



**PUBLIC PARTICIPATION NETWORK- ANNUAL REPORT 2020.**

**Circular Letter CVSP 2/2021**

17th May 2021

To: Each PPN Resource Worker and for onward transmission to Secretariat.  
To: Each Director of Service, Community.

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**Annual Report 2020.**

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.

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 Advisory Group and the Department expect each Local Authority and their PPN to complete and return its portion of the template. In light of the difficulties experienced by PPN's with the software in completing last year's return, DRCD with the assistance of the Advisory Group and the Annual Report Subgroup, have opted to use different software this year. There has also been changes made to some of the questions.

This year, along with a PDF Guide to Completing the 2020 PPN Annual Report Online, there is also a link to a video tutorial that some may find useful - <https://youtu.be/Om2RppFz1MA>. It is advised to read through the Guide before starting to complete the online form as this will assist you to have the required information to hand.

In terms of the template:

**Section A** should be completed in full by each PPN and submitted to the Department.

(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 sign off.)

**Section B** should be completed by the Local Authority and submitted by them to the Department.

**Section C** should be completed and submitted by both the PPN and the Local Authority and submitted to the Department. PPNs and Local Authorities may wish to work together to complete Section C; however it is possible for each party to complete this section on their own if they wish.

The template for 2020, is available for completion at –

<https://www.surveymonkey.com/r/PPNAnnualReport2020>

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

**NOTE:** The PDF provided is for reference purposes only. PPNs MUST complete the template digitally using the survey monkey link. They are not to fill in a PDF, word or any other version, only the survey monkey link.

**Completed Annual Reports should be returned by 14th June 2021.**

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

## **2021 Funding.**

As previously indicated in circular CVSP 1/2021, arrangements have been made for the payment of the first tranche of 2021 funding to the Local Authorities. This funding, along with the Authorities' own contribution of €35,000, will greatly assist PPNs to function effectively and plan ahead in these challenging times. In that regard the Department and the National PPN Advisory Group very much appreciate the significant efforts of authorities and PPNs on behalf of their communities.

The balance of the Department's contribution (up to €20,000) will be addressed later in the year following the completion of a reconciliation exercise of 2020 expenditure including Support Worker costs. Details of this exercise has already issued. Submission of a completed Annual Report template is a mandatory requirement for PPNs to receive the second tranche of 2021 funding.

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'.

Finally, I appreciate that there are a number of urgent priorities ongoing at the moment in terms of the response to COVID-19 efforts. However, I would ask that Local Authorities and PPNS endeavour to complete and return the annual report template by the due date. As you are aware, the Department paid the first tranche of funding in advance of the normal requirement in respect of the Annual Report responses being received and therefore, need to reconcile the payments with funding criteria as soon as possible.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Ciara Bates".

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Ciara Bates  
Principal Officer  
Community & Voluntary Supports and Programmes