

## Re-Registering your group with Cork County Public Participation Network (PPN) (P4)

### Why re-register with the PPN?

We would like to stay in touch with you and hope that you will continue your membership of Cork County PPN.

Membership and contact information will change over time. All PPNs need to re-register groups every 2 years. This ensures the accuracy of membership records in accordance with good governance.

### What is the process for re-registration?

We will be making contact with the primary contact that we have on file for each group registered with Cork County PPN before <INSERT DATE>.

Emails will be sent during the week commencing <INSERT DATE>. The email will contain links to an online form.

The online form will show the current information on your group and corrections can be recorded on this form.

The primary contact we have on file will also choose from the following options:

- I am the primary contact and I confirm re-registration – re-registration process completed
- I am not the primary contact and cannot confirm re-registration– you will then be asked to confirm you have permission to give new contact details. If not, we will follow up by phone.
- I am the primary contact and I confirm that the organisation no longer wishes to be a PPN Member –Your group will be removed from the Cork County PPN database.

The primary contact could be the secretary, chairperson etc. (If no reply is received from the primary contact within 10 days, the 2 alternate contacts given for the organisation will be contacted.)

Groups are encouraged to change the contact email from a private one to a general group email account if available. This is so that even if the contact person changes the group's email will hopefully be transferred and managed by the new officer/primary contact.

The strength of the PPN relies on the diversity of its membership across community and voluntary groups in Cork County. We hope that groups will re-confirm their engagement with the PPN and help to fulfil its potential for all Member Groups.

### What happens next?

You will receive a link to the online re-registration form in an email sent to you during the week beginning <INSERT DATE>. Please complete the form as soon as possible.

If you have any queries regarding your group's membership of the PPN or any aspect of our work, please contact the PPN staff.

Tel: 021 4285340

Email: [ppn@corkcoco.ie](mailto:ppn@corkcoco.ie)

Address: Cork County PPN, County Hall, Cork.

**Date approved by Plenary:**

23/04/2026