

Immediate Priorities				
Action	Details	Owner	Section	Update
Renew MOU and SLA With KCC and Host Organisation CKLP	<ul style="list-style-type: none"> Meet with all parties for completion of documents. 	PPN Staff & Secretariat	Governance	Complete
Expenditure Report to be submitted to the Department	<ul style="list-style-type: none"> Meet with KCC 	PPN Staff & Secretariat	Governance	Complete
Recruit a Resource Worker/Co Ordinator	<ul style="list-style-type: none"> Prep Job description and talk to CKLP 	PPN Staff & Secretariat	Governance	Complete
Review 2021 Work Plan	<ul style="list-style-type: none"> Review and Approve - 2021 Work Plan Review Quarterly 	PPN Staff & Secretariat	Governance	Complete
Develop Policies and Processes	<ul style="list-style-type: none"> Financial Procedures Develop PPN Induction Pack Linkage Group Terms of Reference Data Protection Policy Data Breach Policy Election Process Re-registration protocol Communications Policy 	PPN Staff & Secretariat	Governance	-Complete -Induction video complete -Complete -Complete -Complete -Q1 2022 -Complete -In progress

<p>Develop Training</p>	<ul style="list-style-type: none"> • Secretariat Induction training & on-going training • Representatives' induction training & ongoing training • Report Writing and Procedures • Develop an online induction/welcome video 	<p>PPN Staff & Secretariat</p>	<p>Training & Membership (Evaluation Checklist)</p>	<p>-Induction Video – Complete</p> <p>-WIT Training for Reps</p> <p>-Complete</p> <p>-Complete</p>
<p>Update Existing Policies</p>	<ul style="list-style-type: none"> • Constitution • Secretariat Terms of Reference • Representatives Charter 	<p>PPN Staff & Secretariat</p>	<p>Governance</p>	<p>-Complete</p> <p>-Complete</p> <p>-Complete</p>
<p>Develop Linkage Groups</p>	<ul style="list-style-type: none"> • Process for setting up Linkage Groups 	<p>PPN Staff & Secretariat</p>	<p>Strengthen Participation in Decision Making & Representation</p>	<p>New facilitators Appointed for 3 Linkage Groups:</p> <ul style="list-style-type: none"> • Housing • Transport • LCDC
<p>Fill Vacant Seats on Secretariat/Committees</p>	<ul style="list-style-type: none"> • Conduct Elections 	<p>PPN Staff & Secretariat</p>	<p>Strengthen Participation in Decision Making & Representation</p>	<p>Complete – Three new members elected, and all seats filled in May 2021</p>
<p>Hold 2 Plenary Meetings throughout 2021</p>	<ul style="list-style-type: none"> • For Policy Approval • For Work Plan • Budget • Progress Report • Official ratification of Secretariat members and PPN Representatives 2020/2021 	<p>Secretariat</p>	<p>Governance & Membership</p>	<p>Plenary held on June 15th.</p>

Strategic Plan	<ul style="list-style-type: none"> Strategic Plan Process to be started 	PPN Staff & Secretariat	Governance	-Complete
Staff liaison committee	<ul style="list-style-type: none"> Staff liaison committee must include 3 members of the Secretariat. After appointment committee members should attend HR and management training before they take on their role. 	PPN Staff & Secretariat	Governance	-Complete -In Progress
On - Going				
Action	Details	Owner		
Provide Training	<ul style="list-style-type: none"> Conduct training needs analysis & provide relevant training for PPN member groups. Training for PPN Staff Hold Grant information sessions 	PPN Staff & Secretariat	Capacity Building	-Complete 10 Training modules complete -Complete -Complete
Host Social Inclusion Week	<ul style="list-style-type: none"> Collab with CKLP 	SICAP, PPN Secretariat, PPN Staff Sept 2021	Capacity Building	-Complete - 24 Events
Develop relationship with KCC	<ul style="list-style-type: none"> Develop relationships and set expectations for key stakeholders. Meet with KCC at least once a year to discuss interest and concern. 	PPN Staff	Strengthen Participation in Decision Making & Representation & Governance	-Complete -Complete
Host Climate Action Week/Weekend	<ul style="list-style-type: none"> Climate Action themed events/training 	PPN Staff & Secretariat	Capacity Building	-Complete 10 Events

Feed into local and national public consultations	<ul style="list-style-type: none"> Facilitate Consultation Workshops Compose PPN Submission 	PPN Staff & Secretariat As Required	Strengthen Participation in Decision Making & Representation & Governance	-Complete
Support the implementation of the Kildare County Council Climate Change Adaption Strategy 2019 – 2024	<ul style="list-style-type: none"> Collaborate with KCC in the goals where Kildare PPN are listed as partners/stakeholders Attend KCC Steering Group 	KCC (lead) PPN Staff & Secretariat	Strengthen Participation in Decision Making & Representation & Governance	-Complete -Complete
Continue Representation on	<ul style="list-style-type: none"> Continue participation on the Covid 19 Community Response Forum Digital Poverty Subgroup 	Secretariat Members	Strengthen Participation	-On-Going
Manage and maintain member group database	<ul style="list-style-type: none"> Register new member groups Log membership Queries/details 	PPN Staff As Required	Administration	-Complete
Prepare Annual Report	<ul style="list-style-type: none"> Submit Annual Report 	PPN Staff & Secretariat	Governance & Administration	-Complete
Begin SDG Mapping Process	<ul style="list-style-type: none"> Report on how our work supports the 17 SDG's 	PPN Staff, Secretariat & PPN Membership	Administration	-Postponed for discussion in 2022
Manage PPN Website	<ul style="list-style-type: none"> Update the PPN Website in line with the PPN Handbook and circulars Update Funding info, blog posts etc. 	PPN Staff	Communications	-Complete -Complete

Monthly & Quarterly				
Action	Details	Timeline		
Develop Quarterly Reports to submit to Kildare County Council	<ul style="list-style-type: none"> • Q1 Report • Q2 Report • Q3 Report • Q4 Report 	Each Quarter	Administration & Governance	Complete Complete Complete Complete
Provide information relevant to the PPN Membership and acts as a hub around which information is distributed and received.	<ul style="list-style-type: none"> • 1 E-bulletin per month • Social Media Posts • Regular Updates on Website (Blog Posts, Funding Info etc.) 	Monthly or As Required	Communications	Complete Complete Complete