**Dublin City Public Participation Network (DCPPN)**

**Q2: Apr – June 2022 Report**

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|  | **Objective One: Optimise the PPN by improving the quality of communication** | | | |
|  | **Action** | **Responsibility** | **Targets/Key Performance Indicators** | **Quarter Two: April – June 2022** |
| 1.1 | Hold monthly events for PPN member organisations to network.  Support the Disability Thematic Group and the Migrant Thematic Group meetings. | Resource and Support Workers | One linkage group meeting to be held on the last Thursday of every month.  Prioritise the following linkage groups in 2022: Planning and Urban Form/Climate Action/Housing/LCDC/JPC  The DTG continue to meet online the first Monday of every month. The Migrant Thematic Group to meet once every quarter.  *\*Additional funding may be available for a paid facilitator for the groups via DCC* | **April**: the April Last Thursday meeting was to welcome all the new members to the PPN, and to introduce the Resource and Support worker to them.  **May**: the Last Thursday of May was used for the May plenary meeting.  **June:** the Last Thursday of June meeting was a presentation by Robert Moss, the climate SPC rep. Robert gave a presentation on Rain Water Harvesting to the interested Member Groups.  The DTG meets every second Monday of the month, however, the Migrant Thematic Group did not meet in Q2. |
| 1.2 | Continue to improve the quality of online communications via the website:  [www.dublincityppn.ie](http://www.dublincityppn.ie) | Neo-Archaic | Neo-archaic to improve the website to include an area for Linkage/Thematic group information.  The PPN Bulletins continue to be posted every week. To review content and design of the Bulletin.  A policy hub area to be developed/an area for Films/videos and photos/and a feedback zone for members | Ongoing work from Neo-Archaic includes: a new area for Linkage and Thematic Group updates and additional space in the Events Section to include a calendar and categories. Neo-Archaic also provide weekly support and management of the site, ensuring the site is safe, compliant and can be accessed from a number of devices.  Weekly PPN Bulletins continued in Q2.  10 PPN films were posted into the News Section of the PPN website in Q2, and linked to the PPN Bulletin (22 July), and the social media channels.  This forms part one of an ongoing promotional piece of work, in partnership with local film maker, Paul Woodward. |
| 1.3 | Engage with the Department of Rural and Community Development’s 2022 social media strategy | Resource and Support Workers | DRCD are to develop and roll out a specific social media strategy for all PPNs across the country; including PPN awareness raising/branding and general social media packs to engage with public more cohesively. | DRCD tendering process is underway: PPNs to be informed when a new strategy is in place.  There was no update to this in Q2. |
| 1.4 | Post daily updates on the PPN Facebook and Twitter channels | Resource and Support Workers | Increase to 1000 followers per channel and showcase the work of the wider membership as much as possible. | A “meet the organisations” posting did not occur  in Q2, however, films have been posted onto the website, and these are linked to the social media channels.  In addition, one Last Thursday event was given to New Members, which increased the social media numbers.  In Q2, they stand at Twitter: 926 and Facebook 300. |
| 1.5 | Coordinate a Film Festival and/or website launch of the 10 films made in 2021 by Paul Woodward. | Resource and Support Workers | 10 films will be shown to the PPN membership in a specially designed film festival or through a designated section of the website. | Two films were shown during the May Plenary and all other films are now on the website, which was linked to the Bulletin on 22 July. |
| 1.6 | To assist above: that Salesforce is managed, maintained, and updated daily. | Resource and  Support workers | Registrations, re-registrations, data update and reports are carried out weekly on the PPN Database, Salesforce. To consolidate, rather than grow the PPN. | No re-registrations took place in Q2, however, a period of data cleaning took place in Q2, to ensure an efficient re-registration process in Q3. Due to the large amount of data in Dublin City PPN, it was decided to re-register half the members in 2021, and the other half in 2022. This is underway. |
| **Objective Two: Facilitate the improvement of the operational skills of Representatives/Secretariat and the wider PPN members, through good quality training opportunities.** | | | | |
