

Governance



Action	Details	Owner	Timeline / Status	Strategic Plan
Renew MOU With KCC	Meet with all parties for sign off	Staff Working Group KCC	Complete	Action 1.13
Transition from hosted organisation (CKLP) to a Companies Limited by Guarantee	All related actions to ensure a smooth transition	Secretariat	N/A	N/A
Expenditure Report to be submitted to the Department	Meet with KCC Submit Report to the Department	Staff	Q1 - Complete	Action 1.61
Ratify the Budget 2024	To be ratified at 1st Plenary 2024	Staff	Q1 _ Complete	Aim 1
Ratify the Work Plan 2024	To be Ratified at 1 st Plenary meeting 2024	Staff Secretariat	Q1 - Complete	Action 1.22 Action 1.32 Action 1.33 Action 1.35
Review all current Policies in the context	Review Policies	Staff	Q2 - Q4 - Complete	Action 1.12 Action 5.12

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of the new hosting arrangement		Policy Sub Committee		
Fill Vacant Seats on Secretariat/Committees	<ul style="list-style-type: none"> • Conduct Elections • Engage youth members aged 18 – 25 to sit on the Secretariat and/or sub-committees 	Staff Secretariat	Q1 & Q3 Complete In progress	Aim 1
Hold 2 Plenary Meetings throughout 2024	<ul style="list-style-type: none"> • Policies to be ratified • Work Plan to be ratified • Budget to be ratified • Progress Report • Ratification of Secretariat members & Representatives • Consultations with Plenary 	Staff Secretariat	Q1 - Complete Q4	Action 1.23 Action 1.34 Action 1.52 Action 1.22 Action 1.31
Sub-Committees to be reviewed 2024	<ul style="list-style-type: none"> • Policy • Finance • Staff Liaison • The working Group 	Staff Secretariat	Q1 - Complete	Aim 1
Prepare Annual Report 2023	<ul style="list-style-type: none"> • Submit Annual Report to the Department 	Staff Secretariat	Q1 - Complete	Action 1.61
Develop Quarterly Reports to submit to Kildare County Council	<ul style="list-style-type: none"> • Q1 Report • Q2 Report • Q3 Report • Q4 Report 	Staff	Q1 - Complete Q2 - Complete Q3 - Complete Q4 - Complete	Action 1.42

Capacity Building



Action	Details	Owner	Timeline	Strategic Plan
Schedule Training Programme	<ul style="list-style-type: none"> Members Training Consultation with Membership – Needs Analysis Further develop induction training for all Representatives Complete representative Video Board Training 	Staff Secretariat	Q1 - Complete Q4 - Complete Q4 - Complete N/A	Action 5.33 Action 1.21 Action 2.32
Host Social Inclusion Week	<ul style="list-style-type: none"> Collaborate with CKLP & Organising Committee 	Staff Secretariat CKLP	Q3 - Complete	Aim 4 & Aim 5
Host Climate Action Events/Weekend	<ul style="list-style-type: none"> Climate Action themed events/training 	Secretariat Staff	Q2 – Complete	Aim 5
Identify key stakeholders and potential projects for collaboration	<ul style="list-style-type: none"> Kildare County Council – Climate Action Weekend MRPPN Kildare County Council – Mapping Community Spaces 	Staff Secretariat	Q4 – Complete	Action 4.21
Feed into local and national public consultations.	<ul style="list-style-type: none"> Facilitate Consultation Workshops when required Compose PPN Submissions based on findings of the Wellbeing Statements 	Staff Linkage Groups	Ongoing throughout the year - Complete	Action 2.3

<p>Support the implementation of the Kildare County Council Climate Change Adaption Strategy 2019 – 2024</p>	<ul style="list-style-type: none"> Collaborate with KCC in the goals where Kildare PPN are listed as partners/stakeholders Attend KCC Steering Group 	<p>Staff</p>	<p>Ongoing throughout the year Complete</p>	<p>Action 5.31 Action 5.32</p>
<p>Continue Representation on The County Kildare Integration Strategy</p>	<ul style="list-style-type: none"> Continue participation and collaboration with the steering group 	<p>Staff</p>	<p>Ongoing - Complete</p>	<p>Action 5.32</p>
<p>Strengthen Participation in Decision Making & Representation</p> 				
Action	Details	Owner	Timeline	Strategic Plan
<p>Develop Linkage/Thematic Groups</p>	<ul style="list-style-type: none"> Process to be finalised 	<p>Secretariat sub-committee Staff</p>	<p>On-Going LCDC - Complete Climate Action – Complete SI - Complete</p>	<p>Action 2.31 & Action 2.51</p>
<p>Strengthen Representative Network</p>	<ul style="list-style-type: none"> In person event for Representative, Secretariat and heads of SPCs Quarterly meetings 		<p>Q4 - Complete</p>	<p>Aim 4</p>

			Q1 Complete	
Develop relationship with KCC	<ul style="list-style-type: none"> • Develop relationships and set expectations for key stakeholders. • Meet with KCC at least twice this year, or as required. • Collaborate on appropriate projects that will enhance the profile of KPPN 	Staff	Complete	Action 2.41

Administration and Communications



Action	Details	Owner	Timeline	Strategic Plan
Manage and maintain member group database	<ul style="list-style-type: none"> • Register new member groups • Log membership Queries/details 	PPN Staff	On-going throughout the year - Complete	Action 2.1
Manage PPN Website	<ul style="list-style-type: none"> • Update the PPN Website as required 	PPN Staff	On-going throughout the year - Complete	Action 1.24
Review progress of the Strategic Plan 2022-2026	<ul style="list-style-type: none"> • Strategic Plan Report 	PPN Staff	Q4 - Complete	Action 1.55
Provide information relevant to the PPN Membership and acts as a hub around which	<ul style="list-style-type: none"> • At least 1 E-bulletin per month • Social Media Posts • Regular Updates on Website (Blog Posts, Funding Info etc.) 	Staff	Ongoing throughout the year - Complete	Action 2.11

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information is distributed and received				
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