

Stakeholder (Group)	Engagement Category	Reason for Engagement	Objectives for Engagement	Engagement Tools	KPIs	Frequency
All Stakeholders	Inform	To ensure that relevant information on the YSGS reform project is available to all stakeholders (including members of the public)	To enhance the transparency and accountability associated with delivering the reform of the YSGS	Gov.ie microsite	Review of site content to ensure same remains relevant and accurate	Monthly
				Direct Engagement	Liaison with DCEDIY comms unit to facilitate effective Content Management	As required
Project Steering Committee (PSC)	Collaborate	To ensure the PSC is equipped to perform its project oversight role	To enable PSC to provide guidance and structure to project team, and to provide a forum for decision-making and approval process	Project Steering Committee	Ensure (at minimum) PSC meets every 6 weeks	Monthly
				Progress reports	Regular and comprehensive reports submitted for consideration/approval of the PSC	Quarterly
				Milestone 'gate' approval	Comprehensive assessments furnished 2 weeks prior to project milestone dates	As required
Project Sponsor (Assistant Secretary of Division conducting the reform of the YSGS)	Collaborate	The project sponsor is also the Senior Responsible Officer (SRO) for the reform project - it is of vital importance therefore to ensure that appropriate engagement structures are in place	Ensure project sponsor is enabled to champion the cause of the YSGS Reform project and that sufficient and timely updates are provided, to facilitate updates to their MB colleagues. Provide appropriate level of assurance that the project is on track to deliver on objectives	Project Steering Committee	Ensure (at minimum) PSC meets every 6 weeks	Monthly
				Progress reports	Regular and comprehensive reports submitted for consideration/approval	Quarterly
				Milestone 'gate' approval	Comprehensive assessments furnished 3 weeks prior to project milestone dates	As required
Project Advisory Group	Actively Involve	Forum for direct stakeholder and expert advice to be furnished to the project team; which will also allow for the direct exchange of ideas with the project team.	To ensure that PAG is empowered to provide the vital support and input necessary for a successful project - effective and responsive two-way communication will be of fundamental importance in managing this key stakeholder	Project Advisory Group (PAG)	Ensure (at minimum) PAG meets every 3 months	Quarterly
				Milestone check-in	Comprehensive updates provided in advance of each Milestone completion	As required
				Information exchange	Revert to any queries/submissions as per the PAG Terms of Reference	Monthly
National Youth Council of Ireland (NYCI)	Actively Involve	NYCI are the representative body for organisations currently participating on the YSGS	Facilitate NYCI to be active participants in reform by providing sufficient opportunity for NYCI input at all key points in project	Project Advisory Group (PAG)	Ensure (at minimum) PAG meets every 3 months	Quarterly
				National Youth Orgs Meetings	Ensure meaningful engagement occurs at each NYO meeting	Bi-Annually
				Direct Engagement	Revert to any query within 2 working days	As required
National Youth Organisations - participating on YSGS	Actively Involve	These are the organisations who provide youth services (some of whom have been involved with the YSGS for almost 4 decades)	Facilitate the orgs to be active participants in reform, by providing sufficient opportunity to orgs input at all key points in project	Project Advisory Group (PAG)	Ensure (at minimum) PAG meets every 3 months	Quarterly
				National Youth Orgs Meetings	Facilitate meaningful engagement occurs at each NYO meeting	Bi-Annually
				Direct Engagement	Revert to any query within 2/3 working days	As required
Children and Young People	Actively Involve	The ultimate end-users and beneficiaries of youth services provided by YSGS orgs - their voice is paramount to the success of the reform project	To engage meaningfully with children and young people throughout the reform process to include their voices /input at all stages The project team will utilise the principles and processes outlined in the Participation Framework in all engagements with this stakeholder group.	Project Advisory Group (PAG)	Ensure (at minimum) PAG meets every 3 months	Quarterly
				Youth Advisory Group (YAG)	Ensure (at minimum) project team engages with YAG every 6 months	Bi-Annually
				Ad-Hoc Consultations	Strategic points throughout project - structured around milestone events	As required
Youth Workers	Actively Involve	Youth Workers have a distinct perspective on how the reformed YSGS can meet young people where they are, giving an important perspective to the project .	To ensure that youth workers have the opportunities and fora to provide input garnered from their experience and expertise	Project Advisory Group (PAG)	Ensure (at minimum) PAG meets every 3 months	Quarterly
				Ad-Hoc Consultations	Conducted at strategic points throughout the project	As required
				Surveys/focus groups	Input to be sourced at strategic points in the project	As required
