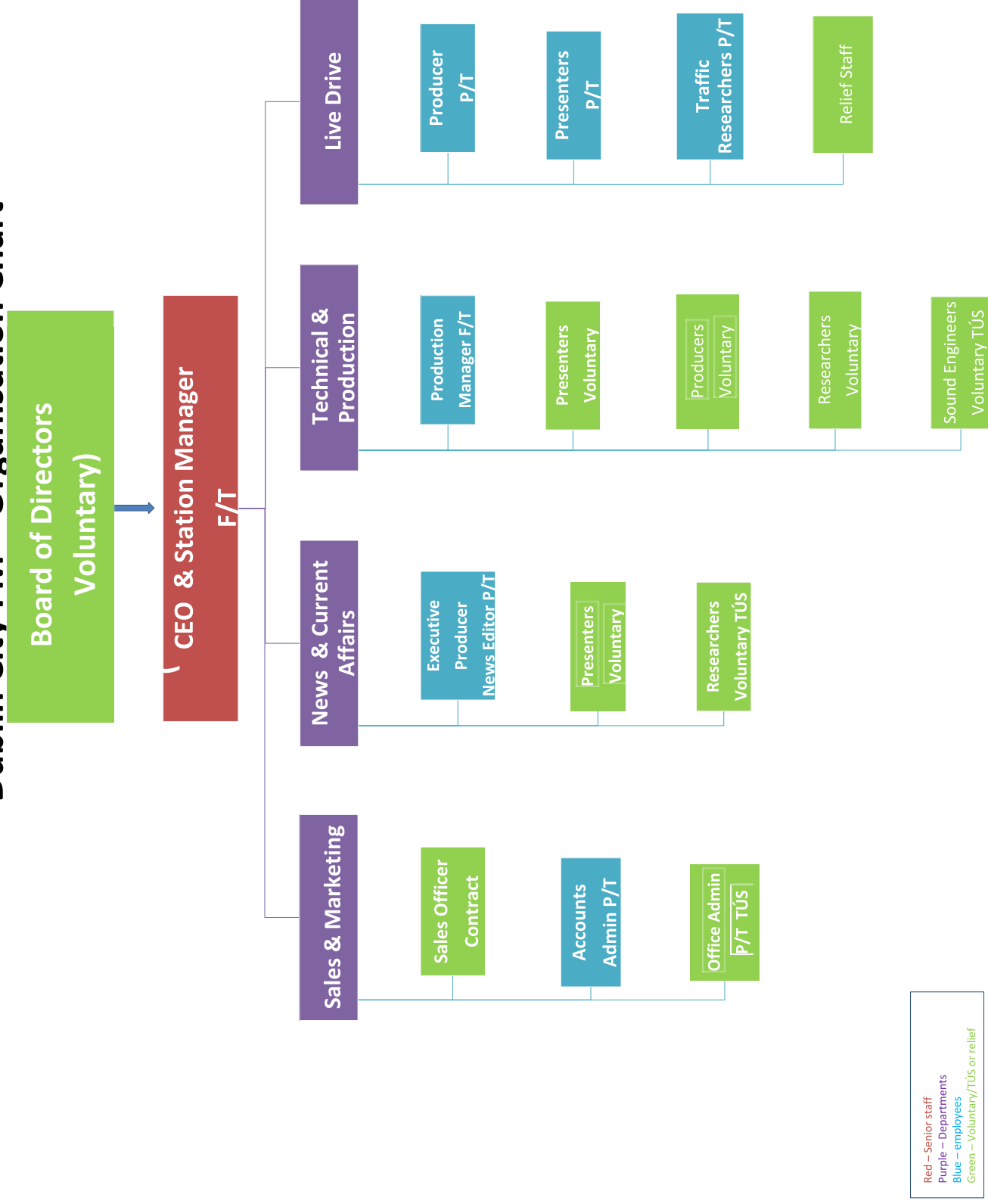
7.2 Investment Proposal

Please provide details of the total funding requirements, and how these will be met, completing Tables A and B

