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Supervisory Working Group Terms of Reference

**Version history**

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| Version | Date Adopted | Named approvers | Note |
| 1.0 | September 2022 | TBC |  |
|  |  |  |  |

**Document controls**

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| --- | --- |
| Action | Responsibility |
| Approval of document | Secretariat, Dublin City Volunteer Centre, Dublin City Council |
| Implementation | Secretariat, Dublin City Volunteer Centre, Dublin City Council |
| Review | Secretariat, Dublin City Volunteer Centre, Dublin City Council |
| Date of next review | September 2024 |

# Introduction

The Supervisory Working Group consisting of representatives of Dublin City Volunteer Centre, Dublin City Council and Dublin City PPN shall cooperate in carrying out their responsibilities in monitoring and evaluating the PPN Work Plan, financing, and resourcing.

# Members

The working group comprises of:

* A representative from Dublin City Volunteer Centre.
* A representative from Dublin City Council.
* A representative from Cork City PPN Secretariat.
* The PPN Resource Worker.

# Meetings

The Supervisory Working Group shall meet at least quarterly. Generally, this shall be in February, May, September, and December each year.

# Agenda

A typical meeting agenda shall be:

* Noting of any DRCD communications.
* Progress on PPN Work Plan.
* Report on PPN Finances.
* Any operational issues.
* National PPN Secretariat Network Update
* National PPN Workers Network Update
* Review of Memorandum of Understanding and Service Level Agreement (where relevant)
* HR Subgroup (PPN Resource Worker excused)

# Convenor

The working group shall be convened and chaired by Dublin City Council. Where meetings are not scheduled by Dublin City Council, they shall be scheduled by Dublin City Volunteer Centre.