| **Action** | | **Responsibility** | **Targets/Key Performance Indicators** | **Quarter Two: April – June 2022** |
| 2.1 | Training for Representatives and Secretariat | Resource and Support Workers | Creating Capable Communities online course with DRCD/WIT/Social Justice Ireland  *Please also see the recent request to DCC for an additional once off funding of 55,000 euro for this area\**  Develop a resource for Reps and Secretariat to compliment the PPN Handbook (2020). A “how to” manual, rather than guidelines and with a specific focus on working closely with DCC | 1 PPN rep signed up for this training in Q2, and due to low numbers, the training was postponed.  Self-managed, study alone training for this course is now available and at least 1 member of the PPN has signed up for it.  A tender process will be underway in Q3 to recruit a suitable training consultant (s) to develop a “how to” manual for reps and Secretariat and to deliver an outreach training programme and develop an online training package to support reps and Secretariat and PPN members. |
| 2.2 | Training and resources for the wider PPN | Resource and Support Workers | PPN and DCU Summer School June 2022 (in partnership with the Centre for Engaged Research, DCU).  PPN Festival of Fundraising September 2022 (in partnership with Academy Street Workshop)  PPN Social Media Training September 2022 (after the launch of the DRCD social media strategy: with support from Digital Charity Lab).  Continue to signpost the membership towards high quality training which is already taking place in DCVC/The Wheel/Volunteer Ireland/Carmichael etc. | The PPN/DCU Summer School took place in June and was very successful.  Altogether, 9 sessions took place on topics which included: Trans Awareness, Social Media, communicating in challenging situations, chairing effective meetings, etc.  In order to support members, 10 euro a day was given to cover transport and other costs, and a small sandwich lunch was also provided.  The quantity of the course was low, but the quality of engagement was exceptionally high. The relationship between the PPN, the Centre for Engaged Research, and DCU in the Community was built, and this activity will be rolled out and ramped up in 2023.  Planning for the 2022 Festival of Fundraising took place in Q2. The week of activities will include two new ones in 2022: a fundraising for migrant groups and a grants applications session. This will take place in the last week of September.  An issue with social media training was observed in the Summer School. Typically, professional well staffed organisations have professional social media comms people, who will not benefit from the type of training the PPN can offer. Smaller groups, meanwhile, do not have the resources/time available to be online all day – following trends etc. The type of social media training, required for PPN participants (who are not professional Comms people, is very specific).  The weekly Bulletin often highlights training from other areas in the sector: specifically, from the Wheel, DCVC, Volunteer Ireland and the Carmichael. |
| 2.3 | Recruit a volunteer to assist with the PPN training programme | Resource and Support Workers/Frances Hayden of DCVC | Recruit a skills-focussed volunteer who will compile a manual of training resources for Representatives and Secretariat.  This training manual will be a “how to” resource and will be a companion resource to the PPN Handbook 2020 | The PPN advertised for a volunteer in Q2, but not to help with training resources, but rather to assist the team with the vision for wellbeing statement.  The PPN resource and support worker will be following up on this in Q3. It is intended that the volunteer will lead on the work.  Dublin City Council announced that they would fund a once off programme of activities to support a “how to” training manual, and an outreach programme for reps, Secretariat and Members.  An advert will be placed in Activelink in July, to begin work in August, so that this is completed by December 2022. |
| 2.4 | In partnership with Codema, to disseminate the resources/training and toolkits developed by the grant administered by Pobal \* (to be confirmed). | Resource and Support Workers | In partnership with the other three Dublin PPNs, the Dublin Volunteer Centres, the Libraries and Codema, DCPPN to partner in a project proposed to Pobal in January 2022. | There was no follow up news or updates in Q2. |
| **Objective Three: Coordinate plenaries and elections in accordance with guidelines** | | | | |
| **Action** | | **Responsibility** | **Targets/Key Performance Indicators** | **Quarter Two: April – June 2022** |
