

## Governance



Action	Details	Owner	Timeline / Status	Strategic Plan
Renew MOU and SLA With KCC and Host Organisation CKLP	<ul style="list-style-type: none"> <li>Meet with all parties for sign off</li> </ul>	Staff Working Group CKLP KCC	Q1	Action 1.13
Expenditure Report to be submitted to the Department	<ul style="list-style-type: none"> <li>Meet with KCC</li> <li>Submit Report to the Department</li> </ul>	Staff	Q1	Action 1.61
Review/Approve Budget 2023	<ul style="list-style-type: none"> <li>Complete the proposed budget 2023</li> </ul>	Staff	Prior to Q1	Aim 1
Review / Approve Budget 2024	<ul style="list-style-type: none"> <li>Complete the proposed budget 2024</li> </ul>	Staff	Q4 (December)	Aim 1
Review/Approve Work Plan 2023	<ul style="list-style-type: none"> <li>Draft Workplan for approval</li> <li>To be Ratified at 1<sup>st</sup> Plenary meeting 2023</li> </ul>	KPPN Staff Secretariat	Prior to Q1 Q1	Action 1.22 Action 1.32 Action 1.33 Action 1.35
Review / Approve Work Plan 2024	<ul style="list-style-type: none"> <li>Consult with the membership at Plenary for 2024 Work plan</li> <li>Draft workplan for approval</li> </ul>	Staff Secretariat	Q4 Q4 (December)	Action 1.22 Action 1.32 Action 1.33


Kildare PPN 2023 Proposed Work Plan

				Action 1.35
Develop new Policies Align current Policies to SDG.	<ul style="list-style-type: none"> <li>• New: Elections – Policy</li> <li>• Align: All current policies to SDG</li> </ul>	Staff Secretariat Policy Sub Committee	Q1 Q3	Action 1.12 Action 5.12
Fill Vacant Seats on Secretariat/ Committees	<ul style="list-style-type: none"> <li>• Conduct Elections</li> <li>• Engage youth members aged 18 – 25 to sit on the Secretariat and/or sub-committees</li> </ul>	Staff Secretariat	Q1 - (late Jan / Feb) Q4	Aim 1
Hold 2 Plenary Meetings throughout 2023	<ul style="list-style-type: none"> <li>• Policies to be ratified</li> <li>• Work Plan to be ratified</li> <li>• Budget to be ratified</li> <li>• Progress Report</li> <li>• Ratification of Secretariat members &amp; Representatives</li> <li>• Consultations with Plenary</li> </ul>	Staff Secretariat	Q1 - March Q4 - October	Action 1.23 Action 1.34 Action 1.52 Action 1.22 Action 1.31
Sub-Committees to be confirmed for 2023	<ul style="list-style-type: none"> <li>• Policy</li> <li>• Finance</li> <li>• Staff Liaison</li> <li>• The working Group</li> </ul>	Staff Secretariat	Q1	Aim 1
Prepare Annual Report 2022	<ul style="list-style-type: none"> <li>• Prepare Kildare PPN 2022 Annual Report</li> <li>• Submit Annual Report Returns to the Department</li> </ul>	Staff Secretariat	Q2 Q1	Action 1.61
Develop Quarterly Reports to submit to Kildare County Council and CKLP	<ul style="list-style-type: none"> <li>• Q1 Report</li> <li>• Q2 Report</li> <li>• Q3 Report</li> <li>• Q4 Report</li> </ul>	Staff	Q1 Q2 Q3 Q4	Action 1.42