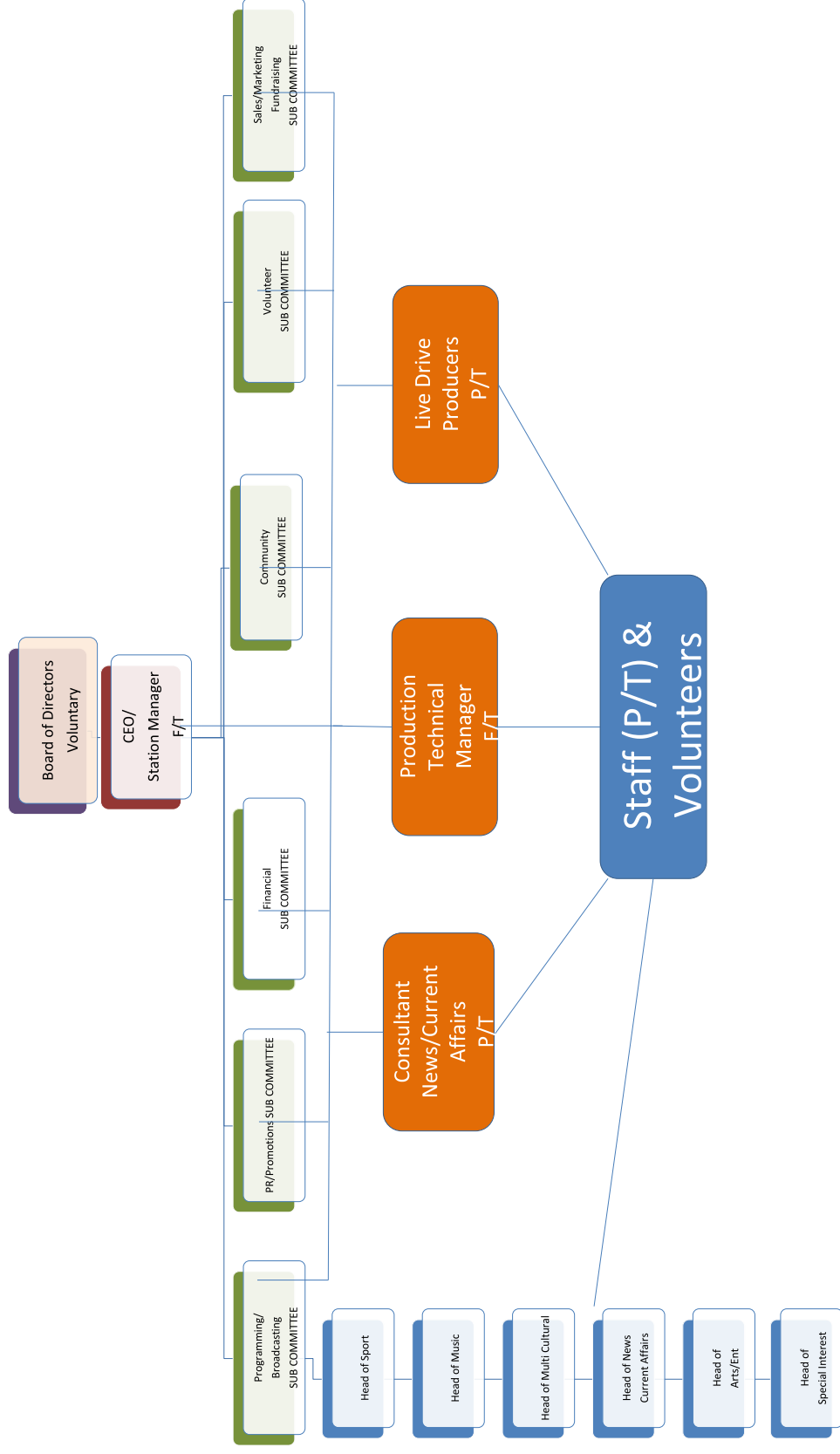
| Table A – Funding Years ending 31 st December 2016, 2017, 2018 & 2019 | 2016 | 2017 | 2018 | 2019 |
|---|-----------|-----------|-----------|-----------|
| Share Capital / Members' Subscriptions | € - | € - | € - | € - |
| Medium / Long-term Borrowing | € - | € - | € - | € - |
| Leasing / HP Facilities (capital value) | € - | € - | € - | € - |
| Grants | € - | € 40,000 | € 50,000 | € 50,000 |
| Fundraising/Sponsorship/Advertising | € 457,350 | € 502,400 | € 503,400 | € 505,400 |
| Bank Overdraft | € - | € - | € - | € - |
| Patronage | € - | € 20,000 | € 45,000 | € 70,000 |
| Donations | € 10,000 | € 15,000 | € 15,000 | € 15,000 |
| Training | € 4,500 | € 4,500 | € 6,000 | € 7,500 |
| Studio rental & editing | € 9,840 | € 12,300 | € 15,375 | € 18,194 |
| Total | € 481,690 | € 594,200 | € 634,775 | € 666,094 |
| | | | | |
| Table B - Expenditure Years ending 31 st December 2016, 2017, 2018 & 2019 | 2016 | 2017 | 2018 | 2019 |
| Capital Expenditures (including capital value of leases) | € 24,600 | € 49,200 | € 61,500 | € 61,500 |
| Other Pre-operational Expenditure | € - | € - | € - | € - |
| Working Capital (at on-air date) | € 465,993 | € 546,303 | € 565,418 | € 585,367 |
| Total | € 490,593 | € 595,503 | € 626,918 | € 646,867 |

APPENDIX 20

Dublin City FM – Organisation Chart



DUBLIN CITY FM MANAGEMENT STRUCTURE



APPENDIX 21

Dublin City FM

Volunteers Handbook

Your Guide to Our Human Resource & Company Policies

Unit 6 Docklands Innovation Park, East Wall Road, East Wall, Dublin 3.

PH: 01 865 8020

www.dublincityfm.ie

TABLE OF CONTENTS

| | |
|---------------------------------------|-----------|
| INTRODUCTION TO DUBLIN CITY FM | 3 |
| HOW TO USE YOUR HANDBOOK | 3 |
| DIGNITY & RESPECT POLICY | 4 |
| Harassment | 5 |
| Bullying | 6 |
| Complaints Procedure | 8 |
| Informal Procedure | 8 |
| Formal Procedure | 9 |
| Equality & Diversity Awareness | 10 |
| GRIEVANCE POLICY | 14 |
| HEALTH & SAFETY POLICY | 15 |
| INTERNET USAGE POLICY | 16 |
| MOBILE PHONE USAGE POLICY | 19 |
| SOCIAL MEDIA USAGE POLICY | 19 |

INTRODUCTION TO DUBLIN CITY FM

This Handbook and specific Company policies offer volunteers with Dublin City FM a guideline on how the organisation operates and the standards that we expect everyone to comply with. This Handbook in no way establishes an employment relationship between volunteers and Dublin City FM. This Handbook is merely a guideline and set out standards for everyone to work towards. This handbook will be continually updated to reflect changes and any new procedures and practices within the Company.

If there are any items in the enclosed policies or guidelines that are not fully understood, please contact your Supervisor. The Company reserves the right to alter the terms of engagement with each volunteer based on the needs of the organisation.

Please return a signed copy of this letter to confirm acceptance of these guidelines.

PRINT NAME OF VOLUNTEER:

SIGNATURE OF VOLUNTEER: DATE:

HOW TO USE THIS HANDBOOK

This Handbook is designed to give Volunteers an introduction to Dublin City FM as a Company.

Inside there are details on policies and procedures that will answer volunteers' questions both now and throughout their time volunteering with the Company. It will give volunteers an opportunity to learn more about Dublin City FM and the way we operate. This Handbook will be reviewed on an ongoing basis and changes made based on best practice and company requirements. Please keep this handbook safe as it will prove an invaluable reference tool.

DIGNITY & RESPECT POLICY

Dublin City FM is committed to creating an environment that promotes equality and dignity at work. We are committed to treating all volunteers, employees, customers and business contacts equally, regardless of gender, marital status, family status, sexual orientation, religious belief, age, disability, race or membership of the traveller community.

The Company believes that embracing equality and diversity benefits not just the Company but also individual volunteers, employees, and our customers/clients. All our volunteers bring their own background, work style, distinct capabilities, experience and characteristics to the Company. We recognise that our talented and diverse volunteers reflect the diversity of our stakeholders and markets and we want to utilise the widest range of skills, knowledge and experience in our business while complying with legislation.

As well as treating people with dignity and respect, Dublin City FM strives to create a supportive environment in which all volunteers can flourish and reach their full potential, regardless of differences, experience or education. Harnessing the wide range of perspectives this diversity promotes innovation and helps make us more creative and competitive which is at the heart of our values.

The Company will formulate and implement policies and practices that value diversity, provide equality of opportunity and ensure that no job applicant, employee, volunteer, customer or business associate receives less favourable treatment on any of the nine aforementioned grounds. We will also ensure that other policies and procedures reflect our commitment to treating people fairly, promoting an integrated way of working and respecting the dignity of volunteers at all times. Managers are expected to promote an integrated environment and proactively eliminate any potential inequities that may run counter to Dublin City FM policy.

