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 | | | | | | | |
| Names/Positions: Stacey Plummer (Chief Inspector); Andre Williams (Senior Inspector of Mines); Oraine Hepburn (Inspector 2); Marlon Simms (Inspector 2); Michael Jackson (Inspector of Mines); Tristan Hitchman (Inspector of Mines); Shyaine Gage(Geologist).  Email addresses: [splummer@mgd.gov.jm](mailto:splummer@mgd.gov.jm), [awilliams@mgd.gov.jm](mailto:awilliams@mgd.gov.jm), [ohepburn@mgd.gov.jm](mailto:ohepburn@mgd.gov.jm), [msimms@mgd.gov.jm](mailto:msimms@mgd.gov.jm), [mjackson@mgd.gov.jm](mailto:mjackson@mgd.gov.jm), [thitchman@mgd.gov.jm](mailto:thitchman@mgd.gov.jm), [sgage@mgd.gov.jm](mailto:sgage@mgd.gov.jm)  Phone no (office + mob): (876) 927-1936-40 | | | | | | | |
| Brief Description of the project:  Jamaica has approximately 180 licensed quarry operations. The Mines and Geology Division (MGD) regularly schedules seminars to interact with these quarry operators. We have actually just recently concluded a series of four (4) seminars covering all the parishes which was mainly aimed at sensitizing operators to recent amendments to the Quarries Control Act.  This project would seek to provide training to both licensed operators and those who have submitted applications to be licensed, in matters related to the environment, community, gender, health and safety. Other agencies of government for example representatives of the Parish Councils (the local planning authorities) would also be included as attendees. The participants would be grouped based on the parishes in which they operate (there are 14 parishes), and then depending on the number of operations, seminars would be planned to incorporate two to four parishes. | | | | | | | |
| Expected Outcomes:  The expected outcome is that over time, as more operators are introduced to best practices, the level of compliance within the industry will improve. As it is, most players in the industry are driven by immediate monetary returns versus the long term benefit of investing in equipment and procedures that exemplify best practices. The knowledge that the Mines and Geology Division will be able to continually pass on to the quarry operators (both during formal training sessions and during our regular inspections) will reinforce these best practices and is expected to lead to behavioral change. | | | | | | | |
| Expected Outputs:  Three (3) one day regional workshops will be held with one for:   * The Western Region (covering the parishes of St. James, Westmoreland, St. Ann, Hanover, and Trelawny) * The Central Region (covering the parishes of Clarendon, Manchester, and St. Elizabeth) * The Eastern Region (covering the parishes of Kingston, St. Andrew, St. Catherine, St. Mary, and St. Thomas   The target audience will be current quarry operators/owners and persons who have expressed an interest in starting in the industry. | | | | | | | |
| 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)  The implementation plan is to have a series of one day workshops, with one workshop being held per month (possible start date in October, based on the availability of funding). Trainers would be rotated with regard to area of focus at the different workshops to build capacity.  Some of the key collaborating government partners would be the National Environment and Planning Agency (NEPA), the agency with responsibility for planning and environmental management; the Water Resources Authority (WRA), the entity with responsibility for managing water resources; and the National Works Agency, the agency responsible for safeguarding public works.  The source of funding to cover venue, material, refreshment etc. has to be identified. One potential source is grant funding from the ACP-EU Project. | | | | | | | |
| What indicators of success will you employ? (include indicators of success that go beyond activity-level implementation)  Participants must devise an action plan for future implementation which should improve the overall the status of the operation in relation to safety, environmental management, and community relations. | | | | | | | |
| 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)   One opportunity identified is cross training among the employees of the Division and additional forums for technical development that would advance the competence of all stakeholders. | | | | | | | |
| What aspects of the training will be most useful in implementing your project? Explain  The field trip which allowed us to see the best practices as well as areas of weaknesses and identification of strategies to be used to mitigate and remediate these occurrences. | | | | | | | |
| 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).   Training in mining engineering, mineral extraction and hazard management (both geological and anthropogenic). | | | | | | | |
| \*ACTION PLAN | | | | | | | |
| Period  Activities | Month 1 | Month 2 | Month 3 | Month 4 | Month 5 | Month 6 | Month 7 |
| Activity 1: |  |  |  |  |  |  |  |
| Activity 2: |  |  |  |  |  |  |  |
| Activity 3: |  |  |  |  |  |  |  |
| Activity 4: |  |  |  |  |  |  |  |
| Activity 5: |  |  |  |  |  |  |  |
| Etc. |  |  |  |  |  |  |  |

\***TO BE FINALIZED BASED ON BUDGETARY ALLOCATION**

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

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