## Capacity Building



Action	Details	Owner	Timeline	Strategic Plan
Schedule Training Programme	<ul style="list-style-type: none"> <li>• Training to be scheduled as per Plenary training needs analysis</li> <li>• Flat Structure Training</li> <li>• Further develop induction training for all Representatives</li> </ul>	Staff Secretariat	Q4  Q2 Q2	Action 5.33 Action 1.21 Action 2.32
Host Social Inclusion Week	<ul style="list-style-type: none"> <li>• Collaborate with CKLP &amp; FRC network</li> </ul>	Staff Secretariat CKLP	Q3	Aim 4 & Aim 5
Host Climate Action Weekend	<ul style="list-style-type: none"> <li>• Climate Action themed events/training</li> </ul>	Secretariat Staff	Q2 (May)	Aim 5
Feed into local and national public consultations.	<ul style="list-style-type: none"> <li>• Facilitate Consultation Workshops</li> <li>• Compose PPN Submissions</li> </ul>	Staff Linkage Groups	Ongoing	Action 2.3
Support the implementation of the Kildare County Council Climate Change Adaption Strategy 2019 – 2024	<ul style="list-style-type: none"> <li>• Collaborate with KCC in the goals where Kildare PPN are listed as partners/stakeholders</li> <li>• Attend KCC Steering Group</li> </ul>	Staff	Ongoing	Action 5.31 Action 5.32
Continue Representation on The	<ul style="list-style-type: none"> <li>• Continue participation and collaboration with the steering group</li> </ul>	Staff	Ongoing	Action 5.32

County Kildare Integration Strategy				
<p><b>Strengthen Participation in Decision Making &amp; Representation</b></p> 				
Action	Details	Owner	Timeline	Strategic Plan
Develop Linkage/Thematic Groups	<ul style="list-style-type: none"> <li>Process to be finalised</li> </ul>	Secretariat sub-committee Staff	Q2	Action 2.31 & Action 2.51
Strengthen Representative Network	<ul style="list-style-type: none"> <li>In person event for Representative, Secretariat and Chairs of SPCs</li> <li>Quarterly meetings</li> </ul>	Staff Secretariat	Q1  Each Quarter	Aim 4
Develop relationship with KCC	<ul style="list-style-type: none"> <li>Develop relationships and set expectations for key stakeholders.</li> <li>Meet with KCC at least twice this year, or as required.</li> <li>Collaborate on appropriate projects that will enhance the profile of Kildare PPN</li> </ul>	Staff	Ongoing	Action 2.41
Hold MD Meetings Complete Wellbeing Statement	<ul style="list-style-type: none"> <li>Attend training with SJI</li> <li>Hold workshops per MD</li> <li>Complete wellbeing statement per MD and overall statement for Kildare</li> </ul>	Staff Secretariat	Q1 – Q4	Action 5.21 Action 5.22 Action 5.23 Action 2.23 Action 3.22 Action 3.24

## Administration and Communications



Action	Details	Owner	Timeline	Strategic Plan
Manage and maintain member group database	<ul style="list-style-type: none"> <li>• Register new member groups</li> <li>• Log membership Queries/details</li> </ul>	PPN Staff	On-going	Action 2.1
Manage PPN Website	<ul style="list-style-type: none"> <li>• Update the PPN Website as required</li> </ul>	PPN Staff	On-going	Action 1.24
Review progress of the Strategic Plan 2022-2026	<ul style="list-style-type: none"> <li>• Strategic Plan progress report</li> </ul>	PPN Staff	Q4	Action 1.55
Provide information relevant to the PPN Membership and act as a hub around which information is distributed and received	<ul style="list-style-type: none"> <li>• At least 1 E-bulletin per month</li> <li>• Social Media Posts</li> <li>• Regular Updates on Website (Blog Posts, Funding Info etc.)</li> </ul>	Staff	Ongoing	Action 2.11

Kildare PPN 2023 Proposed Work Plan

<b>Events</b>		
<b>Event</b>	<b>Type</b>	<b>Number of Events</b>
Plenary Meetings	In person	2
Municipal District Meetings inc. Wellbeing Workshops	In person	5
Training Modules	Mix	7
Representative / KCC Events	In-person	2
Representative Network Meetings	Virtual	4