

South Dublin County PPN Draft Workplan 2026

Progress on this work plan shall be reviewed in October 2026 in the development of a 2027 Work Plan for proposal to the Plenary in November 2026.

| Key Action | Activities |
|---|---|
| Membership | <ol style="list-style-type: none"> 1 Maintain & update member database and outreach tracker (BAU) – Weekly updates, data quality checks, and summary stats. 2 Roll out Membership Induction / Welcome Pack – Finalise, design and distribute to all members. 3 Hold two Plenary meetings (Summer & Winter) – Member engagement, approvals, and updates. 4 Membership Verification Protocol 5 Annual Member Feedback / Satisfaction Survey – Short survey post-Winter Plenary. |
| Communications | <ol style="list-style-type: none"> 1 Maintain and promote website (incl. accessibility) – Regular updates and one annual accessibility check. 2 Monthly e-bulletin – Regular member updates, events, and opportunities. 3 Weekly social media posting – Promote opportunities, consultations, and events. 4 Printed annual newsletter / activity report – Summary of yearly work circulated to members. 5 Maintain Brand Bible & promotional assets – Annual refresh of templates, pull-ups, and leaflets. 6 Communications calendar & campaigns – Plan and deliver monthly content, incorporating PR, Environmental and Youth themes. 7 Storytelling & Impact Series + Analytics Dashboard – Feature member and rep stories; track analytics quarterly. |
| Networking / Working Regionally & Nationally | <ol style="list-style-type: none"> 1 Participate in National Resource Workers Network meetings. 2 Participate in National Secretariat Network. 3 Attend Regional Support Meetings with neighbouring PPNs. 4 Attend National PPN Conference. 5 Maintain liaison with SDCC Management & Council – Joint planning and presentation. 6 Contribute to national PPN / DRCD consultations and processes. |
| PPN Secretariat & Governance | <ol style="list-style-type: none"> 1 Secretariat meetings & monthly updates – Oversee operations and monitor work plan. 2 Supervisory Sub-Group (quarterly) – Focused on SLA, MOU, service delivery. 3 HR & Wellbeing – Maintain HR oversight and promote wellbeing. 4 Review MOU and SLA with SDCC and ACE. 5 Strategic Plan 2026–2030 – Consultation, facilitation, and drafting. 6 Annual Return & Accounts – Publish as part of Annual Report. 7 Legal Services Process – Finalise and adopt internal procedure. 8 Secretariat Induction & Governance Training – Annual induction or refresher session. |

| | |
|--|--|
| | 9 Governance & Financial Reporting Administration – Monthly workplan, quarterly budgets, procurement tracking. |
| Consultations & Submissions | <ol style="list-style-type: none"> 1 Prepare and coordinate formal submissions – As advised by Reps and Secretariat. 2 Organise and facilitate consultations (local & national). 3 Promote public consultations via e-bulletin and social media. 4 Support Representatives in preparing submissions. |
| PPN Representatives | <ol style="list-style-type: none"> 1 Maintain and update Representatives Register (BAU). 2 Run nomination and election processes for Secretariat and Reps. 3 Maintain Representative Support System (templates, briefings, check-ins). 4 Facilitate two Representatives Forums annually. 5 Implement Training & Mentoring Programme for Reps. 6 Deliver Representative Induction for newly elected Reps. 7 Standardise Committee Feedback & Communications Updates. 8 Monitor Rep Participation |
| Linkage Groups | <ol style="list-style-type: none"> 1 Implement Linkage Group Development Project – Establish 3 thematic groups. 2 Member recruitment & launch meetings. 3 Support Linkage Group workplans & reporting. 4 Deliver Facilitator training & induction. 5 Evaluate Linkage Group pilot. |
| Training, Capacity Building & Funding | <ol style="list-style-type: none"> 1 Staff Training & Development Plan – Based on performance review and needs. 2 Funding Supports – Maintain online resource, share opportunities, and co-host 1 workshop. 3 Secretariat Induction & CPD 4 Representatives Induction & Ongoing Training |
| Outreach | <ol style="list-style-type: none"> 1 Target outreach to underrepresented and dormant member groups. 2 Coordinate joint outreach with SDCC and local partners. |
| Interagency Working | <ol style="list-style-type: none"> 1 Participate in relevant interagency fora (e.g. Community Safety, Climate, Ukraine). 2 Collaborate with key agencies (SDCC, DRCD, Volunteer Centre, SDCCP). |
| Administration | <ol style="list-style-type: none"> 1 Governance Administration – Correspondence, reporting, coordination. 2 Meetings & Event Administration – Agendas, minutes, logistics for all meetings and events. 3 Staff Supervision & HR Administration – Maintain regular supervision and HR records. 4 File & Document Management System – Improve internal organisation and storage. 5 Fixed Asset Register & Domain / Hosting Management – Maintain and review annually. 6 Procurement & Financial Compliance Tracking – Maintain procurement log and budget updates. |