

**ABOUT URBACT HEALTH AND GREENSPACE LOCAL GROUP ELECTIONS (Nov-Dec 2020)**  
**This important information goes with the nomination form. It should be read in its entirety.**  
**The closing date for receipt of completed nomination forms is 10pm Sunday 29<sup>th</sup> November 2020**

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**1. Background to URBACT Health and Greenspace**

Limerick City and County Council is a partner in an EU funded project called URBACT Health and Greenspace. The project covers Limerick City and will focus on residential greenspace and parks in the city.

Limerick is one of 9 partner cities from around Europe which form an action planning network which aims to exchange learning and best practice in relation to making greenspace within the city healthier for both people and the environment. The project commenced in May 2020 and will run until August 2022. Members of the URBACT Local Group will be asked to attend up to a total of 7 stakeholder meetings in Limerick over that period (including one in mid-December 2020, date to be confirmed) and also to attend one study tour within Ireland. Each meeting will be approximately 1.5 hrs and the study visit may take up to a day. There will be a number of transnational meetings with the other partners which may offer the opportunity for international travel (Covid permitting). Travel costs for members of the URBACT Local Group will be covered by the project.

The project has a project officer whose role will including managing the ULG and ensuring that paperwork etc is circulated in a timely manner.

**More details are given at the end of this document.**

**2. Making a nomination**

- Linkage Group members nominate and elect PPN representatives for corresponding committees. Limerick PPN members will be able to join the URBACT Health and Greenspace [Linkage Group](#) up to **10pm Sunday 29<sup>th</sup> November 2020** when the option of joining will be suspended until the elections are over. PPN members should email [ppn@limerick.ie](mailto:ppn@limerick.ie) if they wish to join the URBACT Health and Greenspace [Linkage Group](#). **This is a new Linkage Group that the Secretariat are setting up following the request for PPN representatives from Limerick City and County Council.**
- Nominations must be agreed by a PPN member group/organisation’s committee. Evidence of this may be requested (e.g. minutes of committee meeting).

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3. Nominations will only be accepted on the official Limerick PPN nomination form. To be valid, all sections of the form must be correctly and clearly completed. Scan/clearly photograph and return the completed form to this email address: [ppn@limerick.ie](mailto:ppn@limerick.ie).
4. Your group can also submit the nomination by post to this address: Limerick PPN, c/o Urban and Rural Community Development, Community Development Directorate, Limerick City and County Council, Merchant's Quay, Limerick, V94 EH90
5. It is the responsibility of the nominating group to ensure their nomination(s) are submitted by the deadline. The PPN, its Secretariat, Limerick City and County Council or the PPN staff will not be responsible for lost or delayed nominations.
6. In accordance with government guidelines, you are asked to bear in mind the objective of achieving a 40% gender balance, as well as the need to foster social inclusiveness and equality, when nominating and selecting PPN representatives.

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### 3. Elections

1. Elections will be for the two seats on the URBACT Health and Greenspace Local Group – Limerick City and County Council have requested:
  - 1) One representative from a city-based group, ideally from the Environment Pillar, who has a knowledge of and interest in **biodiversity** and, ideally, **environmental education** AND
  - 2) One representative from a city-based group, ideally from the Social Inclusion Pillar, who has knowledge of and interest in **disability issues**
2. Online elections will take place: **10am Thursday 3<sup>rd</sup> December to 5pm Tuesday 8<sup>th</sup> December**
3. Where there is only one (1) candidate for either seat, this person is automatically elected without any voting by Linkage Group members. However, the Secretariat 1) reviews all nominations prior to the elections being opened to ensure eligibility of all candidates and 2) will wait until after the elections are over to communicate the full results from the election process.

### Where there are contested seats

1. Each [Linkage Group](#) member group/organisation is entitled to one (1) vote for each seat and one (1) individual will vote on behalf of the member group/organisation.
2. Specific details will be emailed to the primary named individual for each member of the Linkage Group. **S/he should follow the voting instructions carefully and only use the email address to which they have received the voting details.**
3. It is important that Limerick PPN staff have the correct details for the **one person** voting on behalf of your group/organisation. **The onus is on PPN members to ensure they let the PPN staff know of any changes in their primary or other contacts – otherwise the voting details may go to the wrong person or email address.** Limerick PPN staff cannot change any contact details without written and clear instructions of the

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change(s) from your committee and/or the person whose details are being changed. **Any changes must be concluded by 10pm Sunday 29<sup>th</sup> November 2020.**

- a) If you wish to check who is the named or primary contact for your group/organisation on any Linkage Group, email your query to [ppn@limerick.ie](mailto:ppn@limerick.ie)
  - b) If, as named or primary contact for your group/organisation on the Linkage Group, you wish to check that your email address is correct, please email your query to [ppn@limerick.ie](mailto:ppn@limerick.ie)
4. MyPoint is being used for secure and confidential online voting. After the elections for contested seats close, an elections outcome report will be generated through MyPoint.
  5. The candidates receiving the highest number of votes are elected.
  6. In the event of a tie, a subsequent run-off election will take place between the tied candidates.