Our recruitment policy reflects our belief that diversity in all areas, including cultural, generational, language and national backgrounds, is necessary in helping us succeed in our industry. The company will not discriminate against any prospective volunteer during the recruitment process. Interviews will be carried out objectively and individuals will be judged on merit and their ability to do the tasks of their time spent volunteering with Dublin City FM.

The company will offer the same development and training opportunities to all volunteers to achieve high standards of performance.

Dublin City FM will seek to address any situation our volunteers are exposed to from a harassment and sexual harassment perspective during the course of their engagement with the organisation in so far as we can and have remit to address. This may include those who supply or deliver goods/services to the organisation, maintenance and other types of professional contractors as well as volunteers.

HARASSMENT

Harassment that is based on the following grounds – marital status, family status, sexual orientation, religion, age, disability, race, or traveller community ground - is a form of discrimination. Dublin City FM expressly prohibits harassment and provides a definition of harassment. The definition of harassment includes:

‘any act or conduct including spoken words, gestures or the production, display or circulation of written words, pictures or other material constitutes harassment if the action or other conduct is

unwelcome and could reasonably be regarded, in relation to a person's relevant characteristic, as offensive humiliating or intimidating. The harassment has to be based on the relevant characteristic of the volunteer whether it be the volunteer's marital status, family status, sexual orientation, religious belief (or none), age, disability, race, colour, nationality or ethnic or national origin or membership of the traveller community'.

The protection of this extends to situations where the volunteer does not have the relevant characteristic but the harasser believes that he/she has that characteristic. There are many forms of harassment including (also see Appendix A):

1. Verbal Harassment – jokes, comments, ridicule or songs
2. Written Harassment – faxes, text messages, emails or notices
3. Non-verbal Harassment –
 - Jostling, shoving or any form of assault;
 - Gestures, posturing or threatening poses;
 - Visual displays such as posters, emblems or badges;
 - Isolation or exclusion from workplace social activities;
 - Pressure to behave in a manner that the volunteer thinks is inappropriate;e.g. being required to dress in a manner unsuited to a person's ethnic or religious background.

SEXUAL HARASSMENT

The definition of sexual harassment can include:

'any acts of physical intimacy request for sexual favours other act or conduct including spoken words, gestures, or the production, display or circulation of written words, pictures or other material that is unwelcome and could reasonably be regarded as sexually offensive, humiliating or intimidating'.

The procedure outlined in this policy applies equally to incidents of same sex harassment.

Forms of Sexual Harassment. (see also Appendix A):

Many forms of behaviour can constitute sexual harassment and a single incident may constitute sexual harassment. The following is a listing of potential forms of sexual harassment, which is not exhaustive:

Verbal Harassment

- Unwelcome sexual advances, propositions, or pressure for sexual activity;
- Unwelcome pressure for social contact;
- Sexually suggestive jokes, remarks or innuendoes.

Physical harassment

- Unwelcome physical contact such as groping, pinching, patting,
- Unnecessary touching or brushing against another person's body;
- Indecent exposure;
- Unwelcome fondling or kissing;

- Sexual assault or rape.

Non-verbal/visual harassment

- The display of sexually suggestive or pornographic pictures and calendars, objects, written materials, emails, text messages or faxes;
- Leering, offensive gestures, whistling.

It is important to note the relevance of two words, Purpose and Effect in the definition of both harassment and sexual harassment. Volunteers need to be vigilant as harassment or sexual harassment of an individual may not always be intentional. If the conduct has the end Effect of harassment or sexual harassment then it will be deemed as such.

BULLYING

Bullying occurs in many guises and reveals itself through obvious and direct methods as well as in less direct and subtle forms.

Definition of Bullying

For the purposes of this policy the definition of bullying is that set out in the Report of the Task Force on the Prevention of Workplace Bullying and is as follows:

‘Workplace bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work which could reasonably be regarded as undermining the individual’s right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work but, as a once off incident, is not considered to be bullying’.

Types Of Bullying (see also Appendix A):

Bullying may be categorized in a number of forms including behaviour that may:

- Humiliate: Preventing a colleague from speaking by using aggressive and/or obscene language, sneering or ridicule including horseplay or practical jokes, and criticising their efforts often in front of others;
- Intimidate: physical abuse or threats of abuse, open aggression threats staring, shouting abuse or obscenities; Verbal abuse: persistent unwarranted criticism;
- Victimize: manipulation of colleagues reputation by rumour, gossip ridicule and/or innuendo;
- Exclude and isolate: social exclusion and isolation;
- Intrude: through pestering, spying or stalking;
- Manipulate the nature of work by withholding information, setting meaningless tasks, giving repeated unreasonable assignments or duties that are obviously unfavourable to one individual, giving repeated impossible deadlines or impossible tasks, or regularly taking the credit for somebody’s work, but never taking the blame when things go wrong;
- Undermine a person’s authority.

Interpersonal Conflict

Interpersonal conflict will not always be defined as bullying behaviour. However, for the purposes of ensuring a safe and friendly working environment, it will however be deemed unacceptable workplace behaviour. In particular where such behaviour may include the following:

- Direct inappropriate comments, use of 'nick names', sarcasm, snide remarks and inappropriate jokes or banter directed towards a colleague at any level in the Company. It does not exonerate the offence if conducted in a language not understood by the person being ridiculed!
- It can also arise where colleagues are ignored, avoided or shunned in a manner likely to be hurtful or disrespectful.
- Jokes or comments directed at or referring to a colleague could be thought amusing by some but to others prove unpleasant, uncomfortable or hurtful.

EFFECTS OF HARASSMENT, SEXUAL HARASSMENT AND BULLYING

Volunteers can be subject to fear, stress and anxiety, which may put great strains on personal and family life. Individuals working in a climate of fear and resentment do not perform to their capabilities. The result is not just the terrible personal effects for the person concerned but also poor morale and increased absenteeism, higher labour turnover, reduced productivity, reduced efficiency and divided teams. If the matter is resolved by mediation/informal procedures no disciplinary action may be taken.

COMPLAINTS PROCEDURE

Should a volunteer experience or observe unwanted conduct as is any of the foregoing, he or she is encouraged to raise the issue so that it can be resolved speedily. Informal and formal procedures are in place to deal with the issue of harassment/sexual harassment or bullying at work. Any procedure, informal or formal, will be completed as quickly as possible.

Dealing with the Issue Directly

In the majority of cases the most effective and efficient way of dealing with a problem or potential problem is to speak directly with the person/s concerned as quickly as possible. It is important to explain to the person/s that their behaviour is inappropriate, unwelcome, improper or offensive. The person/s should be asked to stop the behaviour.

