**Monitoring Results**

**Purpose**

These two tables are designed to support the preparation of data and key findings for monitoring and reporting.

* **Actions**: This table summarises progress achieved in the six HRDD steps, and in HRDD activities. This data is drawn from the HRDD self-assessment and from each HRDD activity plan.
* **People**: This table summarises annual data about who is involved in HRDD activities, and who is affected by human rights risks. This data is drawn from the plans for each HRDD activity, and the grievance record.

These tables help you to assess whether HRDD is reducing risks of child labour, forced labour, workplace violence and harassment, discrimination and gender inequality. If this data is summarised each year, it allows for comparison over time.

The tables can be used by the HRDD committee to analyse improvement year-on-year. They can be shared with management, and anyone else with oversight of HRDD, and informs internal and external reporting.

See below for both templates and a worked example.

**Monitoring actions**

Use the HRDD self-assessment and the records kept of key activities to complete this summary of work done and progress achieved.

|  |  |
| --- | --- |
| **Actions** | **Description** |
| **HRDD STEPS** |  |
| Commitment |  |
| Communication |  |
| Risk assessment |  |
| Mitigation |  |
| Grievance mechanism |  |
| Remediation |  |
| Monitoring |  |
| Reporting |  |
| **HRDD ACTIVITIES** |  |
| **Training** |
| Actions taken |  |
| Outcomes |  |
| **Awareness raising** |
| Actions taken |  |
| Outcomes |  |
| **Risk assessment** |
| Actions taken |  |
| Outcomes |  |
| **Mitigation** |
| Actions taken |  |
| Outcomes |  |
| **Grievance mechanism** |
| Actions taken |  |
| Outcomes |  |
| **Remediation** |
| Actions taken |  |
| Outcomes |  |

**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.

|  |  |
| --- | --- |
| **Actions** | **Description** |
| **HRDD STEPS** |  |
| Commitment | We have a statement of commitment which is publicly available and as a posterWe have a committee of 5 people, all of whom have been trained and we have assigned tasks with regular work ongoing. Our main challenge is recruiting women to join the committee and we need to develop an action plan to support women candidates.We identified potential stakeholders and resources for HRDD |
| Communication | We implemented training and awareness raising, and we engaged women and other vulnerable groups |
| Risk assessment | We conducted our first risk assessment, engaging with women and men, and households from vulnerable groups, to identify key risks.Answers were based on evidence from documents, places and people. |
| Mitigation | We identified priority mitigation measures and implemented 75% on time.We would benefit from more expert stakeholder support and resources. |
| Grievance mechanism | We have a grievance team which processed grievances according to the procedure and prioritised awareness raising, including with women and vulnerable groups. |
| Remediation | We developed remediation plans for verified grievances and implemented 80% on time, but we lack external expertise and resources. |
| Monitoring | We developed and implemented monitoring plans for key risks, and recruited and trained monitors from the cooperative/association and community. |
| Reporting | We produced our first annual report |
| **HRDD ACTIVITIES** |  |
| **Training** |
| Actions taken | 85% of members received training on HRDD45% of spouses received training on HRDD |
| Outcomes | All attendees could clearly identify what work tasks are banned for children |
| **Awareness raising** |
| Actions taken | 45% of households participated in household visits about gender equality  |
| Outcomes | Spouses from these households were more likely to participate in HRDD training |
| **Risk assessment** |
| Actions taken | The following key risks were identified: xxxx |
| Outcomes | The following priority risks were agreed: |
| **Mitigation** |
| Actions taken | 75% of all mitigation measures are complete and 25% in progressKey mitigation issues were:* Supporting school meal programs
* Training members on what tasks are banned for children
* Raising awareness about gender equality
* Training members and management on behaviour that is not tolerated such as workplace violence and sexual harassment
 |
| Outcomes | School teachers report better attendance at school Fewer monitoring reports of children missing school to work or doing tasks that are not age appropriate Participants in training demonstrated understanding of the issue |
| **Grievance mechanism** |
| Actions taken | The grievance team was fully functional and 100% of grievance reports were addressed on timeGrievance team conducted 5 awareness raising sessions during the year and attended regular member meetingsGrievance team attended women’s groups and training sessions for spouses to raise awareness about the grievance mechanism |
| Outcomes | There were 30 reports this year, with the majority about child labour and sexual harassment15 out of 30 reports were by women this year indicating that awareness raising was effective |
| **Remediation** |
| Actions taken | 80% of remediation measures were implemented on time, and 20% are still in progressKey remediation issues were:Support for school attendance Training on banned tasks for childrenLivelihood and literacy programs for women Training on ethical recruitment of seasonal workersAwareness raising on gender equality and workplace violence and harassment with women and men |
| Outcomes | Better school attendance (…)Fewer monitoring reports of children doing hazardous tasks (…)Some women are engaging in additional livelihood activities to supplement income and it is too early to assess outcomesFewer monitoring reports of seasonal worker grievances (…) |

**Monitoring people**

Use the records kept of key activities and the Grievance Record to complete this summary of work done and progress achieved.

|  |  |  |
| --- | --- | --- |
| **People** | **Total** | **Description****(e.g. management and staff, members, workers, seasonal workers, vulnerable groups)** |
| **Population of the cooperative or association** |
| women |  |  |
| men |  |  |
| **Participants in training** |
| women |  |  |
| men |  |  |
| **Participants in awareness raising**  |
| women |  |  |
| men |  |  |
| **People consulted for the risk assessment** |
| women  |  |  |
| men |  |  |
| **Number of grievances reported** |
| women  |  |  |
| men |  |  |
| **Number of verified reports of child labour** |
| girls |  |  |
| boys |  |  |
| **Number of verified reports of forced labour** |
| women  |  |  |
| men |  |  |
| **Number of verified reports of discrimination** |
| women  |  |  |
| men |  |  |
| **Number of verified reports of workplace violence and harassment** |
| women  |  |  |
| men |  |  |
| **Number of verified reports of gender inequality** |
| women  |  |  |
| men |  |  |

**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.

|  |  |  |
| --- | --- | --- |
| **People** | **Total** | **Description****(e.g. management and staff, members, workers, seasonal workers, vulnerable groups)** |
| **Population of the cooperative or association** |
| women | 550 | 1 female trainer, 1 woman in management, 4 admin team, 5 women members who are heads of single households, majority are spouses of members, no seasonal workers |
| men | 600 | 2 male trainers, 3 men in management including senior management, most members are men, 6 seasonal workers |
| **Participants in training** |
| women |  |  |
| men |  |  |
| **Participants in awareness raising**  |
| women |  |  |
| men |  |  |
| **People consulted for the risk assessment** |
| women  |  |  |
| men |  |  |
| **Number of grievances reported** |
| women  |  |  |
| men |  |  |
| **Number of verified reports of child labour** |
| girls |  |  |
| boys |  |  |
| **Number of verified reports of forced labour** |
| women  |  |  |
| men |  |  |
| **Number of verified reports of discrimination** |
| women  |  |  |
| men |  |  |
| **Number of verified reports of workplace violence and harassment** |
| women  |  |  |
| men |  |  |
| **Number of verified reports of gender inequality** |
| women  |  |  |
| men |  |  |