### 4. Principles Governing PPN Representation

1. All PPN representatives on external committees will report to and take direction from their respective Linkage Group.
2. Representatives will not represent their own interests or views or those of their own group/organisation.
3. An individual will only represent the PPN on one (1) external committee.
4. The representatives are elected for the duration of the URBACT Health and Greenspace Local Group, which is set to run until August 2022.
5. Limerick PPN acknowledges that committees with PPN representation have certain rights and responsibilities.
6. In the event that the original nominating body no longer exists, or that the representative is no longer associated with that nominating body, the representative will be deemed to have stepped down from the role and an alternate will be selected in accordance with the Constitution.

### 5. Role of the PPN Representative

1. Attend and participate fully in meetings of the Linkage Group and URBACT Health and Greenspace Local Group, including any subgroups to which they may be appointed.
2. Bring forward the issues of the Linkage Group to the URBACT Health and Greenspace Local Group for their consideration, including placing items on the agenda.
3. Work collaboratively with the Linkage Group to identify issues, research, policy proposals etc.
4. Communicate regularly (at least as frequently as meetings are held) with the Linkage Group on matters such as:
  - a) Dates of URBACT Health and Greenspace Local Group meetings.
  - b) Agendas for URBACT Health and Greenspace Local Group meetings.
  - c) Reports and feedback from URBACT Health and Greenspace Local Group meetings.
  - d) Items which require their input or are of interest.
5. Network and work strategically with other URBACT Health and Greenspace Local Group members for the benefit of the Linkage Group and of PPN, including being able to compromise while retaining the core objective.
6. Attend and participate fully in relevant PPN activities and meetings, including Plenary meetings.

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### 6. Responsibilities of the PPN Representative

1. Attend URBACT Health and Greenspace Local Group meetings which are generally held during office hours in the city or online.
2. Assist in the organisation of and preparation of Linkage Group meetings and effective two-way communications with Linkage Group members (with the support of the Linkage Group Facilitator and PPN staff).
3. Be able to use basic electronic communications effectively (i.e. email, internet browsing and online meeting platforms – Zoom and Microsoft Teams).
4. Prepare thoroughly for, attend and participate actively in Linkage Group and the URBACT Health and Greenspace Local Group.
5. Participate in meetings solely on behalf of PPN, leaving any personal, business or political interests outside.
6. Work openly and collaboratively with all Linkage Group members to identify issues, research, policy proposals etc., respecting the diversity of views expressed.
7. Put forward opinions / views of the Linkage Group to the URBACT Health and Greenspace Local Group and feedback clearly to the Linkage Group.
8. Attend relevant training or networking events organised by PPN or the URBACT Health and Greenspace Local Group.
9. Be open and honest in dealings with all stakeholders.
10. Build positive relationships with other URBACT Health and Greenspace Local Group members for the benefit of the PPN.
11. Portray the PPN and the Linkage Group in a positive and constructive way.
12. Prepare and sign a Statement of Outcomes for any meetings attended – this is one statement per URBACT Health and Greenspace Local Group meeting, rather than one per representative.

### 7. Rights of the PPN Representative

1. Have active engagement from the Secretariat, Linkage Group and Plenary, including timely responses to issues.
2. Be heard, respected and supported at both the Linkage Group and URBACT Health and Greenspace Local Group, with an appreciation that they are a volunteer.
3. Have access to an agreed Statement of Outcomes from meetings which can be circulated afterwards.
4. Receive relevant training and support to enable them to participate effectively on the URBACT Health and Greenspace Local Group.
5. Receive expenses for attending URBACT Health and Greenspace Local Group meetings including any subgroups and relevant training.
6. Have at least some PPN meetings held at a time and location which facilitates them.
7. Receive an induction pack for the URBACT Health and Greenspace Local Group on taking up appointment to include:
  - a) Terms of reference.
  - b) Standing orders /procedures.

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- c) Meeting schedules, locations and times.
- d) Contact details for all committee members.
- 8. Access to technical support where required.
- 9. Receive with as much notice as possible details of meetings (dates and venues) and associated documentation (agenda and documents/reports to be read) in advance as permitted by the relevant standing orders of the committee.
- 10. Have meetings conducted in a way that facilitates participation, open discussion and transparent decision-making.

