# STEP 2

# Follow your HP best practices!

During the kick-off meeting the partnership selects 3 practices for each horizontal principle, to be implemented during the project (these can also come from the partnership discussions or reflect the project´s objective). The selected practices are added to Step 2 file and uploaded in the Shared folder in Jems. The desk officer will check the shared folder after the 1st, 3rd and 6th Period as part of the report assessment.

Additionally, the partnership is asked to list relevant stakeholders, such as organizations, companies, local and national decision-makers, internal departments, and individuals within the partner organizations who need to be informed about new and better working practices and project success stories.

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| **Project Name** |   |
| **Jems ID** |  |

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| **Towards a greener NPA!** |
| Which 3 practices have you decided to implement into your project and/or partnership? | 1. |
| 2. |
| 3. |
|   |
| Who should hear about your success? |   |
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|   |
| How are you going to tell them? |   |
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|   |
| How would you summarize your project´s progress towards these 3 (or other) practices after the 1st period? |   |
| How would you summarize your project´s progress towards these 3 (or other) practices after the 3rd period? |   |
| How would you summarize your project´s overall contribution towards a greener NPA? |   |

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| **Towards a more inclusive NPA!** |
| Which 3 practices have you decided to implement into your project and/or partnership? | 1. |
| 2. |
| 3. |
|   |
| Who should hear about your succes? |   |
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|   |
| How are you going to tell them? |   |
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|   |
| How would you summarize your project´s progress towards these 3 (or other) practices after the 1st period? |   |
| How would you summarize your project´s progress towards these 3 (or other) practices after the 3rd period? |   |
| How would you summarize your project´s overall contribution towards a more inclusive NPA? |   |

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| **Towards a gender balanced NPA!** |
| Which 3 practices have you decided to implement into your project and/or partnership? | 1. |
| 2. |
| 3. |
|   |
| Who should hear about your succes? |   |
|
|   |
| How are you going to tell them? |   |
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|   |
| How would you summarize your project´s progress towards these 3 (or other) practices after the 1st period? |   |
| How would you summarize your project´s progress towards these 3 (or other) practices after the 3rd period? |   |
| How would you summarize your project´s overall contribution towards a gender balanced NPA? |  |