



**Public  
Participation  
Network  
Cavan**

# **Cavan Public Participation Network 2024 Workplan**



**Líonra Rannpháirtíochta Pobail An Chabháin  
Public Participation Network Cavan**

[www.cavanppn.ie](http://www.cavanppn.ie)

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# The 2024 CavanPPN Workplan, An Introduction



Welcome to the 2024 workplan for your Public Participation Network in the lovely County of Cavan. This Workplan was devised by publicly advertising for inputs from our member and partner community groups in the Autumn of 2023. The Staff and Secretariat then whittle down the ideas submitted by scoring them against the PPNs mission to deliver:

COMMUNITY COMMUNITY COMMUNITY  
NETWORKING TRAINING REPRESENTATION

It is also checked against the PPN responsibilities regarding The Local Economic Community Plan (LECP) and our CavanPPN Strategic Plan 2023-2025.

The compiled workplan was presented to the Plenary (another word for an event where we open our door to ALL our community group members to have a say) on December 5th 2023 with attendance from both political and executive branches of Cavan County Council present. The 2024 Workplan was endorsed by the assembled community groups and the Secretariat of CavanPPN, along with the staff, will now begin to deploy these pieces of work across 2024.

We look forward to working with and for our community groups in County Cavan and CavanPPN encourages any and all groups to engage in their PPN to create a stronger and more vibrant community climate in our county.

*-D. Downey, CavanPPN Coordinator*





# WORKPLAN POINT 1: ENVIRONMENT

## ACTION 1.1 FUNDING

PROMOTION OF LEADER ENVIRONMENTAL GRANTS AND SUPPORTS TO CAVANPPN GROUPS IN A PROACTIVE & INFORMATIVE WAY.

**Actions:** Invite to Countywide Roadshows, include writeup in ENews & newsletter. Invite to speak at Plenary Conference

**Actioner:** Staff

**Under:** Env LECP 5.3.3 & PPN Strat Goal 1

## ACTION 1.2 BIODIVERSITY

WORK WITH KEY GROUP TO PROMOTE BIODIVERSITY RESPECT WITHIN THE COMMUNITY OF COUNTY CAVAN.

**Actions:** Publish a handy, easy to use, bio-diversity tips flier and disseminate to all groups and libraries in the county.

**Actioner:** Staff, Environment Secretariat, Environment Member Groups.

**Under:** PPN Env. Strat Goal 1.

## ACTION 1.3. JUST TRANSITION

HOST AN ENVIRONMENTAL WORKSHOP ON JUST TRANSITION & INCLUSIVE ENVIRONMENTAL SUSTAINABILITY FOR ALL.

**Actions:** Host this workshop alongside one of our Plenaries to ensure a wider audience & support key partners to have a voice here.

**Actioner:** F. Keogh, Env. Secretariat.

**Under:** Env LECP 4.4.3 & 5.3.3 and PPN Strat Goals 1-4



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# WORKPLAN POINT 2: SOCIAL INCLUSION

## ACTION 2.1 SICAP

ENGAGE WITH THE COUNTY'S SICAP TEAM ON THEIR WORK WHERE IT CROSSES OVER WITH THE PPN & SUPPORT THEIR WORKPLAN.

**Actions:** Offer to facilitate their annual workplan workshop, invitation for staff to advertise SICAP initiatives & demo these at PPN events.

**Actioner:** Staff

**Under:** Social Inclusion PPN Stat Goal 4



## ACTION 2.2 IMMIGRATION

DEVELOP & DEPLOY AN EASY TO UNDERSTAND GUIDE ON IMMIGRATION, THE TYPES & REASONS WHY.

**Actions:** Publish a handy, easy to use, immigration flier and disseminate to all groups and libraries in the county.

**Actioner:** R. Radulescu & F. McCabe, Secretariat.

**Under:** Social Inclusion PPN Strat Goal 3 & 4

## ACTION 2.3. NETWORK BUILDING

SUPPORT SOCIALLY EXCLUDED DEMOGRAPHICS OF COUNTY CAVAN.

