

MINUTES OF KILDARE PUBLIC PARTICIPATION NETWORK SECRETARIAT MEETING HELD VIA ZOOM ON 21ST FEBRUARY 2022

Item	By	Action	Responsibility	Timeline
Secretariat attendees: Liz Denieffe (LD), Naomi Scott Hayward (NSH), Anne Crowe (AC), Dermot O'Donnell (DOD), PJ Fagan (PJF), Cliona Kelleher (CK), Sarah Shakespeare (SS), James Cotter (JC) In attendance: Grainne Fleming Apologies: Declan Nolan				
 Welcome & Introduction Up-Date the Strategic Plan: Jennifer Van Aswegen delivered primary and secondary data and process undertaken. Feedback on identified themes given. CK queried KPIs, environment and measurables. Draft plan for feedback until Mid-March with finalised plan 31st March 	AC JVA	40 min Presentation Feedback from Secretariat prior to Plenary.	All Sec members Link on document	28 th February
 3. a) Minutes from Dec13th b) Minutes from Jan 17th (Public) Minutes from Jan 17th (Private) 	AC	Proposed AC Seconded CK Proposed LD Seconded AC Proposed PJF Seconded LD		
4. Matters arising (one set of minutes) Going forward unless discussion of a sensitive nature one sets of minutes will be presented .Climate Action proposed dates 11/12 th June or 18/19 th June	AC	Proposed SS Seconded AC		
5. Correspondence: Breach of confidentiality complaint received . AC and CK (as last Chair) 3 weeks ago due to Covid. AC felt matter was resolved . PJF suggested correspondence circulated to members. LD requested a letter to Secretariat officially responding on correspondence. DOD agreed with LD yet clarity needed. DOD left meeting at this stage 8.20pm	AC	AC to make contact with person and all in agreement for AC and CK to meet if needed.	AC	Immediate



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6.	Elections PJF stated anyone with expression of interest for the Chair	AC	Sec member to contact GF	All Sec	Before
	position to contact GF prior to next meeting . LD Proposed extension		if interested in Chair	members	21 st
	of Chair term by one day 20-21 st March to facilitate next meeting		position.		March
	JC stepped down with immediate effect from meeting. DOD		AC contacted DOD for	AC	Immediate
	information not finalised.		clarity on.		
	DN requested extending term from May to December.		LD proposed seconded PJF		
	Offer of additional length of terms to others finishing in May.				
	GF stated possible 4 LCDC elections in quarter 4. Understanding was				
	these were to be staggered.				
	PJF proposed his seat to go for election in plenary				
	AC proposed 4 Secretariat seats to be run.		AC proposed 4 seats SS		
	PJF stated if DOD steps down he will withdraw his proposal.		seconded.		
	Transport Linkage group to send proposal on additional PPN rep on		SS to contact GF	SS	w/e 25/2
	LD proposed Chair KPPN letter to Chair LCDC to keep them		AC letter to LCDC Chair	AC	
	informed of our election timeline for 2022 to allow for opportunity to				
	consolidate elections.				
	SS highlighted importance of LCDC succession plan.				
	GF suggested Plenary approval may be required for extension to				
	September.				
	Wording of plenary is important re terms and election.				
_		GF	Only Presentation no		
7.	The Work-Plan		Agenda pieces covered.		
	Plenary 2022 – Up-date Run: through to take place in additional				
	meeting on Thursday.				
			Off Agenda for Plenary		
8.	Communication Policy: Policy not being brought for plenary to be				
	added to next agenda.				
o	Linkage Groups: LD suggested that Linkage group be a set agenda				
٦.	Elikage Groups. LD suggested that Elikage group be a set agenda				



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piece on each Secretariat. Transport, Housing and Climate Action.		
Identify actions for 2022 to meet linkage group needs.		

Next Meeting: March 21st 7pm