



Guide to Good Practice in North South Activities

Example of a Planning Checklist

Items in **bold** should be kept as reference documents



Share vision on ethos

Common Policy Agreement
Behavioural Contract

Audit your skills

Match time availability of both groups

Assign provisional dates to meetings and activities

Check availability of venues and facilities

Check availability of transport, insurance cover for cross-border travel



Research your chosen themes and gather information

Identify specific activities

Check criteria of your funding programme to ensure your ideas fit

Identify ways to make local impact

Consider use of information and communications technologies



Agree joint **Aims and Objectives** with all participants

Determine outcomes: the things you might produce or the results you might expect

Work Plan

Timeframe

Determine required **Budget**



Arrange extra staff or outside expertise.

Decide method and criteria for choosing participants

Allocate responsibilities

Trial runs to venues

Child Protection Policy

Risk Assessment



Communicate with parents

Complete consent forms (include consent for use of photographs, medical or other needs, parent contact details)

Familiarization meetings or activities with all participants

Outline **Communication Plan**

Evaluation Plan

Set up monitoring system



Fill in **Application Form**

Take advice on application form if needed

Confirm all signatures and financial commitments