They may not have realised the nature or effect of what they were doing or had done. This can seem extremely difficult to manage but is generally worth the effort and with great results. However, if this intervention fails or if it proves too difficult to do, company procedures, either informal or formal are in place to facilitate the resolution of the problem. No record of a complaint shall be recorded unless the matter is dealt with under the Formal/Disciplinary procedures.

INFORMAL PROCEDURES

A person may seek help and advice on a confidential basis from a designated contact person/or the appointed HR Resource (THIS HAS TO BE AGREED), particularly where a person finds it difficult to approach the alleged perpetrator(s) directly as in the foregoing section.

- The role of the designated contact person is not to judge but rather to provide advice and assistance about the company's policy and options to resolve a concern.
- Having consulted with the contact person, the complainant may request the assistance of a manager or supervisor in raising the issue with the alleged perpetrator(s). In this situation the approach of the manager or supervisor or the appointed HR support should be by way of a confidential, non-confrontational discussion with a view to resolving the issue in an informal, low key manner.
- A complainant may decide for whatever reason to bypass the informal procedure. Choosing not to use the informal procedure will not reflect negatively on a complainant in the formal procedure.
- It is recognised that it may not always be practical to use the informal procedure, particularly where the harassment or bullying is serious or where the people involved are at different levels in the company. In such instances the complainant should use the formal procedure as set out below or as discussed with the designated contact person.

If mediation/informal procedures breaks down or fails to achieve its goal, the only other option is to have the matter resolved by investigation. If possible the same person may not conduct both the informal and formal processes, however depending on their perceived independence and expertise in the matter they may be involved in both processes.

FORMAL PROCEDURES

Formal procedures will be undertaken quickly and as confidentially as possible in a sensitive manner while ensuring fairness to all concerned (taking into consideration that they may have been preceded by the informal procedures).

- An allegation will be considered formal if it is received in a written format or by a statement/complaint prepared on behalf of the complainant.
- The complaint will be subject to an initial examination by a designated member of management or the appointed HR support, who can be considered impartial, with a view to determining an appropriate course of action.
- An appropriate course of action at this stage, for example, could be to explore the use of mediation or to examine if the issue can be resolved informally. Should such options be deemed inappropriate or inconclusive, a formal investigation of the complaint will take place with a view to determining the facts and the credibility or otherwise of the allegation(s).
- The complaint will then be investigated by the company in response to any formal allegation of harassment or bullying presented to Dublin City FM Management/HR Support.
- The management will elect an appropriate panel of management/other(s) to investigate the allegations. The panel will first meet with the complainant.
- In the interests of natural justice the alleged bully or harasser will be notified in writing of the nature of the complaint, given a copy of the allegation, informed of his or her right to representation and will be given every opportunity to rebut the allegations made before the first meeting.
- The investigation will be completed at the earliest possible date unless there are exceptional circumstances.
- While it is desirable to maintain utmost confidentiality, once an investigation begins it may be necessary to interview other employees. If this is so, the importance of

confidentiality will be stressed to them as well as the parties directly involved. In some circumstances relevant witnesses may also be invited to meet with the investigating panel.

- Any statements taken from volunteers/witnesses will be presented back to them for their comments before any conclusion is reached in the investigation. A record of all relevant discussions that take place during the investigation will be maintained by Dublin City FM.
- An individual is entitled to request a colleague to attend the meeting with them (in a support role only).
- Any relevant documents should be sourced by the panel to support their investigation. All such documents sourced should be kept in copy form if required at a later date.
- In some circumstances a minute taker may attend the meetings
- A copy of the final report will be held by the Company Managing Director.
- Both parties will be given a copy, in writing, of the conclusions reached by the investigating panel. Both parties will be given an opportunity to comment on the conclusions of the panel before any action is decided upon by management.
- Either party can appeal the decision of the formal investigation in writing within five working days. Strict confidentiality and proper discretion will be maintained at all times, as far as is possible.
- The report based on the panel's investigation will make a finding that the complaint is either without merit or may merit disciplinary action.
- If there is a finding that the complaint was malicious or untrue it may be considered that it merits disciplinary action.
- At all times every effort will be made to maintain full confidentiality for all parties involved in the process including anyone called as a witness.
- Please note that in certain circumstances if a manager has been approached by an individual with an issue they may consider it their duty to initiate an investigation whether or not the complainant wishes the matter dealt with in a formal manner.

ACTION POST INVESTIGATION

Should a case of harassment or bullying be proven then a disciplinary hearing will take place and the Company will take appropriate disciplinary action. The disciplinary action will be taken in line with Dublin City FM disciplinary policy. This can include a warning, transfer, and demotion or other appropriate action up to and including dismissal. Records of any warnings for bullying/ harassment will remain on the volunteers file as appropriate.

Regular checks will be made to ensure that the bullying/ harassment has stopped and that there has been no victimisation for referring a complaint in good faith. Retaliation of any kind against an a colleague for complaining or taking part in an investigation concerning harassment/sexual harassment/bullying at work is a serious disciplinary offence.

Malicious complaints

If a complaint is found to be malicious, then appropriate disciplinary action up to and including dismissal may be imposed, after due process.

Victimisation

Volunteers will not be penalised, treated less favourably or subject to other adverse treatment because of pursuing rights by way of taking action, supporting action or giving notice of intention to take or support action under equality legislation.

EQUALITY AND DIVERSITY AWARENESS

The company is committed to ensuring that all volunteers undergo equality and diversity awareness. This awareness includes raising awareness of equality and diversity related issues. The dignity and respect in the workplace policy and guidelines will be circulated to all volunteers and included in induction for all new volunteers and training sessions for managers, especially those involved in recruitment, selection, and personal progress reviews.

Monitoring

This policy will be reviewed on a regular basis to assess the effectiveness of its implementation and operation in creating a truly integrated workplace and to ensure it is fully kept in line with legislation.

BREACHES OF THE DIGNITY AND RESPECT POLICY

Discrimination, harassment and bullying will not be tolerated by Dublin City FM. Breaches of the company's dignity and respect policy will be regarded as misconduct and may be subject to disciplinary action under the disciplinary procedure up to and including termination of the volunteer agreement. In addition, should volunteers feel that they have not been treated fairly with regard to equality, they may utilise the Dublin City FM grievance procedures.

APPENDIX A

List of behaviours that may constitute harassment/bullying and the list is not exhaustive:

Gender

- Jokes, banter or remarks about women/men generally which are demeaning or derogatory;
- Sexist remarks made to or about an employee;
- Calling someone by a name with a gender-bias;
- Playing jokes on someone who is the only woman/man in an otherwise male/ female workplace/team.

