



**Public
Participation
Network**
Westmeath

Westmeath Public Participation Network Representative Charter

Role, Rights and Responsibilities of a PPN representative

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Role of Representative

A representative is elected for a fixed term to represent the issues of Westmeath Public Participation Network (PPN) members on a particular Board or Committee. Their election takes place according to procedures established by Westmeath PPN ¹Secretariat and approved by Westmeath PPN Plenary.

Role of the Representative

- Attend and participate fully in meetings of the Board or Committee, including any subgroups to which they may be appointed.
- Attend and participate fully in meetings of the Linkage Group (whether these be in a virtual or a physical capacity), including any subgroups to which they may be appointed.
- Bring forward the agreed issues of the ²Linkage Group to the Board or Committee for their consideration, including putting items on the agenda. **Representatives are not there to represent their own group or agenda.**
- Work collaboratively with the Linkage Group to identify issues, research, policy proposals etc.
- Network and work strategically with other Board or Committee members for the benefit of the Linkage Group and of Westmeath PPN, including being able to compromise while retaining the core objective.
- Communicate regularly (at least as frequently as meetings are held) with the Linkage Group on matters such as
 - Dates of Board or Committee meetings
 - Agendas for Board or Committee meetings
 - Reports and Feedback from Board or Committee meetings
 - Items which require their input or are of interest
 - Attend at least 2 bi-annual network meetings of the PPN Representatives per annum

¹ The Secretariat: The secretariat is elected by the PPN members, to be representative of the different geographical areas and the three pillars and facilitate the work of the PPN.

² Linkage Group: Linkage Groups bring together stakeholder organisations with a common interest to discuss their diverse views and interests in a specific policy area and come to an agreed consensus.

- o Reports and feedback from Board or Committee meetings to PPN Secretariat

Responsibilities of the Representative

- Organise Linkage Group meetings and effective two-way communications with Linkage Group members with the assistance of Westmeath PPN Support Staff.
- Use basic electronic communications effectively (i.e. email and relevant internet browsing).
- Prepare for, attend and participate actively in Linkage Group and Board or Committee meetings on behalf of Westmeath PPN, leaving any personal, business or political interests outside.
- Work openly and collaboratively with all Linkage Group members to identify issues, research, policy proposals etc., respecting the diversity of views expressed and representing the collective agreed decision.
- Put forward agreed opinions / views of Linkage Group to the Board or Committee and feedback clearly to the Linkage Group.
- Attend relevant training or networking events organised by Westmeath PPN and Boards or Committees.
- Be open and honest in dealings with all stakeholders.
- Build positive relationships with other committee members for the benefit of Westmeath PPN.
- Represent and portray Westmeath PPN and the Linkage Group in a positive and constructive manner.
- Remain compliant with Westmeath PPN membership criteria.

Rights of the Representative

- Have support from Westmeath PPN support staff and Westmeath PPN Secretariat.
- Have active engagement from the Linkage Group, including timely responses to issues.
- Be heard and respected at both the Linkage Group and Board or Committee, with mutual appreciation for all members.
- Be supported by both Linkage Group and Board or Committee members.
- Receive relevant training to enable them to participate effectively on the Board or Committee.
- Receive expenses for attending Board or Committee meetings including any subgroups and relevant training.
- Receive an induction pack from the Board or Committee on taking up appointment to include
 - Terms of reference
 - Standing orders /procedures
 - Meeting schedules, locations and times
 - Contact details for all Board or Committee members
 - Access to technical support where required
- Receive timely notice of meetings (at least one month in advance, and more if possible) including
 - Dates and venues
 - Agenda
- Receive documents for meetings in a timely manner (at least two weeks in advance, and more if possible)
 - Documents to be read
- Have meetings conducted in a way that facilitates participation, open discussion and transparent decision making.