**Actions:** Identify 1-3 community demographics without the support of a network and offer to establish a network for them.

**Actioner:** Staff, CCLD, Council

**Under:** Social Inclusion PPN Strat Goal 1 & 3



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# WORKPLAN POINT 3: COMMUNITY/VOLUNTARY

## ACTION 3.1 PEOPLE'S ASSEMBLY

DEVELOP AND ORGANISE A 'PEOPLE'S ASSEMBLY' LOCALLY ON A PARTICULAR TOPIC OF INTEREST TO THE COMMUNITY.

**Actions:** Secretariat to choose 1 topic, run a mini workshop alongside the Roadshows with an 'Assembly' at the Summer Plenary.

**Actioner:** F. Keogh

**Under:** Comm/Vol Strat Goals 1 - 4

## ACTION 3.2 VLOG COMMUNITIES

CONDUCT A SHORT QUARTERLY VIDEO ON A COMMUNITY GROUP OR INITIATIVE OR VOLUNTEER TO HIGHLIGHT CELEBRATION AND BEST PRACTICE.

**Actions:** Staff to undertake this to replicate the success of the Social Farm video undertaken by them in 2023.

**Actioner:** Staff

**Under:** Comm/Vol Goals 1 & 4



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# WORKPLAN POINT 4: REPRESENTATION

## ACTION 4.1 STAKEHOLDER EVENT

HOST AN EVENT WHEREBY KEY STAKEHOLDERS IN THE PPN PROCESS CAN COME TOGETHER TO SUPPORT REPRESENTATION EFFECTIVELY.

**Actions:** Host a breakfast event for members of SPCs, Council, Secretariat, Reps to build relationships & workshop them together.

**Actioner:** Staff

**Under:** Representation Strat Goals 1-4

## ACTION 4.2 2024 ELECTIONS

SUPPORT & PROMOTE ENGAGEMENT IN THE FORTHCOMING ELECTIONS IN A NEUTRAL & SUPPORTIVE MANNER.

**Actions:** Promote awareness around the elections, how to register to vote etc. Promote register of electors at Roadshows.

**Actioner:** Staff

**Under:** Representation Strat Goals 3 & 4

## ACTION 4.3 REPS COMMUNICATIONS

SUPPORT A KEY INITIATIVE TO DEVELOP A METHOD WHEREBY PPN REPS CAN ENGAGE IN 2-WAY COMMUNICATIONS.

**Actions:** Either in-house or via facilitator, develop a method of communication and support the reps to engage in this as part of their Charter and roles/responsibilities as a PPN representative.

**Actioner:** Staff & PPN Chair

**Under:** Representation Strat Goals 1,2,4.

## ACTION 4.4 JPC

REQUEST THAT CAVAN COUNTY COUNCIL SOURCE THEIR COMMUNITY REPRESENTATION VIA THE PPN FOR THE JOINT POLICING COMMITTEE, BRINGING THIS COMMITTEE IN LINE WITH REGULATIONS.

**Actions:** Invite Cavan Council to do so, highlighting this is the standard practice nationally under The 2014 Local Government Act & as is stated in their MOU/SLA Agreements.

**Actioner:** Staff

**Under:** Representation Strat Goals 1 & 4



# WORKPLAN POINT 5: NETWORKING

## ACTION 5.1 PLENARIES

HOST 2 PLENARY SESSIONS WHEREBY MEMBER GROUPS OF CAVANPPN CAN COME TOGETHER AND GET TO KNOW ONE ANOTHER TO FIND MUTUAL POINTS OF BENEFIT IN THEIR WORK.

**Actions:** Host a Summer & Winter Plenary, giving over time for groups to showcase and exchange ideas & form partnerships.

**Actioner:** Staff

**Under:** Networking Strat Goals 1, 3,4  
LECP 5.3.3

## ACTION 5.2 COMMUNICATIONS

DEPLY A REGULAR COMMUNICATIONS STRATEGY EFFECTIELY FOR MEMBER COMMUNITY GROUPS & PARTNERS.

