

Priority Task	Actions	Resources	Outcome Indicators	Timeline	Outcome
Complete process of establishing Meath PPN	<ul style="list-style-type: none"> • Agree Memorandum of Understanding (MoU) with Meath County Council 	<ul style="list-style-type: none"> • Secretariat 	<ul style="list-style-type: none"> • MoU signed by Secretariat and Meath Co. Co. 	March 2018	Complete
Promotion of the Public Participation Network within Meath	<ul style="list-style-type: none"> • Organise distribution of promotional material at various centres/events/festivals around the county • 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 • Organise distribution of Hi – Vis jackets to groups • Liaise with local community hubs to explore promotion of the PPN locally 	<ul style="list-style-type: none"> • Design and printing cost for leaflets and posters • Meath Chronicle space already secured from budget 2016 • Liaise with Council IT staff to develop social media sites • Advertising campaign secured from budget 2017 • Jackets secured from budget 2017 	<ul style="list-style-type: none"> • Increase in membership and knowledge of PPN particularly in areas targeted • Feedback from advertising campaigns • Increased activity on facebook and website • Increased visibility of PPN logo across Meath 	Throughout 2018	Complete for 2018

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<p>Manage and develop the communication structures to ensure the flow of information to and from members</p>	<ul style="list-style-type: none"> • Update website • Weekly information updates to be sent out to the members • Newsletter circulated annually • Promote use of website/facebook/email by members to advertise events • Hold 12 Secretariat meetings • Host 12 Municipal District (MD) meetings and 2 plenary meetings • Quarterly updates to be compiled from each of the committee reps for circulation to membership • Request updated contact details/web/social media links to provide a smarter directory of community groups to permit networking across Meath 	<ul style="list-style-type: none"> • Secretariat/Resource worker/Members • Hosting costs and travel 	<ul style="list-style-type: none"> • Website updated • Increased engagement on social media • Feedback from membership • Increase in no. of groups advertising events • Outcomes from MD meetings and referrals logged • Increase in committee representative input • Enhanced networking and sharing of resources 	<p>March 2018 Throughout 2018</p>	<p>Complete for 2018</p>

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	<ul style="list-style-type: none"> Registration with smarter form including more contact information for publication on website 				Complete
Increase awareness among PPN members on the areas of governance and data protection	<ul style="list-style-type: none"> Host 10 training sessions for PPN members on the topics of Governance and Data Protection 	<ul style="list-style-type: none"> Secretariat/Resource worker/Members Hosting costs Travel for facilitators 	Numbers participating in the training	Throughout 2018	Complete
To develop a Data Protection Policy for Meath PPN	<ul style="list-style-type: none"> Hold brainstorming session for the Secretariat to explore areas to be addressed under data protection Draft a Data Protection Policy for the PPN including provisions to handle Subject Access Requests, data retention policy and assign data officer(s) Seek advice from the Office of the Data Protection Commissioner (ODPC) in relation to guidance for voluntary groups for new General Data Protection Regulations (GDPR) in May 2018 	<ul style="list-style-type: none"> Secretariat/Resource worker/Members 	<ul style="list-style-type: none"> Data Protection Policy completed 	May 2018	Complete

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Increase participation in the decision making structures	<ul style="list-style-type: none"> 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 Request all committee members to sign up to the Charter Organise an information session on the PPN for the Councillors Monitor the gender balance of PPN representation on 	<ul style="list-style-type: none"> Secretariat/Resource worker/Members Hosting costs 	<ul style="list-style-type: none"> Increased level of engagement in decision making process Policy issues raised within the committees by representatives Charter agreed and signed by representatives Gender balance of PPN representatives on all committees 	Throughout 2018	Complete
Allocation of defibrillators	<ul style="list-style-type: none"> Complete the process with successful applicant's from 2017 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 2018 Organise training/signage for the defibrillators 	<ul style="list-style-type: none"> Secretariat/Resource worker/Members Training costs Defibrillators purchased from budget 2018 	<ul style="list-style-type: none"> All defibrillator locations registered with the National Ambulance service 	July 2018	Complete

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Update referrals register	<ul style="list-style-type: none"> Review and update register with all Municipal District and College issues for referral 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 to be presented at PPN meetings. Publish register (redacted version) for the Meath PPN website Research insurance options for groups and highlight issue on the increasing level of premiums 	<ul style="list-style-type: none"> Secretariat/Resource worker/Members 	<ul style="list-style-type: none"> Progress on the priority areas identified from the referrals register Initiatives facilitated by the PPN and impact across Meath Feedback from the sub-committee on insurance 	Throughout 2018	
Roll out joint initiatives with other organisations to address issues identified by members	<ul style="list-style-type: none"> Work in partnership with other organisations to roll out initiatives that are both relevant and of benefit to PPN members 	<ul style="list-style-type: none"> Secretariat/Resource worker/Members 	<ul style="list-style-type: none"> Joint initiatives undertaken 	Throughout 2018	
Progress policy development for the Meath PPN	<ul style="list-style-type: none"> Review standard policies/practises on completion of MoU and formulate policies to address deficiencies 	<ul style="list-style-type: none"> Secretariat/Resource worker/Members 	<ul style="list-style-type: none"> Policies adopted 	Throughout 2018	

