

**MINUTES OF KILDARE PUBLIC PARTICIPATION NETWORK SECRETARIAT MEETING
HELD VIA ZOOM ON 1ST NOVEMBER 2021**

Item	By	Action Timeline
<p>Attendance : (LD) , (NSH) , (AC) , (DOD) , (JC) , (PJF), (CK) , (SS), (DN),</p> <p>Apologies: (SM)</p> <p>In attendance : (PPN Coordinator)</p>		
<p><u>Matters Arising :</u> AC requested a scribe and a timekeeper. SS accepted scribe role and JC timekeeper.</p> <p><u>Agenda Item 1.</u> NSH proposed and DOD seconded minutes from the meeting of the 18th October.</p>	AC	
<p><u>Agenda Item 2.</u> <u>The Work-Plan</u> 2022 started survey sent out to Secretariat 2nd November additional feedback 2-11th November with survey sent on 12th Nov to full plenary Training Up-Date 6 modules 58 organisations 2 modules Wed 3rd and 10th exceed 60 organisations. Collaboration with another PPN - [REDACTED] following MRPPN for 2022. Staff liaison training has commenced 6 months to complete. WIT fifth module Wednesday 3rd November positive feedback Website Up-Date : no downtime positive feedback on info hub . Representative meetings on Dec 1st will include a section on how to upload on to Website . Policy Up-Date 3 policies to be updated. Appointment of a Data Protection Officer GF agreed with taking on the role. GF and GC have both undertaken GDPR training. Report suggested by J.C if GDPR request is received. [REDACTED] would inform any request or breach. Data Protection Policy PJF proposed, and NSH seconded Data Breach Process Policy. NSH proposed SS seconded Re-Registration Protocol PJ proposed, and AC seconded Strategic Plan Tender Up-Date – Finance group met. JBA consulting decision [REDACTED] and [REDACTED] proposed and seconded.</p>	GF	<p>Evaluation from GF on training programmes</p> <p>GF as per JC request to inform Secretariat of requests.</p>
<p><u>Agenda Item 3.</u> Finance Report : GF spoke about February 2022 for plenary Budget submitted to secretariat on 15th November. [REDACTED] Finance procedure policy to be circulated to finance group then Secretariat 15th November. Currently [REDACTED] unallocated amount to date [REDACTED]. Wellbeing statement requirement of PPN . Stated to Dept that it is on KPPN Workplan for 2021. Estimate of [REDACTED] proposed to be used. GF to contact Department re securing funding.</p>	GF	<p>GF Finance Procedure policy to be circulated to FSG 2nd Nov and full secretariat prior to 15th November meeting. GF to contact CARA re training . GF to contact Dept re ringfence € [REDACTED]</p>

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<p><u>Agenda Item 4.</u> Term of Office (The Chair) lengthy discussion undertaken on terms of office. JC proposed the term for the chair was for 6 months by default. However, the secretariat could extend the chair's term for another 6 months upon review at the end of the first six months term. It was seconded by PJF. JC stated that the purpose of the once off extension was to retain good and skilled chairs and to help give a level of consistency to our PPN staff. CK proposed a six month term as a max to insure on flat structure. It was seconded by LD. Proposal 1 was passed [REDACTED] [REDACTED] 2. [REDACTED]</p> <p><u>Agenda Item 5</u> Up-date The Communication Policy PJ will have draft for next meeting.</p>	<p>AC</p> <p>PJ</p>	<p>JC Proposal carried</p> <p>Draft to be supplied prior to 15th Nov meeting.</p>
<p><u>Agenda Item 6</u> Governance; Nothing under governance to be covered.</p> <p><u>Agenda Item 7</u> Social Inclusion Week – Up-Date 27 activities .95 people attended Integration strategy . Launch of PPN Information Hub . Acknowledge the work [REDACTED] and [REDACTED] undertaken for the week. Group will meet in January for review and plan 2022. Other PPN followed us to help them to SI week next year. A number of PPNs to combine Social Inclusion at the same time.</p> <p>Climate Action weekend. Sustainable workshops Maynooth Bicycle repair workshops Science talk . Panel participation recording on Wednesday . Naas Biodiversity walk, [REDACTED] piece around Energy , Friday evening to coincide with Glasgow event. Friday , Saturday and Sunday .PJ suggested expanded to longer than a weekend. Other PPNs interested in combining forces. JC wished it the best of luck .</p> <p>Transport Linkage Group. Only one PPN representative on SPC to look for a second representative. The Linkage group feedback was to ensure that the PPN representative is fulfilling the PPN agenda correctly. Letter from Chair to Chair to secure SPCs second seat.</p> <p>AOB: LD asked for confirmation on requested letters to the Dept and LCDC Chair agreed on 18th had been sent. As last LCDC meeting on 24th November. AC stated update on 15th Agenda. SS stated a scribe for minutes for 15th Nov required as unable to attend. JC requested feedback from SS on letter from department so as not to delay Department request.</p>	<p>AC</p> <p>AC GF</p> <p>CK LD</p> <p>SS</p> <p>AC LD JC</p>	<p>SS to draft information required for AC to write to the Chair of the SPC .</p> <p>AC to forward LCDC reply and Dept 2/11/21</p>