

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. 	<ul style="list-style-type: none"> PPN Staff Secretariat 	Governance	Complete
Expenditure Report to be submitted to the Department	<ul style="list-style-type: none"> Meet with KCC 	<ul style="list-style-type: none"> PPN Staff Secretariat 	Governance	Complete
Review/Approve Budget 2022	<ul style="list-style-type: none"> Complete the proposed budget for 2022 	<ul style="list-style-type: none"> PPN Staff Secretariat 	Governance	Complete
Review/Approve Work Plan 2022	<ul style="list-style-type: none"> Review and Approve - 2022 WorkPlan Review Quarterly 	<ul style="list-style-type: none"> PPN Staff Secretariat 	Governance	Complete
Develop new & Review all current Policies in line with changes, following Mazars Report/ Handbook	<p><u>New</u></p> <ul style="list-style-type: none"> Develop PPN Induction Pack Election Process 	<ul style="list-style-type: none"> PPN Staff Secretariat 	Governance	Complete Complete
Develop Training	<ul style="list-style-type: none"> Secretariat Induction training & on-going training 	<ul style="list-style-type: none"> PPN Staff Secretariat 	Governance & Training Public perception/Awareness	Complete

	<ul style="list-style-type: none"> Representatives' induction training & ongoing training Completion of staff liaison training Further develop "What is the PPN?" with member groups at MD Level 			<p>Scheduled Nov 28th Complete Partially complete</p>
Complete the Strategic Plan 2022-2026	<ul style="list-style-type: none"> Work with JVA to complete project on time and within budget 	<ul style="list-style-type: none"> PPN Staff Secretariat 	Governance	Complete
Develop Linkage Groups	<ul style="list-style-type: none"> Process for setting up Linkage Group 	<ul style="list-style-type: none"> PPN Staff Secretariat 	Strengthen Participation in Decision Making & Representation	In-Progress
Representative Network	<ul style="list-style-type: none"> Continue to host quarterly meetings Engage with representatives Share Information Develop metrics to monitor and measure Representatives outcomes 	<ul style="list-style-type: none"> PPN Staff 	Strengthen Participation in Decision Making & Representation	Q1 & Q2 Representative Meeting Held. Ongoing Draft developed
Fill Vacant Seats on Secretariat/Committees	<ul style="list-style-type: none"> Conduct Elections 	<ul style="list-style-type: none"> PPN Staff Secretariat 	Strengthen Participation in Decision Making & Representation	<p>Elections held: March, May & Aug</p> <ul style="list-style-type: none"> 3 seats filled 4 seat outstanding (to be advertised in next round)

Hold 2 Plenary Meetings throughout 2022	<ul style="list-style-type: none"> • Policy Ratification • Work Plan 2022 Ratification • Budget Ratification • Completed Workplan 2021/Progress Report • Introduction of new Secretariat members / PPN Representatives 	<ul style="list-style-type: none"> • Secretariat 	Governance & Membership	Complete – February 2022 & November 21 st 2022
Sub-Committees	<ul style="list-style-type: none"> • Finance • The Staff Liaison Group • The Working Group • (Plenary & Youth Representatives advised for succession management) 	<ul style="list-style-type: none"> • PPN Staff • Secretariat • Plenary • Youth Representative 	Governance	Complete
Complete Wellbeing Statement Develop Volunteer Supports	<ul style="list-style-type: none"> • Complete Training with SJI • Host workshops per MD • Develop the Statements per MD • Develop Information Hub 	<ul style="list-style-type: none"> • PPN Staff • Secretariat • Plenary 	Governance Capacity Building	Awaiting guidance from Dept. and SJI
On - Going				
Action	Details	Owner		
Provide Training	<ul style="list-style-type: none"> • Training Needs Analysis • Provide relevant training for PPN member groups in collaboration with CKLP 	<ul style="list-style-type: none"> • PPN Staff • Secretariat 	Capacity Building	Complete Complete
Networking	<ul style="list-style-type: none"> • Provide networking opportunities at PPN events 	<ul style="list-style-type: none"> • PPN Staff • Secretariat 	Capacity Building	Complete: SIW CA Weekend MD Meeting Plenary

Host Social Inclusion Week	<ul style="list-style-type: none"> Collab with CKLP 	<ul style="list-style-type: none"> Secretariat PPN Staff 	Capacity Building	Complete
Develop relationship with KCC	<ul style="list-style-type: none"> Develop relationships and set expectations for key stakeholders. Meet with KCC at least twice this year, or as required. Collaborate on appropriate projects that will enhance the profile of KPPN 	<ul style="list-style-type: none"> PPN Staff 	Strengthen Participation in Decision Making & Representation & Governance	Complete - Ongoing
Host Climate Action Weekend	<ul style="list-style-type: none"> Climate Action themed events/training 	<ul style="list-style-type: none"> PPN Staff Secretariat 	Capacity Building	Complete
Feed into local and national public consultations.	<ul style="list-style-type: none"> Facilitate Consultation Workshops Compose PPN Submission Engage in consultations 	<ul style="list-style-type: none"> PPN Staff Secretariat 	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 	<ul style="list-style-type: none"> PPN Staff Secretariat 	Strengthen Participation in Decision Making & Representation & Governance	Complete
Continue Representation on The	<ul style="list-style-type: none"> Continue participation and collaboration with the steering group 	<ul style="list-style-type: none"> PPN Staff 	Strengthen Participation	On-Going

County kildare Integration Strategy				
Manage and maintain member group database	<ul style="list-style-type: none"> Register new member groups Log membership Queries/details 	<ul style="list-style-type: none"> PPN Staff 	Administration	On-going for the year
Re-Registration of full membership	<ul style="list-style-type: none"> Department requirement 	<ul style="list-style-type: none"> PPN Staff 		Complete
Prepare Annual Report 2021	<ul style="list-style-type: none"> Submit Annual Report to the Department 	<ul style="list-style-type: none"> PPN Staff & Secretariat 	Governance & Administration	Complete
Manage PPN Website	<ul style="list-style-type: none"> Update the PPN Website as required 	<ul style="list-style-type: none"> PPN Staff 	Communications	Complete On-Going
Monthly & Quarterly				
Action	Details	Timeline		
Develop Quarterly Reports to submit to Kildare County Council and CKLP	<ul style="list-style-type: none"> Q1 Report Q2 Report Q3 Report Q4 Report 	<ul style="list-style-type: none"> Each Quarter 	Administration & Governance	Q1 Report Complete Q2 Report Complete Q3 Report 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.) 	<ul style="list-style-type: none"> Monthly or As Required 	Communications	Complete - On-going

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