

Co Wicklow PPN 2022 Workplan			
	Actions	Time Frame	Responsibility
Membership	<ul style="list-style-type: none"> • Continue to increase membership base • Continue to take direction from our member groups to do the work that is important to them • Run re-registration process/Continue to update and maintain our members database • Hold 2 members meetings (summer and winter) 	<ul style="list-style-type: none"> • Ongoing • Ongoing • Q3 & Ongoing • Q2 & Q4 	<ul style="list-style-type: none"> • Sec/RW/SW • Sec/RW/SW • RW/SW • Sec/RW/SW
Networking Working Locally	<ul style="list-style-type: none"> • Encouraging Engagement with Local Decision Making: Continue to Circulate WCC and MD Meeting dates and agendas to encourage public engagement with local decision making throughout the year. Facilitate opportunities for dialogue between members & elected members where appropriate • Social Inclusion Week: Collaborate with members of our Social Inclusion network to organise activities for Social Inclusion Week 2022 • Disability & Inclusion Work: Work with the WCC Disability Access & Inclusion Group to improve access and inclusion for people with disabilities • County Wicklow Integration Strategy: fulfil the PPNs role and actions in the Integration Strategy • Wicklow Comhairle na Nog: Continue to link & work towards the inclusion of young people in decisions that will impact on their future 	<ul style="list-style-type: none"> • Monthly/Ongoing • Q4 • Monthly/Ongoing • Ongoing • Ongoing 	<ul style="list-style-type: none"> • RW/SW • SI Reps/RW/SW • RW/SW • SI Reps/RW/SW • RW
Networking Working Regionally, & Nationally	<ul style="list-style-type: none"> • National Resource Workers Network: Attend meetings and provide peer support to PPN colleagues throughout the year (4 meetings minimum) • National PPN Advisory Group (& sub-groups): Continue to feed in the experiences of local PPNs 	<ul style="list-style-type: none"> • Quarterly/Ongoing • Quarterly 	<ul style="list-style-type: none"> • RW/SW • RW

	<p>to inform the NAG and shape PPN development nationally (4 meetings minimum)</p> <ul style="list-style-type: none"> • National Secretariat Network: Continue to participate in this peer support group (4 meetings minimum) • National Conference: Plan & prepare for 2023 Conference • Community Climate Action Programme: Work with IRL, WCC, SEC Mentors, Kildare PPN & others to apply for Funding to support local SECs to implement their Energy Master Plans 	<ul style="list-style-type: none"> • Quarterly • Ongoing • Q1 	<ul style="list-style-type: none"> • Sec Rep • Sec/RW/SW • RW/Environ Reps
PPN Meetings Specific Work	<ul style="list-style-type: none"> • Secretariat: Continue to hold meetings (6 meetings minimum) and provide support between PPN workers, PPN Secretariat members and member groups • Liaison Sub-Group: Continue to hold meetings of this valuable stakeholder support group (3 meetings minimum) • HR Sub-Group: Develop the group to support staff and ensure good employment practises are being adhered to. • PPN Thematic Networks & Linkage Groups: Organise and run themed network meetings on topics of interest for peer support, information exchange and learning (min 4 events to include Environmental Network, Policing, Safety & Security Network, Community Halls Network) • Strategic Plan: Develop a PPN Strategic Plan based on the consultations to develop our Visions for Community Wellbeing 	<ul style="list-style-type: none"> • Monthly/Ongoing • Quarterly • Quarterly/As required • Ongoing • Q4 	<ul style="list-style-type: none"> • Sec/RW/SW • Sec/Host/RW/WCC • Sec/Host • PPN Reps/Sec/RW/SW • Sec/RW/SW
Representation Consultations	<ul style="list-style-type: none"> • PPN Representation/Elections: Run nomination and election processes for various PPN 	<ul style="list-style-type: none"> • As required 	<ul style="list-style-type: none"> • Sec/RW/SW

Submissions	<p>representative & secretariat positions as current terms conclude and/or where seats become vacant</p> <ul style="list-style-type: none"> • PPN Representation/Committees: Continue to support PPN Reps with their committee work and ensure that the membership is informed and have an opportunity to feed into agendas • Submissions: Prepare submissions in line with Our Vision for Community Wellbeing as advised by PPN Reps, Secretariat & networks, • Consultations: Organise surveys and consultations on plans, strategies and points of concern and interest to PPN Reps, Secretariat, networks, and members including the Wicklow Local Economic & Community Plan • Review Visions for Community Wellbeing: Run consultations with members to review and update the Vision for Community Wellbeing for each Municipal District and the county 	<ul style="list-style-type: none"> • As required • As required • As required • Q1 - Q3 	<ul style="list-style-type: none"> • PPN Reps/Sec/RW/SW • PPN Reps/RW/SW • PPN Reps/Sec/RW/SW • PPN Reps/Sec/RW/SW
Training, Capacity Building & Funding	<ul style="list-style-type: none"> • PPN Representative Induction/Training: Hold induction meetings and one to one support for new Reps and Secretariat members • Staff Training: Website maintenance training, First Aid training & other training sessions as needs are identified. • Member Group Training: Topics for consideration include: Good Governance Refresher Training; Identifying & Accessing Adequate Insurance Cover & Protection for Groups, Funding for Groups, Continue Finding Your Way Around Local Government Training 	<ul style="list-style-type: none"> • Q1 & as required • Ongoing • Q2 & Q3 	<ul style="list-style-type: none"> • Sec/RW/SW • Sec/RW/SW • Sec/RW/SW • RW/SW

	<ul style="list-style-type: none"> • Training Opportunities: Continue to highlight training opportunities and circulate useful resources • Funding Supports: Continue to highlight funding opportunities. Work on developing the current PPN handbook into an online & easily searchable format. 	<ul style="list-style-type: none"> • Ongoing • Ongoing 	<ul style="list-style-type: none"> • SW
Communications	<ul style="list-style-type: none"> • Members Update Ebulletin: Circulate weekly-Ebulletins (min 36) • Website: Maintain & update website • Facebook/Social Media: Regular posting • Covid 19 Communications: Continue to provide local & national information & resources • Other: Continue to highlight our work and the work of member groups at every appropriate opportunity 	<ul style="list-style-type: none"> • Ongoing • Ongoing • Ongoing • Ongoing • Ongoing 	<ul style="list-style-type: none"> • SW • SW • RW/SW • RW/SW • RW/SW/Sec/Reps
Outreach	<ul style="list-style-type: none"> • Organise and attend outreach events where appropriate 	<ul style="list-style-type: none"> • Ongoing 	<ul style="list-style-type: none"> • Sec/Reps/RW/SW
Administration Governance	<ul style="list-style-type: none"> • PPN Handbook & Policy Development: Review and develop internal policies & practises in line with requirements laid out in the new PPN Handbook • Governance: Day to day correspondence, accounting and reporting for PPN members, Secretariat, Host organisation, WCC and Dept. Rural & Community Development. • Meetings: Organisation, preparation and recording of meetings and event management • Staff Management: Regular supervision meetings and dialogue with staff. 	<ul style="list-style-type: none"> • Q1 & Ongoing • Ongoing • Ongoing • Ongoing 	<ul style="list-style-type: none"> • Sec/RW/SW/WCC • RW/SW • RW/SW • Host/Sec

