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

**2024 Workplan for Quarter Three: July - September**

*The Draft 2024 Workplan is based on the recommendations of the* [*Five-Year Strategic Plan (2022),*](https://dublincityppn.ie/resources/dublin-city-ppn-five-year-strategic-plan/) *the previous PPN workplans of* [*2023*](https://dublincityppn.ie/resources/final-2023-workplan-and-budget/) *and* [*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 | A new Equality, Diversity, and Inclusivity Group (EDI) to be established.  Support the Disability Thematic Group and the Migrant Thematic Group  A more curated management of new members to be undertaken in 2024.  Continue to support the three linkage/thematic groups developed in 2023 with consultant facilitator Stephen Rourke | Support Worker  Coordinator and Support Worker  Support Worker and Secretariat    Coordinator and Representatives | The support worker will work closely with the DTG/MTG and the EDI department in Dublin City University (DCU), to work on areas of accessibility in PPN communications: from policy to promotional materials.  The Coordinator and Support worker will meet with the DTG and MTG and assist with the objectives and activities of the groups.  A more transparent process to be undertaken in 2024 with regards to new PPN members, bringing the process more in line with Dun Laoghaire-Rathdown PPN  Meetings were held in 2023 to establish and help grow three specific linkage groups: the Environmental Pillar, Housing and Planning and Urban Form. It is the opinion of the consultant facilitator to continue this work. | Planning for the autumn series of training events continued in Q3; and the anti-racism training took place. This anti-racism training was of high quality in terms of content, and in process: this desire to have anti-racism training came from Member Groups, was discussed at Secretariat, organised by a sub-group and implemented in September 2024. A short summary of this work is [here](https://dublincityppn.ie/autumn-series-of-training-2024-anti-racism-workshops-for-ppn-member-groups/).  The Disability Thematic Group will now self-facilitate and self-manage. Mick Keegan will liaise between the Secretariat, Staff and DTG.  Three members of the Migrant Thematic Group were nominated to sit on the Culture Strategic Policy Committee (SPC).  Siobhán O’Shea joined the PPN in September 2024, as Support Worker, and began working on creating a more robust, efficient and streamlined membership process for the PPN. This work will improve the system of joining the PPN for member groups and for the administration staff and will bring the work more in line with DLR PPN.  This work is on hold until the newly elected PPN representatives are in their posts. |
| 1.2 | Continue to improve the quality of online communications via the website:  [www.dublincityppn.ie](http://www.dublincityppn.ie) | Neo-Archaic and the Coordinator.  Neo Archaic and the Support Worker | Neo-archaic to continue to manage and maintain the website in 2024.  The weekly PPN Bulletin will be posted in the news section of the website.  An area of the website to be developed to make communications between Representatives and the wider PPN easier and more streamlined. The Support Worker to develop a better “flow” of policy information from the SPC Representatives to the wider PPN. | Neo-Archaic assisted with the nominations and elections process: they updated the website with the new SPC information/they created a nominations form for the nominations process/they managed the Election Buddy elections process and were able to assist with operational and technical issues throughout the process. This is an improvement in the elections and nominations process for the network.  The weekly Bulletin was posted regularly and consistently in Q3.  No policies were posted in Q3.  It is hoped this area of the website will be improved in Q4, after training and induction with the new PPN representatives. |
| 1.3 | Post daily PPN updates on X (formerly Twitter) and Facebook | Coordinator and Support Worker | Increase the quality of the daily social media posts on Facebook and X (formerly Twitter). Monitor the use of X and establish a presence on Instagram or another channel (if removing presence from X). Monitor social media usage of new members in 2024. | The host of Dublin City PPN, Dublin City Volunteer Centre will be moving away from X, following a statement by their colleagues in South Dublin County Volunteer Centre. The PPN secretariat agreed to leave X, in the September meeting and this will happen in Q4. To be reviewed again in the November Secretariat meeting. |
| 1.4 | Manage the PPN database, Salesforce | Support Worker | Manage new members registrations, changes to data, and re-register members in 2024 | To be improved in late Q4 and into 2025 |
| 1.5 | The PPN will continue to have a presence on community radio | Coordinator | Continue to secure radio slots with Near FM and Dublin City | No radio interviews took place in Q3. |
| **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** | **Key Performance Indicators** |
| 2.1 | Training for new Representatives and Secretariat  An Advisory Committee to be established | Coordinator and Support Worker with assistance from current Representatives and Secretariat.  Lisa Rossi and the Support Worker  “Retired Representatives and Secretariat” | 2024 is an election year for local authority during which time all SPCs will be disbanded and reconvened. The coordinator and support worker will develop relationships with 20+ potential new SPC representatives in Q1 and Q2, and will offer one-to-one informal training and information sessions on the PPN.  To review and edit the 5 year strategic plan in terms of accessibility and typos.  An advisory committee to meet on request to offer assistance to the Secretariat and staff. No formal decision-making powers, but able to offer advice/recommendations. | Planning for bespoke, PPN training for new reps took place in Q3, with Ellenora Lynch returning to complete the work stared, under the DCC Capacity Training Grants of 2023/24.  New reps will be provided with Module one of training (including access to the handbook/presentations and workplan) and Module two will be a short training session with Ellenora on 28, 29 or 30 November.  The 5-year plan was not reviewed and edited in Q3.  The new advisory committee did not meet in Q3, it is hoped they will convene in Q4. |