### 8. Criteria for candidates for election to external committees

- 1. Have a keen interest and awareness of general issues in the relevant Linkage Group and the URBACT Health and Greenspace Local Group
- 2. Be willing to gather and present the views and opinions of the members the Linkage Group that elects him/her
- 3. Be working, on a voluntary or paid basis, in the community or voluntary group that nominated her/him
- 4. Have good organisational skills and a willingness to learn
- 5. Be willing to participate fully to ensure the PPN is effectively represented on the URBACT Health and Greenspace Local Group

In addition to the above, the following generic requirements must be met:

- 1. The group/organisation nominating the candidate must be a current member of Limerick PPN and continue to 1) meet PPN membership criteria and 2) be a member of Limerick PPN
- 2. A person who has put themselves forward for nomination to be elected, stood for election or who has been an elected representative at any level of government (local or national) may not be chosen to be a PPN Representative for a period of twelve (12) months:
  - a) after the date on which they were advised that their bid for nomination was unsuccessful
  - b) from the date of the Election if their nomination bid was successful
  - c) after completing their Term of Office if they are elected to office

### 9. Code of Conduct for PPN Representatives

- 1. Members and member representatives of the PPN will always conduct themselves in a professional manner and in accordance with the provisions of [the PPN Constitution](#) and the [Limerick PPN Code of Conduct](#).
- 2. The Code of Conduct will be signed by every PPN representative elected to a representative position on the various committees where the PPN has such representation, by the members of the Secretariat and by everyone who acts as a Facilitator.

### 10. Panels

- 1. The Secretariat have deemed it necessary to establish panels.
- 2. Where an election takes place, candidates who do not attain a high enough number of votes to attain a seat are transferred to a panel/list.

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3. Any vacancy arising on the URBACT Health and Greenspace Local Group between normal elections will be filled by the next highest candidate on the panel willing to serve that particular vacancy.
4. Panels will last for up to the next Annual Members Meeting.

### 11. For more information on the elections

1. [limerickppn.ie](http://limerickppn.ie) website is regularly updated
2. Contact the PPN staff: [ppn@limerick.ie](mailto:ppn@limerick.ie) /087 9915873

### 12. Further information about the project



URBACT is a European exchange and learning programme that promotes integrated sustainable urban development. It enables cities to work together to develop solutions to major urban challenges. The URBACT programme focuses on Action Planning Networks, which allow groups of cities (between 7 and 10) to work together to find solutions to common urban challenges. Each network is led by a Lead Partner city and is guided by an URBACT-approved Lead Expert.

Limerick is one of 9 partner cities in the URBACT Health and Greenspace Project, long with Lead Partner Budapest (HU), Espoo (FL), Messina(IT), Breda (NL), Santa Pola (ES), Suceava (RO) and Tartu (EE) and Poznan (PL). The object of the URBACT Health and Green Space Project is to support and enhance the provision of quality green infrastructure in urban areas for their health benefits.

Well planned and designed green infrastructure can contribute to healthy urban living and climate change adaptation. Numerous studies have reported that green spaces have positive impacts on health and well-being.

This project will adopt a participatory approach to identifying challenges and solutions in relation to greenspace provision and design in Limerick: a stakeholder group called an URBACT local group (ULG) will be formed with representatives from the social, economic, and environmental sectors (e.g. city staff, NGOs, SMEs, universities, citizens, etc). The ULG will aim to identify solutions to the needs and challenges of Limerick in relation to the role of green infrastructure in healthy urban living. The group will exchange learnings and best practice with the partner cities.



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***Greenspace can offer opportunities for social interaction and physical activity which can benefit mental and physical Health***

The project will focus on 3 main types of green infrastructure:

- Parks and urban green areas;
- Grey infrastructure with green features(tree alleys, street trees, hedges, green verges) and
- External building greens(green roofs, green façade walls),

and will look at these under 4 different themes (in Limerick the focus will be on Themes 3 and 4)

**Theme 1: Heat stress**

Potential actions include: supporting climate-responsive design of green spaces; establishing plant-covered shade structures; developing of cooling routes, cooling oases; aligning of parks to take advantage of air-flows; increasing greenspace fraction, green roofs, green walls

**Theme2: Air quality and noise**

Potential actions include: design of green infrastructure in street canyons aiming to reduce pollution (planting trees at ground level, green walls); establishment of extensive and dense vegetation structures, green roofs, green walls functioning as sound barriers

**Theme 3: General impacts on physical and mental health**

Potential actions include: supporting specific green space design targeting improvement of mental health; establishing therapeutic garden; development of ‘health walk’ routes; establishing areas for relaxation and reflection

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#### **Theme 4: Lifestyles, social function, physical activities**

Potential actions include: developing areas for social interaction, developing outdoor places for education and learning; facilitating activities within urban green space, such as family days, markets, guided walks; developing facilities supporting physical activities in green spaces (running tracks, bike paths, outdoor gyms); appointment of physical activity managers.

The output from the project will be an integrated action plan for greenspace in Limerick. This will be a policy instrument that will be used to respond in a concrete way to the specific challenge of dealing with the health risks associated with unsustainable urban development. This project runs from May 2020 to August 2022.



***Street vegetation can improve air quality, reduce heat stress and provide contact with nature.***