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

**2023 Draft Workplan and 2023 Draft Budget**

*The Draft 2023 Workplan considers, the findings and recommendations of the* [*Five-Year Strategic Plan (2022),*](https://dublincityppn.ie/resources/dublin-city-ppn-five-year-strategic-plan/) *and the previous PPN workplan of* [*2022*](https://dublincityppn.ie/resources/dublin-city-ppn-2022-workplan-summary/) *and the* [*PPN Handbook (2020).*](https://dublincityppn.ie/resources/public-participation-networks-handbook/)

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|  | **Objective One: Optimising the PPN Network****Goals: Through the continued development of Dublin PPN, facilitate the effective participation and representation of the members of DCPPN in policy and decision-making fora.****Consolidate and strengthen the membership base of Dublin City PPN, and continue the development of DCPPN as a networking and information hub for member organisations.****Optimise the effectiveness of training, networking, and information hub functions through the development of a targeted and concise Communications Strategy and Action Plan** |
|  | **Action** | **Responsibility** | **Targets** | **Key Performance Indicators**  |
| 1.1 | Hold monthly events for PPN member organisations to network, in the form of the Last Thursday of the Month Members’ Meet-UpsSupport the Disability Thematic Group and the Migrant Thematic Group meetings.A more curated management of new members to be undertaken in 2023 | Consultant Facilitator, Coordinator and Support Worker  | The Consultant Facilitator will meet the Coordinator and develop a plan for the group facilitations in early 2023.The DTG continue to meet online the first Monday of every month. The Migrant Thematic Group to meet once every quarter. *This activity to be funded via the once-off DCC grant of 55, 000 euro.*The Support Worker to run monthly or quarterly “welcome meetings” for new members. | 10 monthly meet-ups to be held in 2023, on the Last Thursday of the Month10 monthly meetings to be held by the Disability Thematic Group in 20233 meetings to be held, by the Migrant Thematic Group. New member organisations will be tracked, added to the database, officially welcomed in a welcome presentation meeting, and offered regular opportunities to network with other Member Groups and participate in capacity building training. |
| 1.2 | Continue to improve the quality of online communications via the website: [www.dublincityppn.ie](http://www.dublincityppn.ie)  | Neo-Archaic The Support Worker  | Neo-archaic to improve the website to include an area for Linkage/Thematic group information, with *will be funded via the once-off DCC grant of 55,000 euro* The weekly PPN Bulletin will be posted in the news section of the website.A policy hub area to be developed/an area for Films/videos and photos/and a feedback zone for membersThe Support Worker to develop a better “flow” of policy information from the SPC Representatives to the wider PPN.  | Maintenance of the site continued, and upgrades and updates secured during 2023.48 Bulletins will be posted in 2023.5 more Member Organisation films to be posted in the Member Spotlight Video section of the website in 2023. New Members will be highlighted online.Further policy detail to uploaded onto the site in 2023, from the SPC meetings, and via the SPC Reps. |
| 1.3 | Engage with the Department of Rural and Community Development’s 2023 social media strategy | All PPN members  | 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. | Dublin City PPN will engaged with the communications strategy in full, with emphasis on asking Member Groups to display the new PPN Logo (when completed), and work towards displaying PPN Case Studies as part of the new communications roll out, with a showcase of member groups on a rotating basis. |
| 1.4 | Post daily updates on the PPN Facebook and Twitter channels | Coordinator and Support Worker | Increase the quality of the daily posts on Twitter and Facebook, in view of the DRCD Communications Strategy. | Increase the quality of the content, and ensure Plain English is always used. |
| 1.5 | Manage the PPN database, Salesforce | Support Worker | Manage new members registrations, daily updates and reports as requested. |  |
| **Objective Two: Organisational Development and Capacity Building****Goal: Through the provision of targeted training programmes and networking opportunities, build the capacity of member organisations to improve their effectiveness, and to contribute to and participate in local democratic structures.****Develop strategic relationships with key actors in the not-for-profit sector across Dublin City to further the goals of the PPN, and overall sector.** |
| **Action** | **Responsibility** | **Targets** |  |
| 2.1 | Training for Representatives and Secretariat  | Ellenora Lynch  | Ellenora Lynch is to develop a “how to” manual for the Representatives and Secretariat to better fulfil their PPN roles. The “how to” manual will be the used as a training tool in a 2 day training session for all Representatives and Secretariat in early 2023. A secondary objective of this activity is continued networking, between the Secretariat and Representatives.*This activity to be funded via the once-off DCC grant of 55, 000 euro.* | The “how to” manual will be printed in Q1 of 2023, and the training sessions will also take place in early 2023. Relevant DCC staff and all DCC Councillors are offered the chance of attending PPN events and training sessions, and will be invited to Plenaries, monthly meet-ups and all training events. |
| 2.2 | Training and resources for the wider PPN | Coordinator and Support Worker.A consultant administrator  | The PPN and the Centre for Engaged Research will develop a PPN Summer School in 2023. The PPN will also deliver a Festival of Fundraising with Kevin Delaney of Academy Street Workshop, in 2023. These two key training programmes will give PPN Member Groups the additional opportunity to network and work together.An additional training programme to be rolled out in 2023; as part of the *once off grant of 55,000 euro from DCC.*The PPN will continue to signpost Member Groups to already established training programmes of Dublin City Volunteer Centre, The Wheel, The Carmicheal House and the Carmlite Centre etc. The PPN will also continue to advertise training sessions by the Member Organisations onto its weekly Bulletin and will continue to advertise national training opportunities to its members. | Content for 2023 expected to be like 2022, with a slight change of format, and a review of some sessions. PPN Member Groups to be asked for suggestions in early 2023. The content of the Festival of Fundraising in 2023, will be reviewed and edited, with the changes/evaluations noted from 2022.A further tender to be advertised on Activelink in early 2023, to engage a consultant administrator to organise training for PPN Member groups. |
| **Objective Three: Governance, Administration and Operating Procedures****Goals: to support and empower Dublin City PPN to deliver upon its vision of being an effective and inspirational community representative network, through the establishment of robust operating procedures and demonstration of sectoral best practice.** |
| **Action** | **Responsibility** | **Targets/Key Performance Indicators** | **Quarter Three: July – September 2022**  |
| 3.1 | Coordinate two plenaries in 2023 and assist with elections if/when needed. | Coordinator and Support Worker | Two plenaries will take place in May & November of 2023 and all Secretariat and Representative seats to become available in 2023, to be filled in 2023. | 50 – 70 Member Organisations to be present at each Plenary and Election Buddy continued to be used for voting Representatives and Secretariat onto seats.  |
| 3.2 | Follow the new PPN Constitution and policies and procedures, (2022). | Jamie Moore  | DCC, PPN and DCVC to meet every quarter to ensure consistent management of the network, as per the new PPN Constitution which will be presented to the Plenary in November 2023. | There have been two official PPN/DCC/DCVC meetings since transfer of hosting in 2020/21. Member Organisations will be made aware of the new Constitution from the Plenary in November 2022, and in ongoing PPN Bulletins. |
| 3.3 | 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. |
| 3.4 | Coordinate a “Vision for Community Wellbeing” statement for the PPN | Coordinator and Support Worker, with assistance from Caillum Hedderman and Clare O’Connor | A draft “vision for community wellbeing” was presented to the PPN at the November Plenary. Further work needed. | Continued work in 2023 envisaged alongside Caillum Hedderman and Clare O’Connor. This work was specifically requested by DRCD. |
| 3.5 | The Secretariat of the PPN to meet to administer the work of the PPN | Coordinator and Support Worker  | 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, online. The coordinator presents an update of ongoing work and raises questions and concerns with the Secretariat.In 2023, each member of the Secretariat will engage with one Representative, so that their updates can also reflect policy work and motions raised at various PPN SPCs. SPC reps will either meet with a member of the Secretariat after each SPC meeting, or else fill in a short report sheet, to be shared with the wider PPN. |
| 3.6 | Streamline the work of all PPNs across the country via the Resource Officers network and the Secretariat network and the Environmental Pillar Networking events  | Coordinator, Support Worker and members of the Secretariat.  | Continue to meet and learn from the PPN Resource Workers Network, the Secretariat Network, the Environmental Pillar Network, and the National Conference. | Ongoing throughout 2023. |
| 3.7 | Maximise virtual technology to support the PPN | All PPN stakeholders  | PPN members are better able to use technology to conduct PPN business | The PPN uses a wide range of tecknologies. The PPN provides information and capacity building online, in person, during the daytime and evenings. |