| 3.1 | Coordinate two plenaries in 2022, and assist with the elections processes, in accordance with guidelines from the Department and local authority. | Resource/  Support workers and Secretariat. | Two plenaries will take place in May & November; all vacant committee seats to become available in 2022 to be filled in 2022. | The first plenary of the year took place in St Patrick’s Cathedral on 26 May.  Deputy Lord Mayor, Joe Costello launched the 5 Year Strategic Plan, and there were updates from the Secretariat and the Host organisation, Dublin City Volunteer Centre.  This was the first live plenary for several years, with 100 registrations for the event. Members were excited to meet again, and enjoyed visiting the Cathedral and it was decided that holding plenaries in Members’ “offices”, would be a good idea: thus the November plenary should take place in the Rediscovery Centre.  There were no vacant committee or Secretariat seats in Q2. |
| **Objective Four: Strengthen governance, administration, and operating procedures** | | | | |
| **Action** | | **Responsibility** | **Targets/Key Performance Indicators** | **Quarter Two: April – June 2022** |
| 4.1 | Working in partnership with DCC – Review the SLA/MoU for the Hosting role (current SLA is until 31/12/21). |  | DCC, PPN and DCVC to meet every quarter to ensure consistent management of the network. | There were no meetings in Q1, or Q2 between the PPN and DCC. |
| 4.2 | Structured & ongoing review of the PPN Constitution and policies and procedures: | Jamie Moore | Jamie Moore to review and edit the PPN constitution and advise the PPN about adopting policies and procedures from DCVC | Jamie Moore will make a presentation to the Secretariat on this work in September 2022.  He will suggest that the PPN acknowledges all policies from DCVC (apart from transport, which will be more lenient) and will present a draft version of the Constitution for sign off. |
| 4.3 | Clarify legal position of DCPPN and secure appropriate insurance | Jamie Moore | Jamie Moore to investigate the legal position of the PPN, and to advise the types of insurance appropriate | The PPN now has insurance with BHP, however, the legal status of the PPN is still unclear. |
| 4.4 | Coordinate a “Vision for Community Wellbeing” statement for the PPN | Rachel Rooney, Catherine O’Toole and Beatriz Cantarero | A “vision for community wellbeing” statement will be written with the input of stakeholders from all sections of the PPN. | An advert was put in iVol in Q2, to recruit a volunteer to take the lead on this piece of work. It is hoped that the volunteer will be able to finalise the statement by December 2022. |
| 4.5 | Develop a five-year strategic plan for Dublin City PPN | Ellenora Lynch | The work was undertaken in 2021 and will be completed in Q1 of 2022. | The 5 year strategic plan was launched at the PPN Plenary in May 2022. |
| 4.6 | The Secretariat of the PPN to meet to administer the work of the PPN | Resource and Support Officer and Secretariat | The Secretariat to meet monthly to discuss the ongoing work of the PPN, to govern and guide the staff and to discuss any issues. | The Secretariat meet on the second Tuesday of every month, and did so in April, May and June of Q2.  The resource and support workers make presentations to the Secretariat and questions are asked and queries answered. |
| 4.7 | Streamline the work of all PPNs across the country via the Resource Officers network and the Secretariat network and the Environmental Pillar Networking events | Resource and Support Officers | Continue to attend the national resource workers networking events. The development of a “hub” of resources for all Secretariat/resource workers – in addition to the hub on Salesforce. | The Resource and Support worker attend all national resource meetings and will join the working group’s first meeting in Q3, with regards to establishing a hub of materials for all PPNs. This bank of resources will be specific to motions for reps to raise, at first, but it could grow. The first motion to be discussed is the use of herbicide in council areas, and this will be replicated by all PPNs in the country. |
| 4.8 | Maximise virtual technology to support the PPN | All PPN stakeholders | PPN members are better able to use technology to conduct PPN business | The PPN is currently using Teams/Zoom/Whatsapp/Salesforce chatter/emails and mobile phones, in addition to Twitter/Facebook/LinkedIn and Sharepoint.  The PPN is offering events in physical spaces and online. |

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