| 2.2 | Training and resources for the wider PPN | Coordinator and Support Worker.  Consultant Facilitator  Coordinator | The PPN and the Centre for Engaged Research (CER) at Dublin City University (DCU) will develop a PPN Summer School in 2024.  The PPN will conduct a review into the last three years of Festival of Fundraising and the follow on intensive one-to-one fundraising mentoring programme to take place in Q1 and Q2 with recommendations to be considered before autumn 2024.  The PPN will continue to signpost Member Organisations to already established training programmes and will repeat an online support programme of activities in partnership with Dun Laoghaire Rathdown and Carmichael | The summer school was very successful (see Q3 for update).  A stand alone, Grants Application training session is being offered to PPN member groups as part of the autumn series of training. This is being delivered in partnership with DLR PPN and Carmichael.  The PPN signposts member groups to training already on offer by other stakeholders, the PPN host, and other interested bodies. In addition, the PPN offers an autumn series of training sessions for ordinary members, which can be accessed here: <https://dublincityppn.ie/autumn-series-of-training-2024/> |
| **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** |
| 3.1 | Manage the new elections in 2024 | Coordinator and Support Worker | 20+ SPC seats will be filled in June/July 2024. | DCC requested 15 new SPC reps to sit on the newly convened SPCs, and Dublin City PPN also needed to replace 3 additional LCDC reps and one member of the Secretariat. All posts were filled and presented to the council on 27 September. An election special Bulletin can be accessed here: <https://dublincityppn.ie/ppn-bulletin-election-results-special/> |
| 3.2 | Coordinate plenaries in May 2024 and November 2024 | Coordinator and Support Worker | Hybrid plenaries will take place on the last Thursday of May and the last Thursday of November. | Planning for the November Plenary began in Q3. The plenary will take place in Wynn’s Hotel on Thursday 21 November and will take the form of a “meet the new reps” structure. The target is for 50 people to attend. |
| 3.3 | Attend PPN regional meetings | Coordinator, support worker and Secretariat | To meet colleagues in Dun Laoghaire Rathdown a minimum of 4 times in 2024 | No meetings took place in Q3, but a working lunch is planned for Q4. |
| 3.4 | Promote the PPN’s “Vision for Community Wellbeing” statement. | Coordinator and Support Worker | A draft “vision for community wellbeing” statement was produced in 2022 and it was revised in 2023. It will be promoted across all activities in 2024 | The final copy of the “Vision for Community Wellbeing” was uploaded to the website in Q3 and it can be accessed here: <https://dublincityppn.ie/resources/vision-for-community-wellbeing/> |
| 3.5 | The Secretariat of the PPN to meet to administer the work of the PPN  The Secretariat to complete all documents and return to the Department of Rural and Community Development. | Coordinator and Secretariat  Coordinator and Secretariat  Coordinator and Secretariat  Coordinator and Secretariat | The Secretariat to meet monthly to discuss the ongoing work of the PPN, to govern, guide the staff and to discuss any issues.  The 2023 Income and Expenditure Report to be completed by March 2024.  The 2023 Annual Report to be completed by June 2024.  The 2025 workplan and budget to be shared with the Plenary by November 2024.  The PPN, the host (DCVC) and DCC should meet to discuss work, activities and ongoing budget reviews in 2024, once a quarter.  The PPN policies and procedure documents to be updated and reviewed in 2024/to ensure alignment with the 2020 PPN Handbook, and to ensure changes to the network are reflected fully in the reviewed policies. | The Secretariat meet on the second Tuesday of every month, online and in person every month of the year, except July and August. The coordinator prepares the documents, sets up the zoom (or books a venue), prepares a coordinators update and sends reminder emails to everyone. A rotating facilitator facilitates the meeting and rotates every three months.  The Support Worker will begin to bring a list of new member groups to the monthly meetings and Secretariat will assist with the running of linkage groups for the new representatives, elected in 2024. This will begin to be processed in Q4.  The Annual Report was submitted to the DRCD, on 19 September. The Annual Report was drafted by the coordinator, signed off by two members of the Secretariat/the local authority and the host. This year’s annual report covered areas such as the DCC Capacity Building Training Grant and the use of facilitators to ignite and support linkage groups.  The SLA between DCVC and DCC was signed for two years, in January 2024.  A sub-group was not set up in Q3, but will be established in Q4. |
| 3.6 | Streamline the work of all PPNs across the country via the Coordinators’ network and the Secretariat network. | Coordinator and Support Worker and Secretariat. | Continue to meet and learn from the PPN Resource Workers Network, the Secretariat Network, the Environmental Pillar Network, and the National Conference. | PPN staff are in regular contact with PPN staff from all 31 PPNs across the country. One member of the Secretariat is in the national Secretariat group, which meets every quarter. |
| 3.7 | Maximise virtual technology to support the PPN as requested by Dublin City Council.  Be available to assist Dublin City Council colleagues in activities and programmes of work. | All PPN stakeholders  All PPN stakeholders | PPN members are better able to use technology to conduct PPN business.  PPN to assist DCC in its LECP work into 2024.  PPN to assist DCC in its calendar of activities including Africa Day, Inclusion and Integration Week, Dublin Learning City, and to encourage Member Groups to get involved in activities that are aligned with their objectives. | The PPN continues to use a wide range of technologies to improve its work including; email, phone, whatsapp, teams, Monday.com, sharepoint, salesforce and zoom.  The Dublin City PPN LECP submission can be accessed here: <https://dublincityppn.ie/resources/ppn-submission-to-the-lecp/>  The PPN was in attendance at the SlainteCare literacy report launch and promoted the report on its website here: <https://dublincityppn.ie/news-events/>  Planning with the MTG took place in Q3 for two events to celebrate Inclusion and Integration Week, 2024. This will support colleagues in DCC. |