

2025 Adopted Workplan

The workplan is broken down into the key areas of PPN activity and is subject to funding from the DRCD and Limerick City & County Council.

1.1 Participation in decision-making and representation

1. Maintain Representation for Secretariat, SPC's and Committees (endeavour to fill any vacancies that occur in a timely manner).
2. Regular meetings of and ongoing support for the various Linkage Groups
3. Ongoing support for the elected PPN representatives on various committees
4. Working with Limerick City and County Council where appropriate to help PPN members have access to information or opportunities that may present over the year

1.2 Capacity building

1. Working with Social Justice Ireland, Department of Rural and Community Development, Limerick City and County Council, national Environmental Pillar, The Wheel and other relevant partners to help PPN members have access to capacity-building opportunities that may present over the year and that are relevant to the role and functions of the PPN.

Training Program for Members/ Representatives and Secretariat.

1.3 Information sharing and communication

1. Continue to keep the PPN Social media and website up to date
2. Continued use of Zoom professional package to support the PPN Secretariat and membership
3. Ongoing sharing of information on opportunities relevant to PPN members through social media and through Salesforce Chatter
4. Seek new routes to Share information to streamline processes and reach as many Members as possible.

1.4 Governance, support and administration

1. Two Plenary meetings – in Q1 and Q4
2. Reregistration of all Member Groups to be completed in Q1.
3. At least 9 Secretariat meetings over the year
4. Engagement of two full-time support staff employed by Limerick City and County Council
5. Completion of the 2024 annual report
6. 2025 Memorandum of Understanding with Limerick City and County Council agreed and signed.

Draft 2025 Work Plan for consideration

The work plan is broken down into the key areas of PPN activity and is subject to funding from DRCD and Limerick City and County Council:

Actions	Indicators	When
a. Participation in decision-making and representation		
1. Maintain full PPN representation for Secretariat, SPC's and Committees (fill vacancies that may occur in a timely manner)	1. % of available PPN seats on external committees filled.	Q1 and ongoing
2. Regular meetings of and ongoing support for the various Linkage Groups	2. Number of Linkage Group meetings 3. Outcomes of meetings 4. Number of statements of outcomes prepared by PPN representatives for their respective Linkage Groups 5. Number of members in each Linkage Group	Review at December Plenary
3. Ongoing support for the elected PPN representatives on various committees	6. Types of support available (including training) 7. Key outcomes from participation of PPN representatives on external committees	Ongoing
4. Working with Limerick City and County Council and other relevant agencies where appropriate to help PPN members have access to information or opportunities that may present over the year.	8. Number and type of opportunities/ events/ engagements etc worked on with LCCC	Ongoing
b. Capacity building		
5. Working with Social Justice Ireland, Department of Rural and Community Development, Limerick City and County Council, The Wheel and other relevant partners to help PPN members have access to capacity-building opportunities that may present over the year and that are relevant to the role and functions of the PPN. a) Seek specific training for New Representatives/ Secretariat Members. b) Secretariat to Seek and assess specific requests for training for the benefit of Member groups to be funded by PPNL. c) Develop links with the Mayor's office, affording opportunity to support and input to the Mayoral Program.	1. Number and type of training programmes delivered 2. Numbers of training participants	Ongoing

