



Co Wicklow Public Participation Network

Re-Registration Protocol

1. Responsibility for approval of policy	<i>Secretariat</i>
2. Responsibility for implementation	<i>Resource Worker, Secretariat, Host</i>
3. Responsibility for ensuring review	<i>Secretariat</i>
4. Date of Adoption	<i>Thursday 2nd December 2021</i>
5. Date for Review	

Re-Registration Protocol

Group membership and contact information will change over time. To ensure the accuracy of membership records in accordance with good governance Co. Wicklow PPN strive to keep our membership database up to date. We do this through:

- Encouraging member groups to contact us at any time by email, phone, or text to notify us of changes in the contact details for your group.
- Undertaking a formal re-registration process every 3 years.

Why re-register?

- To continue to receive information about local and national plans that will impact on your community and have the opportunity to get your voice heard.
- To continue to have access to training and funding information that will help your group's work.
- To be eligible to nominate members of your group for PPN Rep positions and to vote in PPN elections. (Groups are required to be Full members and have current membership status i.e. have re-registered within the last 3 years).

What is involved in the Formal Re-registration process?

We will make contact, via email, with the primary contact for each group registered with Co. Wicklow PPN.

The email will contain links to an online form.

The online form will show the current information on your group and corrections can be recorded on this form.

The primary contact will also choose from the following options:

- I am the primary contact and I confirm re-registration – re-registration process completed.
- I am not the primary contact and cannot confirm re-registration– you will then be asked to confirm you have permission to give new contact details. If not, we will follow up by phone.
- I am the primary contact and I confirm that the organisation no longer wishes to be a PPN Member. In this instance, your group will be removed from the Co. Wicklow PPN database.

Groups are encouraged to change the contact email from a private one to a general group email account if available.

The strength of the PPN relies on the depth and diversity of its membership across community and voluntary groups in Co. Wicklow. We hope that groups will re-confirm their engagement with the PPN and help to fulfil its potential for Co. Wicklow.