# Risk Monitoring Plan

**Purpose**

This table is designed to support the HRDD Committee in planning how to monitor human rights risks. The purpose of risk monitoring is to assess whether risks identified are ongoing, increasing or reducing, and thus to understand whether training, mitigation and remediation are working. Risk monitoring provides early warning of human rights harms.

The table is a record for each human rights issue that is being monitored.

The monitoring plan can be shared with management, and anyone else with oversight of HRDD.

If the HRDD committee records this data it will be able to report on:

* What risk issues are monitored
* The people who benefit from risk monitoring
* How monitoring is delivered, by whom and with what resources and expertise
* Whether monitoring shows increased or reduced risk

## Table

Use the table to record each issue being monitored.

Where possible, note the inclusion of women and men, and persons from vulnerable groups in any monitoring activities.

See below for the template and worked example.

**Monitoring plan**

|  |  |
| --- | --- |
| **Monitoring activities** | **Notes** |
| PLAN |  |
| Description of risk issue being monitored. |  |
| Committee member responsible |  |
| Description of monitoring activity –what or who is being monitored and when |  |
| Description of monitors - number, gender, role |  |
| Date monitors received training |  |
| Resources needed |  |
| Stakeholder supporting |  |
| Resources needed. |  |
| Stakeholder supporting. |  |
| OUTCOMES |  |
| Activities completed. |  |
| Outcomes recorded. |  |

**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.

|  |  |
| --- | --- |
| **Monitoring activities** | **Notes** |
| PLAN |  |
| Description of risk issue being monitored. | Child labour – underage work |
| Committee member responsible | [Name] |
| Description of monitoring activity –what or who is being monitored and when | Children in high-risk households (boys and girls) - ad-hoc visits during school hours, and working hours, 2-3 times a week in peak season.High risk sites 2-3 times a week during harvest activitiesOther times of the year - monthly surveys/visits and ad hoc visits, combined with awareness raising activities on this topic |
| Description of monitors - number, gender, role | 5 HRDD committee members, 1 local teacher, 5 local women’s group members, 3 senior membersIn total x men, and x women |
| Date monitors received training | 5 June 2024 |
| Resources needed | Reimburse volunteers for travel costs and expenses |
| Stakeholder supporting | Child labour protection committee and expert organisation supporting inclusion of children in the local school. |
| **OUTCOMES** |  |
| Activities completed | Monitoring was conducted by 11 persons for x months in harvestPriority was 26 at risk households with minimum of 3 ad-hoc visits per week Monitors also visited random sample of 30 households in 1 ad-hoc visit per weekMonitors also attended 5 awareness raising sessions about hazardous work and child labour held in different community areas at start of the harvest  |
| Outcomes recorded | Children in the 9 out of 26 at risk households missed school to workChildren in 6 out of 26 at risk households were not doing age-appropriate tasks on the farmAll above situations were passed to the grievance team for remediationIn random 30 households, 2 children were not doing age appropriate tasks after school. |