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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. |