



## Tool 1-2

# Annual work planning for the rangeland management institution

November 2018

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## Annual work planning for the rangeland management institution

### Objective

To assist members of the community rangeland management institution to prepare an annual work plan

### Anticipated output

An annual work plan

### Participants in this activity

- Members of the rangeland management institution (for developing the work plan)
- Community members (for reviewing the plan)

### Introduction

An annual work plan is one of the ways of ensuring accountability and transparency, which are pillars of fair governance. It also contributes to effective governance by helping avoid the problem of decisions being made without any follow up action.

### Steps

The following steps will usually be undertaken after wide ranging consultations among the rangeland management institution and the community at large about challenges, objectives, grazing plans, etc. Those discussions will identify actions that need to be carried out. The process of creating the annual work plan focuses attention on moving from these discussions of opportunities and challenges to tangible, practical actions and responsibilities.

An annual workplan can help a community to hold its rangeland management institution accountable.

## Step 1: Review the existing work plan

Establish whether the rangeland management institution has an existing work plan. If it does, review it based on the guidelines to achieve a more effective work plan. You will then work with the rangeland management institution to either revise the existing plan or develop a new one.

## Step 2: Review and establish major goals and objectives

In a meeting of the rangeland management institution and members of its sub-committees, discuss the overarching objectives for the year. If the institution has developed a vision for itself and for the rangeland unit, participants should refer back to this. Facilitate a discussion to develop consensus on a small number of overarching objectives.

## Step 3: Develop a first draft of an action-oriented plan

- Divide the participants into breakout groups. Typically, this would be done according to any sub-committee that the rangeland management institution may have: e.g., the grazing committee will form one group, the finance committee another group, the executive committee another, etc.
  - Each committee or group should identify the challenges and needs that it will help to address, its main areas of action and how it will contribute to the overarching objectives.
  - Each committee or group identifies an action plan answering the question of what actions need to be taken and the who, when, how and why for that action. See Worksheet 1-2-1 on p. 4 of this tool for a template that can be used.
  - The “Who?” question is very important. The annual work plan is a plan of action for the rangeland management institution, not a list of what other stakeholders should do. Where a task or action is identified for some external stakeholder—for instance, an action that the community members would like the county government to take—then the question ‘what will the rangeland management institution do to ensure that stakeholders takes action?’ should be asked.
- Each element of an annual work plan answers these questions: **what** is the action that will be taken? **Who** will do it? **When** will they do it? **How** will they do it and what resources are needed? **Why** it is being done?
- Plans should consider the resources required, possible constraints and strategies to address these constraints.
  - Plans for working collaboratively with other organizations such as government, nongovernment organizations, etc., can be included.
  - Capture the plan on flip chart paper (see Worksheet 1-2-1 for a template that can be followed).

## Step 4: Share and revise the draft plans

- Each breakout group shares the content of its discussion.
- The whole group reviews and edits any unsatisfactory areas.
- Create a final document summarizing the agreed work plan.

## Step 5: Share with community members

- The work plan should be shared at an annual general meeting or other meeting or workshop where the entire community is invited.

## Annual work planning for the rangeland management institution

## Worksheet 1-2-1

## Work plan template

Name of the rangeland unit: \_\_\_\_\_

Date: \_\_\_\_\_

[illegible]

This document is part of the Participatory rangeland management toolkit for Kenya, an initiative led by the International Livestock Research Institute (ILRI). This tool was developed by ILRI, with financial assistance from the United States Agency for International Development Feed the Future Kenya Accelerated Value Chain Development (AVCD) program.

Photo credit: International Land Coalition Rangelands Initiative

Citation: Nganga, I. and Robinson, L.W. 2018. *Annual work planning for the rangeland management institution. Tool 1-2 of the Participatory rangeland management toolkit for Kenya*. Nairobi, Kenya: ILRI.



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