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

**2024 Workplan for Quarter Two: April - June**

*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. | A sub-group of the Secretariat was formed which organised the autumn series of training. It was decided to work on three main areas: health and wellbeing of volunteers/anti-racism work and skills based online training.  The anti-racism work will be in partnership with Dr Ebun Joseph, who was asked to give the keynote speech at the May Plenary. Dr Joseph was contacted and tasked with giving 3 x 3-hour workshops in the autumn.  The Disability Thematic Group (DTG) will now self-facilitate and self-manage, without the assistance of PPN staff/a consultant facilitator or a paid guest speaker, such as Dr Vivian Rath. The DTG will feed back to staff and Secretariat through Mick Keegan.  The Migrant Thematic Group (MTG) hosted a stand at Africa Day on 19 May, to promote the work of the PPN, to assist members of the group learn more about the PPN, and to make allies within the migrant/African community. A contact was made, through the day, with the Irish Blood Transfusion Service, and the PPN agreed to promote its work and inform the network that the IBTS has changed its criteria for people from migrant backgrounds, for donating blood in Ireland. This cross promotion will take place through the weekly Bulletin and the social media channels of X and Facebook.  The Support Worker left the PPN in June, and this work will be revisited in late 2024.  All SPCs will be dissolved when the council is re-elected in June, 2024, and all PPN representatives will step down from their roles and wait for renomination once the new SPCs are convened. As such, it is felt that trying to establish new linkage groups, while reps are stepping down and retiring is futile, and should wait until the new reps are presented to council in Sept/October 2024. |
| 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  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 attended the May Plenary on 23 May to make a presentation to the network about the new areas of the website called, “In Dublin”. The new areas cover Districts in Dublin, Community Supports, Dublin Stories and members facilities and a facilities map. This area of the website can be accessed on the [website here](https://dublincityppn.ie/in-dublin/):  Further details about the May Plenary can be accessed here: <https://dublincityppn.ie/secretariat-update-to-the-plenary-may-2024/>  The weekly Bulletin was posted regularly and consistently in Q2. It is shared by email to all member groups, and uploaded onto the website and linked to the social media channels of X and Facebook.  As the support worker left the PPN in June 2024, this work will be put on hold and stay pending until further notice. |
| 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. | Daily posts are made on X and Facebook. The posts come from Secretariat, Representatives, ordinary member groups, other stakeholders and/or staff of the PPN attending events and training. Cross promotion of the host, Dublin City Volunteer Centre is done often, especially in the area of training and supports for volunteer involving organisations. |
| 1.4 | Manage the PPN database, Salesforce | Support Worker | Manage new members registrations, changes to data, and re-register members in 2024 | With the resignation of the Support Worker, management of new members will cease until a new support worker is recruited, interviewed and inducted. |
| 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 | The coordinator gave one radio interview to NearFM in Q2 and spoke about the May Plenary, summer school and the elections in the autumn. |
| **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 aid the Secretariat and staff. No formal decision-making powers, but able to offer advice/recommendations. | No new reps training took place in Q2.  The 5-year plan has not been reviewed and edited in Q2.  The new advisory committee did not meet in Q2. As there will be a great deal of activity in Q3, this group will first meet in Q4. Dates to be confirmed with the Secretariat. |
| 2.2 | Training and resources for the wider PPN | Coordinator and Support Worker.  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 | Summer School 2024 was very successful. There were four days of in-person training on the DCU campus on such topics as: social media/public policy/grant writing and EDI. Evening sessions covered an introduction to the PPN/SDGs and engaging with councils. A full summary of the PPN Summer School can be read <https://dublincityppn.ie/ppn-dcu-summer-school-2024/>  The decision was made not to offer a Festival of Fundraising in 2024, after discussion following a report from Academy Street Workshop in Q2.  The PPN signposts training in its weekly PPN Bulletin and attempts to offer only bespoke and unique training to its member groups, so as not to compete with other state agencies. Online skills based training is offered in partnership with DLR PPN and Carmichael to offer participants the opportunity of working alongside other 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** |
| 3.1 | Manage the new elections in 2024 | Coordinator and Support Worker | 20+ SPC seats will be filled in June/July 2024. | Dublin City PPN will respond to the DCC request for representatives, after a draft SPC scheme has been adopted by the new council in Q3. |
| 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. | The May Plenary was held in the Gresham Hotel and you can view the photo gallery [here](https://dublincityppn.ie/dublin-city-ppn-plenary-photo-gallery-may-2024/). Dr Ebun Joseph gave the keynote speech and certificates were handed out to those reps and Secretariat stepping down from their roles. The Secretariat update can be read here: <https://dublincityppn.ie/secretariat-update-to-the-plenary-may-2024/4> |
| 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 | One regional meeting took place in Q2, where staff discussed the Summer School, and other operational issues. |
| 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 consultant facilitator on this piece of work, has not finished the final copy. This will be completed in Q3. |
| 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 the venue and sends reminder emails. A rotating facilitator facilitates the meetings for three months and then moves on.  Completed in Q1.  No updates in Q2.  No updates in Q2.  The SLA between the DCVC and DCC was signed in January 2024. There have been no formal meetings since. However, PPN staff meet with the host weekly and with DCC as requested.  No updates in Q2. |
| 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. | The Coordinator and Support Worker attend quarterly meetings with other PPNs, and work alongside colleagues from across the country. One member of Dublin City PPN Secretariat is in the National Secretariat network and this cross section of groups is helpful for the operational work. |
| 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. The PPN uses emails/phones/whatsapp/zoom/teams/salesforce, sharepoint and Monday.com to assist its work  Dublin City PPN made a submission to the LECP which can be accessed here: <https://dublincityppn.ie/resources/ppn-submission-to-the-lecp/>  The PPN hosted a stand at Africa Day, and you can read that update here: <https://dublincityppn.ie/africa-day-2024/>  The PPN will have events to mark Inclusion and Integration Week in Q4. |