**Actions:** maintain weekly Community ENews and Quarterly Newsletters.

**Actioner:** Staff

**Under:** Networking Strat Goals 1, 3,4  
LECP 5.3.3

## ACTION 5.3 INTERPPN LEARNING

ENGAGE WITH 2 OTHER PPNS TO ALLOW FOR PEER-LEARNING AMONG SECRETRAIATS AND STAFF.

**Actions:** Outreach with Leitrim & Meath Secretariats & Staff to organize joint events, including their own members for a half day.

**Actioner:** Staff

**Under:** Networking Strat Goals 1, 3,4  
LECP 5.3.3

## ACTION 5.4 VOLUNTEER CENTRE

SUPPORT THE VOLUNTEER CENTRE.

**Actions:** Continue to promote the Cavan Volunteer Centre through our communications and events.

**Actioner:** Staff/Secretariat

**Under:** Networking Strat Goals 1 & 4  
LECP 5.3.3





# WORKPLAN POINT 6: CAPACITY BUILDING

## ACTION 6.1 IDENTIFY NEEDS

CONDUCT A TRAINING NEEDS ANALYSIS WITH GROUPS ON TOP OF THE PREVIOUSLY REQUESTED LIST OF TRAINING IDENTIFIED BY THEM IN 6.2-6.8

**Actions:** Conduct this alongside an existing PPN member event to avoid duplication and enable members to come together for various needs.

**Actioner:** Staff

**Under:** Cap Build Strat Goal 3 & LECP 4.4.3 & 5.3.3

## ACTION 6.9 FUNDING BOOK

DEVELOP & DEPLOY A BOOK DETAILING ALL FUNDING ADVERTISED BY THE PPN IN 2023 TO PROMPT GROUPS TO BE FUNDING READY FOR THESE FUNDS IN 2024.

**Actions:** Staff to compile and publish this as early as possible in the new year to give groups a large window of warning for these grants.

**Actioner:** Staff

**Under:** Cap Build Strat Goal 3 & LECP 4.4.3 & 5.3.3

## ACTION 6.2-6.8 ID'D TRAINING

THE FOLLOWING FORM A LIST OF IDENTIFIED TRAINING FROM THE CONSULTATION PHASE OF THIS WORKPLAN BY MEMBER GROUPS.

**Actions:** Staff to develop an easy suite of training over a period of time to deploy to member groups remotely in Autumn/Winter evenings.

**Actioner:** Staff/Secretariat

**Under:** Cap Build Strat Goal 3 & LECP 4.4.3 & 5.3.3

**6.2 PUBLIC SPEAKING, BASICS.**

**6.3 HOW TO REPRESENT YOUR GROUP**

**6.4 MEETING FACILITATION SKILLS**

**6.5 ROLES/DUTIES OF OFFICERS**

**6.6 GRANT APPLICATIONS, BASICS**

**6.7 PROJECT MANAGEMENT SKILLS**

**6.8 RUNNING COMMUNITY GROUPS**

Note: as staff have train-the-trainer and course development skills they can form a basic course around some of these, supplemented with stand-alone classes from The Wheel, Carmichael and other training support agencies.



# WORKPLAN POINT 7: ROADSHOWS

## **ACTION 7.1 CAVAN/BELTURBET MUNICIPAL DISTRICT**

HOST A LOCALLY RELEVANT ROADSHOW TO HARVEST LOCAL ISSUES & SOLUTIONS TO PROVIDE GRASSROOTS INFORMATION FOR PPN REPS IN THE WORK & TO PROMOTE THE WORK OF THE PPN TO GROUPS.

