Governance

Action	Details	Owner	Timeline / Status	Strategic Plan
Renew MOU and SLA With KCC and Host Organisation CKLP	• Meet with all parties for sign off	Staff Working Group CKLP KCC	Q1	Action 1.13
Expenditure Report to be submitted to the Department	• Meet with KCC • Submit Report to the Department	Staff	Q1	Action 1.61
Review/Approve Budget 2023 Review / Approve Budget 2024	• Complete the proposed budget 2023 • Complete the proposed budget 2024	Staff Staff	Prior to Q1 Q4 (December)	Aim 1 Aim 1
Review/Approve Work Plan 2023	• Draft Workplan for approval • To be Ratified at 1st Plenary meeting 2023	Staff Secretariat	Prior to Q1 Q1	Action 1.22 Action 1.32 Action 1.33 Action 1.35
Review / Approve Work Plan 2024	• Consult with the membership at Plenary for 2024 Work plan • Draft workplan for approval	Staff Secretariat	Q4 Q4 (December)	Action 1.22 Action 1.32 Action 1.33 Action 1.35

Develop new Policies Align current Policies to SDG.	• New: Elections – Policy • Align: All current policies to SDG	Staff Secretariat Policy Sub Committee	Q1 Q3	Action 1.12 Action 5.12
Fill Vacant Seats on Secretariat/ Committees	• Conduct Elections • Engage youth members aged 18 – 25 to sit on the Secretariat and/or sub-committees	Staff Secretariat	Q1 - (late Jan / Feb) Q4	Aim 1
Hold 2 Plenary Meetings throughout 2023	• Policies to be ratified • Work Plan to be ratified • Budget to be ratified • Progress Report • Ratification of Secretariat members & Representatives • Consultations with Plenary	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	• Policy • Finance • Staff Liaison • The working Group	Staff Secretariat	Q1	Aim 1
Prepare Annual Report 2022	• Prepare Kildare PPN 2022 Annual Report • Submit Annual Report Returns to the Department	Staff Secretariat	Q2 Q1	Action 1.61
Develop Quarterly Reports to submit to Kildare County Council and CKLP	• Q1 Report • Q2 Report • Q3 Report • Q4 Report	Staff	Q1 Q2 Q3 Q4	Action 1.42

Capacity Building

Action	Details	Owner	Timeline	Strategic Plan
Schedule Training Programme	• Training to be scheduled as per Plenary training needs analysis • Flat Structure Training • Further develop induction training for all Representatives	Staff Secretariat	Q4 Q2 Q2	Action 5.33 Action 1.21 Action 2.32
Host Social Inclusion Week	• Collaborate with CKLP & FRC network	Staff Secretariat CKLP	Q3	Aim 4 & Aim 5
Host Climate Action Weekend	• Climate Action themed events/training	Secretariat Staff	Q2 (May)	Aim 5
Feed into local and national public consultations.	• Facilitate Consultation Workshops • Compose PPN Submissions	Staff Linkage Groups	Ongoing	Action 2.3
Support the implementation of the Kildare County Council Climate Change Adaptation Strategy	• Collaborate with KCC in the goals where Kildare PPN are listed as partners/stakeholders • Attend KCC Steering Group	Staff	Ongoing	Action 5.31 Action 5.32
Continue Representation on The County Kildare Integration Strategy	• Continue participation and collaboration with the steering group	Staff	Ongoing	Action 5.32

Strengthen Participation in Decision Making & Representation

Action	Details	Owner	Timeline	Strategic Plan
Develop Linkage/Thematic Groups	• Process to be finalised	Secretariat sub-committee Staff	Q2	Action 2.31 & Action 2.51
Strengthen Representative Network	• In person event for Representative, Secretariat and Chairs of SPCs • Quarterly meetings	Staff Secretariat	Q1 Each Quarter	Aim 4
Develop relationship with KCC	• 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 Kildare PPN	Staff	Ongoing	Action 2.41
Hold MD Meetings Complete Wellbeing Statement	• Attend training with SJI • Hold workshops per MD • Complete wellbeing statement per MD and overall statement for Kildare	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	• Register new member groups • Log membership Queries/details	Staff	On-going	Action 2.1
Manage PPN Website	• Update the PPN Website as required	Staff	On-going	Action 1.24
Review progress of the Strategic Plan 2022-2026	• Strategic Plan progress report	Staff	Q4	Action 1.55
Provide information relevant to the PPN Membership and act as a hub around which information is distributed and received	• At least 1 E-bulletin per month • Social Media Posts • Regular Updates on Website (Blog Posts, Funding Info etc.)	Staff	Ongoing	Action 2.11