



DLR PPN Secretariat – information for candidates

What is Dún Laoghaire-Rathdown Public Participation Network? (DLR PPN)

DLR PPN is an independent umbrella network of community & voluntary, environmental and social inclusion groups active within the county.

Public Participation Networks were established to be the main link through which the local authority connects with community & voluntary, environmental and social inclusion groups, in addition to its usual consultation processes.

The aims of Public Participation Networks are to:

- Enable people, groups and organisations within the community & voluntary, environmental and social inclusion sectors to express a diverse range of views and interests within the local government system and participate in policy making and oversight activities.
- Strengthen the ability of people, groups and organisations to contribute in a positive way to the community in which they reside or are active within.
- Act as an information hub for local community and voluntary, environmental and social inclusion groups and organisations

What is the DLR PPN Secretariat?

- The Secretariat is the steering group of the PPN.
- Secretariat members are elected for a 2 year term by members of the PPN to manage the running of the PPN on their behalf.
- The DLR PPN Secretariat has 9 members, 3 members from each of the pillars – Community & Voluntary, Social Inclusion and Environment.
- Elected representatives on any level of government (local, national or European) cannot be a member of the Secretariat. If you have stood for election, been co-opted or have previously been an elected representative on any level of government you need to wait one year before becoming a member of the Secretariat.

Why be part of the Secretariat?

- Use your skills to help shape and develop the Public Participation Network in Dún Laoghaire-Rathdown and nationally.
- Be part of a team of like-minded people from the Community & Voluntary, Social Inclusion and Environmental sectors in Dun Laoghaire-Rathdown.
- Build relationships with local and national groups and other PPN stakeholders.
- Learn more about local and national social issues, civic engagement and participatory democracy.

Your role as a Secretariat member is to

- Provide vision, strategy and leadership for the PPN through a democratic, collaborative and participatory process with PPN members and other stakeholders.
- Work with the PPN manager to manage the day to day running of the PPN.
- Ensure the PPN operates in accordance with the principals and values of Public Participation Networks: Inclusive, Participatory and collaborative, Independent of any vested interests, Valuing of Diversity, Transparent and Accountable.

Your responsibility as a Secretariat member is to

Work collaboratively with other Secretariat members to:

- Ensure the PPN functions and develops in accordance with the wishes and needs of its members.
- Develop an annual workplan for the PPN that is agreed by the PPN members.
- Work with the PPN manager and other stakeholders to achieve the aims of the PPN as outlined in the PPN's annual workplan.
- Ensure the finances of the PPN are managed in a transparent and accountable manner.
- Ensure reporting requirements are met.
- Represent the PPN in a positive and proactive way to all stakeholders and maintain and develop key relationships locally.
- Prepare for, attend and participate in monthly Secretariat meetings.
- Work with the PPN manager to plan and facilitate twice yearly Plenary meetings at which members can make key decisions on the running of the PPN.
- Communicate with and report back to PPN members on a regular basis, for example at Plenary meetings.

- Provide support and guidance to the PPN manager to assist them in carrying out their role.

Your rights as a Secretariat member

- Have your contribution to the PPN as a voluntary board member be recognised and valued by all stakeholders in the PPN.
- Receive support from the PPN manager to assist you in to carrying out your role.
- Have Secretariat meetings conducted in a way that facilitates participation, open discussion and transparent decision making.
- Add items to the Secretariat meeting agenda and make proposals on the running of the PPN.
- Be kept informed of all relevant issues by the PPN manager and other members of the Secretariat.
- Have your views represented on the PPN National Advisory Committee.
- Receive travel expenses as per the DLR PPN Expenses Policy.
- Receive training and capacity building to support you in your role.

Time Commitment for the Role

- 2 hour meeting every month
- Potentially 2-4 hours additional work per month – reading/preparing/writing/meeting – depending on current projects.
- Responding to PPN manager's emails approx. twice a week.
- Attending training sessions 1-2 times a year.

Please contact DLR PPN manager Laura Howe on 087 6394506 or laura@dlrppn.ie for further information.