**Actions:** Blacklion Roadshow hosted and facilitated by staff with Secretariat support on May 8th

**Actioner:** Staff

**Under:** Area Work Strat Goals 1,2 & 4  
LECP 5.3.3



## **ACTION 7.2 BALLYJAMESDUFF MUNICIPAL DISTRICT**

HOST A LOCALLY RELEVANT ROADSHOW TO HARVEST LOCAL ISSUES & SOLUTIONS TO PROVIDE GRASSROOTS INFORMATION FOR PPN REPS IN THE WORK & TO PROMOTE THE WORK OF THE PPN TO GROUPS.

**Actions:** Mountnugent Roadshow hosted and facilitated by staff with Secretariat support on May 15th

**Actioner:** Staff

**Under:** Area Work Strat Goals 1,2 & 4  
LECP 5.3.3

## **ACTION 7.3 BAILIEBOROUGH COOTEHILL MUNICIPAL DISTRICT**

HOST A LOCALLY RELEVANT ROADSHOW TO HARVEST LOCAL ISSUES & SOLUTIONS TO PROVIDE GRASSROOTS INFORMATION FOR PPN REPS IN THE WORK & TO PROMOTE THE WORK OF THE PPN TO GROUPS.

**Actions:** Kingscourt Roadshow hosted and facilitated by staff with Secretariat support on May 22nd

**Actioner:** Staff

**Under:** Area Work Strat Goals 1,2 & 4  
LECP 5.3.3



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# 2024 CALENDAR OF WORK

This is a calendar of work for staff/secretariat throughout 2024. The points in brackets are connected to the individual workplan points in the adopted workplan as mandated by the Plenary on 3.12.23. This is meant as a guide for the year's work and to identify whether and when we can undertake extra incoming work during the year. These do not include the regional and national meetings for staff and secretariat (dates pending). In accordance with The Local Government Act 2014 and its pertinent circulars, any further incoming work must be checked by the CavanPPN Secretariat in accordance with PPN mandate.

**Note:** Workplans are subject to alteration or change in accordance to emerging needs and emergency situations, changes of funding, staffing or other elements.

## QUARTER ONE

### January

- Publication of Funding Guide to all partners and member groups (6.9)
- Publication of 3x ENews (5.2)
- Do a Training Needs Analysis of members (6.1)
- Request CavanPPN representation on next cycle of Cavan JPC (4.4)
- Host 2024 Budget Plenary Presentation
- Staff & Secretariat ID key topic for Citizens Assembly (3.1)
- Collate Expressions of Interest for forthcoming PPN elections (4.3)

### February

- Publication of 4x ENews (5.2)
- Promote Expressions of Interest for forthcoming PPN elections (4.3)
- Quarterly Video Profiling of member group (3.2)
- Publish training needs analysis & engage trainer re. same (6.1)
- Meet with suitable partners to input to election awareness flier (4.2)
- Writing of Biodiversity Information Flier & launch at Courthouse (1.2)
- Host PPN Oversight Meeting.
- Staff research if other PPNs have undertaken 'Citizens Assemblies (3.1)
- Host Secretariat Meeting on Feb 13<sup>th</sup>
- Conclude contracting of Reps Facilitator by mid-February.

### March

- Publication of 5x ENews (5.2)
- Writing of Spring Newsletter & dissemination with Biodiversity Info Flier (1.2/5/2)
- Publication of Election Awareness Flier at Cavan Inst or other (4.2)
- Identify 2x Missing Networks in the county and advertise for interested persons (2.3)
- Identify & book 3x May Roadshow Venues & begin advertising (7.1/2/3)
- Take part in Saint Patrick's Day Parade as float with key partners.
- Begin awareness raising & source speakers regarding the PPN Citz Assembly (3.1)
- Reps Facilitator Induction and 1<sup>st</sup> Meeting with Reps.
- 2023 Financial Report for DRCD



# 2024 CALENDAR OF WORK

## QUARTER TWO

### April

- Publication of 4x ENews (5.2)
- Host Secretariat Meeting
- Inter-PPN Event with LeitrimPPN Secretariat/Staff (in tandem with Secr Meeting?) (5.3)
- Gather members of missing networks together to form a group (2.3)
- 2023 National Annual Returns Report for DRCD
- The National Workers Retreat

