

Date: December 2, 2022
To: WEP Working Group
From: Alma Wheeler Smith, Chair
Re: Proposed WEP Report Implementation Plan

Implementation Team

The next step to follow the Report and Recommendations adopted by WEP is to design the implementation framework to effect WEP's recommendations. I recommend the Working Group authorize me to appoint up to 10 knowledgeable persons to form an "Implementation Team" that will take the torch from WEP to achieve the following two implementation goals by June 30, 2023:

Implementation Goals

1. Establish a framework for implementing WEP's recommendations.
2. Conduct communication to engage the community about the WEP report.

Tasks for Both Implementation Goals

1. Establish a framework for implementing WEP's recommendations.
 - A. Prioritize recommendations based on the Working Group's organizational strategies.
 - B. Using the research and information in the WEP Report, outline the major actions required to achieve each recommendation or each group of recommendations.
 1. Determine who should oversee or lead the actions.
 - a. Is there an existing entity to oversee and implement a given recommendation or do some recommendations require creating a new oversight body or partnership?
 - b. Is there an overall entity that could coordinate and support all implementation?
 2. Determine a timeline for completing the actions.
 3. Determine resources needed to achieving the actions.
 - C. Recommend how to sequence and coordinate all implementation steps. Per information in the WEP Report, identify additional key actors as needed.
2. Conduct communication to engage the community about the WEP report.
 - A. Work with communications facilitator to develop and implement action steps to communicate key elements of the Report, including:

1. Developing key messages from the Report.
 2. Identifying audiences and strategies to engage them, including planning events.
 3. Developing a timeline for communications and engagement efforts.
- B. Ensure relevant materials are available on the WEP website.
- C. Plan advocacy efforts to gain/sustain support to implement the Report.