Tool PC 01 Action Plan Template

Objective

How to write an Action Plan? Where focus your attention on? Shall other documents be presented? What is the role of the public at this stage? The table in this tool tries to give a synthetic answer to these questions.

The Action Plan is the compilation of all stakeholders’ planned activities. The example hereunder, taken from the Regional Environment Centres ‘Guide to Implementing Local Environmental Action Programs (EAP) in Central and Eastern Europe’ refers to the ‘Community Vision’ (i.e. Climate Strategy), as well as the ‘Issues Assessments’ (i.e. Baseline Review) and includes planned measures and actions focused on the priority issues. The EAP provides a framework document that identifies specific action commitments from different institutions and stakeholders and provides a long-term guide for addressing the community’s environmental problems.

Public input is extremely important at this stage to assure that all concerns about the recommended actions have been acknowledged and adequately addressed. Thus, it is critical that the draft of the EAP circulate among representatives of the public, Municipal Council, Mayor’s office and the executive branch of the Municipality, industries and business, affected individuals and groups, regional and national government and NGOs. One should consider seeking input from community members in a variety of ways, including publishing articles, conducting radio interviews, sponsoring focus group sessions, and holding public information meetings. Also, one might want to prepare a short summary of the EAP in brochure form to distribute widely to the public.
### Introductory Letter for (Environmental) Action Plan

<table>
<thead>
<tr>
<th>I. Background information on the Local (Environmental) Action Programme</th>
<th>Includes description of the project. Its goals and project phases, history of the project and stakeholders and those who have been involved, and Community Vision statement (Refer to IMS Climate Strategy)</th>
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<tbody>
<tr>
<td>II. Summary of plan</td>
<td>Short description of all (environmental) problems identified, the basis for selecting priority problems, summary of recommended actions to address priority problems, and basis for choosing recommended actions (Refer to IMS Baseline Review)</td>
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| III. Issue specific Chapters | • **Background information:** related to each specific (environmental) problem, including description of present regulatory situation, responsible agencies and authorities, and (environmental) management system currently in place (Refer to Baseline Review)  
  • **Problem description:** summary of why the problem poses a concern to the community (Refer to Baseline Review)  
  • **Goals, target and indicators:** related to each (environmental) problem (Refer to Climate Strategy)  
  • **Evaluation criteria:** list of evaluation criteria and description of how criteria were applied in the selection of the recommended actions  
  • **Recommended actions:** description of the recommended actions, including activities and level of efforts undertaken to date, explanation of how action addresses critical need, review of the technical and economic feasibility of the action, and identification of potential implementation obstacles  
  • **Time frame:** schedule actions arranged in order of proposed implementation time frame, e.g. short term (six months to one year); medium term (one to four years); long term (more than four years)  
  • **Responsible parties:** identify responsibilities of each implementing agency and organisation associated with each action |
| IV. Conclusions | Restating the main points of the plan and the importance of each citizen being involve to ensure the (Environmental) Action Plan’s success |
| V. Appendices | Includes full descriptions/analysis of issues assessments, newspaper articles and brochures, background data and analyses, photos, and bibliography of all reference documents and communications |

**Source:** Adapted from ‘Guide to Implementing Local Environmental Action Programs in Central and Eastern Europe.’ The Regional Environmental Centre for Central and Eastern Europe & Institute for Sustainable Communities. February 2000.