



## Public Participation Network Wicklow

### Request for PPN Representative to Join Committee, Board or Working Group

*A standardised template for use by external bodies seeking PPN representation on committees, boards, or working groups. The template aims to provide greater clarity regarding committee purpose, governance arrangements, expectations, and time commitments before representatives are nominated.*

*This Form supports a more transparent and consistent approach to representation requests while helping to ensure that PPN Representatives are appropriately informed, prepared and supported in their roles.*

#### Process for PPN Representative Requests

When a Request Form is received for a PPN Representative to join a committee, board or working group, it will be reviewed by the Secretariat. When approved, a call for nominations will then be circulated to member groups.

**Organisation or Committee Name:**

**Date of Request:**

**Contact Person:**

**Email & Phone:**

#### 1. Purpose of the Committee

Provide a short description of the committee's purpose, statutory basis (if any), and strategic objectives.

#### 2. Committee Terms of Reference

Does the Committee have Terms of Reference (TOR/Governing Document is necessary for PPN Representation)      Yes      No

If yes, please attach



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### 3. PPN Representative Profile

Please tick if a specific Municipal District representation is required:

Arklow, Baltinglass, Bray, Greystones, Wicklow, Countywide

Please tick if a specific PPN Pillar representation is required:

Environmental, Community, Social Inclusion

### 4. Time Commitment Required

- Meeting frequency (weekly  monthly  quarterly  ad hoc  ).
- Typical meeting duration.
- Venue for meetings  
Location (online  in-person  hybrid   
If in-person please state venue/location
- Expected length of overall commitment (e.g., 12 months / ongoing).
- Preparation time required (reading materials, consultations).

### 5. Introductory Needs and Expectations for All Parties

Wicklow PPN is committed to supporting its Reps by

- Holding an induction meeting between Reps, PPN Staff and representatives of the Committee Please indicate that this is acceptable to your committee

Yes  No

- Wicklow PPN has a Representatives Charter which lists the responsibilities of all stakeholders in supporting each other's work. We require a representative of all parties to sign this document, please indicate that this is acceptable. (link to Charter)

Yes  No

### 6. Signature

Name:

Position:

Date: