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

**2025 Workplan Q1 Report**

**January – March 2025**

*This 2025 draft workplan and budget for Dublin City PPN is informed by several documents: the Dublin City PPN’s own* [*Five-Year Strategic Plan (2022),*](https://dublincityppn.ie/resources/dublin-city-ppn-five-year-strategic-plan/) *and previous* annual workplans; the [*PPN Handbook (2020).*](https://dublincityppn.ie/resources/public-participation-networks-handbook/) and the PPN Implementation RoadMap (July 2024), which can be accessed on the PPN website [here](https://dublincityppn.ie/wp-content/uploads/Implementation-Roadmap-July-2024.pdf).

*The 2025 draft workplan is ratified at the November Plenary and implemented by PPN staff, Secretariat, Representatives and other stakeholders.*

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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 | An Equity/Diversity and Inclusivity (EDI) group to be established.  The Disability Thematic Group will continue to meet and organise events.  The Migrant Thematic Group (MTG) will meet continue to meet and organise events.  Three linkage groups will be established to support the newly elected and re-elected PPN Representatives. | Support Worker and Coordinator  No direct staff involvement in this group.  The Co-ordinator will continue to support this group (with assistance from the Support Worker).  Coordinator, Support Worker and Secretariat | The Support Worker and Coordinator will continue to work with EDI academics from CER/DCU and Dr Ebun Joseph, to establish a PPN EDI group, which will feed into three linkage groups established under the PPN Pillars of community and voluntary/social inclusion and environment.  The DTG will continue to meet for monthly meetings, in order to share knowledge and experience about the sector.  The MTG will continue to meet for quarterly meetings and will organise events to showcase work.  Members of the Secretariat will work with linkage groups, to support the Representatives in their work with the SPCs. | 4 FREE places were sourced on the online course called, “Embracing Diversity, Encouraging Inclusion” course delivered by The Wheel and Carmichael. All member groups were offered the places in the PPN Bulletin (19 Mar 2025). A session on Equality/Diversity and Inclusion will be in the PPN/DCU Summer School 2025.  Planning for a DTG event, on DPOs on 28 April, took place in Q1. Mick Keegan updated the Secretariat, in the monthly Secretariat meetings, on the activities and events planned by the Disability Thematic Group in January and February meetings.  The MTG met twice in January and once in March to plan an event on 09 April, for the Dublin Learning City festival, which will include a demonstration of Mongolian traditional writing and Latvian symbol stone painting, and the opportunity to make Peruvian cookies.  Three members of the Secretariat agreed to be Pillar Working Group Leads: Kelley (Community and Voluntary), Siobhán G (Social Inclusion) and Catherine (Environment). The reps met on 21 February for a support session, with Ellenora Lynch, in Wynn’s Hotel. The Environment Pillar Working Group met on 01 April, at Wynn’s hotel, for their first working group session. PPN to support the working groups, but not to lead on content. |
| 1.2 | Continue to improve the quality of online communications via the website:  [www.dublincityppn.ie](http://www.dublincityppn.ie) | Neo-Archaic, Coordinator and Support Worker.  Coordinator  Coordinator, Support Worker, Neo-Archaic and SPC Representatives | Neo-Archaic and PPN staff to continue to manage and maintain the website in 2025.  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. A better “flow” of policy information from the SPC Representatives to the wider PPN to be captured on the PPN website. | Neo-Archaic supported PPN staff, by sharing a new section on the website, where the wider PPN can read interviews with the new Representatives.  A weekly Bulletin was posted, at 1.00pm on a Wednesday, every week in Q1.  The new PPN representatives were still “finding their feet” in Q1, and will make use of the website as a tool, in Q2. To date, the staff are just sharing information, in the “Meet the Reps” part of the website, which is within the Members section. The Pillar Working Group section is to be more utilised in Q2, once the groups have met several times and learned how to work together. |
| 1.3 | The PPN is to review and update its current communications plan. The Support Worker to lead out on planning and implementing a more cohesive communication programme. | Support Worker and Coordinator. | Increase the quality of social media interaction with member groups and develop a calendar of content for staff to follow.  A PPN presence on LinkedIn to be established, to support PPN representatives and further discussion of the PPN’s presence on X to be continued. | The support worker developed a communication plan, which the PPN staff will use and follow for social media updates and general promotion of the PPN. The support worker designed Canva materials for core PPN promotional work.  The support worker developed a PPN LinkedIn page and presence in Q1, which will be built on throughout the year. This supports the move away from X, and towards a more PPN-friendly site.  A quarterly newsletter for the Representatives and Secretariat , called “PPN Pulse” will be sent out in late April, and will include this Q1 report. This will be in addition to the weekly PPN Bulletin, for all member groups, and will be divided into the three pillar sections. |
