

PAPA – SECOND STAGE

ACTION PLAN

Workshop title **Law and Policy of Relevance to the Management of Plant Genetic Resources**

Date/venue _____

Name _____

Organization _____

Action Items	Start to implement action plan (check if known)		
I plan to:	Within 2 months	After 2 months	As opportunity arises

Participant Action Plan Approach

Supervisor's Contact Address

Name	
Organization/Centre	
Name of Immediate Superior	
Title of Immediate Superior	
Address	
Telephone No.	
Fax No.	
Email	

Questions about Your Action Items

1. *Preliminary nature of plan*

- Were you specific in writing the action item?
- What will you need to do when you return to work to determine which actions are possible?

2. *Resources*

- Who will carry out the proposed action, or help with it (formally or informally)?
- Are the skills for carrying it out available?
- How much time do you expect this to take?
- Are special materials or equipment required?
- What is involved in obtaining them?
- Will you be using a tool or system or aid from this training workshop?
- If so, how much adaptation is required?
- Is continual monitoring or follow-through required?
- If so, who will do it?

2. *Implementation*

- Do you have the authority to implement the action?
- If not, who does?
- How do you expect to go about getting approval?
- How much support do you expect for your idea?
- Will you need to sell people on it?
- If so, who?

3. *Effects*

- Who will be affected by this action?
- How will it affect them?
- Will anyone be worse off?
- Will anyone be better off?
- What will be affected?

4. *Environment*

- What factors in the organizational environment might interfere with your doing this?
- What factors in the organization will support your effort?