



30<sup>th</sup> April 2018

Circular Letter PPMO-01-2018

To: Each Director of Services in Planning  
Each Director of Services in Housing

Cc: MUHDS project managers  
LIHAF project managers  
An Bord Pleanála

Re: **Commencement of Pathfinder monitoring system for Major Urban Housing Development Sites and Local Infrastructure Housing Activation Fund Sites**

Dear Director

As you may be aware, the Department is introducing an ICT monitoring system called Pathfinder which will connect to local authorities and provide data to the Department on both Major Urban Housing Development Sites (MUHDS) and Local Infrastructure Housing Activation Fund (LIHAF) projects. The purpose of Pathfinder is to provide a practical, dynamic IT solution to monitor progress of housing delivery. Pathfinder will also assist in identifying and dealing with issues and risks which may delay project delivery, for access, utilities etc. and the Department will seek to assist in finding solutions to those issues where appropriate.

To underpin this work, data will be collected by 14 Local Authorities for the 23 MUHDS and 30 LIHAF projects. This data will include the number of housing units and the current status of the developments (planning, construction, complete etc.), current timelines, expected completion dates, risks/issues and opportunities, and any delays to progress. It will also collect data with regard to the delivery of the infrastructure under LIHAF.

**The data will be collated and updated by project managers in the relevant Local Authorities, approved by Directors of Planning and uploaded on a quarterly basis via Pathfinder.** Initial training has already been provided to each local authority with a final session to take place in May, 2018 to ensure consistency of approach across each local authority.

The system will begin a phased go live in the week of the 30<sup>th</sup> April (see Schedule attached) and project managers in each authority will be notified as the system becomes available to them. Your authority is invited to begin entering the information for the relevant quarter once the system goes live for your projects. An information session will be held on the 18<sup>th</sup> May, 2018 at the Custom House to discuss progress on entering the information.

As this is a new mechanism for reporting, local authority project coordinators are being asked to complete the return for the first quarter applicable to the relevant project, i.e. Q3 2016 - pre-MUHDS data, Q4 2016 - MUHDS data, Q4 2017 for LIHAF projects which commenced infrastructure works in 2017, with most LIHAF projects (those who have not yet begun construction) to make their returns from Q1 2018.

**Project Managers should not submit a return for approval by their Director of Service until after the Department's information session on 18<sup>th</sup> May 2018**, in which we will ensure that every local authority has entered the information for the first return correctly and answer any questions regarding the completion of your MUHDS/LIHAF return.

#### **Validation of Pathfinder system**

The Pathfinder ICT User Group, chaired by Jason Frehill SDCC, consists of planners from South Dublin, Fingal and Dun Loaghaire County Councils along with officials from the Department. This was set up to oversee the design requirements for the project. Following a series of meetings, this phase was signed off by the DHPLG on 21<sup>st</sup> December 2017. The Implementation Phase and User Acceptance Testing phases have now been completed. The User Acceptance Testing consisted of planners from Fingal, South Dublin and Meath County Council and a Director from Fingal along with Dept IT personnel and Department officials, to test the system and report any bugs/issues. Every local authority required to make such returns has now received training on the Pathfinder System.

#### **Benefits to Local Authorities**

Pathfinder will provide a more streamlined process for Local Authorities and the Department to track data for MUHDS and LIHAF projects, identifying risks, issues and opportunities, with details on housing statistics such as number of houses under construction/completed etc.

Pathfinder will allow local authorities to produce summary reports for each of their projects, along with details underpinning these reports. Local Authorities will also have access to an application on their mobile devices which allows you to conduct 'searches', e.g. number of houses completed in the last quarter for your project(s), which will be useful at Management meetings, Council meetings etc. where specific questions cannot always be anticipated.

### Department uses

The quarterly returns will form the basis of the reporting mechanism for the MUHDS Programme Board, chaired by Assistant Secretary David Walsh, and the Sponsoring Body (DHPLG) chaired by the Secretary General.

It will also be used by the Department to monitor progress on LIHAF projects in line with signed Grant Agreements and Local Agreements and for *Rebuilding Ireland* Progress Reports **on a quarterly basis**, along with GIS maps to illustrate where the projects are and their progress to date.

### LICENSING AND ICT REQUIREMENTS

As advised at the briefing on 8<sup>th</sup> November and at subsequent communications from the Department and the LGMA, Local Authorities are required to have a SharePoint Plan 1 License and a Power BI Pro License for reports. Any issues in relation to this should be addressed to Linda Guthrie Technical Manager, LGMA by email: [lguthrie@lgma.ie](mailto:lguthrie@lgma.ie) or tel. (0)1 6332254.

### Role of the MUHDS Project Coordinator / LIHAF Project Manager

The Project Coordinator is the main promoter and practical leader of the project, and has the pivotal roles of liaising with the various sections of the Local Authority, of engaging with the developers and other key stakeholders, and of implementing the decisions of the Project Board. The Project Coordinator is responsible inputting the quarterly returns into the Pathfinder system in respect of the MUHDS/LIHAF projects for which they have responsibility.

### Role of the Project Managers/Directors

Directors of Planning will be responsible for signing off on these returns. **By approving this data, the director is taking ownership of, and responsibility for, the accuracy of their data for each of the MUDHS and LIHAF projects.**

### Accuracy of Data

It is the responsibility of the local authority to take ownership of, and responsibility for, the accuracy of data. Once a report has been approved by the director it cannot be changed until the next quarter. Inaccurate data will lead to inaccurate reports both locally and nationally. The importance of the data being accurate cannot be overstated.

