

	<b>Linkage Group Meeting 3<sup>rd</sup> May @8pm</b>	<b>By</b>	<b>Action</b>	<b>Responsibility</b>	<b>Timeline</b>
	<p><b>Attendees:</b> Sarah Shakespeare ( Facilitator), Sean O’Broin, Thelma Stronge, Shane (<a href="mailto:Shanev13@yahoo.ie">Shanev13@yahoo.ie</a>), Deirdre Lane, Michael Corcoran</p> <p><b>In attendance:</b> Secretariat Linkage Group: Liz Denieffe, Cliona Kelliher and PJ Fagan</p> <p><b>Apologies:</b> Gerry Dornan ( Representative) Madeleine McNamara and Majella O’Keefe</p>				
<b>1.</b>	<p><b>Welcome &amp; Introductions</b></p> <p>SS introduced herself and everyone present introduced themselves. Outlining their involvement in other SPCs , linkage groups and thematic groups created prior to formal structures.</p>	SS	SS explained the linkage group Subgroup of the Secretariat and outlined the agenda for the meeting.		
<b>2.</b>	<p><b>Feedback on unsuccessful request for second seat for SPC .</b> SOB raised a replacement if rep unable to attend. CK clarified not possible. Feedback outlined the need to wait until 2024 council elections. MOK ( in her absence ) to check Dublin Council rep numbers.</p>	SS	CK to clarify seating structure on SPC from National Secretariat  MOK to check Dublin Council	CK  MOK	Reply attached
<b>2.</b>	<p><b>What is a linkage group?</b></p> <p>Using the Terms of Reference as guide facilitator with subgroup input outlined the responsibilities of the Facilitator, linkage group itself and representatives’ roles.</p>	SS	DL stated a Sustainable Transport Linkage group was established in 2020 to support GD role.  TS stated members names and with agreement SS will invite to attend.	SS to invite members of older group to formally join this.	
<b>3.</b>	<p><b>What is an SPC ?</b> Discussion led by SOB to gain a better understanding as to what is an SPC. SS supplied gov.ie reference as to policy work of SPC not Operational actions. Positive conversation on the substantial work undertaken by GD as representative acknowledged by DL, SOB, TS and MC.</p>	SS			
<b>4.</b>	<p><b>Challenges and Priorities</b></p>	SS	SS to supply document on meeting to GD	SS	4/5/22

	<p>SOB importance of redistributing Terms of reference so all understand. SOB feedback as to why submissions are not appropriate or relevant to SPCs etc.</p> <p>TS on structures working correctly to see actions. An opportunity to see actions happen when strengthening the linkage group.</p> <p>LD Spoke on the priorities of Linkage group to create Register of all Linkage Groups.</p> <p>SS importance of correct format being followed re reports/ agenda/ convening of meetings.</p> <p>DL spoke on historical formations of sub areas of interest leading from Osprey.</p> <p>PJF highlighted older thematic groups to be reformed as part of Secretariat Linkage group under relevant headings. 2024 may result in new SPCs. LD and CK reiterated importance in everyone within the PPN having an opportunity to be involved in Linkage Groups.</p> <p>MC spoke on huge volume and quality of documents GD creates. Agreed by SS, DL and SOB.</p> <p>SOB raised lack of clarity given to GD on agenda/ minutes prior to SPC.</p> <p>MC satisfied with meeting.</p>				
	<p><b>Next meeting to be confirmed.</b></p>	<p>SS</p>	<p>SS to clarify set meeting dates with GD and linkage group to be 2 weeks prior</p>		