| 1.4 | Manage the PPN database, Salesforce | Support Worker | Manage new members registrations, review and improve data in Salesforce and welcome new members. | A re-registration of all member groups is required in 2025 but did not take place in Q1.  3 welcome meetings took place in Q1; which are new, one hour, online, “New Members Meet-Ups” held on the last Tuesday of the month, for all new members.  The support worker has improved the data, and data collection methodologies since the introduction of the new membership process: which now has four layers.   * New members sign up online and submit their constitutions and minutes from the last meeting, for sign up. * The support worker checks the application meets the PPN criteria. * The Secretariat ratify the application. * New members are invited to the New Members meet up, on the last Tuesday of the month.   Membership of the PPN remains a criterion for applying for DCC grants in Q1, and the PPN has requested for its removal. |
| 1.5 | The PPN will continue to have a presence on local community media. | Coordinator, Support Worker, Secretariat & Representatives. | Increase awareness of the PPNs through local community media. | The PPN coordinator gave an interview on the Lifeline show, on NearFM on 12 February, with John O’Connell. You can access the interview [here](https://listenagain.org/?p=54564). John has asked for more PPN member groups for the show, and the coordinator suggested Dublin City Volunteer Centre, and Cantonese in Ireland. |
| **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 assist the current Representatives and Secretariat with their roles and functions on DCC committees. | Coordinator and Support Worker and consultant facilitator.  “Retired” Secretariat and Representatives | New Representatives, Secretariat  An advisory committee to meet on request to aid the Secretariat and staff. No formal decision-making powers, but able to offer advice/recommendations. | Ellenora Lynch delivered a half day Support Session on 21 February in Wynn’s Hotel. The session gave new representatives time to focus on the new Pillar Working Groups, which replace the old Linkage Groups.  The new advisory committee met for the first time on Wednesday 12 February to discuss the nature of the group: advisory in nature, and ad hoc in operations, the group will be steered by Mick Keegan, who will report the groups work back to the Secretariat. |
| 2.2 | Training and resources for the wider PPN | Coordinator and Support Worker.  Coordinator and Support Worker.  Support Worker and Coordinator. | The PPN and the Centre for Engaged Research (CER) at Dublin City University (DCU) will develop a PPN Summer School in 2025.  The PPN will signpost training opportunities, and other supports, from already established training organisations, such as the Dublin City Volunteer Centre.  The PPN will survey PPN member groups for training needs in early 2025. Member groups will be tracked during the year, which will lead to a report on participation levels within the PPN.  Skills based online supports may be offered to PPN member groups (in partnership with DLR and Fingal PPNs), and further work on EDI and/or wellbeing may be considered if requested in the survey. | 2 planning meetings for Summer School took place in Q1, with the design of the week and draft content in place. South County Dublin PPN will be asked to participate, and the DRCD will be asked to contribute to a panel discussion on the first night of the week.  The weekly Bulletin promoted the work of the Dublin City Volunteer Centre in the Bulletin on [29 Jan](https://dublincityppn.ie/ppn-bulletin-144/), and Volunteer Ireland on [05 Feb](https://dublincityppn.ie/ppn-bulletin-145/)  The work of DCVC is promoted on the social media posts of X and Facebook.  A “Training Needs” survey was sent out to all member groups in Q1, and the results collated the content for the Spring Season of Training Sessions, in partnership with Carmichael and Dun Laoghaire Rathdown PPN.  Session one: How to write impactful submissions for public consultations, with Clare O’Connor, on 19 March.  Session two: Funding and Grant Writing Tips with Evelyn Fitzpatrick on 26 March.  Session three: four places on “Embracing Diversity, Encouraging Inclusion” course delivered by The Wheel and Carmichael. All member groups were offered the places in the PPN Bulletin (19 Mar 2025). |
| **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 | Fill any vacant seats in 2025 | Coordinator, Support Worker, and Neo-Archaic | There are no planned vacancies in 2025. | Cathie Hynes resigned from her role as Finance SPC representative from the Community and Voluntary pillar in Q1 and the nominations process has been opened. The coordinator informed DCC of the resignation, and opened the nominations process for 21 days, as per the PPN constitution. |