*The 2023 Budget is developed on the assumption that our overall budget will be in line with the budget in 2022. If there is an increase, the PPN will make appropriate increases to individual budget lines; with agreement with the Secretariat; 17 November 2022.*

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| **Staff Training/Recruitment** |  |  **-**  | **2000** |
| **Office Supplies/Services** |  |  |  | **200** |
| **Telephone** |  |  |  |  |  | **300** |
| **Postage** |  |  |  |  |  | **100** |
| As per 2021\* |  |  |  |  |  |  |
| **Bank Interest & Charges** |  |  |  | **60** |
| Through Dublin City Volunteer Centre |  |  |  |  |
| **Communication** |  |  |  |  |  |  |
| Continue to improve the quality of online communications via the website:  | **3000** |
| **Membership** |  |  |  |  |  |  |
| More curated support to new Member Organisations joining the PPN | **3000** |
| Costs for 8 people to attend the National PPN Conference  |  | **2000** |
| Continued work on the Vision for Community Wellbeing  |  | **2000** |
| Guest Speakers fees at meetings  |  |  |  | **2000** |
| **Plenaries** |  |  |  |  |  |  |
| 2 in person Plenaries  |  |  |  |  | **4000** |
| **Elections** |  |  |  |  |  |  |
| Election Buddy as and when Reps and Secretariat step down |  | **1500** |
| **Training**  |  |  |  |  |  |  |
| PPN and Centre for Engaged Research (DCU) Summer School |  | **2000** |
| PPN and Academy Street Workshop Festival of Fundraising  |  | **3000** |
| Social Media training to implement DRCD's social media strategy |  | **2000** |
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| **Equipment** |  |  |  |  |  |  |
| Staff laptops/mobile phones  |  |  |  |  | **1000** |
| **Volunteer Recognition**  |  |  |  |  |  |
| Thank you gifts to Representatives and Secretariat at year end |  | **2000** |
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| **Once off grant funding from DCC of 55,000 euro for 2023** |  |
|  | How to manual and training course for Reps and Sec |  | **18190** |
|  | Consultant Facilitator for meetings |  |  | **10000** |
|  | Further training for PPN Member Groups 2023  |  | **14810** |
|  | Further updates/upgrades by NeoArchaic  |  |  | **12000** |
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