# Tool 12 MEAL Planning Template

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Indicator** | **Specific MEAL Activity** | **Who’s Involved** | **Who’s responsible** | **Key Milestones** | **Expected duration** | **Cost** |
| **Organisational culture regarding engagement with and understanding of SRM** |  Online perception survey sent to all staff.   |  IT, HR, SRM, Communications |  SRM and Communications | Q1: Question design completed, online system developed Q2: Survey out for completion Q3: Survey results analysed and present   |  Q1-Q3 | Staff time: Five days to develop survey and IT system and conduct quality assurance30 minutes per staff member to complete the surveyThree days to analyse and present findings Financial cost: £250 e-survey system membership |
| **Engagement with reporting SRM mechanism** |  Incident/near-miss/concern log (access via mobile app) with linked actions and owners  |   HR, SRM, IT, Finance, Legal, Programmes |   SRM and IT | Q1: Logging system set up and rolled out Q2: Capacity training to all staff Q3: System live Q4: Results and first analysis and actions | Q1-Q2: Develop and set-up Ongoing: Quarterly review and reflect | Staff time: 30 days to develop and implementone-hour training for all staff Financial cost:£3,000-£5,000 for app-based system£1,000 for external training |
| **Engagement with and communication of SRM issues/concern**  |  Online log set-up of all meetings, agendas and minutes relating to SRM   |   IT, SRM |   SRM | Q1: Internal systems set-up Q2: Capacity training, agendas confirmed Q3: Ongoing collation, reflection and review | Q1-Q2: Develop and set-up Ongoing: Quarterly review and reflect | Staff time: Two days to set upOne-hour capacity training for key SRM staff Financial cost:£0 |
| **Physical check of SRM resources, equipment and measures in place** |  Internal audit structure designed and rolled out.  |  SRM, IT, Legal, Programmes |  SRM and Programmes |  Q1: Internal audit system and process set-up Q2: Capacity training for all audit leads and whole staff roll-out. Q3: Ongoing collation, reflection and review | Q1-Q2: Develop and set up Ongoing: Quarterly review and reflect | Staff time:15 days set-upThree-hour training per audit lead, one-hour training for all staff Financial cost:£1,000 IT system amendments and development |
| **Engagement with and communication of SRM issues/concern** | Amend programme report templates to include SRM feedback section linked to incident/near-miss/concern log | SRM, IT, Programmes | Programmes and SRM | Q1: Amendments made Q2: Capacity building with programme leads Q3: Roll-out Q4: Ongoing collation, reflection and review | Q1-Q2: Develop and set up Ongoing: Quarterly review and reflect | Staff time: 10 days to develop and reviewThree-hour training per programme lead. Financial cost: £0 |
| **Capacity building with regards to SRM** |  Training matrix and log developed, populated and integrated.  |  HR, SRM, IT, Finance |   HR and SRM |  Q1: Training needs analysis completed. Matrix developed and log set-up.Q2: Training programme commences Q3: System live Q4: Results and first analysis and actions | Q1-Q2: Develop and set up Ongoing: Quarterly review and reflect | Staff time: Eight days to develop and implementOngoing training needs dependent on training needs analysis Financial cost:Dependent on training providers |

*Example provided by* [*International Location Safety*](https://www.locationsafety.com/)

#