



**An Roinn Forbartha  
Tuaithe agus Pobail**  
Department of Rural and  
Community Development

## **PUBLIC PARTICIPATION NETWORK- ANNUAL REPORT 2018 & 2019 FUNDING.**

7<sup>th</sup> March 2019

### **Circular Letter CVSP 3/2019**

To: Each PPN Resource Worker and for onward transmission to Secretariat.

To: Each Director of Service, Community.

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### **Annual Report 2018.**

Since late 2017, Annual Reports in respect of the activities of PPN's (in 2016 and 2017) have been published by this Department. The National PPN Advisory Group has recommended to the Department that each PPN complete a Report annually in respect of its activities. The report which was to be completed by both the PPN and the local authority is designed to capture specific non personal data and certain indicators and establish a data baseline that captures the full range of activities undertaken by PPNs nationally.

In order to assist with this objective, the National Advisory Group will assess the data and comments collated from the reports supplied and may make recommendations to the Department on foot of its analysis. The purpose of reporting is also to ensure that PPNs are achieving their overall purpose of facilitating engagement with the local authority and ensuring greater input by citizens into decision making processes at local government level.

The PPN Annual Report template for 2018, which is designed to capture the range of activities of your PPN in 2018 is available at -  
**<https://form.jotformeu.com/90556349414360>** (to access the template, you may need to Copy and Paste this address into your browser).

This template was developed by a subgroup of the national PPN Advisory Group and is informed by the experience in the development of previous Annual Reports. A Guide to Completing the 2018 PPN Annual Report Online is attached for your attention. It is advisable to read through the Guide before starting to complete the online form.

**Section A** should be completed in full by each PPN and submitted to the Department.

**Section B** of the template should be completed by the local authority and submitted by them to the Department.

**Section C** is to be completed and submitted by both the PPN and the Local Authority. As in previous years, PPNs and Local Authorities may wish to work together to complete Section C; however it is now possible for each party to complete this section on their own if they wish.

**Completed Annual Reports should be returned by 29<sup>th</sup>. March 2019.**

Any issues with accessing the form should be addressed to [colette.bennett@socialjustice.ie](mailto:colette.bennett@socialjustice.ie)

### **2019 Funding.**

As advised in Circular CVSP 2/2019 of 28 January, 2019, the Department will be making an initial payment of €33,200 to each local authority as part of its funding for 2019. This amount is comprised of €30,000 from its annual commitment of up to €50,000 and the balance (€3,200) due in respect of the engagement of a Support Worker. This funding will be contingent on:-

- a) the submission of a fully completed Annual Report for 2018, **and**
- b) confirmation from each local authority that a clear **Memorandum of Understanding** has been signed between the local authority and PPN in respect of 2019. The MOU should outline in a clear and unambiguous manner the roles and responsibilities of the local authority and PPN with regard to the delivery of the PPN Programme including expenditure as laid down in Department guidelines/circulars.

The balance of the Department's contribution (up to €20,000) will subsequently be addressed later in the year following the formal submission of an account of expenditure and estimated costs. Details of this requirement will issue at a later stage.

Any queries in relation to this circular should be addressed to [ppn@drctd.gov.ie](mailto:ppn@drctd.gov.ie)

Yours sincerely



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