

**Summary:** The Action Plan is a plan describing what needs to be done and by whom to achieve a Zero-Waste school. It does not have to address every detail but should rather serve as a guiding document. It should be realistic in terms of cost, include a timeline for implementation and address institutional and human resources issues. The Action Plan is “owned” by the school and is a “live” document, which needs to be updated regularly.

### Description

Once the decisions are taken on what will be done at the school, a concrete Action Plan needs to be formulated considering:

1. The timeframe for the Action Plan implementation (e.g. 1 or 2 school year(s), X semester(s), etc.)
2. A list of activities to be undertaken to fulfil the goals and targets set in the framework of the Zero-Waste school
3. And for each activity, define:
  - a. What the actions are – Activity
  - a. Who should take the action – Owner
  - a. When it should be taken – Timeframe
  - a. Monitoring of action implementation - Progress

It is important to remember that the Action Plan is “owned” by the school and although it may be that other stakeholders such as an external SWM expert support the school in developing the Action Plan, the school must have overall responsibility and accountability. The Action Plan should be a “live” document that is updated regularly, as such it will detail activities which are on track and those that have been delayed for any number of reasons.

Examples of an Action Plan table of content and Action Plan activity timeline are presented in Tools 5.A1.1 and 5.A1.2. Note that in the provided example, the Action Plan was developed with the help of external support and therefore the selection of alternatives was part of the Action Plan activities to ensure the school ownership over the Action Plan developed.

### Steps

- Step 1.** Define the timeframe for Action Plan implementation
- Step 2.** Make a list of activities and actions
- Step 3.** For each activity, define : what, who, when and how progress will be monitored
- Step 4.** Define the Action Plan activity timeline

### Resources

Tool 5.A1.1 Action Plan table of content - Example

Tool 5.A1.2 Action Plan activity timeline - Example

### Additional resources:



Lüthi et al., 2011. *Community-Led Urban Environmental Sanitation Planning: CLUES, Tool 23*



Online course – [From Data to Tangible Impact: Achieving Waste SDGs by 2030](#), Module 6.5 (UN-Habitat)