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

**Work Plan Summary 2022**

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|  | **Objective One: Optimise the PPN by improving the quality of communication** | | | |
|  | **Action** | **Responsibility** | **Targets/Key Performance Indicators** | **Q1 2022 targets** |
| 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* | 27 January: Former Mayor Andrew Montague will make a presentation to the Planning and Urban Form Linkage group on “how to make a submission to the council”, with reference to the Dublin City Development Plan 2022 – 2028.  The next meeting for the DTG is on 21 February and the next planned meeting of the MTG is 02 February. Need to establish a Traveller Thematic Group, as per request from DCC; in progress. |
| 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 | By the end of Q1 there will be an interactive, participatory space on the website for Linkage/Thematic groups to post. A new cookie policy on display for new site users to agree. Members to receive ca. 12 weekly PPN Bulletins in Q1. |
| 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 to take place in Q1. |
| 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. | In Q1 focus on the Representatives and Secretariat membership groups on the social media channels, in a series called: “meet the organisations” |
| 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. | The films will showcase the work of the wider PPN membership and will demonstrate the width and depth of the membership base.  (To be shown after policies on social media/child and vulnerable adults are adopted). |
| 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. | Q1 re-registration of the 2019 PPN registrations bringing them into compliance with Department circulars, to update every 2 years. |
| **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** | **Q1 2022 targets** |
| 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 | 6 DCPPN stakeholders to participate on this online course, which is structured PPN training and will improve the organisations’ effectiveness. |
| 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. | Planning for this year’s training programme to take place in Q1, with meetings with DCU/Academy Street Workshop/Digital Charity Lab |
| 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 | In Q1, the Resource Worker to attend DCVC training on the Fundamentals of Volunteer Engagement Course with DCVC.  To engage with follow up sessions on recruitment/establishing a role/managing a volunteer and evaluating the impact of the volunteering with Frances Hayden of DCVC |
| 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. | The proposal to be submitted on 26 January 2022, meetings and follow up emails of support and interest took place. |
| **Objective Three: Coordinate plenaries and elections in accordance with guidelines** | | | | |
| **Action** | | **Responsibility** | **Targets/Key Performance Indicators** | **Q1 2022 targets** |
| 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. | Dates for the plenaries in May and November to be agreed. Keep Plenaries and Elections online for 2022. Plenaries to continue to be supported by Connect the Dots.  Elections to continue to take place online using the software, ElectionBuddy: no elections planned for Q1 |
| **Objective Four: Strengthen governance, administration, and operating procedures** | | | | |
| **Action** | | **Responsibility** | **Targets/Key Performance Indicators** | **Q1 2022 targets** |
| 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. | Date for Q1 meeting TBC. |
| 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 to meet the Resource Worker to discuss the work. |
| 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 | Ongoing in Q1 |
| 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. | One meeting to discuss next steps\*  Social Justice Ireland to deliver training for this piece of work, dates of training to be confirmed.  Small sub-group to attend a webinar on wellness. |
| 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. | Ellenora Lynch to make the final presentation of the plan to the Secretariat in the February monthly meeting. Once the plan is complete, to be designed by Lisa R and updated onto the website and sent to all members virtually. |
| 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. | Secretariat to meet the second Tuesday of every month; three times in Q1: January, February, and March. |
| 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. | One meeting for the resource workers and Secretariat national networking meetings in January 2022. |
| 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.  The resource worker to attend a 6 week course with An Cosán and Carlow IT, called “Technology Enhanced Learning” (TEL), to be aware of online learning techniques/methods and systems for the PPN (free course for the PPN). |

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