



Public Participation Network Meath

Meath Public Participation Network

Draft Workplan 2023

(presented to Secretariat at February 22nd meeting
Final Draft version April 19th)

Meath Public Participation Network Workplan 2023

Objective 1		Participation & Representation		
Activity	Responsible	Indicator	Timescale	Compliance
Support PPN representation on Secretariat and decision-making bodies	Secretariat & Staff	<ul style="list-style-type: none"> Meath PPN representatives on all SPCs and committees Vacancies filled in timely manner Induction training provided for new reps Meet with PPN reps to address any issues they are experiencing and to ensure feedback from SPCs and committees to wider PPN 	As Required	Choose an item.
Take part in outreach opportunities and support community engagement and participation in Meath PPN	Staff	<ul style="list-style-type: none"> Outreach activities undertaken, including (but not limited to) subjects relating to cultural diversity, social inclusion, age friendly, Healthy Meath, MLSP, Climate Action and other events of interest to PPN Members 	As required	Choose an item.
Facilitate the development of appropriate Linkage groups to support the representatives on the various committees	Secretariat, Staff and external facilitator	<ul style="list-style-type: none"> Identify the need to establish Linkage groups Develop a plan for creating and supporting linkage groups Organise meetings between groups and representatives. 	Ongoing	Choose an item.
Improve inclusivity and accessibility of Meath PPN and its activities.	Secretariat, Staff and PPN reps	<ul style="list-style-type: none"> Run required as well as relevant training Meath PPN events are held in accessible venues. Meath PPN organises pre-training on how to use various platforms for online meetings. Meath PPN provides one-to-one support to members that are not confident in joining online meetings. Members are asked about accessibility needs. 		Choose an item.
Ensure key decisions and strategies made by the Secretariat	Secretariat, Staff and PPN	<ul style="list-style-type: none"> Workplan and relevant policies and procedures ratified by PPN 	Ongoing	Choose an item.

are approved by PPN members	members	<ul style="list-style-type: none"> members. Upload all relevant documents on the Meath PPN website. 		
Engagement with youth groups to ensure voice of young people is represented in PPN	Secretariat, Staff	<ul style="list-style-type: none"> Meath PPN request to sit on Comhairle na nÓg steering committee Link with Youth Work Ireland Meath to develop Mental Health awareness project Link with Involve to include the voices of young Travellers Link with other local and regional youth groups and their representatives Link in with Project Long Game for advice to support young people in sports. 	Ongoing	Choose an item.
Run and manage an efficient and effective office for MPPN	Staff	<ul style="list-style-type: none"> Organise agreed secretariat meetings Take notes and actions from secretariat meetings Ensure agreed actions from secretariat meetings are carried out Ensure budgetary and financial requirements are adhered to Communicate with all MPPN members on relevant issues 	Ongoing	Choose an item.
Objective 2	Networking & Information Sharing			
Action	Responsible	Indicator	Timescale	Compliance
Work with MCC to increase understanding of Meath PPN and build relationships and improve communications.	Secretariat and Staff	<ul style="list-style-type: none"> Raised Awareness of PPN with Elected Members Work in collaboration with MCC to ensure the sharing of information (grants, consultations etc) in a timely manner. Use the PPN newsletter, website and social media outlets to share information direct to elected 	Ongoing	Choose an item.
Meath PPN & member groups'	Staff	<ul style="list-style-type: none"> Groups events shared to SM and newsletters as requested 	Ongoing	Choose an item.

events and activities are publicised		<ul style="list-style-type: none"> ● PPN activities shared on website, social media and e-zine ● All relevant material clearly displayed on the Meath PPN website ● Use of various mediums of communication for wider reach 		
Develop networks for collective action and links with minority groups to support community engagement and diversity	Secretariat, Staff and PPN Reps	<ul style="list-style-type: none"> ● Identify under-represented community groups. ● Outreach to these groups undertaken. ● Increased involvement of target groups. ● Consider for social inclusion sectors ways to engage with hard-to-reach Community groups with regard to joining the PPN. ● All Municipal Districts & Pillars to be supported ● Ensure that Meath PPN are not carrying out tasks that are already underway/funded by other sources. 		Choose an item.
Climate Action	Secretariat, Staff and groups	<ul style="list-style-type: none"> ● Identify challenges and support community initiatives ● Link to national & local policy, for accessing funding ● Collective action with PPN Coordination 		Choose an item.
Hold 2 Plenary sessions	Secretariat, Staff and Facilitator	<ul style="list-style-type: none"> ● 2 Plenary meetings to be held, one in April/May & November ● Quorum agreed/in attendance at Plenary meetings ● Members input and actions from Plenary meetings. 	April/May & November	Choose an item.
Distribute a fortnightly newsletter with relevant information to all PPN members and other stakeholders.	Staff	<ul style="list-style-type: none"> ● Level of engagement with the PPN Newsletter, both within membership and externally 	Bi monthly	Choose an item.
Maintain and develop the Meath PPN website and social media	Staff	<ul style="list-style-type: none"> ● Evidence of website views ● Membership database completed for Meathppn.ie ● Membership applications coming through Meathppn.ie ● Relevant posts made regularly on social media platforms 	ongoing	Choose an item.