Sex

- Unwelcome fondling, patting or touching;
- Threatened or actual sexual assault;
- Persistent sexual advances or pestering for sexual favours;
- Language of a sexual nature, whether oral or in writing, e.g., sexual remarks made in an email;
- Office gossip or detrimental speculation about an employee's private sexual activities;
- Jokes or banter of a sexual nature;

- Coarse or vulgar humour;
- Sexually suggestive gestures;
- Leering or whistling at someone in a manner that is overtly sexual;
- The display of sexually explicit pictures/postcards/posters/'art';
- Sexually explicit material displayed on computer screens.

Sexual Orientation

- Homophobic remarks or banter made to or about a volunteer with regard to their sexual orientation;
- Offensive remarks (whether spoken or written) directed at an employee who is, or who is thought to be gay, lesbian, bisexual about their sexual orientation;
- Offensive terminology used to or about gay, lesbian or bisexual volunteers, deliberate isolation of someone at work or non-cooperation on the grounds of the person's sexual orientation;
- Teasing directed at a volunteer on account of the fact they have a same-sex partner or family member who is gay, lesbian or bisexual;
- Gestures that are derogatory or demeaning towards gay, lesbian or bisexual people.

Race

- Threatened or actual physical assault motivated by race, colour, ethnic or national origins;
- Language that is racially offensive or derogatory, whether oral or in writing;
- Racist remarks made to or about a volunteer;
- Calling someone by a name based on race, ethnic or national origin or nationality offensive terminology;
- Deliberate isolation of someone at work or non-cooperation on the grounds of race;
- Racist material displayed on computer screens/posters;
- The conspicuous display of a tattoo or wearing of a shirt or badge that displays a racist or racially offensive slogan.

Religion

- Threatened or actual physical assault motivated by religious differences;
- Derogatory remarks made about a particular religion or about a person on the grounds that he or she observes a particular religion;
- Jokes or banter based on religion;
- Office gossip or detrimental speculation about a volunteer's religion or religious practices;
- Deliberate isolation of someone at work or non-cooperation on the grounds of the religion or the religious practices;

- Teasing someone on the subject of religious convictions or religious practices;
- The conspicuous display of a tattoo or wearing of a shirt or badge that displays a slogan that is offensive to people of a particular religion;
- The blatant and conspicuous wearing of jewellery with an obvious religious message.

Disability

- Pranks played against a person with a disability;
- Jokes or banter based on disability generally, about a particular type of disability, or about a particular person with a disability;
- Offensive terminology when describing a person with a disability;
- Mimicking someone with a disability, e.g. speech impairment/heard of hearing;
- Deliberate isolation of someone at work or non-cooperation on the grounds of their disability.

Age

- Jokes, banter or remarks about older people generally which are demeaning or derogatory;
- Ageist remarks made to or about an employee;
- Referring to someone using ageist terminology;
- Calling someone a nickname with an age-bias;
- Treating a colleague's idea or suggestion as inferior because of his/her age;
- Teasing directed at a volunteer on account of the fact that they have a much older or younger partner;
- Practical jokes played on someone for an age-related reason.

Family Status

- Jokes, banter or remarks about people's family status generally.

Member of the Travelling Community

- Jokes, banter or remarks about members of the travelling community generally which are demeaning or derogatory;
- Offensive remarks (whether spoken or written) directed at a volunteer who is, or who is thought to be a member of the travelling community;
- Deliberate isolation of someone at work or non-cooperation on the grounds of the person being a member of the travelling community.

Marital Status

- Jokes, banter or remarks about a person's marital status.

Bullying

- Shouting or swearing at an individual;
- Persistent, excessive, unfair or unjustified criticism;
- Public humiliation and/or insults;
- Persistent undervaluing of a person's effort;
- Constant ignoring of opinions/in communication processes;
- Withholding information without justification so as to cause difficulty or embarrassment to an individual;
- Unjustified, excessive monitoring and/or supervision;
- Setting someone up for a fall – for example, setting a target/objectives that cannot be achieved;
- Deliberate exclusion from team breaks/meetings;
- Constant changing of targets for no justifiable reason;
- No duties given on a constant basis;
- Unreasonable blocking of requests for leave;
- Aggressive communications;
- Intimidating or threatening behaviour;
- Using position in the company to give a negative picture only of the individual.

GRIEVANCE PROCEDURES POLICY

Dublin City FM recognises that grievances will occur in the normal course of interaction in any company or workplace. Therefore, it is in the best interest of all parties concerned, both the company and volunteers, to establish a clear procedure for the resolution of all issues arising between them. It is accepted that failure to provide a procedure to deal adequately with these grievances, as they arise, may lead to disputes affecting not only the aggrieved party/parties but all those volunteering in the company. Full recognition is given to the significance of personal grievances and both parties are determined that all grievances and disputes will be dealt with without undue delay and at the earliest possible stage of this procedure.

Stage 1

The matter in dispute will be discussed by the volunteer/s concerned with their immediate supervisor. If the grievance involves personal or other sensitive issues, which the volunteer would consider inappropriate or embarrassing to raise directly with their immediate supervisor, they should seek advice from the company's appointed HR support.

Stage 2

Failing settlement at stage one, the matter will be managed by the company's appointed HR support or senior management, whichever is the most appropriate, and a decision given within three working days of the meeting.

Stage 3

Should the parties fail to agree, the matter will be referred to a senior manager where a meeting will be arranged with the volunteer/s concerned; volunteer representative if requested; the appointed HR support, to discuss the matter. The meeting will take place within seven days of the request. The final decision made by the company representative at this stage in the process will be final.

HEALTH & SAFETY POLICY

It is the policy of Dublin City FM to provide a safe and healthy place of work for all our volunteers, and that all volunteers understand the importance regarding health and safety issues for themselves, their colleagues or customers.

Dublin City FM is committed to abiding by our Safety Policy and will implement safe work systems and methods to ensure the safety, health and welfare of all.

You will be advised of the Safety Policy, which explains how we deal with safety at work. It is essential to familiarise yourself with this statement and in particular regard to your own duties regarding safety.

The success of this policy depends on the co-operation of all volunteers. It is the duty of every volunteer while at work to:

- Take reasonable care for his/her safety and welfare and that of any other person who may be affected by his/her acts or omissions while at work
- Co-Operate with Dublin City FM or any other person to ensure Dublin City FM's compliance with any of the relevant statutory provisions
- Make correct use of computers and office equipment
- Report without delay defects in, or interference with, equipment, place of work or system of work which might endanger safety, health or welfare
- Ensure that you are aware of the identity of the persons responsible for securing the safety, health and welfare of persons working on the premises

Every volunteer member will be instructed on safe work procedures and any skills needed to perform his/her assigned duties in a safe manner. Volunteers are required to inform themselves of the Emergency Evacuation Procedure and to adhere to the procedure and obey any orders given by appointed fire wardens during an emergency.