| 3.2 | Coordinate plenaries in May 2025 and November 2025 | Coordinator and Support Worker | Hybrid plenaries will take place towards the end of May and November (depending on bank holidays). | Planning for the Plenary on 22 May began in Q1 with a site visit to possible venues and discussions of using the pillar working groups, to manage the programme on the night. To be continued.  A request was sent to the Mansion House for the Plenary to be held there on Thursday 22 May. |
| 3.3 | Attend PPN regional meetings | Coordinator, Support Worker and Secretariat | To meet colleagues in Dun Laoghaire Rathdown and Fingal PPN for support, skills sharing and planning. | The regional meetings took place online, in Q1 and were used as Summer School planning meetings, with CER of DCU. The PPNs also met at the Workers’ Retreat in Galway. |
| 3.4 | 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, guide and discuss issues as they arise. | The Secretariat met on the second Tuesday of January, February and March and part of the agenda is used to ratify new PPN members, which is an improvement on the previous process. A section of the meeting will also be given to the Secretariat to report back on pillar working groups, which will triangulate all the information. |
| 3.5 | Documents required for the Department of Rural and Community Development | Coordinator, and Secretariat.  Cordinator and Secretariat  Coordinator, Support Worker and Secretariat | The 2024 Income and Expenditure Report to be completed by March 2025.  The 2024 Annual Report to be completed by June 2025. The 2026 workplan and budget to be shared with the Plenary by November 2025.  The PPN, the host (DCVC) and DCC should meet to discuss work, activities and ongoing budget reviews in 2025, once a quarter.  The PPN policies and procedures documents to be reviewed and updated before the May 2025 plenary.  The Implementation Roadmap (July 2024) document to be used as a guide to ensure policies and procedures are in line with good governance.  The PPN Five Year Strategic Plan is to be reviewed and a new one developed. | The Co-ordinator drafted the 2024 Income and Expenditure Report for 2024, and sent it to DCVC, two members of the Secretariat for sign-off. It was submitted to the Department of Rural and Community Development on 25 March 2025, together with the newly signed Service Level Agreement (SLA), which was also submitted on 25 March.  The annual report was not sent to the PPN in Q1. In conjunction with this, the PPN’s 5-year strategic plan is to be reviewed and edited, and a new plan is to be delivered. This should happen ahead of the November 2025 Plenary.  Shauna McIntyre of DCC, Mike Randall of DCVC and Ruth Powell of the PPN will meet on 24 April to discuss cross promotional work, the 2026 SLA, and other matters arising.  Secretariat members, Kelley and Frank created a sub-group to review and edit the PPN policies, procedures and constitution. This is an ongoing project, which should be finalised by the November plenary.  There were no updates in this area in Q1.  There were no updates in this area in Q1. |
| 3.6 | Dublin City PPN to relate to national network frameworks and structures. | Coordinator and Support Worker and Secretariat. | Staff to meet PPN staff regionally and nationally, while one member of the PPN Secretariat to belong to the National Secretariat network and feedback to the Dublin City PPN secretariat. | PPN staff attended a PPN Staff retreat on 27/28 March in Galway. This is to foster relationships, improve practice and offer support to staff. Dublin City offered to host the retreat, but the working group settled on Galway City.  Mick Keegan is the Dublin City PPN representative on the National Secretariat Networking meeting.  The continuation of the Housing SPC national network is unknown (to be updated by Mike Allen). |
| 3.7 | Maximise virtual technology to support the PPN as requested by Dublin City Council.  Assist Dublin City Council staff as it organises events, consultations and information sessions. | All PPN stakeholders  All PPN stakeholders | PPN members are better able to use technology to conduct PPN business.  PPN to assist DCC’s launch of the LECP.  PPN to share information about DCC’s work in the weekly Bulletin and through social media.  PPN to attend Africa Day and host events to celebrate Inclusion and Integration Week.  PPN to promote training sessions in libraries and at other venues. | PPN staff currently use: telephone/email/whatsapp/teams/zoom/Monday.com/sharepoint/salesforce/Slack/Basecamp/Facebook/LinkedIn and meets members in person. Most member groups prefer face-to-face meetings and staff aim to go on site visits every second week, to support member groups in their activities.  The LECP was launched in St Patrick’s Cathedral on 13 November 2024 and members of the LCDC were in attendance.  The Bulletin includes information from DCC, when requested.  The PPN MTG, will organise an event for Dublin Learning City Festival, hosted by DCC, on 09 April.  PPN member groups to attend events and share the information with its groups.  PPN staff submitted 2024 figures for NOAC reporting on 25 March 2025, as requested by Dublin City Council.  (NOAC figures attached). |