

Interim PPN Representative Vacancies Procedure

September 2024

1 Introduction

This Interim PPN Representative Vacancies Procedure outlines the process undertaken by South Dublin County PPN to **temporarily** fill critical PPN Representative Vacancies. These are voluntary positions.

Critical PPN Representative vacancies are limited to PPN Representative vacancies on statutory structures only. Specifically, the South Dublin County Local Community Development Committee (LCDC) and the South Dublin County Council Strategic Policy Committees (SPCs).

This procedure will be in place for the period where the PPN does not have a hosting arrangement or staffing in place. The procedure is live for 6 months from the time of approval and can only be extended through a proposal being passed by the PPN Plenary.

It is important to emphasise that this procedure is proposed to cover a period of extraordinary circumstances which is reflected in the **temporary** nature of this proposed approach. It is not intended to replace the traditional approach to filling of PPN Representative vacancies.

This interim procedure will be replaced with a more enduring procedure in the future, in consultation with the Plenary.

2 Proposed approach

2.1 Utilisation of existing PPN Representative Panels

In May 2024, the PPN Plenary elected a new PPN Secretariat. The Plenary agreed that the candidates who did not successfully attain a seat on the Secretariat at the time would sit on a panel.

It is proposed that this panel would be utilised to fill PPN vacancies, offering seats in the first instance on the LCDC to these panel members.

2.2 Expression of Interest and Matching Process

It is proposed an expression of interest process is undertaken, inviting PPN members to express an interest in being a PPN Representative for a **temporary** period of 12 months.

This will involve potential applicants filling out a form similar to the form that would be filled out during a formal nomination process.

Applicants will be requested to choose their areas of specific interest such as Community Development, Culture, Enterprise, Sports, Tourism, Youth, and others.

A panel will be created following the closure of the expressions of interest phase. This panel will be used to match applicants to appropriate vacancies as they arise. Matching will be based on a range of aspects submitted in the expression of interest process including:

- Areas of interest
- Demonstrated relevant experience and/or motivation
- PPN Pillar
- Geographical Area
- The requirements of the receiving committee

2.3 Proposed appointments approval process

Proposed appointments from the panel will be made by the Independent Facilitator to the PPN Secretariat. The Secretariat will consider and validate proposals. Where approved, the appointments will proceed. Appointments will be retrospectively ratified by the Plenary.

2.4 Timeline

Expressions of interest for the panel shall be opened for at least 2 weeks.

2.5 Eligibility

Inclusion of a candidate on the panel does not confirm their eligibility. The eligibility of the nominee and their nominating organisation shall be confirmed prior to any appointment being made from the panel. Eligibility criteria will be in line with the PPN Handbook.

In addition to this, each candidate appointed from the panel will need to be authorised by the authorising officer from their organisation.

Potential nominees must fill out the relevant “PPN Rep Expression of Interest Form” and return it to the PPN by the deadline.