# Resources

## Purpose

This checklist supports the HRDD Committee and management to identify and plan the resources necessary to implement HRDD activities.

When planning resources needed, consider:

* Internal capacity: how HRDD activities can be integrated into work that is ongoing in the business, or what knowledge and skills already exist in the business.
	+ For example, there may already be a team responsible for training and a system to deliver training to members.
* Alternative resources: what support can be provided by volunteers, or external stakeholders.
	+ For example, there may be a charitable organisation that supports training on gender equality or child labour.
* Costs: What extra resources are necessary to implement HRDD and whether these are internal or external costs to the business.
	+ For example, there may be internal costs for using training staff, and external costs, to pay for fuel and expenses for training sessions.

## Checklist

The table includes a list of HRDD activities, that can be adapted to the local situation. Use this list to plan a budget for HRDD.

Below is the template and a worked example.

**Resource plan**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| HRDD activity | Internal capacity | Alternative capacity  | Internal cost | External cost  |
| **Policy** |  |  |  |  |
| People |  |  |  |  |
| Resources |  |  |  |  |
| **HRDD committee**  |  |  |  |  |
| People |  |  |  |  |
| Resources |  |  |  |  |
| **Training** |  |  |  |  |
| People |  |  |  |  |
| Resources |  |  |  |  |
| **Awareness raising** |  |  |  |  |
| People |  |  |  |  |
| Resources |  |  |  |  |
| **Risk assessment** |  |  |  |  |
| People |  |  |  |  |
| Resources |  |  |  |  |
| **Mitigation**  |  |  |  |  |
| People |  |  |  |  |
| Resources |  |  |  |  |
| **Grievance mechanism** |  |  |  |  |
| People |  |  |  |  |
| Resources |  |  |  |  |
| **Remediation**  |  |  |  |  |
| People |  |  |  |  |
| Resources |  |  |  |  |
| **Monitoring** |  |  |  |  |
| People |  |  |  |  |
| Resources |  |  |  |  |
| **Reporting** |  |  |  |  |
| People |  |  |  |  |
| Resources |  |  |  |  |

**Example**

Below is an example to illustrate how this form can be used.

Users adapt this table and use it in a manner that is relevant to their local situation.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| HRDD activity | Internal capacity | Alternative capacity  | Internal cost | External cost  |
| **Policy** |  |  |  |  |
| People | HRDD manager can lead policy development | N/A | HRDD manager days | N/A |
| Resources | There is a template | N/A | N/A | N/A |
| **HRDD committee**  |  |  |  |  |
| People | Committee members recruited from management and members | N/A | HRDD manager daysCommittee members’ time  | HRDD committee member expenses |
| Resources | Training provided by HRDD manager | N/A | N/A | N/A |
| **Training** |  |  |  |  |
| People | HRDD manager & HRDD committee membersExisting trainer | Org x will supply 2 trainers and cover their costs | HRDD manager daysTrainer daysCommittee members’ time | Travel expenses |
| Resources | Use slides, video, flip book, poster | N/A | N/A | Printing of flip books and posters |
| **Awareness raising** |  |  |  |  |
| Staff | HRDD manager & HRDD committee members | Volunteers (community group leaders, women’s group) | HRDD manager daysCommittee members’ timeVolunteer time | Travel expenses |
| Resources | Use flip book and poster | N/A | N/A | Printing of flip books and posters |
| **Risk assessment** |  |  |  |  |
| Staff | HRDD manager & HRDD committee members | Volunteers from community and farm/mine | HRDD manager daysCommittee members’ time | Travel expenses and expenses for volunteers |
| Resources | Template exists |  |  |  |
| **Mitigation**  |  |  |  |  |
| Staff | HRDD manager & HRDD committee members in risk assessment team | Stakeholders identified to support | HRDD manager daysCommittee members’ time | Travel expenses  |
| Resources | Recommended measures exist | Materials/resources 50% from stakeholders | 25% from farm/mine staff | 25% extra cost to the farm/mine |
| **Grievance mechanism** |  |  |  |  |
| Staff | HRDD manager & grievance team | 2 local stakeholders will join grievance team and cover their own expenses | HRDD manager daysCommittee members’ time | Costs for investigation |
| Resources | HRDD manager provides trainingTemplate for procedure etc | N/A | 50% costs of existing reporting channels | 50% costs of new reporting channels |
| **Remediation**  |  |  |  |  |
| Staff | HRDD manager & grievance team | 4 expert stakeholders support remediation issues with expertise and resources | HRDD manager daysCommittee members’ time | Costs for travel and communication |
| Resources | Templates exist | Materials/resources for remediation 50% covered by stakeholders | 25% cost to farm/mine staff | 25% extra cost to the farm/mine |
| **Monitoring** |  |  |  |  |
| Staff | HRDD manager & HRDD committee | Volunteers from community and farm/mine | HRDD manager daysCommittee members’ time | Travel expenses and expenses for volunteers |
| Resources | Templates exist |  |  |  |
| **Reporting** |  |  |  |  |
| Staff | HRDD manager & HRDD committee | N/A | HRDD manager daysCommittee members’ time | N/A |
| Resources | Templates and data exist | N/A | Development of reports and images  | Printing reports, publishing reports, images and pictures used |