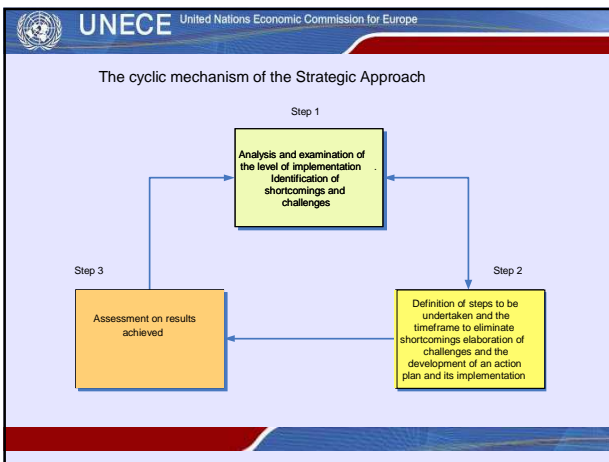
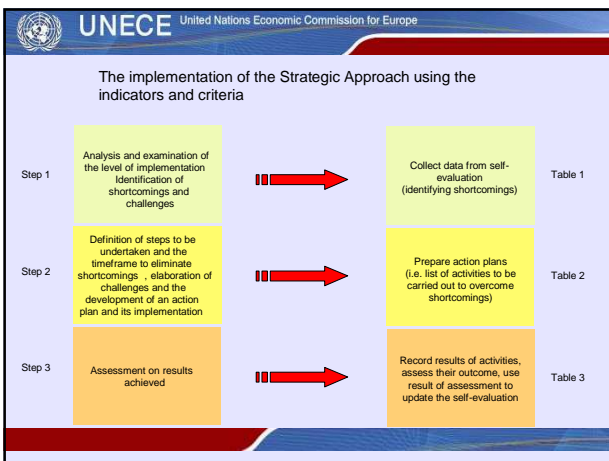

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Highlights on how to prepare an action plan

Workshop on Indicators and criteria for the implementation of the Strategic Approach
 Bratislava, 4-6 May 2011





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Page 8 of the document ECE/CP.TEIA/2010/6

Implementation of the cyclic approach with the use of the Form

Steps of the cyclic mechanism	Use of the tables in the Form
Step 1* Analyse and examine the level of implementation of the Convention identifying shortcomings and challenges.	Table 1* Collect data on the results of the self-evaluation, with a detailed and precise explanation of the progress stage assigned to a specific indicator and of the identification of shortcomings and challenges. List priority actions to be undertaken.
Step 2* Define ways forward and time frame to undertake and eliminate shortcomings, i.e., development of a national action plan and its implementation.	Table 2* List planned activities to be carried out (i.e., national action plan). The plan of activities needs to be based on the shortcomings or challenges identified in table 1, and needs to be validated by the relevant authorities/officers according to the rules and practices in each participating country.
Step 3* Assess the results achieved.	Table 3* Record activities implemented within a cycle and the results achieved. Data should be collected for each activity undertaken at the national or international level, independently or with external assistance, regardless of a programme under which activities took place.

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Why the need of preparing an action plan

Quoting from the document ECE/CP.TEIA/2010/6

"An updated national action plan is a prerequisite for the submission of project proposals for a given activity under the Assistance Programme. Proposed activities in the national action plan should be based on the results of the assessment of the level of progress attained and the needs identified in the self-evaluation exercise"

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Where to find the form for the self evaluation and for preparing an action plan?

Document ECE/CP.TEIA/2010/6

Annex VIII
Forms for monitoring, analysing, planning and evaluating the participation of (country name) in the Assistance Programme (revised/date): → 3 tables:

Table 1 → to report results of self-evaluation (an identify shortcomings)
Table 2 → **ACTION PLAN** to list activities to carry out to address shortcomings
Table 3 → to record activities implemented and results achieved

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Step 1

Analysis and examination of the level of implementation
Identification of shortcomings and challenges

➔

Collect data from self-evaluation
(identifying shortcomings)

Table 1

Result of self-evaluation with regard to the status of implementation of the Convention 1

Area of work with indication	Progress stage with explanation	Identification of shortcomings and challenges with a list of priority actions to be undertaken
1 Identification of key data activities:	<input type="checkbox"/>	<input type="checkbox"/>
2 Mechanisms for the collection of data:	<input type="checkbox"/>	<input type="checkbox"/>
3 Mechanisms for the analysis and validation of data:	<input type="checkbox"/>	<input type="checkbox"/>
4 Mechanisms for the review and revision of data:	<input type="checkbox"/>	<input type="checkbox"/>

Level 4.
There are intensive and detailed discussions on developing a mechanism for data collection within the national WGI and the ministry on the basis of guidelines that tackle collecting, analyzing, validating and revising data as described in the stage 5. Since the mechanism is not adopted through governmental act or other form, the country is not in level 5 (from the self-assessment of Moldova)

To implement the requirements of guideline for collecting, analyzing, validating of data.
a) ...
b) ...
(from the self-assessment of Moldova)

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The action plan/1

Step 2

Definition of steps to be undertaken and the timeframe to eliminate shortcomings, elaboration of challenges and the development of an action plan and its implementation

➔

Prepare action plans
(i.e. list of activities to be carried out to overcome shortcomings)

Table 2

Table 2a
Plan of activities to be undertaken (i.e. national action plan) with regard to the list of priority actions identified in table 1¹


Activities	Description of the activity with an indication of targeted results	Responsibility	Timing	External assistance needed? If yes, what kind?
1 st activity:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 nd activity:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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The action plan/2

Activities	Description of the activity with an indication of targeted result	Responsibility	Timing	External assistance needed? If yes, what kind?
1 st activity Training of officers of Serbian authorities on the evaluation of safety reports	Trainings for representatives of relevant institutional sectors that are included in the process of issuing approval (of documentation). Expected objective: to improve knowledge on evaluation of safety reporting using the checklist system and to increase cooperation and coordination among different public authorities (text from Serbian self-assessment)	Ministry of Environment, Mining and Spatial Planning, Department on Risk Management	October-November 2011	Support from international experts needed to review training material
2 nd activity				
...				

The content of these three columns has been inserted by the secretariat as example only



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At the end, assessment and update of self-evaluation

Step 3: Assessment on results achieved ➔ Record results of activities, assess their outcome, use result of assessment to update the self-evaluation Table 3

Table 3-
 Report of activity(ies) implemented, results achieved §

Activity #	Results achieved [§]	Follow-up #
1 st activity ^o	o	o
2 nd activity ^o	o	o
... ^o	o	o


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And then...practical follow-up

Send to the secretariat:

1. Your country's self-evaluation (table 1) by end of September 2011
2. Your country's action plan (table 2) by end of February 2012

BUT

If your country will submit a project proposal before those dates than please submit the self-evaluation (table 1) and the action plan (table 2) only for the area of work in which the project proposal is, together with the project proposal and submit the rest of the self-evaluation and action plan in the dates above