The location of First Aid Boxes and the names of individuals that are able to administer first aid will be advised. If an individual sustains an injury or has an accident at work, it is necessary to report the injury to the Office Administrator.

If an individual disregards safety policy and procedures, the matter will be dealt with under the Disciplinary procedure,

ACCIDENTS

If you, another volunteer, an employee or a customer has an accident then it should be reported to your manager **immediately**, no matter how small or insignificant it may appear. It is a disciplinary offence to fail to report an accident. Dublin City FM cannot unfortunately take responsibility for accidents that are not reported.

You are required to co-operate with your manager who is responsible for ensuring the relevant documentation is completed. All potential hazards should be reported to your manager who will take any necessary action to eliminate or reduce the exposure.

INTERNET USAGE POLICY

The internet is a vital resource for the business of Dublin City FM. However, the internet suffers from significant and widespread security and integrity risks and has the potential to be used in ways that are inappropriate to the aims and goals of the company. Therefore, the use of the internet in the company is regulated by standards of acceptable use, as set out in this policy.

Access to the internet

All connections to the internet on the company computers must be through the company's approved internet service provider (ISP). Access to the internet is to be limited to matters that are relevant to a volunteers work for the company. Internet access for recreational or private purposes is not permitted (except as provided for below). The use of the internet in the company must at all times comply with the rules outlined in this policy.

Browsers

There are no specific restrictions in relation to the type of browser a volunteer may use. Volunteers are free to use their preferred browser to access the Internet. This is particularly relevant for the companies technical team who require access to a multitude of browsers in order to build content that's supported in each of them.

Password access

Passwords are not specifically required to access the Internet, but many of the company's software systems reside on the Internet and require passwords in order to access them. These passwords must always be kept private and must not be shared, written down or disclosed on any Internet site or on any other platform that would be perceived as a security risk.

Monitoring access

Access to the internet from our computers is managed by IT. All incoming and outgoing traffic is constantly monitored for performance analysis and for other appropriate purposes. This traffic analysis shows date and time of internet access, user name, sites visited, and requests for information. This analysis will be used to identify areas of noncompliance with this policy. Managers will be informed of non-compliance and appropriate action will be taken where necessary.

Appropriate use of the internet

All internet connections are intended for activities that either support Dublin City FM business, or the professional development of employees. Use of the internet is to assist volunteers to achieve

stated business goals and objectives. This may include use of e-mail, the World Wide Web, and file transfer. All volunteers have a responsibility to use the internet in a professional, ethical and lawful manner at all times. Legal and contractual requirements concerning the intellectual property rights of outside parties must be strictly adhered to. Computer software may be downloaded by volunteers, but particular attention should be given to the location of the download. Volunteers should only download software from official sources.

Volunteers must at all times respect copyright and intellectual property rights of information they encounter on the internet. This may require obtaining appropriate permission to make use of information. Volunteers must always give proper credit to the source of the information used for the company's purposes. Material in which the company has a proprietary interest – such as software, documentation or other internal information – must not be transmitted, sold or otherwise transferred to any outside party, except in pursuance of the company's legitimate business interests. Any departure from this policy requires the written authorisation of a senior manager. Misuse of internet facilities and services is prohibited.

Inappropriate use of the internet

Volunteers are prohibited from accessing, requesting or sending sexual, pornographic, racist, profane, violent or other offensive material via the internet. Volunteers are prohibited from saving, downloading, transmitting or purposely viewing sexual, pornographic, racist, profane or other offensive material. Volunteers are prohibited from sending chain letters, other forms of mass mailing and spamming (sending unsolicited emails to a number of people).

Volunteers are allowed to participate in social networking sites, with the following restrictions:

- prolonged activity such that it interferes with your work is prohibited;
- if volunteers state online that they are under the association of Dublin City FM then they must also state that their opinions are their own and that they do not represent the opinion of Dublin City FM;
- posting confidential information about the company, its clients, upcoming projects, its staff, volunteers or any stated company secrets is strictly prohibited.

The company reserves the right to remove without notice any files or data from its information systems, including any information it views as offensive or potentially illegal, regardless of its source. Access to the internet from a company computer must never be used:

- for personal gain or profit;
- to represent yourself as someone else;
- to post or download messages that will reflect poorly on the company's name and professional reputation;
- to advertise, or otherwise promote, unauthorised or illegal activities;
- to promote or engage in any commercial activity that is in competition with the company's commercial activities;
- to process the personal data of any person in a manner inconsistent with the data protection legislation requirements;
- to transmit confidential information without the approval of a director.

Volunteers may join mailing lists that have content directly related to assisting in their role within the company.

Solicitation of information over the Internet is also permitted in cases where it is for the purpose of assisting in the completion of an assigned task or project.

Volunteers are also permitted to contribute information on the Internet, in forums, social networking sites, blogs, or other platforms, provided that they make it clear that their opinions are their own and not the opinion of Dublin City FM. These contributions are subject to the policies outlined below for inappropriate use of the Internet from external computers.

Inappropriate use of the internet from external computers

Volunteers are prohibited from using the internet on computers outside the workplace, where such use has the potential to affect negatively the company or its volunteers.

Examples of such behaviour include:

- Publishing material that is defamatory, abusive or offensive in relation to any volunteer, employee, manager, office holder, shareholder, customer or client of the company;
- Using the internet in a manner that amounts to bullying or harassment;
- Publishing any business-sensitive information about the company;
- Publishing material that might reasonably be expected to have the effect of damaging the reputation or professional standing of Dublin City FM.

Security

The internet is not a secure medium. Access to the internet, no matter how well set up, always poses some security risks. Accordingly, virus scanning software is installed on company computers.

Volunteers must not provide or use their company passwords in response to any internet request for a password. Volunteers must not provide any information relating to the company network to any outside party, whether through the internet or in any other way.

Reliability of internet information

There is no quality control process on the internet and a considerable amount of information published on the internet is outdated, inaccurate or deliberately misleading.

All information obtained from the internet should be considered with caution until confirmed by a reliable source.

Impact on other users

When using the internet, please be aware of your impact on others. Intense browsing or downloading during peak usage periods can impact on other people's work.

Enforcement

Non-compliance with the general principles and conditions of this internet policy may lead to disciplinary action, up to and including dismissal. This policy is not exhaustive. In situations that are not expressly governed by this policy, volunteers must ensure that their use of the internet is at all times appropriate and consistent with their responsibilities towards the company. In case of any doubt, consult with a manager.

