

This tool is part of:  
**Building safer communities through systemic approaches to violence prevention -  
 A toolkit for participatory safety planning**

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The entire toolkit is available on: [www.saferspaces.org.za](http://www.saferspaces.org.za)

## ANNEX 5 TO BOOK 5:

### Activity plan/Time Planning (example):

Activity	Quarter of realisation of the activity (for 5 years planning, e.g. within IDP)																Main responsible	In Coordination with
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4		
3.1.1 Realise 1 training of 1 day on community participation/WC																	CSF/ Municipality	CSF and Major
3.1.2 Define priority questions and realise walkabouts in the ward to talk to people and get to know their points of view																	Safety coordinator	
3.2.1 Realise 2 training of 1day on relevant concepts/WC																	CSF/ Municipality	CSF and Major
3.2.2 realise 1 exchange visit/2 members/WC, (1 male, 1 female) to an advanced WC in terms of community cohesion and violence prevention.																	Safety coordinator	
3.3.1 Realise 2 trainings of 1 day each WC on organisational issues for ward members																	Safety coordinator	CSF and Major
3.3.2 Realise 1 training on moderation for 2 members of each WC																	Safety coordinator	CSF and Major

Activity	Quarter of realisation of the activity (for 5 years planning, e.g. within IDP)																Main responsible	In Coordination with
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4		
<b>M&amp;E (some examples)</b>																		
1. Refined indicator together with community members and develop M&E matrices																	Safety coordinator	CSF and Major
2. Determine baseline values for indicators together with community members																	Safety coordinator	CSF and Major
3. Realise ward meetings with neighbours to discuss on present situation in terms of defined indicators (regular monitoring)																	Safety coordinator	CSF and Major
4. Realise internal evaluation and adaptation of further planning																	Safety coordinator	CSF and Major
5. Realise final internal evaluation and conclusions for next steps																	Safety coordinator	CSF and Major



