**Action plan for *[name of the working group]***

**Plan for period 1st July 2024 – 30th June 2028**

When doing the follow-up of the action plan, the traffic light system can be used as an indicator of work progress. Simply copy the appropriate color and place it in the title column of the corresponding year. See example below.

Chairperson: [*First name, Last name, e-mail]*

Vice-Chairperson: [*First name, Last name, e-mail]*

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| **2024****Deadline for the Action plan: 15th October 2024** |
| The action plans must be submitted to the General Secretary (nvf@vayla.fi) by 15th of October. The action plans will be approved by the NVF Board at the board meeting on 15th of November. Action plan includes the following aspects:* **Focus Areas**: objectives, specific issues, Sustainable Development Goals, overarching theme
* **Planned Actions**: working group’s plan of activities, events, action, SDGs, and overarching theme
* (**Short Report on the Completed Plans**: progress of the work, activities that have supported the progress, organized events [first deadline for reporting: 1st November 2025])
* If needed, proposals for adjustments to the working group’s ‘job description’.
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| **2025 deadlines:****Focus areas and Planned Actions: 15th October 2024****Reporting and follow-up on the action plan: 1st November 2025** |
| **Focus Areas** | **Planned Actions** | **Short Report on the Completed Plans** |
| [insert text here, dl 15th October 2024]Instructions: [please remove the instructions when you are finished]Here you can describe the objectives that the working group aims to achieve.What will the working group focus on? Which specific issues are relevant and current?Which Sustainable Development Goals (SDGs) the working group will focus on?Remember to address the overarching theme of Climate and Environment. The theme group will organize 1-2 seminars during the period 2024–2028. The working group should be prepared to identify 1–2 suitable presentations on the theme and submit the presentation proposal papers to the theme coordinators.  | [insert text here, dl 15th October 2024]Instructions: [please remove the instructions when you are finished]Here you can describe how the working group has planned to achieve their objectives. If you are planning live meetings or seminars, it’s important to add the country where it will take place.Which actions has the working group planned to take to achieve the objectives?Which activities or events has the working group planned to organize?How will the working group address the relevant SDGs?How will the working group address the overarching theme of Climate and Environment? | [insert text here, dl 1st November 2025]Instructions: [please remove the instructions when you are finished]Here you can describe the progress the working group has made in achieving its objectives. You can also describe the activities that have supported the progress.How has the working group achieved its objectives? Which objectives has the working group achieved, and how?Which events (seminars, meetings, etc.) has the working group organized? You can also write a brief summary of the event. What was the purpose? What was achieved? |

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| **2026 deadlines:****Focus areas and Planned Actions: 1st November 2025****Reporting and follow-up on the action plan: 1st November 2026** |
| **Focus Areas** | **Planned Actions** | **Short Report on the Completed Plans** |
| [insert text here, dl 1st November 2025]Instructions:Here you can describe the objectives that the working group aims to achieve.What will the working group focus on? Which specific issues are relevant and current?Which Sustainable Development Goals (SDGs) the working group will focus on?Remember to address the overarching theme of Climate and Environment. The theme group will organize 1-2 seminars during the period 2024–2028. The working group should be prepared to identify 1–2 suitable presentations on the theme and submit the presentation proposal papers to the theme coordinators. | [insert text here, dl 1st November 2025]Instructions: Here you can describe how the working group has planned to achieve their objectives. If you are planning live meetings or seminars, it’s important to add the country where it will take place.Which actions has the working group planned to take to achieve the objectives?Which activities or events has the working group planned to organize?How will the working group address the relevant SDGs?How will the working group address the overarching theme of Climate and Environment? | [insert text here, dl 1st November 2026]Instructions:Here you can describe the progress the working group has made in achieving its objectives. You can also describe the activities that have supported the progress.How has the working group achieved its objectives? Which objectives has the working group achieved, and how?Which events (seminars, meetings, etc.) has the working group organized? You can also write a brief summary of the event. What was the purpose? What was achieved? |

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| **2027 deadlines:****Focus areas and Planned Actions: 1st November 2026****Reporting and follow-up on the action plan: 1st November 2027** |
| **Focus Areas** | **Planned Actions** | **Short Report on the Completed Plans** |
| [insert text here, dl 1st November 2026]Instructions:Here you can describe the objectives that the working group aims to achieve.What will the working group focus on? Which specific issues are relevant and current?Which Sustainable Development Goals (SDGs) the working group will focus on?Remember to address the overarching theme of Climate and Environment. The theme group will organize 1-2 seminars during the period 2024–2028. The working group should be prepared to identify 1–2 suitable presentations on the theme and submit the presentation proposal papers to the theme coordinators. | [insert text here, dl 1st November 2026]Instructions: Here you can describe how the working group has planned to achieve their objectives. If you are planning live meetings or seminars, it’s important to add the country where it will take place.Which actions has the working group planned to take to achieve the objectives?Which activities or events has the working group planned to organize?How will the working group address the relevant SDGs?How will the working group address the overarching theme of Climate and Environment? | [insert text here, dl 1st November 2027]Instructions:Here you can describe the progress the working group has made in achieving its objectives. You can also describe the activities that have supported the progress.How has the working group achieved its objectives? Which objectives has the working group achieved, and how?Which events (seminars, meetings, etc.) has the working group organized? You can also write a brief summary of the event. What was the purpose? What was achieved? |

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| **2028 deadlines:****Focus areas and Planned Actions: 1st November 2027****Reporting and follow-up on the action plan: summer 2028** |
| **Focus Areas** | **Planned Actions** | **Short Report on the Completed Plans** |
| [insert text here, dl 1st November 2027]Instructions:Here you can describe the objectives that the working group aims to achieve.What will the working group focus on? Which specific issues are relevant and current?Which Sustainable Development Goals (SDGs) the working group will focus on?Remember to address the overarching theme of Climate and Environment. The theme group will organize 1-2 seminars during the period 2024–2028. The working group should be prepared to identify 1–2 suitable presentations on the theme and submit the presentation proposal papers to the theme coordinators. | [insert text here, dl 1st November 2027]Instructions: Here you can describe how the working group has planned to achieve their objectives. If you are planning live meetings or seminars, it’s important to add the country where it will take place.Which actions has the working group planned to take to achieve the objectives?Which activities or events has the working group planned to organize?How will the working group address the relevant SDGs?How will the working group address the overarching theme of Climate and Environment? | [insert text here, dl 1st November 2028]Instructions:Here you can describe the progress the working group has made in achieving its objectives. You can also describe the activities that have supported the progress.How has the working group achieved its objectives? Which objectives has the working group achieved, and how?Which events (seminars, meetings, etc.) has the working group organized? You can also write a brief summary of the event. What was the purpose? What was achieved? |