Personal use of the internet

A limited amount of personal use of the internet on the company's computers is permitted, provided the following rules are observed:

- Personal use must not occur during working time, but instead must occur during break time or before or after normal working hours;
- Personal use must not interfere with work commitments;
- Personal use, including any downloading of data for personal use, must comply with the requirements and general principles of this policy and all other IT, security and data protection policies. In particular, the above provisions regarding "Inappropriate use of the internet" and "Security" apply to personal use, as well as normal business use.

Monitoring of internet usage by IT will apply to personal use as well as normal business use.

MOBILE PHONES POLICY

Personal mobile phones should be left on silent or vibrate mode during work hours if they are perceived to be interfering with your job or those around you.

The Company's telephone system is there to serve the needs of the Company and should not be used for personal calls. If staff need to be contacted for emergency purposes, they can be accessed using this telephone system.

SOCIAL USAGE MEDIA POLICY

This policy on social media must be read in conjunction with other volunteer policies. Particular attention is drawn to the dignity at work, equality, bullying and harassment, internet, e-mail usage, data protection, and business confidentiality policies, all of which are applicable to social media usage. This policy on social media applies to all volunteers. Social media is the collective term referring to social and professional networking sites (for example Facebook, LinkedIn, MySpace), microblogs (such as Twitter), blogs, wikis, boards and other similar online forms and the policy extends to all such sites and incorporates any future developments of such media. Breaches of this policy will be investigated and the company retains the right to take disciplinary action, up to and including termination of your volunteer agreement.

All IT resources are the company's property dedicated to achieving our business objectives.

Inappropriate use is not acceptable. Excessive activity is not permitted.

Personal use must not interfere with work commitments.

A limited amount of personal use of the internet and social media is permitted on the company's equipment, provided the following rules are observed:

- Personal use must not occur during working time, but instead must occur during break time and outside of normal working hours;
- Personal use must comply with the requirements and general principles of this policy and all other internet, IT, security and data protection policies.

Applies to all Volunteers

The company recognises that volunteers use social media tools as part of their daily lives. Volunteers should always be mindful of what they are posting, who can see it, and how it can be linked back to the company and work colleagues. All volunteers should be aware that the company regularly monitors the internet and social media in reference to its work and to keep abreast of general internet commentary, brand presence and industry/customer perceptions. The company does not specifically monitor social media sites for volunteer content on an ongoing basis, however volunteers should not expect privacy in this regard. The company reserves the right to utilise for disciplinary purposes any information that could have a negative effect on the company or its volunteers, which management comes across in regular internet monitoring, or is brought to the company's attention by volunteers, employees, customers, members of the public, etc. All volunteers are prohibited from using or publishing information on any social media sites, where such use has the potential to negatively affect the company or its volunteers. Examples of such behaviour include, but are not limited to:

- Publishing material that is defamatory, abusive or offensive in relation to any volunteer, manager, office holder, customer or client of Dublin City FM;
- Publishing any confidential or business-sensitive information about the company;
- Publishing material that might reasonably be expected to have the effect of damaging the reputation or professional standing of the company.

Rules regarding usage

All volunteers must adhere to the following when engaging in social media:

1. Be aware of your association with the company when using online social networks. You must always identify yourself and your role if you mention or comment on the company. Where you identify yourself as a volunteer, ensure your profile and related content is consistent with how you would present yourself with colleagues and clients. You must write in the first person and state clearly that the views expressed are your own and not those of the company.
2. Wherever practical, you must use a disclaimer saying that while you volunteer for the company, anything you publish is your personal opinion, and not necessarily the opinions of the company. You are personally responsible for what you post or publish on social media sites. Where it is found that any information breaches any policy, such as breaching confidentiality or bringing the company into disrepute, you may face disciplinary action up to and including dismissal.
3. Be aware of data protection rules – you must not post colleagues' details or pictures without their individual permission. Photographs of company events should not be posted online. Volunteers must not provide or use their company password in response to any internet request for a password.
4. Material in which the company has a proprietary interest – such as software, products, documentation or other internal information – must not be transmitted, sold or otherwise divulged, unless the company has already released the information into the public domain. Any departure from this policy requires the prior written authorisation of a senior manager.
5. Be respectful at all times, in both the content and tone of what you say. Show respect to your audience, your colleagues and customers and suppliers. Do not post or publish any

comments or content relating to the company or its employees or volunteers, which would be seen as unacceptable in the workplace or in conflict with the organisation's website. Make sure it is clear that the views and opinions you express are your own.

6. Recommendations, references or comments relating to professional attributes, are not permitted to be made about volunteers, former volunteers, employees, former employees, customers or suppliers on social media and networking sites. Such recommendations can give the impression that the recommendation is a reference on behalf of the company, even when a disclaimer is placed on such a comment. Any request for such a recommendation should be dealt with by stating that this is not permitted in line with company policy and that a formal reference can be sought, in line with the normal reference policy.
7. Once in the public domain, content cannot be retracted. Therefore, always take time to review your content in an objective manner before uploading. If in doubt, ask someone to review it for you. Think through the consequences of what you say and what could happen if one of your colleagues had to defend your comments to a customer.
8. If you make a mistake, be the first to point it out and correct it quickly. You may factually point out misrepresentations, but do not create an argument.
9. It is very important that volunteers immediately report any inappropriate activity or behaviour regarding the company, its employees, volunteers or third parties. Inform your supervisor or another member of management. All allegations made in good faith will be fully and confidentially investigated. You are required to cooperate with all investigations of alleged policy violations.
10. This policy extends to future developments in internet capability and social media usage.

In addition to the above rules, there are a number of key guiding principles that volunteers should note when using social media tools:

- Always remember on-line content is never completely private;
- Regularly review your privacy settings on social media platforms to ensure they provide you with sufficient personal protection and limit access by others;
- Consider all online information with caution as there is no quality control process on the internet and a considerable amount of information may be inaccurate or misleading;
- At all times respect copyright and intellectual property rights of information you encounter on the internet. This may require obtaining appropriate permission to make use of information. You must always give proper credit to the source of the information used.

Specific managerial responsibilities

By virtue of their position, managers have particular obligations with respect to general content posted on social media. Managers should consider whether or not personal thoughts they publish may be misunderstood as expressing the company's opinions or positions even where disclaimers are used. Managers should err on the side of caution and should assume that their teams will read what is written. A public online forum is not the place to communicate company policies, strategies or opinions to employees.

Managers should not make 'friend' requests or other similar requests of their team members, as this may place undue pressure on an employee.