Volunteers	Actively Involve	The YSGS supports volunteer-led youth work and the input of volunteers will provide a valuable perspective on the reform to the YSGS	To ensure that youth volunteers have the opportunities and fora to provide input garnered from their experience and expertise	Project Advisory Group (PAG)	Ensure (at minimum) PAG meets every 3 months	Quarterly
				Ad-Hoc Consultations	Conducted at strategic points throughout the project	As required
				Surveys/focus groups	Input to be sourced at strategic points in the project	As required
Project Owner	Collaborate	The project owner is the Principal Officer for the unit undertaking the reform of the YSGS has a vital oversight role in that capacity	To allow the project owner to monitor all aspects of the project on on-going basis. To facilitate the project owner so that they can provide assurance that project is on track to meet its deadlines and KPIs	Project Steering Committee	Ensure (at minimum) PSC meets every 6 weeks	Monthly
				Project Advisory Group (PAG)	Ensure (at minimum) PAG meets every 3 months	Quarterly
				Weekly check-ins with project manager; to monitor progress of project against implementation plan	Ensure that meetings occur, availability permitting, on a weekly basis	Weekly
Client Unit (YAU)	Collaborate	YAU will be responsible for administering the reformed YSGS - their collaboration is therefore vital	Ensure that reformed scheme is workable and meets the YAU's expectations. Provide platform for frequent, robust and insightful engagement between project team and client unit	Project Steering Committee	Ensure (at minimum) PSC meets every 6 weeks	Monthly
				Working Groups	Ensure that at least one member of YAU is on each Working Group	As required
				Direct Engagement	Revert to any query within 2 working days	As required
Working Groups	Collaborate	Working groups are designed to assist and support the project team on discrete project deliverables (suites of deliverables). Multiple WGs will be formed and disbanded across the life-cycle of the project	To enable each of the constituted working groups to perform to its maximum capacity.	Project Steering Committee	Ensure Working Group presents to PSC prior to completion of focussed objective	As required
				Working Group meeting	When active, working groups will meet to input updates to project team.	Monthly
				Direct Engagement	When active, working group liaison lead will meet one to one with Project Manager	Fortnightly
Funding Intermediary	Actively Involve	The role of the funding intermediary (Pobal) will likely expand considerably as a result of the reform of the YSGS - we need to ensure any changes are feasible from an oversight perspective	To ensure that the project team is able to utilise the skills and experience of the scheme's funding intermediary (especially on deliverables that materially impact how the scheme will operate) and to ensure that the intermediary is able to nimbly engage with the project team	Project Advisory Group (PAG)	Ensure (at minimum) PAG meets every 3 months	As required
				Working Groups	Ensure that Pobal are part of the working groups impacting scheme administration	As required
				Direct Engagement	Revert to any query within 2/3 working days	As required

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Management Board	Inform (+ Seek approval)	To ensure the MB is enabled to receive the requisite level of assurance that the project is proceed as agreed	Provide regular and meaningful updates to the MB; structured chronologically and on a needs basis	Project status update	To be provided (at minimum) every 3 months	Quarterly
				Milestone check-in	Comprehensive updates provided in advance of each Milestone completion	As required
				Direct Engagement	Requests for information to be responded to within indicated time-frames	As required
Minister for Children, Equality, Disability, Integration and Youth	Inform (+ Seek approval)	To ensure the Minister is both sufficiently informed of the project's progress and has the facility to provide input and direction	Provide regular and meaningful updates to the Minister; structured chronologically and on a needs basis	Project status update	To be provided (at minimum) every 6 months	Bi-Annually
				Milestone check-in	Comprehensive updates provided in advance of each Milestone completion	As required
				Direct Engagement	Requests for information to be responded to within indicated time-frames	As required
(Non-YSGS) Youth Organisations	Inform	To ensure that sectoral opinion (from outside YSGS participants' sphere) has opportunity to influence project	To be open and receptive to input - especially important and relevant as some of these orgs may, at some point, become participants on the YSGS	Active networking	Regular attempts to identify stakeholder cohort and create engagement network	Bi-Annually
				Direct Engagement	Requests for information to be responded to within indicated time-frames	As required
