



## **PUBLIC PARTICIPATION NETWORK- ANNUAL REPORT 2022**

### **Circular Letter CVSP 2/2023**

25 April 2023

To: Each PPN Resource Worker and for onward transmission to Secretariat.

To: Each Director of Service, Community.

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### **Annual Report 2022**

As you are aware the activities of PPNs have been published in Annual Reports produced by the Department for some years now, the first such report published in 2017 in respect of 2016.

The report, which is to be completed by both the PPN and the local authority, is designed to capture specific non personal data and certain indicators in order to establish a data baseline that captures the full range of activities undertaken by PPNs nationally. Both the Department and the National PPN Advisory Group consider this exercise to be an important means of enhancing the role and understanding of PPNs both nationally and within their own communities. The purpose of reporting is also to ensure that PPNs are achieving their overall purpose of facilitating engagement with the local authority and ensuring greater input by citizens into decision making processes at local government level. Given the level of public funding provided annually for PPNs, it is important that we capture and report on the range of PPN activity and impact at both local and national level.

Please note that the template for the 2022 report has been streamlined by the Annual Report sub-group. As such some questions from prior reports have been removed or adapted.

As has been the practice to date, the National Advisory Group will assess the data and comments collated from the reports supplied and may make recommendations to the Department on foot of its analysis.

The National PPN Advisory Group and the Department expect each Local Authority and their PPN to complete their relevant sections of the template.

**Section A** should be completed in full by each PPN. The PPN return is to be completed by the Resource Worker in the first instance. Where the Resource Worker is not available, a member of the Secretariat or the Support Worker, on instruction of the Secretariat, should complete the return. Where a member of the Secretariat completes the return, another member of the Secretariat must provide sign off.

**Section B** should be completed by the Local Authority.

**NOTE:** The “Word template” provided is for reference purposes only. **Please ensure that you read through this to familiarise yourself with the questions prior to the completion of the survey.** PPNs MUST complete the template digitally using the survey monkey link. PPN’s are not to fill in the “Word template” or any other version, only the survey monkey link. Please note when completing this survey only one computer can be used.

We strongly recommend that you watch the tutorial video which explains how to complete the survey monkey. Please follow the link below-

<https://vimeo.com/818364263/171e19b461>

To complete the 2022 Annual Report Survey please following this link-

<https://www.surveymonkey.com/r/GKCWY6V>

(to access this link, you may need to Copy and Paste this address into your browser).

**Completed Annual Reports should be returned by 06 June 2023.**

Any issues with accessing the template should be addressed to [susanne.rogers@socialjustice.ie](mailto:susanne.rogers@socialjustice.ie)

### **2023 Funding**

Submission of a completed Annual Report survey is a mandatory requirement for PPNs to receive the second tranche of 2023 funding. I would ask that Local Authorities and PPNs endeavour to complete and return the annual report template by the due date.

Any queries in relation to this circular other than those relating to access to the template, should be addressed to [ppn@drcd.gov.ie](mailto:ppn@drcd.gov.ie) and titled ‘Annual Report Query’.

The Department and the National PPN Advisory Group very much appreciate the significant efforts of authorities and PPNs on behalf of their communities.

Yours sincerely



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Ciara Bates  
Principal Officer  
Community & Voluntary Supports and Programmes