Enforcement

Non-compliance with the general principles and conditions of this social media policy and the related internet, e-mail and confidentiality policies may lead to disciplinary action, up to and including dismissal. This policy is not exhaustive. In situations that are not expressly governed by this policy, you must ensure that your use of social media and the internet is at all times appropriate and consistent with your responsibilities towards Dublin City FM. In case of any doubt, you should consult with your manager.

Monitoring of internet usage by IT applies to personal use as well as normal business use.

APPENDIX 22

DUBLIN CITY FM

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-------|---------------------|---------------------|--------------------------|-------------------------|----------------------|------------------------|------------------------|
| 7.00 | Livedrive | Livedrive | Livedrive | Livedrive | Livedrive | xxxxxxxxxxxxxxxxxxxxxx | xxxxxxxxxxxxxxxxxxxxxx |
| 7.30 | Livedrive | Livedrive | Livedrive | Livedrive | Livedrive | xxxxxxxxxxxxxxxxxxxxxx | xxxxxxxxxxxxxxxxxxxxxx |
| 8.00 | Livedrive | Livedrive | Livedrive | Livedrive | Livedrive | Sounds of the Cinema | Sunday Breakfast |
| 8.30 | Livedrive | Livedrive | Livedrive | Livedrive | Livedrive | Sounds of the Cinema | Sunday Breakfast |
| 9.00 | Livedrive | Livedrive | Livedrive | Livedrive | Livedrive | The Movie Show | Sunday Breakfast |
| 9.30 | Livedrive | Livedrive | Livedrive | Livedrive | Livedrive | The Movie Show | Sunday Breakfast |
| 10.00 | Good Morning Dublin | Good Morning Dublin | Good Morning Dublin | Good Morning Dublin | Good Morning Dublin | All Time Greats | Curtain Up |
| 10.30 | Good Morning Dublin | Good Morning Dublin | Good Morning Dublin | Good Morning Dublin | Good Morning Dublin | All Time Greats | Curtain Up |
| 11.00 | Community Focus | Good For You | Council Matters | Out & About | Book Club | All Time Greats | Missing Links |
| 11.30 | Modern Sounds | Counterpoint | Midweek Music Miscellany | That's All Folk | Classic Country Gold | All Time Greats | Missing Links |
| 12.00 | Modern Sounds | Counterpoint | Midweek Music Miscellany | That's All Folk | Classic Country Gold | All in theSong | Woodsongs |
| 12.30 | Going Out in Style | Femme Fatale | Talk Travel | Viva Vox | You & Your Business | All in theSong | Woodsongs |
| 1.00 | Lunchtime Ladies | Food Talk | Inside Education | Women Mean Business | The Persuaders | Noisy Plug | Nostalgia |
| 1.30 | New Dubliners | Mediascope | Leisure Activities | Scout About | Upstarts | Noisy Plug | Nostalgia |
| 2.00 | Afternoon Irish | Our Musical Islands | Jukebox Sounds | Sounds of the Cinema | Magical Melodies | Classic Rock | Nostalgia |
| 2.30 | Afternoon Irish | Our Musical Islands | Jukebox Sounds | Sounds of the Cinema | Magical Melodies | Classic Rock | Nostalgia |
| 3.00 | th Century Dubs | LGBT Life | Sound & Vision | On The Road | The Sod Show | Little Steven's | On the Ball |
| 3.30 | Rudai Mar Sin | Dublin Edition | Sound & Vision | Volunteering | Dublin Explorer | Underground Garage | On the Ball |
| 4.00 | Livedrive | Livedrive | Livedrive | Livedrive | Livedrive | Little Steven's | On the Ball |
| 4.30 | Livedrive | Livedrive | Livedrive | Livedrive | Livedrive | Underground Garage | On the Ball |
| 5.00 | Livedrive | Livedrive | Livedrive | Livedrive | Livedrive | Jazzmine | On the Ball |
| 5.30 | Livedrive | Livedrive | Livedrive | Livedrive | Livedrive | Jazzmine | Sunday Score |
| 6.00 | Livedrive | Livedrive | Livedrive | Livedrive | Livedrive | Soul Seeker | Elvis Memories |
| 6.30 | Livedrive | Livedrive | Livedrive | Livedrive | Livedrive | Soul Seeker | Elvis Memories |
| 7.00 | Absolute Game | Inside Sport | GAA Sports Desk | Sporting Choice | Friday Sports Desk | Black Echoes | Showband Show |
| 7.30 | Absolute Game | Centre Stage | GAA Sports Desk | Viewfinder | Grassroots Soccer | Black Echoes | Showband Show |
| 8.00 | Bookbound | Astronomy Show | Artbeat | The Art of Living | Looking Back | Black Echoes | An Seo Ceoil |
| 8.30 | Russian Show | Hello China | Europe Today | African Scene | Bollywood.ie | Black Echoes | An Seo Ceoil |
| 9.00 | Trad at Heart | Sin E | The Sessions | The Kitchen Table | Don't Get It Twisted | Country to Rock | Festival Fun |
| 9.30 | Trad at Heart | Sin E | The Sessions | The Kitchen Table | Don't Get It Twisted | Country to Rock | Festival Fun |
| 10.00 | Ear to the Globe | Sin E | Roots of American Music | Soul Kitchen | The Moshpit | Shakin' Street | The Blues Train |
| 10.30 | Ear to the Globe | Sin E | Roots of American Music | Soul Kitchen | The Moshpit | Shakin' Street | The Blues Train |
| 11.00 | Ear to the Globe | The Veldt | The Wire | Roots Musings | American Music Show | Shakin' Street | The Blues Train |
| 11.30 | Ear to the Globe | The Veldt | The Wire | Roots Musings | American Music Show | Shakin' Street | The Blues Train |
| 12.00 | After Midnight | Global Transmission | The Night Train | Songs to Learn and Sing | Rockabilly Jukebox | After Hours | Midnight Alternative |
| 2.00 | Closedown | Closedown | Closedown | Closedown | Closedown | Closedown | Closedown |

PROGRAMME SCHEDULE

APPENDIX 23



NOT FOR PROFIT ORGANISATION

Unit 6, Docklands Innovation Park, 128-130 East Wall Road, Dublin 3

Tel: 01-865 8020 E-mail: admin@dublincityfm.ie

Chief Executive Officer/Station Manager: Mick Hanley

Company Secretary: Gerry P Cahill

To:

Broadcasting Authority of Ireland,
2-5 Warrington Place,
Dublin 2.

8th February 2016

Special Interest Community Sound Broadcasting Service for Dublin City

To whom it may concern,

This is to declare that the information contained in the application and in the additional documentation accompanying the application is true and correct to the best of my knowledge and belief.

Yours sincerely,

Mick Hanley,
CEO
Dublin City FM