Document and highlight all areas within the Local Economic Community Plan where PPN is a lead agent	Secretariat and Staff	<ul style="list-style-type: none"> ● Draw up a spreadsheet of all the PPN related actions contained in the LECP and evaluate progress on all. 		
Work collaboratively with other agencies within Meath: <ul style="list-style-type: none"> ● Age Friendly ● Healthy Meath ● Pride of Place ● FRC's ● TUSLA/CYPSC ● Other relevant and appropriate agencies 	Staff	<ul style="list-style-type: none"> ● Sit on Steering Committees ● Agencies receive Meath PPN newsletter ● Collaborate with Healthy Meath on Mental Health awareness ● Develop a Newsfeed loop with FRC's ● Take part in Pride of Place ● Share news from TUSLA/CYPSC updates 		Choose an item.
Develop new Log for Members to enable Secretariat direct the workplan	Secretariat/Staff/ Members	<ul style="list-style-type: none"> ● Platform to collate members PPN relevant issues ● Collate into collective action points ● Implement into workplans as appropriate ● Manage the referrals register and ensure all issues raised by members are recorded ● Work collaboratively with other organisations in response to relevant issues raised through the PPN membership ● Present to Plenary as body of work for previous year. 	November Plenary	Choose an item.
Insurance	Secretariat /Members	<ul style="list-style-type: none"> ● Reengage with previous research done ● Potential to update survey ● Link with other PPNs on similar research ● Liaise with DRCD on new research 	Q3	Choose an item.

Objective 3	Capacity Building & Training			
Action	Responsible	Indicator	Timescale	Compliance
Run training, workshops, seminars based on member's expressed, identified and predicted needs.	Staff, facilitators, Secretariat	<ul style="list-style-type: none"> • Training Needs Analysis for groups • Training, workshops, seminars held in locations around county • Numbers Attended • Feedback 	Throughout Year	Choose an item.
Support PPN members to take part in consultations	Secretariat & Staff	<ul style="list-style-type: none"> • Members are given timely information about upcoming consultations and are encouraged to take part. • Work with MCC to run consultation workshops when appropriate, including online consultations • Develop a user-friendly video on how and why to make and take part in Community consultations. 	As Required	Choose an item.
Provide support by email, phone and face to face to Meath PPN members	Staff	<ul style="list-style-type: none"> • Level of engagement with Meath PPN members • New membership registrations 	As necessary	Choose an item.
Provide training on building capacity of members on how to be effective, outcome based and influential	Secretariat & Staff & Specialist Trainers	<ul style="list-style-type: none"> • Number of training opportunities provided • Number of PPNs participating • Number of initiatives undertaken by participants 	Bi annually	Choose an item.

Objective 4		Governance		
Action	Responsible	Indicators	Timescale	Compliance
Hold monthly Secretariat meeting.	Secretariat and Staff	<ul style="list-style-type: none"> • Number of meetings held • Number of attendances at meetings • Minutes and decisions recorded 	Monthly	Choose an item.
Staff report to Secretariat on implementation of workplan.	Staff	<ul style="list-style-type: none"> • Report presented at each Secretariat meeting. 	Monthly	Choose an item.
Minutes of Secretariat meeting uploaded www.Meathppn.ie	Secretariat and Staff	<ul style="list-style-type: none"> • Minutes posted on Meath PPN website 	Once agreed	Choose an item.
Develop Meath PPN Constitution	Secretariat, Staff, Facilitator, Plenary	<ul style="list-style-type: none"> • Constitution ready for Plenary ratification • Clearly outlines responsibilities of all stakeholders of Meath PPN 	Q2	Choose an item.
Continue to work on and ensure good governance	Secretariat, Staff, Facilitator, Plenary	<ul style="list-style-type: none"> • Policies & Procedures as standard • Code of Conduct, Clear articulation of purpose, roles, function & operation of PPN • Representatives Charter • Review & contact current reps • Develop structure for collective group input 	Ongoing	Choose an item.
Agree and publish MoU with MCC	Secretariat, Staff & MCC Rep	<ul style="list-style-type: none"> • Exploratory meeting with MCC Reps • Development of and signed MoU • Improved relationship and collaboration with MCC 	Q2	Choose an item.

Maintain a clear record of income & expenditure.	Secretariat and Staff	<ul style="list-style-type: none"> • 2023 budget approved by Secretariat Finance sub-group and presented to full Secretariat meeting for ratification. • Monthly financial reports /updates at Secretariat meetings. • Any financial reports or returns must be signed by representatives of both Meath PPN and Meath County Council 	Ongoing	Choose an item.
Produce financial report for DRCD & MCC	Secretariat, Staff and MCC Liaison	<ul style="list-style-type: none"> • Report submitted. Any reports or returns must be signed by representatives of both Meath PPN and Meath County Council 	As requested,	Choose an item.
Submit end of year report to DRCD	Secretariat, Staff and MCC Liaison	<ul style="list-style-type: none"> • Report submitted. Any reports or returns must be signed by representatives of both Meath PPN and Meath County Council 	As requested	Choose an item.
Monitor and evaluate annual workplan on an ongoing basis.	Secretariat and Staff	<ul style="list-style-type: none"> • Evaluation information included in annual report. 	Ongoing	Choose an item.