



Secretariat Meeting

Tuesday 25th August | 7.00pm to 8.25pm

Meeting conducted by Zoom

Facilitator: Ema Idowu

Minutes

<p>Present</p> <p>Denise McDermott (DM), Ema Idowu (EI), John Melvin (JM), Michael Walsh (MW), Tony Brennan (TB), Mary Harford (MH)</p>
<p>Apologies</p> <p>Siju Jose (SJ), Hanumantha Rao (HR)</p>
<p>In Attendance</p> <p>Natasha Bagnall (NB)</p>

Item	Note	Decision
Open and Apologies	EI opened the meeting	Noted
Minutes and Matters Arising	Minutes were proposed by seconded by DM and MW Any matters arising are dealt with throughout the course of this meeting.	Noted
Correspondence	Letter issued to Claire Ann Ferry to thank her for commitment to FPPN Secretariat. Letter to be drafted and issued to Kathleen McCann acknowledging her work as LG facilitator	NB to draft letter to KMcC & circulate for approval

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Reports	<p><i>PPN Resource Worker Report</i></p> <p>NB outlined a report of the work of Fingal PPN from June to end of August. Further clarity is being sought on the following:</p> <ul style="list-style-type: none"> • Timeline of recruitment of support worker after the appointment of the acting support worker <p><i>Finance Subgroup Report</i></p> <ul style="list-style-type: none"> • Clarity to be sought on the role of the PPN in Migrant Integration Forum • Where public events are planned that incur expenditure, it was decided that we will have to operate on a short term planning basis at this time in line with public health advice. • Zoom Subscription for Secretariat secured but use is not permitted on FCC equipment • IT devices to support Secretariat/ LG Facilitators/ RW/SW are currently being costed and anticipated to be in place shortly. <p><i>JPC Meeting Report</i></p> <ul style="list-style-type: none"> • Awaiting the attendance list and confirmation of next meeting date 	<p>NB to seek clarity on highlighted items and revert to Secretariat.</p> <p>NB to clarify & revert</p> <p>To be discussed at the next meeting</p>
Finance	Expenditure Update was made available to all Secretariat Members	Noted
Projects, Initiatives, Events and Training	<ul style="list-style-type: none"> • Migrant Integration Forum – Next steps <p>Clarity to be sought on the issue of whether Fingal PPN are leading out on this project</p> <ul style="list-style-type: none"> • Leaders Retreat 	NB to clarify and revert

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	<p>Due to social distancing guidelines and current public health advice, no decision can be made on this at this time. Emmaus Centre also closed indefinitely.</p> <ul style="list-style-type: none"> • Plenary Planning <p>This event should proceed but in a virtual format. Sub committee to be formed to help with the planning of the event. EI, JM, MW & NB to form subcommittee. DM suggested that a survey be issued to PPN members to ascertain appetite for a virtual plenary and the accessibility to member for such an event. This to be an agenda item for sub-committee meeting.</p> <ul style="list-style-type: none"> • Social Inclusion Week 2020 <p>Steering group for 2019 event to be contacted for feedback an input to 2020 event. To be added to the SIRVYE linkage group agenda meeting on 24th September and linkage group members to be invited to working group for 2020.</p> <ul style="list-style-type: none"> • Lusk Micro PPN 	<p>To be discussed at the next meeting</p> <p>NB to propose meeting dates for first committee meeting – Research to be completed on electronic voting software</p> <p>NB to add to SIRVYE LG agenda</p> <p>To be discussed at the next meeting</p>
Fingal PPN Membership Dashboard	Most up to date membership figures are included in the RW report	Noted
Policies and Procedures	None at this time	Noted
Linkage Groups and Representation	IT supports are being costed to support LG facilitators, Secretariat Facilitator, RW & SW of Fingal PPN to host online meetings. One additional device to be purchased for use on a needs basis for either Secretariat or LG Representatives. Appropriate data protection policies to	NB to draft appropriate documentation to support this – including a risk

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	<p>be adhered to for those using the equipment. Loan agreement to be drafted for those borrowing the equipment as well as implementing sanitizing equipment before next borrower</p> <p>Noted that 2 x Facilitators are required. Vacancies to be declared at upcoming LG meetings with EOIs to be sought before the next LG meeting.</p> <p>Fingal Heritage Forum Representatives being sought from ACHS and CCWE LGs. Deadline for nominations is 4th September.</p>	<p>analysis to support adequate distribution of resources (EI to support with risk analysis)</p> <p>NB to include on relevant LG meeting agendas</p> <p>NB to inform appropriate LG of process involved</p>
FCC / DRCD	DRCD requested clarity on some items of expenditure which NB forwarded on. No further action required.	Noted
AOB	<ul style="list-style-type: none"> • Noted that Secretariat has x 4 vacancies which will be advertised and filled at the Plenary. Not possible to fill these vacancies at this time due to the lack of a panel of candidates. • TB advised that the new user handbook will be issued shortly via the Secretariat Network • MW requested that general meeting etiquette be established at the beginning of virtual meetings to allow everyone to input appropriately. This will be of utmost importance for larger meetings like the Plenary. 	<p>Noted</p> <p>Noted</p> <p>Plenary subcommittee to draft a brief document on</p>

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	<ul style="list-style-type: none"> <li data-bbox="464 528 1214 674">• Length of Secretariat Meetings were discussed in the new virtual format and it was agreed to limit the duration to 90 minutes. 	<p data-bbox="1262 192 1517 450">meeting etiquette to set expectations ahead of the plenary</p> <p data-bbox="1262 551 1350 584">Noted</p>
Next Meeting	Tuesday 29 th September at 7pm via Zoom	NB to circulate meeting link