# TOOL 3: CEA SELF-ASSESSMENT AND PLANNING WORKSHOP

### **Action plan worksheet**

###### Instructions to complete this worksheet

* The template action plan has a section for institutionalization, programmes, and operations. Groups do not have to complete all sections, only those they discussed and identified as priorities in the self-assessment exercise.
* Groups should use the information from the self-assessment and force-field analysis exercise to complete the action plan.
* Groups can add more boxes at the end if they need more space. However be realistic about how much can implemented within the action plan timeframe.
* Groups are welcome to add activities that fall outside the CEA minimum actions if these were identified as important during the force field analysis exercise.
* Note if activities will only be implemented within one location, department, programme, or operation.

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| **CEA Action Plan** |
| **Priority CEA minimum actions** | **Activities** | **Who** | **Resources** | **Timeline** | **Enablers** | **Barriers** | **Solutions / mitigation** |
| List the CEA minimum actions you identified as a priority in the self-assessment | What activities will you implement to meet the minimum action? Be specific and detailed  | Which department or colleagues can lead these activities. Who else needs to be involved? | Funding, staff positions and materials required to implement the activities  | When will these activities be implemented by? | What enablers identified in the force-field analysis could help you implement the action | What barriers identified in the force-field analysis might prevent you from implementing this action | What solutions did you identify in the force-field analysis to overcome the barriers |
| **Outcome 1 Institutionalization: Community engagement and accountability is institutionalized within the National Society’s ways of working** |
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| **Outcome 2 Programmes: Community engagement and accountability is strengthened within the National Society’s programmes**  |
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| **Outcome 3 Emergenices: The National Society’s emergency response operations have a good level of community engagement and accountability** |
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