

Activities Plan (2007)

		Timeline for Completion (2007)												
Result	Activities	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Focal point start-up	AICC/HOM MoU	15 th												
	Contracts for focal Point Officers	***	1 st											
	AICC/HOM project inception teleconference	18 th												
	Orientation	***	3 rd											
	AICC/HOM Transfer of information & contacts	***	***	7 th										
	AICC/HOM in house training		***	5 th										
Information dissemination role	Set-up AICC mailing lists regarding project & resource partners		15 th											
	Send out general email to AICC database re focal point start		16 th											
	AICC Web page development to include page on this project with hyperlinks to project & resource partners web pages		***	30 th										
	Bi-monthly updates in AICC newsletter			30 th		31 st		31 st		28 th		30 th		
	Monthly liaison with project organisations - email & phone		Project partners – by end of 2 nd week of each month Resource partners – between 3 rd and 4 th week of each month											
	Consultation point for network & resource partners		As the need arises											

*** Initial steps for activity

		Timeline for Completion (2007)											
Result	Activities	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Networking	Maintaining national contacts	Ongoing											
	Pursuing political buy-in with SAHRC	***	***	***	***	***	30 th						
	Establishing links with multi-stakeholders (govt, biz & CSOs)	Ongoing											
	Participating in the activities organised by project & resource partners	Ongoing											
Advocacy/awareness raising	Bilateral meetings, presentations during conferences and workshops, partnerships and lobby activities as provided by budget. This also includes media liaison	Ongoing											
Organising project meetings	Roundtable meeting (Johannesburg) re feedback on SA HRCA			***	***	***	***	11 th					
	Multi-stakeholder conference(s) and launch of SA HRCA							***	***	***	30 th		
	Other project meetings, including 6 March to discuss test results, workshops to promote the subject and SA HRCA tools			6 th	As the need arises								
Co-ordinating input re HRCA testing – Quick test	AICC testing of Nedbank and (possibly) Shell		28 th										
	Co-ordinating input of project partners		***	5 th									
Co-ordinating road testing	Co-ordinating process for input and feedback				***	***	30 th						
	Establish Reference Group of Companies			***	***	30 th							
	Visit to all participating project organisations				***	15 th							

		Timeline for Completion (2007)												
	Finalisation of SA HRCA							***	***	***				
Result	Activities	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Contact with & reporting to HOM	Fortnightly contact with HOM	Ongoing –actual dates and timing are flexible and subject to consensus												
	AICC/HOM annual meeting			7 th	To be arranged									
	Annual evaluation <ul style="list-style-type: none"> For 2007 need to be finalised by late Jan 2008 + financial report AICC/HOM Evaluation meeting to take place every 6 month (July & Dec 2007) 							13 th			***	***	***	
	Annual planning for 2007	***	12 th											
	Annual planning for 2008 and the promotion of the SA HRCA									***	1 st			