Media	Inform	To ensure that information on the project is transparently available and to publicise updates as necessary	To publish project updates and key documents in the public sphere; to demonstrate our commitment to transparency and accountability	YSGS Micro-site on Gov.ie	Site to be kept relevant and up to date - all key supporting documentation to be uploaded	Monthly
				Direct Engagement	Requests for information to be responded to within indicated time-frames	As required
Political representatives	Inform	To ensure that elected representatives are enabled to undertake their oversight role with respect to government policy	To be actively responsive to any queries and provide clarity on the reform process	YSGS Micro-site on Gov.ie	Site to be kept relevant and up to date - all key supporting documentation to be uploaded	Monthly
				Direct Engagement	PQ's, eCorrs, requests for info/clarity - to be dealt with in timely manner	As required
Unions, Advocacy Groups, Co-funding Departments, Relevant DCEDIY Units, Government Agencies	Inform	To ensure that this diverse cohort of stakeholders have the necessary information and network channels to influence the YSGS reform	To develop a network of active and engaged stakeholders from across the governmental and non-governmental sphere - so that relevant information is available to this cohort and that they have a means of directly inter-facing with the project team	YSGS Micro-site on Gov.ie	Site to be kept relevant and up to date - all key supporting documentation to be uploaded	Monthly
				Networking communications	Milestone events/key progress updates to be shared with network (building on from invitation for written submissions)	Bi-Annually
				Direct Engagement	Requests for information to be responded to in a timely manner	As required
DCEDIY Research and Evaluation Unit	Seek support	To ensure project team is able to make most use of supports available from REU on multiple aspects of project	To develop strong rapport with REU - via their liaison for the YRSP unit; such that the project team maintains a strong working relationship with REU	Status updates	Periodic progress reports/check-ins undertaken	Quarterly
				Direct Engagement	Requests for information/clarity to be responded to in a timely manner	As required
DCEDIY Youth Reform, Strategy & Participation unit	Seek support	To facilitate smooth engagement with the National Participation Office (NPO)	To ensure that the participation team have sufficient and relevant information on the reform project and its engagement intentions	Status updates	Periodic progress reports/check-ins undertaken	Quarterly
				Direct Engagement	As dictated by the flow and current status of the project and the needs for support as they arise at different junctures	As required
National Participation Office (NPO)	Seek support	To ensure the project team can utilise the NPO's expertise for any future engagement with young people	To ensure that the NPO have sufficient and relevant information on the reform project and its engagement intentions	Status updates	Periodic progress reports/check-ins undertaken	Quarterly
				Direct Engagement	As dictated by the flow and current status of the project and the needs for support as they arise at different junctures	As required
DCEDIY Communications Unit	Seek support	To ensure the project team can utilise the experience and expertise of the comms unit to disseminate information at key points	To ensure that the comms unit have sufficient and relevant information on the reform project and its engagement intentions	Status updates	Periodic progress reports/check-ins undertaken	Quarterly
				Direct Engagement	As dictated by the flow and current status of the project and the needs for support as they arise at different junctures	As required
Charities Regulator	Seek support	To utilise the experience and expertise of the regulator with respect to its governance code	To enable effective engagement with the charities' regulator when the project focuses on reviewing and reforming the scheme's governance and oversight requirements	Status updates	Periodic progress reports/check-ins undertaken	Quarterly
				Direct Engagement	As dictated by the flow and current status of the project and the needs for support as they arise at different junctures	As required
DCEDIY Legal Unit	Seek support	To utilise the experience and expertise of the Department's legal unit - to ensure that all scheme design aspects are legislatively compliant	To ensure that the legal unit is provided with sufficient information to provide advices on particular aspects of reform	Requests for advice	As dictated by the flow and current status of the project and the needs for support as they arise at different junctures	As required
Cabinet/Government/ DPER	Inform (+ Seek approval)	Approval required for direction of YSGS reform and to provide appropriate updates at strategic junctures	To ensure that central government bodies are effectively apprised of the progress of the project	Memos to Government	Minimum two required for totality of project - for approval at outset and for information at conclusion	As required
				Status updates	As dictated by the flow and current status of the project and the needs for support as they arise at different junctures	As required