**Detail of Water Safety Plan Meetings**

**Meeting Calendar for 2018**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Meeting | Schedule/Held | Year 2018 | | | | | | | | | | | |
| Jan | Feb | Mar | Apr | May | June | July | Aug | Sep | Oct | Nov | Dec |
| Operational Team Meeting | Schedule |  | 03 |  | 27 |  | 29 | 27 | 31 | 28 | 26 | 30 | 28 |
| Held |  | 03 |  | 27 |  | 29 | 26 | - | 28 | 26 | 30 |  |
| Supporting Team Meeting | Schedule | 22 |  | 09 |  | 22 |  |  |  |  | 30 |  |  |
| Held | 22 |  | 09 |  | 22 |  |  |  |  | 30 |  |  |
| Stakeholders Team Meeting | Schedule |  |  |  |  |  | 06 |  |  |  |  |  |  |
| Held |  |  |  |  |  | 11 |  |  |  |  |  |  |
| Internal Formal Audit | Schedule |  |  |  |  |  |  |  | 30 |  |  |  |  |
| Held |  |  |  |  |  |  |  | 30 |  |  |  |  |
| WSP Progress meeting with manager | Schedule | 05 | 09 | 08 | 10 | 10 | 12 | 09 | 06 | 06 | 08 | 08 | 06 |
| Held | 05 | 09 | 08 | 10 | 10 | 12 | 09 | 06 | 06 | 08 | 08 | 06 |

**Detail of Water Safety Plan Meetings**

**Meeting Calendar for 2019**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Meeting | Schedule/Held | Year 2019 | | | | | | | | | | | |
| Jan | Feb | Mar | Apr | May | June | July | Aug | Sep | Oct | Nov | Dec |
| Operational Team Meeting | Schedule | 25 | 22 | 29 | 26 | 31 | 28 | 26 | 30 | 27 | 25 | 29 | 27 |
| Held | 25 | 26 | 29 |  | 24 | 28 |  |  |  |  |  |  |
| Supporting Team Meeting | Schedule | 29 |  |  |  |  | 7 |  |  |  | 4 |  |  |
| Held | 29 |  |  |  | 28 |  |  |  |  |  |  |  |
| Stakeholders Team Meeting | Schedule |  |  |  |  |  | 11 |  |  |  |  |  |  |
| Held |  |  |  |  |  |  |  |  |  |  |  |  |
| WSP Progress meeting with manager | Schedule | 10 | 07 | 12 | 08 | 08 | 07 |  |  |  |  |  |  |
| Held | 10 | 07 | 12 | 08 | 08 |  |  |  |  |  |  |  |

**Implementation of Water Safety Plan – AE /OIC Kotte**

**Action Plan – 2019**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of the WSS |  | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| Kotte | Programme |  |  |  | IFA |  |  |  |  |  | EA |  |  |
| Progress |  |  |  |  |  |  |  |  |  |  |  |  |

M - Module ERP - Emergency Response Plan IIA -Internal Informal Audit

IFA - Internal Forma Audit EA - External Audit

DR - Draft Report RP - Report Completed