RETURN TO WORK PLANS (RWP)

A*n initiative of the African, Caribbean and Pacific Group of States, financed by the European Union and United Nations Development Programme, and implemented by UNDP.*

1. **RETURN-TO-WORK PLANS**

Return to Work projects are a valuable mechanism for workshop participants’ personal and professional development. As part of your sponsorship, you are required to develop a return-to-work plan on a project you will undertake on your return, applying the knowledge and skills gained from workshop to influence change.

Periodic follow-up on the progress of implementation of the plan will be undertaken by UNDP.

1. **REPORTING STRUCTURE FOR RETURN-TO-WORK PLANS**

To facilitate ease of reporting and follow-up on your return to work project, the structure below outlines the key project elements that need to be covered in the reporting. **Please submit a draft Return to Work Project (RWP)** using the structure provided below.

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| GENERAL INFORMATION | | | | | | | |
| Name(s): Fabian Rainford  Position: Potter  Email: fabianrainford@gmail.com  Phone no (office + mob): +1876-591-1120 | | | | | | | |
| Brief Description of the project: To renovate workshop which includes roofing, toilet bowls, face basin, working tables, stools and small equipments. With this plan I will lay the foundation to grow my business and provide training to interested persons. | | | | | | | |
| Expected Outcomes: My expected outcomes are recruit interested persons to train them in making pots from clay and make my business go further than where it is now. | | | | | | | |
| Expected Outputs: My expected outcomes are to ensure that what I train/teach these youths they will make use of it and try and start their own business also that they will also teach other persons what they have learn from the training they have receive. | | | | | | | |
| Please describe how you plan to implement the return to work project: (outline key partnerships and collaborations across sectors in your country as well as any joint collaboration with other countries) I work along with the Rose Town Foundation while collaborating with the schools and community group also selected potential persons for the training in partnerships with the Rose Town Foundation. My present work space is not suitable to work in during rain. | | | | | | | |
| What indicators of success will you employ? (include indicators of success that go beyond activity-level implementation) I will provide photos of work taken place. | | | | | | | |
| What other strategic opportunities have you identified that will contribute to the success and sustainability of your project?(include linkages to sub-regional and regional agenda) Through partnership with the Rose Town Foundation we will seek assistance from the Jamaica Social Investment Fund (JSIF) and other organizations for additional support. | | | | | | | |
| What aspects of the training will be most useful in implementing your project? Explain   To identify persons who are able to work and to receive grant funding to assist with the retrofitting of our workshop. | | | | | | | |
| What are your future plans? (Include any additional capacity building needs for your professional development that you have identified during the course of the workshop). To renovate the workshop and employ ten to fifteen persons full time for one year. | | | | | | | |
| ACTION PLAN | | | | | | | |
| Period  Activities | Month 1 | Month 2 | Month 3 | Month 4 | Month 5 | Month 6 | Month 7 |
| Activity 1: Renovate of building | Purchasing small equipments and clearing of building | Getting persons from the community to participate in the workshop with the help of the Rose Town Foundation | Going to the schools to interview students and organize the place for training. | Introduce a 2 weeks session with students about the type of clay. | Implement the use of ceramic at the Rose Town Foundation. | Review my plans that I have made and to make adjustments if there is any. | Introduce the Trench Town Ceramic and start a different program. |
| Activity 2: Seek funding (from JSIF or any other donors) |  |  |  |  |  |  |  |
| Activity 3: Getting all my equipments and renovate the building. |  |  |  |  |  |  |  |
| Activity 4: Working along with the people in my community so that they can obtain a skill and to provide work for themselves. |  |  |  |  |  |  |  |
| Activity 5: Conduct a 2 weeks workshop at schools in clay and ceramics. |  |  |  |  |  |  |  |
| Etc. Expand my training in Joy Town and also in the Hands in Clay alongside Devon Thousand. |  |  |  |  |  |  |  |

1. **SUBMISSION DATE OF THE DRAFT RETURN-TO-WORK PLAN**

The draft Return to Work planshould be sent to [development.minerals@undp.org](mailto:development.minerals@undp.org)