### Historical Data (PRE- MUHDS)

In relation to pre-MUHDS data, this will apply only to the Dublin Local Authorities in respect of their Dublin Housing Task Force Returns. The starting quarter for these is Q3 2016. The MUHDS data should be entered from Q4 2016 to Q1 2018 starting with the first quarter and working in sequence as set out below.

### Historical Data (MUHDS)

Data in respect of Major Urban Housing Delivery Sites will need to be inputted starting at Q4 2016 and submitted to the relevant Director for approval. Once approved by the Director, this return will be uploaded onto the Department's site for inclusion in the national reports. Coordinators should begin with the Q3 2016 and deal with each of these returns in sequence up to Q1 2018 and onwards on a quarterly basis.

### FAQ

An FAQ is attached for your information and is also available on the Pathfinder site to answer any general questions/queries which you may have.

### TERMS AND DEFINITIONS

A glossary of terms is also attached for your information and is also available on the Pathfinder site to assist you.

### Accessing Pathfinder

The link for Pathfinder is as follows:

<https://dhplg.sharepoint.com/sites/PathFinder/pages/Home.aspx>

Your Project Manager will already have information on how to log on to the system.

The software developer has provided a User Guide which will detail how to navigate the Pathfinder system. Should you have any difficulties with technical aspects of Pathfinder, please contact [Pathfinder@housing.gov.ie](mailto:Pathfinder@housing.gov.ie).

### Go Live Date:

Following regional training which took place on the 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> March 2018, the Pathfinder ICT system is now due to go live week beginning the **30<sup>th</sup> April 2018. We will be in contact with Project Managers shortly to initiate the Go Live phasing for your local authority.**

### Deadline for receipt of returns:

Local Authorities will be required to complete their Pathfinder returns by **30<sup>th</sup> May 2018** up to and including Q1 2018. Further details on this will be given at the Information session in May.

Should you have any queries, please contact Catherine Marsh at tel. 01 8882216 or Tom Corcoran who is the Department's administrative support for Pathfinder at tel. 01 8882226. Should you wish to make any of the following changes, please email [Pathfinder@housing.gov.ie](mailto:Pathfinder@housing.gov.ie)

- Make any changes to static project data
- To add delete a Developer
- To add delete a Stakeholder
- Any queries in relation to completing your Pathfinder return

Yours sincerely



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*Caroline Timmons*  
*Principal,*  
*Planning Programme Management Office*

## SCHEDULE FOR PATHFINDER GO LIVE

Local Authority	MUDHS/LIHAF PROJECT		Go Live Date
	MUHDS Name	LIHAF	
Clare		Claureen Ennis	30th April 2018
Cork City	Cork Docklands	South Docks	30th April 2018
Cork City	Old Whitechurch Road	Old Whitechurch Road	
Cork County	Ballincollig		30th April 2018
Cork County	Midleton	Midleton	30th April 2018
Cork County		Carrigaline	30th April 2018
Cork County		Glanmire	30th April 2018
Dublin City	North Lotts & Grand Canal Dock SDZ		1st May 2018
Dublin City	Residential Lands Initiative (1) - (4) <i>(1) Oscar Traynor Road; (2) O'Devaney Gardens; (3) St Teresa's Gardens; (4) St Michael's Estate</i>		1st May 2018
Dublin City	Poolbeg West SDZ	Dodder Bridge	1st May 2018
Dublin City	(DCC) North City Fringe	Belmayne and Clongriffin	1st May 2018
Dun Laoghaire Rathdown	Kiltiernan-Glenamuck LAP		1st May 2018
Dun Laoghaire Rathdown	Shanganagh-Woodbrook LAP	Woodbrook Shanganagh	1st May 2018
Dun Laoghaire Rathdown	Cherrywood SDZ	Cherrywood	1st May 2018
Dun Laoghaire Rathdown		Clay Farm	1st May 2018
Fingal	Hansfield SDZ		1st May 2018
Fingal	(FCC) North City Fringe	Baldoyle Stapolin	1st May 2018
Fingal	Donabate LAP	Donabate Distributor Road	1st May 2018
Fingal	Oldtown-Mooretown LAP	Oldtown Mooretown	1st May 2018
Galway City Council	Ardaun (subject to progress on LAP)		2nd May 2018
Kildare		Naas	2nd May 2018
Kildare		Maynooth	2nd May 2018
Kildare		Sallins	2nd May 2018
Kilkenny		Western Environs	2nd May 2018
Kilkenny		Ferrybank	2nd May 2018

Limerick City & County	Greenpark, Limerick		2nd May 2018
Limerick City & County		Mungret	2nd May 2018
Louth		Mount Avenue Dundalk	3rd May 2018
Louth		Newtown Drogheda	3rd May 2018
Meath		Ratoath	3rd May 2018
Meath		Farganstown, Navan	3rd May 2018
South Dublin	Adamstown SDZ	Adamstown SDZ	4th May 2018
South Dublin	Clonburris SDZ	Clonburris SDZ	4th May 2018
South Dublin	Kilcarbery (Corkagh)	Corkagh Grange	4th May 2018
Waterford City and County		Gracedieu	4th May 2018
Waterford City and County		Kilbarry	4th May 2018
Westmeath		Brawny Road, Athlone	4th May 2018

MUHDS Only

Common MUHDS & LIHAF Schemes

LIHAF Only Schemes