# Annual Reporting Plan

**Purpose**

This table contains a set of questions that help to structure an annual report about the progress achieved at the cooperative or association through human rights due diligence.

The information necessary to complete this form is collected and analysed throughout all HRDD activities, and in the monitoring process (See Monitoring Results tables). The conclusions in this report are discussed and formed by the HRDD committee and other relevant persons at the cooperative or association.

The summary includes information about:

* engagement and inclusion of all members, women and men, and vulnerable groups, in human rights due diligence
* engagement of stakeholders in mitigation and remediation
* summary of work done and progress in achieved in reducing risks
* conclusions about continuous improvement and promotion of human rights

Keep the contents easy to understand and consider how to share the findings with members and workers, including those who are less literate, as well as management and customers.

## Table

Use the table below to prepare information for an annual report and adapt to suit the local situation.

The template is below and there is also a worked example.

**Annual Reporting Plan**

Use this table to prepare the information you need to publish an annual report.

|  |  |
| --- | --- |
| **Headlines** | **Enter explanation** |
| Key achievements |  |
| HRDD system and areas of improvement |  |
| HRDD activities and areas of improvement |  |
| Engagement and inclusion of members |  |
| Engagement and inclusion of women |  |
| Engagement and inclusion of persons from vulnerable groups |  |
| Engagement of external stakeholders |  |
| **Key risks** | **Enter explanation** |
| **Child labour** |  |
| What we did |  |
| Who supported |  |
| What we achieved |  |
| Improvement areas |  |
| **Forced labour** |  |
| What we did |  |
| Who supported |  |
| What we achieved |  |
| Improvement areas |  |
| **Gender equality** |  |
| What we did |  |
| Who supported |  |
| What we achieved |  |
| Improvement areas |  |
| **Grievance mechanism and remediation** |  |
| Summary of grievances reported and those verified and remediated |  |
| Child labour |  |
| Forced labour |  |
| Gender inequality |  |
| **Conclusion** |  |
| Priority actions for the next year |  |

**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.

|  |  |
| --- | --- |
| **Headlines** | **Enter explanation** |
| **Key achievements** | Reducing the number of children absent from school to work with their families  Training all member households on what tasks are banned for children, and what is safe, age-appropriate tasks  Raising awareness about how equal rights, responsibilities and opportunities for women and men benefits the cooperative |
| **HRDD system and areas of improvement** | The annual HRDD self-assessment identified that we are effectively operating step 1 (C&C), step 2 (RA), and step 3 (GM), but that we have areas of improvement in step 4 (R), step 5 (M) and step 6 (R) |
| **HRDD activities and areas of improvement** | Key areas of improvement   * inclusion of women and v.groups, especially in training and awareness raising. * Collaboration with expert stakeholders to improve mitigation and remediation measures * Training and support for the HRDD committee |
| **Engagement and inclusion of members** | Yes, this was a key priority. We held a series of meetings to discuss the HRDD commitment and then to provide training. We also have regular monthly member meetings and ….etc |
| **Engagement and inclusion of women** | We invited spouses to join member meetings, but our efforts were limited, and we are developing an action plan to improve inclusion next year |
| **Engagement and inclusion of persons from vulnerable groups** | We identified v.groups and one site visit was made, but efforts were limited, and we are developing an action plan to improve outreach next year |
| **Engagement of external stakeholders** | We identified key stakeholders for our priority risk issues (…..) and engaged their support on mitigation and remediation, but more support is needed in these areas (…) in order to achieve (….) |
| **Key risks** | **Enter explanation** |
| **Child labour** |  |
| What we did | Key mitigation actions involved:  school meal programs  awareness raising with members and spouses  livelihood capacity building  Awareness raising about the grievance mechanism  Intensive monitoring especially of at risk households and sites in harvest and school hours |
| Who supported | We collaborated with charity x and charity y and government protection officer z, who provided …. Support  We worked with the local school and teachers |
| What we achieved | Teachers report better attendance records (…)  Monitors report lower incidence of children doing banned tasks or working in mine  X women are engaged in other income generation activities |
| Improvement areas | We need more expert support and resources and community monitoring |
| **Forced labour** |  |
| What we did | Key mitigation actions involved:  Training members on hiring practices and forced labour indicators  Awareness raising with seasonal workers  Awareness raising about the grievance mechanism |
| Who supported | We did not find a stakeholder to support on this issue, but have an action plan to address this for next year |
| What we achieved | Monitors identified fewer grievances in interviews with workers |
| Improvement areas | We need to improve training and instruction materials |
| **Gender equality** |  |
| What we did | Key mitigation actions involved:  Training on behaviour in the workplace for all members  Awareness raising with women and men, including small community/household visits and collaboration with women’s group  Awareness raising about the grievance mechanism |
| Who supported | We worked with charity x that provides expert training and engagement activities on gender equality and women’s empowerment |
| What we achieved | More spouses are attending training on field skills and other activities |
| Improvement areas | We need to identify key challenges in our local situation and to develop an action plan |
| **Grievance mechanism and remediation** |  |
| Summary of grievances reported and those verified and remediated | 100% of grievances reported were processed on time, and x% were verified cases that were remediated with the support of expert stakeholders |
| Child labour | X reports of child labour risks were investigated and remediated |
| Forced labour | X reports of forced labour risks were investigated and remediated |
| Gender inequality | X reports of gender inequality risks were investigated and remediated |
| **Conclusion** |  |
| Priority actions for the next year | Apprenticeship programs for women in HRDD  Awareness raising on gender equality  Stakeholder relationships and resources for mitigation and remediation  Reducing further risks on all three issues |

END