### May

- Publication of 5x ENews (5.2)
- Host 3x Roadshows May 8<sup>th</sup> (Blacklion) 15<sup>th</sup> (Mountnugent) 22<sup>nd</sup> (Kingscourt) (7.1/2/3)
- Host 'mini assemblies' along Roadshows as part of Citz Asembly (3.1)
- Writing of Migrant Info Flier & launch at courthouse on May 16<sup>th</sup> (UN Day of Peace) (2.2)
- Quarterly Video Profiling of member group (3.2)
- Publication of 2024 Roadshow Report (7.1/2/3)
- Reps Facilitator 2<sup>nd</sup> Meeting with Reps.
- PPN Oversight Meeting.

### June

- Publication of 4x ENews (5.2)
- Host Secretariat Meeting (June 11<sup>th</sup>)
- Writing of Summer Newsletter & dissemination with Migrant Info Flier (2.2/5/2)
- Host Summer Plenary (June 13<sup>th</sup> 7-9pm)
- Host Citizens Assembly on day of Summer Plenary as core feature of it (3.1)



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# 2024 CALENDAR OF WORK

## QUARTER THREE

### July

- Publication of 4x ENews (5.2)
- Hosting of PPN Elections for Secretariat, LCDC & SPCs. (4.3)
- Development of 6 Week CavanPPN Community Training Program (6.2-6.8)
- Holding of Staff Wellbeing Day
- Publication of Citz Assembly document (3.1)

### August

- Publication of 5x ENews (5.2)
- Quarterly Video Profiling of member group (3.2)
- New Secretariat & Reps Inductions with hosting of same on Workplace (4.3)
- PPN Oversight Meeting

### September

- Publication of 4x ENews (5.2)
- Scout external partner training providers to support member groups (6.2-6.8)
- Host Secretariat Meeting
- Hosting of Stakeholder Event for new Cllrs, Reps etc. (4.1)
- Writing of Autumn Newsletter & dissemination with Vol Centre Flier (5.2 & 5.44)
- Workplan 2025 Consultations (Sept 1<sup>st</sup> to 15<sup>th</sup>, scoring & present to Secr for Oct meet)
- Host InterPPN Event with MeathPPN (in tandem with Secr Meeting?) (5.3)

## QUARTER FOUR

### October

- Publication of 4x ENews (5.2)
- Host Secretariat Workplan Meeting (Oct 8<sup>th</sup>)
- Host Autumn Plenary (Sat Oct 20<sup>th</sup> 11am – 3pm) (5.1)
- Reps Facilitator 3<sup>rd</sup> Meeting with Reps (possibly after stakeholder event)
- The National PPN Conference, Cavan delegates to be supported to attend.

### November

- Publication of 5x ENews (5.2)
- Deployment of 6 Week Community Training Programme by CavanPPN (6.2-6.8)
- Quarterly Video Profiling of member group (3.2)
- Development of 2025 budget based on adopted Workplan & present to Plenary. (5.1)
- Conclusion of Reps Facilitator's work & report to Staff/Secretariat on same.
- PPN Oversight Meeting

### December

- Publication of 4x ENews (5.2)
- Host Secretariat Meeting & Christmas party (Dec 10<sup>th</sup>)
- Writing of Winter Newsletter & dissemination with LEADER flier (5.2 & 5.1)
- End of Year Report

# STAFF KEY PERFORMANCE INDICATORS (KPIs)

KPIs are general means by which we can measure the success of an organisation. The following KPIs were developed as part of the 2023-2025 CavanPPN Strategic Plan Consultation in 2022. These data sets will be reviewed by staff and presented to both the Secretariat and Plenary members of CavanPPN for their Summer and Winter Sessions:

AIM	KPI	Review Timescale
Group Growth	10% growth in 2023	June & November
Networking	10% attendance at Pleanries & 75% at Secretariats	June & November
Representation	Maintain or advance numbers in representatives	June & November
Cap Building	10% attendance in training sessions	June & November

