

## 7.05 Minutes of previous meeting

Name of Meeting	Date	Venue	Chair/Secretary
Secretariat '25 Workplan Meeting	22.10.24	Via Zoom	Chair: Fiachra Keogh Notetaker:

**Attendees:** Fiachra Keogh, Sridevi Balan, Michael Lynch, Sandra Nelson, Rafaela Radulescu, Gabriella Evans, Damian McCarney, Daniel Downey, Finian McNamara, Johnny Newman Dixon.

Apols: Evija Nwaneri

Agenda Item	Record	Actions/Proposer & Seconder
1. Welcome, Introduction & Apologies	-Fiachra Keogh welcomed everyone and handed over the running of the Workplan facilitation to staff.	n/a
2. Minutes	There were no issues with the minutes of previous Secretariat meetings.	Proposer: Rafaela Radulescu Seconder: Sridevi Balan
3. Workplan	Daniel facilitated the 2025 Workplan by first introducing the submitted ideas by members of the Plenary and public and the staff scoring these against the core mission of the PPNs. Members were asked to reflect on these before being allocated to Zoom sub-rooms for each Pillar and another for MD reps. When they returned there was a general discussion on their Workplan proposals. Staff outlined certain administrative requirements in regard to this which was added to the Workplan. These are to be compiled and presented to the Plenary session of CavanPPN in November.	Proposer: Damian McCarney Seconder: Sandra Nelson
4. November Plenary event	Staff overviewed the November Plenary, to be hosted in Belturbet. A general discussion was had.	n/a
5. National Conference	There was feedback from Michael and Staff in regard to the Limerick National Conference and how successful it was. It was welcomed that there is to be a 15,000 euro increase to program costs for each PPN. How this is to be spent has yet to be determined as confirmation and spend guidelines will come late this or early next year.	n/a
6. AOB	The next meeting will be the Christmas Dinner meeting (Dec 10 <sup>th</sup> ) and staff will organize this. Secretariat should send items for the agenda to Staff no later than Nov 22 <sup>nd</sup> . Finian will be going on Parental Leave from Nov 16 <sup>th</sup> to Dec 18 <sup>th</sup> and will work with Daniel regarding administrative elements in his absence. Daniel did emphasize that the Chair and Secretary terms will have to be rotated at the next meeting and that Secretariat will have to start taking their own minutes for their meetings, a duty staff have been fulfilling for the last few meetings.	n/a