

Project Rights Action Planning

Ideas for implementing human rights based approach in your organisation

Strategies:

- Draw up an action plan
- Monitor progress

Consider the role of:

- Board members
- CEO
- Management
- Supervisors
- Support workers
- People with a disability
- Families
- Advocates and advocacy organisations
- Community
- Partner organisations
- Government

PANEL approach (Source: VEOHRC)

- **Participation** – involving all stakeholders in assessment, decision-making and evaluation
- **Accountability** – clear accountability to achieve desired outcomes
- **Non-discrimination** and explicitly targeting vulnerable groups for involvement
- **Empowerment** – to improve the capacity of people to claim and exercise their rights
- **Linking** – planning, policies and practices to human rights principles and standards

Use the following tables to create an action plan for rights-based change.

Example actions

Possible Actions	Comments	Priority A B C ✓
Audit current practice		
Build human rights into your strategic plan		
Join Communities in Practice to discuss how to best support a human rights-based approach with other service providers		
Organise human rights training for all staff		
Organise human rights training for service users		
Form a human rights committee, including service users		
Form a client committee as part of your governance structure		
Talk about human rights at staff meetings		
Put a regular item on human rights in your newsletter		
Put up posters on human rights		
Make information available in Easy English		
Include human rights in your client handbook		
Include human rights in Individual Support Plans		
Review your complaints system; develop a culture of welcoming complaints		
Develop a human rights policy		
Review all policies through a human rights lens		
Include human rights in job descriptions and job ads		
Include human rights in KPIs and performance reviews		

Possible Actions	Comments	Priority A B C ✓
Include human rights in your induction procedures		
<i>Other ideas...</i>		

A	Urgent and Important
B	Important
C	Not important for us
✓	Already in place

Action Plan

Objective <i>Outcome needed / why?</i>	Action <i>What needs to be done?</i>	Person Responsible <i>Who should take action to complete this action?</i>	Deadline <i>When should this action be completed by?</i>	Resources <i>What do you need in order to complete this action?</i>	Budget <i>What will it cost to complete this action?</i>	Risk mitigation <i>Are there any potential challenges that may impede completion? How will you overcome them?</i>	Result <i>Was this action successfully completed? Were any new actions identified in the process?</i>