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| Priority Task | Actions | Resources | Outcome Indicators |
| Complete process of establishing Meath PPN | * Agree Memorandum of Understanding (MoU) with Meath County Council
 | * Secretariat
 | * MoU signed by Secretariat and Meath Co. Co.
 |
| Promotion of the Public Participation Network within Meath | * Review PPN membership on a Municipal District/College basis and target areas where membership is low
* Contact to be made with groups not existing members of PPN to join
* Create and publish information material for Meath PPN and organise distribution at various centres/events/festivals around the county
* Place 12 advertisements/updates on Meath PPN in the Meath Chronicle
* Develop social media sites to include facebook
* Promotion of the PPN through radio interviews
* Setting up of outreach offices locally
 | * Secretariat/Resource worker/Members
* Design and printing cost for leaflets and posters
* Meath Chronicle space already secured from budget 2016
* Liaise with Council IT staff to develop social media
* Office space costs
 | * Increase in membership and knowledge of PPN particularly in areas targeted
* Feedback from advertisement
* Measurement of activity on facebook
* Impact of locally based offices
 |
| Priority Task | **Actions** | **Resources** | **Outcome Indicators** |
| Develop communication strategy for Meath PPN members | * Update website
* Weekly information updates to be sent out to the members
* Newsletter circulated every two months
* Promote use of website/facebook/newsletter by members to advertise events
* Host 12 Municipal District (MD) meetings and 2 plenary meetings
* Quarterly updates to be compiled from each of the committee reps for circulation to membership
* Host information events in response to topics identified by members and initiatives that are pertinent within Meath
* Request updated contact details/web/social media lace links to provide a smarter directory of community groups to permit networking across Meath
 | * Secretariat/Resource worker/Members
* Re-registration with smarter form including more contact information for publication on website and Data Protection opt in/out
* Hosting costs
 | * Website updated
* Increased engagement on social media
* Feedback from membership
* Increase in no. of groups advertising events
* Outcomes from MD meetings
* Increase in committee

representative input* Outcomes from information event
* Enhanced networking and sharing of resources
 |
| Data Protection Policy | * Draft a Data Protection Policy for the PPN including provisions to handle Subject Access Requests, data retention policy and assign data officer(s)
* Seek advice from the Office of the Data Protection Commissioner (ODPC) in relation to guidance for
 | * Secretariat/Resource worker/Members
 | * Data Protection Policy completed
 |
| Priority Task | **Actions** | **Resources** | **Outcome Indicators** |
|  | voluntary groups for new General Data Protection Regulations (GDPR) in May 2018 |  |  |
| Increase participation in the decision making structures | * Public Consultations to be promoted through the PPN and submissions encouraged/facilitated
* Organise follow up training for the committee representatives
* Develop linkage groups to support the committee representatives and focus on policy development
* Develop a representatives charter
* Monitor the gender balance of PPN representation on the various committees
 | * Secretariat/Resource worker/Members
* Hosting costs
 | * Increased level of engagement in decision making process
* Training outcomes
* Impact of linkage groups within decision making structures
* Charter agreed and signed by representatives
* Gender balance of PPN representatives on all committees
 |
| Waste/Litter Survey | * Carry out waste/litter survey in Meath
* REDC to present survey findings to the PPN membership at the Plenary in May
* Follow up actions to be agreed from the membership feedback and inform PPN action plan on waste/litter in Meath
 | * Secretariat/Resource worker/Members
* Publication costs associated
 | * Implementation of follow up actions from waste/litter survey
 |
| Allocation of defibrillators  | * Criteria and application process to be finalised for groups to apply for the defibrillators
 | * Secretariat/Resource worker/Members
* Defibrillators and training
 | * 12 defibrillators allocated

and training session delivered to all successful  |
| Priority Task | **Actions** | **Resources** | **Outcome Indicators** |
|  | * Applications reviewed on submission

to determine if criteria has been met and defibrillators allocated in line with the agreed processes* Training will be organised for groups allocated the defibrillators
 | funded from 2016 budget | groups |
| Update referrals register | * Review and update register with all Municipal District and College issues for referral.
* Review each of the issues submitted and categorise into themes and determine follow up actions in relation to each.
* Collate progress reports on the issues referred to be presented at PPN meetings.
* Publish register (redacted version) for the Meath PPN website.
* Research insurance options for groups and highlight issue on the increasing level of premiums.

PPN drive for more affordable and tailored insurance policy for PPN members.* Work in partnership with other organisations to role out initiatives that are both relevant and of benefit to PPN members.
 | * Secretariat/Resource worker/Members
* Hosting costs
 | * Progress on the priority areas identified from the referrals register.
* Cheaper more affordable and easier process for community groups to find a tailored insurance policy
* Initiatives facilitated by the PPN and impact across Meath.
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