# Tool 12 MEAL Planning Template

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| **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 assurance 30 minutes per staff member to complete the survey Three 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 implement one-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 up One-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-up Three-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 review Three-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 implement Ongoing training needs dependent on training needs analysis   Financial cost: Dependent on training providers |

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

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