

Unlock's review and planning structure  
Where do the workers fit into the picture?

**October 2000 (Festival)**

- Workers begin to review their work done in 2000, and make plans for 2001
- The National Council discusses their policy proposals for 2001 with workers.

**November / December 2000**

- Workers locally review 2000 and plan 2001, in the light of policy proposals agreed by National Council.

**January 2001**

Workers 2000 reports, sent to office for distribution to National Council:

- Record of activities (Handbook/forms/010)
- Annual review (handbook/forms/006)

**May 2001**

The Council will consider the workers evaluations and reviews received. Using these and information from the staff and National Co-ordinator, will begin to formulate policy proposals for 2002

**October 2001 (Festival)**

- Workers begin to review their work done in 2001, and make plans for 2002
- The National Council discusses their policy proposals for 2002 with workers.

**November / December 2001**

Workers locally review 2001 and plan 2002, in the light of policy proposals agreed by National Council.

**January 2002**

Workers 2001 reports, sent to office for distribution to National Council

- Record of activities (Handbook/forms/010)
- Annual review (handbook/forms/006)

This is a sample planning structure for the year 2001.



**January—December 2001**

Workers get on with the job!

- Fill in record of activities as they happen. These can be sent in to the office monthly (or whatever) .... As long as they are all sent in soon after the end of December.
- Workshop evaluations (handbook/forms/011) should be sent to the office immediately after an event, and then these will be circulated to Council on an ongoing basis.

