

Projects : Post Approval

Feb 7 2004, AID Austin

Project Coordination

- Whose job is it?
 - Who is accountable to whom?
 - What is the project coordinators job?
 - What are the rest of us supposed to do?
 - What can the rest of us do to help?
 - Isn't it everybody's responsibility too?
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Post approval : What does it mean?

- Learn, learn & learn
 - Better understanding of the issue
 - The model being followed
 - Alternatives elsewhere
 - Monitor the status of the project
 - Means to further and strengthen relationship with the NGO
 - Two way communication
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Post Approval Guidelines

- Post Approval Package
 - Communication
 - Awareness
 - Monitoring
 - Non monetary contribution
 - Publicity
 - Exchange of Information
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Post Approval Package

- Glimpse of AID
 - Newsletters
 - Annual Report
 - What is expected of the NGO
 - In terms of Communication
 - Status reports
 - Sending this can be independent of the check request.
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Communication

- ❑ Establish a mode of communication that is most comfortable & convenient to the NGO
 - Eg: email, Phone, Letters
 - Postal email: <http://mail.ttkbharatplanet.com>
 - ❑ ACK/REPLY and act on NGO's email, letter
 - ❑ Do not keep the NGO waiting indefinitely. Set timelines and inform them
 - ❑ Relevant issues can be brought up
 - Eg. Political issues in the region, Women's groups
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Awareness

- Suggestions can be made to add more relevant components
 - Eg. Kala Jathas, Anti-dowry campaign
 - It should be done only after understanding the issues
 - This should not overburden the NGO
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Monitoring

- Chapter & NGO must come up with process of monitoring
 - Define success criteria for the project
 - Keep track of goals – preferably by timetable
 - Status reports
 - Arrange for site visits
 - Document observations/evaluations at the end
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Contributions

- Posters, presentations, webpage development, training material, creating registers
 - Facilitate exchange between different partners of AID
 - Eg. Exchange of training material
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Publicity & Information

- Include project related articles in the newsletters.
 - Send Dishaa, TMI, Chetna, AID calendar to the NGO
 - Seek reports, publications from the organisation, financial report
 - Project information on website and database
 - Transfer of coordination should be made easy
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Finances

- ❑ Goals usually change depending on the ground circumstances.
 - ❑ Request for financial report.
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Coordination also includes

- ❑ Commitment to AID
 - ❑ Project Coordinators should set rules for themselves
 - Communication
 - Documentation
 - Website update
 - Arrange for site visits
 - Update the other volunteers
-

How can the rest of us help?

- Understand that
 - project coordination is not an easy job
 - the project coordinators are accountable to AID-Austin too
 - Help them
 - Ask for project status
 - Go beyond the budget details and provide a forum for discussing the issues & problems
 - Appreciate
 - Participate in the phone calls & help them write letters
-
- Volunteer to do site visits

Suggestion to AID Austin

- We ignored one point so far:
 - All this costs some money
 - Can we have some funds allocated for project coordination
 - How much
 - Phone calls : \$50 per month
 - Postal Emails: \$10 per month
 - Postal charges: \$10 per month
 - Allocate calendars: 10 per year.
 - Do we want to do it?
 - How can we raise the money?
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Case Study

BTS - Baikuntapur Tarun Sangha,
West Bengal

The QUESTION:

Assume we have approved the 3rd phase of BTS.
Based on our past experience, what can be
improved ?

Post Approval Package

- Glimpse of AID
- Newsletter
- Annual Report (AID & chapter)
- What is expected of the NGO

[What else?](#)

Transfer learning from other projects

Contacts of other organizations (AID-India)

Ask for suggestions: Other ways we can help and participate, inform what we have done in the past and what we can do

Communication

- Establish a mode of communication
- that is most comfortable & convenient to the NGO
- ACK/REPLY and act on NGO's email, letter
- Do not keep the NGO waiting indefinitely. Set timelines and inform them
- Relevant issues can be brought up

Can we make it more effective ?

Communication

- 2 coordinators for each project
 - As often as possible
 - Make a list of languages, volunteers can speak.
 - Site visits as often as possible.
 - Volunteers going to India
 - Local contacts (Aid chapters in India)
 - Find people who can visit projects through AID-wide email lists
 - Send them info about our events
 - Greeting cards
 - Chetna
 - Send Computers: Make this a portion of the budget
(For email access to the NGO)
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Awareness

Suggestions can be made to add more relevant components

It should be done only after understanding the issues

However, this should not overburden the NGO

[What can we suggest ?](#)

Suggest attending training from diff programmes (HBP eg)

Monitoring

- Chapter & NGO must come up with process of monitoring
- Define success criteria for the project
- Keep track of goals – preferably by timetable
- Status reports
- Site Visits
- Document observations/evaluations at the end

Can we do better ?

Monitoring

- Communicate our expectations
 - Be open to the change and know the reason for it.
 - Careful in communicating seemingly contradicting goals (we want regular updates & at the same time want to help them and build strong friendships)
 - Invite & fund the organisations for AID-India conference
 - Have a session for the organisations at the conference.
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Contributions

- Posters, presentations, webpage
- development, training material, creating registers
- Facilitate exchange between different partners of AID

What else can we do ?

Make the local community (project area) here aware of the project

Events for specific projects

Publicity & Information

- Articles to newsletters
- Send Dishaa, TMI, Chetna
- AID calendar
- Seek reports, publications from the
- organisation, financial report
- Project information on website and database
- Transfer of coordination should be made easy

[How can we improve?](#)

Publicity and Awareness

- Articles to media
 - Presentations about projects
 - Workshops. Awareness Day
 - Invite speakers, have discussions
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Finances

Goals usually change depending on the ground circumstances.

Request for financial report.

Is that it?

Coordination also includes

- Commitment to AID
- Project Coordinators should set rules for themselves
 - Communication
 - Documentation
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 - Update the other volunteers

[Any suggestions?](#)

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Do we want to do it?

How can we raise the money

Thank You

Any more suggestions, please email

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