**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, resource and support workers will develop a plan for the Last Thursday sessions, in Q1.The Consultant Facilitator will work closely with the two thematic groups, attending meetings and assisting the groups to reach their potential.The Support Worker to run monthly or quarterly “welcome meetings” for new members. | 4 Last Thursday events will be held in March, April, June, and October. 10 monthly meetings to be held by the Disability Thematic Group in 2023. 3 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 others.  |
| 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 DCC Training 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 members.The 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 2023.45 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 engage 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 used. |
| 1.5 | Manage the PPN database, Salesforce | Support Worker | Manage new members registrations, daily updates and reports as requested. | Ongoing weekly work to maintain the database. |
| **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 won the tender to develop a “how to” manual for Representatives and Secretariat. A two day training will take place in Q1 on this manual.Two further two-day training workshops will take place in Q3, with follow up reports and recommendations.As per recommendations after the first “how to” training, a succession report will be commissioned on the challenges and opportunities of the Strategic Policy Committee in general. | Copies of the “how to” manual will be available in hard copy at the “how to” training.The “how to” manual will be a living document, which can be added to in the future, with new inserts added to the main manual. This is an ongoing piece of work, and will be done in consultation with the Representatives and Secretariat. |
| 2.2 | Training and resources for the wider PPN | Coordinator and Support Worker.A consultant administratorFreelance Facilitator  | 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, to increase member organisation’s capacity, so that they can participate more fully in PPN activities.The PPN will continue to signpost Member Organisations to already established training programmes with Dublin City Volunteer Centre, Carmichael, The Carmelite Centre and The Wheel. A particular note will be made o of The Wheel’s supports and training workshops available to PPNs.A freelance facilitator will be engaged to assist the PPN share information about Dublin City Council’s Local Economic and Community Plans (LECPs). The freelance facilitator will write a report with recommendations, follow a Member Group from information session to submission, and work on submissions with groups. | 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 tender to be advertised in Q2 for a Consultant Facilitator to organise training for Member Groups to increase their capacity, so that they would be able to send people forward for vacant committee seats, in the future.The information sessions will take place in April 2023, with follow on work in Q2. |
| **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 | Plenaries will take place on the Last Thursday of May and November, with empty committee seats being filled as they become available. | 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 | Resource worker, support worker and Clare O’Connor | A draft “vision for community wellbeing” was presented to the PPN at the November Plenary. Further work needed. | The draft Vision for Community Wellbeing will be reviewed, updated and improved in Q3 of 2023. |
| 3.5 | The Secretariat of the PPN to meet to administer the work of the PPN | Resource worker and support worker.  | The Secretariat to meet monthly to discuss the ongoing work of the PPN, to govern, guide the staff and to discuss any issues. | The Secretariat meet on the second Tuesday of every month, online. The resource worker 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  | Resource Worker, 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 technologies. The PPN provides information and capacity building online, in person, during the daytime and evenings. |

*The 2023 Budget has been presented to the November plenary, discussed with Secretariat and host organisation, and has been adjusted with the additional core funding from DRCD in December 2022.*

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| **Final PPN Budget for 2023**  |  |  |  |  |
| **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** |
| Disability thematic group  |  |  |  |  | **3000** |
| Migrant thematic group |  |  |  |  | **3000** |
| **Plenaries** |  |  |  |  |  |  |
| 2 in person Plenaries  |  |  |  |  | **8000** |
| **Elections** |  |  |  |  |  |  |
| Election Buddy as and when Reps and Secretariat step down |  | **1500** |
| **Capacity Building/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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|  |  | **Core Budget**  |  | **TOTAL:**  | **40160** |
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| **Additional grants/funds** |  |  |  |  |  |
|  |  |  |  |  |  | **2022** | **2023** |
| **DCC Training Grant 2022/23** |  |  |  |  |
| 1 | How to manual and training course for Reps and Sec | **6780** | **11410** |
| 2 | Consultant Facilitator for meetings |  | **0** | **10000** |
| 3 | Further training for PPN Member Groups 2023  | **0** | **14810** |
| 4 | Further updates/upgrades by NeoArchaic  |  | **4800** | **7200** |
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|  |  |  |  |  | **TOTAL** | **11580** | **43420** |
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| **DCC Training Grant 2023/24** | **75K** |  |  |  | **2023\*** |
| 1 | How to manual 2 - online training course and further supports | **15000** |
| 2 | LECP consultant facilitator to assist with project |  | **15000** |
| 3 | Further training supports for member groups |  | **15000** |
| 4 | Succession report/supports |  |  |  | **5000** |
| 5 | Consultant Facilitator for meetings continued |  | **10000** |
| 6 | Additional salary costs to assist with coordination/management of new tasks | **15000** |
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|  |  |  |  |  | **TOTAL**  |  | **75000** |
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