

GUIDELINES FOR ACTION PLANS FOR BPW POLICY

Clubs submitting policy remits or constitutional amendments for consideration at conference are required to include along with a Rationale, an Action Plan for implementation of the Policy. These recommended Actions are to be placed after the Rationale in a separate paragraph headed 'Implementation'. Following are some ideas for recommendations for action.

Steps for preparing an Action Plan:

1. **Check** all Remits/resolutions for their relevance with the CEDAW Articles and Beijing Platform for Action Articles. The relevant Articles to then be noted in the rationale.
2. **State** if the resolution requires lobbying or other action.

To ascertain what action should be taken use the following checklist:

1. **Identify** if lobbying should be done by letters or by direct personal contact.
2. **Identify** who should write lobby letters - members, clubs or national officers or
3. all of the above.
4. **Identify** who to lobby i.e. which government ministers, opposition spokespeople, local councils and decision-makers.
5. **Note** if any particular named persons holding influence should be contacted directly to arrange meetings.
6. **Identify** any other action recommended that clubs or national office should take. eg. clubs to find out and report on the local situation regarding the reporting of local water quality.
7. **Identify** if any further information gathering is required/recommended.
8. **Identify** any barriers to implementation of the resolution.
9. **Identify** other organisations or groups to be approached with a view to networking to effect the policy.
10. **Identify** events or activities that BPW members and clubs could participate in to support the policy.
11. **Appoint** a taskforce/committee to promote or lobby for the policy