c. Information sharing and communication		
10. Continue to keep the PPN Social Media and website up to date	1. Up-to-date social media and website	Ongoing
11. Continued use of Zoom professional package to support the PPN Secretariat and membership	2. Continued use of Zoom for meetings	Ongoing
12. Ongoing sharing of information on opportunities relevant to PPN members 13. Seek new routes to Share information to streamline processes and reach as many members/ prospective members as possible. 14. Initiate policy of 1 Press release to local media per quarter to increase PPN visibility.	3. Number of emails, social media posts, newsletters etc 4. Number and types of public consultations promoted 5. Number and types of dedicated information/resources pages on the website (e.g. SDG's,)	Ongoing
d. Governance, support and administration		
6. Two Plenary meetings – in Q1 & Q4	1. Two Plenary meetings held	March and November
7. At least 9 Secretariat meetings over the year	2. Number of Secretariat meetings held	Monthly and as required
8. Ongoing promotion to encourage new members	3. Number of PPN members – full and associate 4. Percentage of members from each pillar 5. Percentage of members from each Municipal District.	Ongoing Ongoing
9. Undertake review of policies and procedures.	6. Various procedures and reviewed to ensure clarity and functionality.	Ongoing
10. Ensure full Staff complement employed by Limerick City and County Council	7. Two full-time PPN staff members in place	Ongoing
11. Completion of the 2024 annual report	8. Annual report submitted to DRCD and published on PPN website.	When requested from DRCD
12. 2024 Memorandum of Understanding with Limerick City and County Council	9. MOU agreed and published on PPN website	Q1
13. Limerick PPN's public profile is positive and growing and its commitment to transparency/accountability is maintained.	2. Number of Twitter and Facebook followers 3. Minutes of Secretariat and Plenary meetings published on website 4. Number of Statements of Outcomes from PPN representatives published in respective Linkage Group pages on website 5. All relevant governance documents published on website	Ongoing

1.5 Finance

The 2023 financial report was completed and sent to the Department at the end of March 2023.

LPPN 2025 PROPOSED BUDGET		
Income		
DRCD	€ €100,540*	<i>*Includes funding Increase to core funding of €14,840 -Circular CVSP 3 2024- PPN Funding 2025-</i>
LCCC	€ 35,000	
Estimated budget for 2025	€ 135,540	
Expenditure		
Expenditure item	Expenditure	% of total expenditure
PPN staff salaries incl. PRSI	€87,900	69%
Travel & Subsistence for staff	€ 1,200	0.74%
Secretariat Travel & Subsistence	€1,200	1%
Online communications tools (e.g. online meeting software, survey software)	€2,000	1.6%
Office Supplies/Stationery/Printing	€1,040	0.25%
Training & Development - staff	€2,000	1.6%
Training & Development - capacity building*	€20,000	8.3%
Equipment and Merchandise/ promotional materials for PPN	€6,000	3.7%
Website/Hosting/Texting service Fees	€1,000	0.66%
Projects/Activities/Events*	€10,000	10.7%
Plenary/ Meeting Costs (excl. Room Hire /Refreshments/ Meeting Software)	€2,000	0.8%
Room Hire/Refreshments	€1,200	1%
		100.00%
TOTAL EXPENDITURE	€120,700	

Assumptions:

1. 2 plenary meetings
2. Trainings and events will be a combination of online and in person.
3. Secretariat meetings to alternate online/ in person.

* Training/ Projects/ Events to facilitate:

1. Working with Social Justice Ireland, Department of Rural and Community Development, Limerick City and County Council, national Environmental Pillar and other relevant partners to help PPN members have access to capacity-building opportunities that may present over the year and that are relevant to the role and functions of the PPN.
2. Training Costs
3. Contributing to Events in which we are Stakeholders i.e. Citizens Assembly.
4. Costs of delivering Training being delivered by external experts/ Institutes.

FROM NATIONAL PPN HANDBOOK RE FUNDING

The Department of Rural and Community Development (majority funder) and each Local Authority (co-funder) provide funding for the PPNs. PPNs may apply for funding from other sources for specific projects, subject to these projects being in line with the core work of the PPN as set out by the Plenary. They must also be consistent with the role and objectives of the PPN. This funding provided by the Department and the Local Authorities is ring-fenced and can only be used for the purposes of developing and maintaining the PPN. The most common usage which the Department envisages for the funding would be: • Cost of employment of a Resource Worker and Support Worker (full time equivalent) • Office space, infrastructure and materials for the Resource Worker and Support Worker • Expenses incurred by the PPN in carrying out its activities i.e. holding meetings, training, elections, publicity materials, insurance etc. • Expenses of Secretariat and PPN representatives on Local Authority committees (where these cannot be recouped elsewhere).