Priority Task	Actions	Outcome Indicators	Resources required	Timeline	Outcome
Promotion of the Public Participation Network within Meath	• Organise distribution of promotional material at various centres/events/festivals around the county • Design and develop an information pack for Meath PPN • Place advertisements/updates in the Meath Chronicle • Use social media sites to advertise and promote events • Organise radio interviews and an advertisement campaign on LMFM • Liaise with local community hubs to explore promotion of the PPN locally	• Increase in membership and knowledge of PPN across Meath • Increased activity on facebook and website • Increased visibility of PPN logo across Meath	• Leaflets/posters/planners/ promotional items • Design and printing • Advertising space carried over from 2018 • PPN facebook page and website • Advertisement slots carried over from 2018	Throughout 2019	

Priority Task	Actions	Outcome Indicators	Resources required	Timeline	Outcome
Increase the effectiveness of the communication within the PPN	• Develop and implement a communication strategy • Upgrade website to display membership details • Regular information updates to be sent out to the members via email • Newsletter circulated annually • Promote use of PPN website/facebook/email by members to advertise events • Hold 10 Secretariat meetings • Host 12 Municipal District (MD) meetings and 2 plenary meetings • Hold a PPN information session for the newly elected members • Increase awareness of the PPN within Meath Co. Co.	• Strategy implemented • Website updated • Increased engagement on social media • Feedback from membership at events • Increase in no. of groups advertising events through the PPN • No. of meetings held • Increase in knowledge of PPN within Meath Co. Co.	• Hosting costs • Meath Co. Co. IT Section • Hosting costs and travel	March 2019 Throughout 2019	

Priority Task	Actions	Outcome Indicators	Resources	Timeline	Outcome
Increase participation in the decision making structures	• Hold Committee Representatives meetings to develop and implement a communication strategy for the PPN membership • All committee members to sign up to the Representatives Charter • Public Consultations to be promoted through the PPN and submissions encouraged/facilitated • Facilitate interest groups to support the committee representatives and focus on policy development • Monitor the gender balance of PPN representation on committees • Induction process for new committee representatives to be drawn up	• Policy issues raised within the committees by representatives and responses received • Charter signed by representatives • All relevant consultations circulated through the PPN • Interest groups facilitated • Gender balance of PPN representatives on all committees • Induction process drawn up	• Hosting costs	Throughout 2019	Complete

Priority Task	Actions	Outcome Indicators	Resources	Timeline	Outcome
To commence the process of developing a wellbeing statement for Meath	• Liaise with Social Justice Ireland to avail of the resources and training available to commence the process	• Wellbeing statement commenced	• Hosting cost of meetings • Design and Printing	May 2019	
Allocation of defibrillators	• Complete the process with successful applicant's from 2018 to include distribution of the signage, completion of the training and confirmation that the units have been registered with NAS • Re-launch the application process for 2019 • Organise training/signage for the defibrillators	• All defibrillator locations registered with the National Ambulance service	• Training costs • Defibrillators and signage purchased from budget 2018	July 2019	

Priority Task	Actions	Outcome Indicators	Resources	Timeline	Outcome
To ensure the feedback from the membership is recorded and follow up actions taken	• Manage the referrals register and ensure all issues raised by members are recorded • Review each of the issues submitted and categorise into themes and determine follow up actions in relation to each • Collate progress reports on the issues referred and responses for presentation at PPN meetings • Publish register (redacted version) for the Meath PPN website • Work in partnership with other organisations in response to issues raised through the PPN membership • Proposal to be collated on addressing the rising cost of insurance for groups	• Responses received and published on the issues raised by members • Joint Initiatives facilitated by the PPN • Proposal completed	• Secretariat/Resource worker/Members	Throughout 2019 March 2019	

Priority Task	Actions	Outcome Indicators	Resources	Timeline	Outcome
Progress policy development for the Meath PPN	• Review standard policies/practises and formulate policies to address deficiencies	• Policies adopted		Throughout 2019	