



Secretariat Meeting

Tuesday 22nd October | 7.30pm to 8.30pm

County Hall, Swords

Facilitator: Michael Walsh

Minutes

Present

Claire Ann Ferry (CF), Denise McDermott (DM), Ema Idowu (EI), Hanumantha Rao (HR), John Melvin (JMV), Mary Harford (MH), Michael Walsh (MW), Tony Brennan (TB)

Apologies

Gareth Lee (GL), Siju Jose (SJ),

In Attendance

Jamie Moore (JM)

Item	Note	Decision
Open and Apologies	MW opened the meeting, apologies were noted.	Noted.
Minutes and Matters Arising	Minutes were proposed by CF and DM. Clarification was sought on next steps for the Migrant Integration Forum. An open meeting will be held on 11 th November. Query if the draft minutes and amended presentation has been circulated to attendees of the previous plenary. This was confirmed. No other matters arising that are not already covered in	Noted.

Item	Note	Decision
	the agenda.	
Correspondence	No correspondence received.	Noted.
Reports	<p><i>PPN Review Meeting</i></p> <p>A PPN review meeting with FCC took place immediately before the Secretariat meeting. The review document is to be updated and circulated.</p> <p><i>PPN Staff Support Meeting</i></p> <p>A PPN staff support meeting with FCC took place immediately before the PPN review meeting. Minutes to be draft and circulated.</p> <p><i>PPN Resource Worker Report</i></p> <p>JM provided a resource worker report covering activity since the last Secretariat meeting. Some discussions points included:</p> <ul style="list-style-type: none"> - Fingal Inclusion Week - Reduced Administrative Support - Progress on the JPC - Update on Training 	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p>
Finance	<p><i>Department Return</i></p> <p>A financial return is due to be sent to the Department to drawdown the remaining funding for 2019. The Secretariat agreed that this could be submitted with the signatures of any two members once the return is prepared.</p>	Prepare return and organise signatures.
Projects, Initiatives, Events and Training	<p><i>Training Update</i></p> <p>5 training sessions took place during the month of October on the topics of Governance, Social Media, Funding and Volunteer Management with 50 members</p>	Noted.

Item	Note	Decision
	<p>attending.</p> <p><i>Plenary Planning</i></p> <p>Final preparations are underway for the Plenary. The layout of the event was discussed, along with the running order and speakers. It was agreed a full pre-run of the plenary may not be required.</p> <p><i>Fingal Inclusion Week 2019</i></p> <p>Over 100 free events are taking place across Fingal as part of Fingal Inclusion Week from 11 November to 18 November. The initiative has grown beyond all expectations and it was agreed that the initiative should be acknowledged as an achievement of the Linkage Group at the Plenary.</p>	<p>Noted.</p> <p>Noted.</p>
<p>Fingal PPN Membership Dashboard</p>	<p>No update, presented quarterly.</p>	<p>Noted.</p>
<p>Policies and Procedures</p>	<p><i>Constitution Update</i></p> <p>The work of the constitution steering committee has concluded. The constitution has been circulate to members and will be proposed at the next Plenary meeting.</p>	
<p>Linkage Groups and Representation</p>	<p><i>Linkage Groups</i></p> <p>The next round of Linkage Group meetings will take place in November 2019.</p> <p><i>Representation</i></p> <p>The PPN Received a resignation from Aneta Laska effective from the end of 2019. This SPC seat is to be filled in the new year.</p>	<p>Noted.</p>
<p>FCC / DRCD</p>	<p><i>National Conference</i></p>	<p>Noted.</p>

Item	Note	Decision
	The PPN had a contingent of 10 attend the National PPN Conference in Carlow. The workshop led by Heidi Bedell on Linkage Groups was very well received. Secretariat reinforced the need for the conference to be at a time suitable for PPN members who work full time, are in education or have care duties.	
AOB	N/A	
Next Meeting	26 th November, County Hall, Swords.	Noted.