**Minimum contents of Water Risk and Action Plans (WRAP)**

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| Minimum (must have) criteria | Nice to haves | Guiding questions/ comments |
| Objective of partnership |  | When will we be successful? |
| Water risks to be investigated/ or addressed | RAID log | What are the water risks?  or if already clear: Which effects/ developments etc. will be avoided/ reduced? |
| Actions (of partners) | Linkage with targeted outcomes | What is to be done? |
| Milestone and deliverables (concrete measurable results) | Link to KPI of partners | What is to be achieved (so we know when we have reached)? |
| Responsibilities: name of partner organization | Plus name of person in charge  Only one name to lead each activity | Who is responsible (for each action/ deliverable and milestone)? |
| Monitoring activities | Monitoring plan for partnership | How are the Stewardship KPIs monitored?  How can be measured if the partnership objective is met? |
| Timeline: with start and due date of actions/ deliverables budget, at least on monthly basis | Weekly or actual dates Gantt chart for visual display | How are resources allocated/ who is working on what for how long? |
| Budget: list or matrix of actions deliverables from WRAP, respective funders, timing (monthly) |  | What is being funded?  How much is funded?  Who is funding what?  When will these funds be needed? |
| Status: open eg not started, in progress, delayed, completed (for each action, deliverable) |  | What is the progress vs plan? |
| Comments, eg reason for delay and measures, other important details |  | Further background, reasons for deviations from plan, etc. |
| Time period: financial year | Entire partnerships | What will be happening when? |
| [intentionally left blank] | Communications plan, CSO and policy activities on partnership level | What do we communicate to whom and when? |
| Approval by all partners: Signed minutes/ emails | Signed WRAP printout | Do all partners agree to this planned collaboration? |
| Format: excel or word | Excel preferred | Which document type should be used? |