

<b>Annual Plan of Operation 2006 : PRDP-2</b>	
Activities	
<b>1. Union Development Officers and Organizers</b>	
1-1 Recruiting UDOs and Os	LMC
1-1-1 Make public advertisement of the posts	
1-1-2 Interview candidates	
1-1-3 Complete employment procedures	
1-2 Placing UDOs and Os in the command of BRDB	LMC
1-2-1 Assign UDOs and Os to Unions	
1-2-2 Notify concerned BRDB officers of the assignment	
1-2-3 Establish reporting system from the field level (UDOs) to HQs	
1-2-4 Improve reporting system from the field level(UDOs) to	
1-3 Training UDOs and Os	LMTC
1-3-1 Conduct orientation	
1-3-2 Conduct skill up training	
1-3-3 Conduct field training	
1-3-4 Conduct follow up training	
1-3-5 Conduct West Bengal Local Governance Training	
<b>2. Union Coordinating Committees</b>	
2-1 Organizing Union Coordinating Committee (UCC).	Kalihati/Meherpur/Titas
2-1-1 Conduct Union Preliminary Survey.	
2-1-2 Organize Union Orientation.	
2-2 Facilitating collaboration among stakeholders at UCC.	Kalihati/Meherpur/Titas
2-2-1 Hold monthly UCC Meetings (UCCMs).	
2-2-2 UDOs and Os visit stakeholders regularly.	
2-2-3 UCCM receive VC Scheme Application form VC	
2-2-4 UCCM approve VC Scheme Application	
2-2-5 Receive completion report of VC Scheme by PIC and send it to	
2-3 Setting notice boards and notifying information.	Kalihati/Meherpur/Titas
2-3-1 Prepare Guideline of notice board installation and utilization	
2-3-2 UCC decides locations to set up notice boards.	
2-3-3 Set up notice boards.	
2-3-4 Maintain notice boards and renew information regularly.	
2-4 Training the participants of UCCM.	LMTC
2-4-1 Conduct training for NBD field workers (based on requirement	
2-4-2 Conduct training for UP chairpersons and members	
2-4-3 Conduct UCC exchange program	
2-4-4 Conduct UCCM review workshop	
2-5 Participate in Upazila Development Coordination Committee.	Kalihati/Meherpur/Titas

<b>3. Village Committees</b>	
3-1 Organizing Village Committee (VC).	Kalihati/Meherpur/Titas
3-1-1 Conduct household survey.	
3-1-2 Organize VCs.	
3-1-3 Hold monthly VC Meetings (VCMs).	
3-2 Promoting organization of women's group under VC.	Kalihati/Meherpur/Titas
3-2-1 Motivate female members to organize women's group	
3-2-2 Motivate women's group to hold monthly meetings.	
3-2-3 Motivate women's group reports its activities to VC.	
3-3 Promoting planning for small-scale infrastructure projects (VC	Kalihati/Meherpur/Titas
3-3-1 Motivate VCs to prepare project proposals to submit to UCC.	
3-3-2 Keep liaison with concerned departments regarding micro-	
3-3-3 Develop model VC Scheme for soft component	
3-3-4 Motivate VCs to prepare soft component project	
3-4 Implementing VC scheme	Kalihati/Meherpur/Titas
3-4-1 UCC reviews and selects project proposals by VCs.	
3-4-2 UCC establishes Project Implementation Committee (PIC) to	
3-4-3 Assist VCs to prepare detailed design and cost estimate for	
3-4-4 Implement projects	
3-5 Promoting NBD field workers' visit of VC Meeting	Kalihati/Meherpur/Titas
3-5-1 Closely follow-up UCCM resolutions for facilitating NBD's VC	
3-5-2 Monitor NBD's VC visit.	
3-6 Training VC/MB	LMTC
3-6-1 Conduct VC/MB exchange program	
3-6-2 Conduct skill up training	
3-6-3 Conduct review workshop	
3-6-4 Conduct MB training	
<b>4. Operational System</b>	
4-1 Strengthening the Link Model Cell (LMC)	LMC
4-1-1 Establish staffing of LMC.	
4-1-2 Establish line of command and feedback	
4-1-3 Monitoring and feedback of UCC and VC.	
4-1-4 Organize PRDP-2 meetings regularly (Quartary Meeting)	
4-1-4-1 Organize Quartary all staff meeting	
4-1-4-2 Organize Quartary Study Forum	
4-1-5 Conduct public relations of the Link Model.	
4-1-5.1 Prepare the Web page	
4-1-5.2 Print the leaflet	
4-1-5.3 Update Web page timely	
4-1-5.4 Publish Monthly Bulletin timely	
4-1-5.5 Plan and propose the public relation program of Link Model to Mass Media	

4-2 Preparing institutionalization of the Link Model under the initiative	LMC
4-2-1 Prepare issuing necessary gazette notifications.	
4-2-2 Organize Joint Coordination Committee.	
4-2-3 Maintain necessary liaisons with concerned ministries.	
4-2-4 Prepare action plans to extend the Link Model.	
4-2-5 Collect information from other organizations/donors, and	
4-2-6 Coordinate programs between related JICA projects and other	
4-2-7 Hold seminars involving other organizations/donors.	
4-2-8 Receive visitors to project offices/field sites.	
<b>5. Human Resource Development System</b>	
5-1 Preparing training facilities.	LMTC
5-1-1 Improve office, class rooms, hostels, kitchen, and other facilities	
5-1-2 Develop cooperation and coordination with LMTC(WTI) staff.	
5-1-3 Re-build management system of LMTC(WTI)	
5-1-4 Division of duties of LMTC(WTI) I staff	
5-1-5 Conduct Quartary all staff meeting (to improve management	
5-1-6 Dispatch WTI Instructor to PRDP-2 project field (re-practice for	
5-2 Finalizing training plans.	LMC/LMTC
5-2-1 Review Training Guide prepared by PRDP Phase I.	
5-2-2 Prepare 5 year training plan and annual training plans.	
5-2-2.1 Prepare Training Carender of 2006	
5-2-2.2 Prepare model plan for Exchange program	
5-2-2.3 Correct field information by Research Officer and PRDP-2 Instructor	
5-2-2.4 Instruct UDO/Os on the job by PRDP-2 Instructor	
5-3 Recruiting trainers.	LMTC
5-3-1 Develop network with BRDTI, BAU, BARD, RDA, and other	
5-3-2 Prepare resource persons inventory.	
5-3-3 Recruit trainers for each training.	
5-4 Preparing training curriculums.	LMC/LMTC
5-4-1 Prepare training curriculums for UDOs and Os	
5-4-2 Prepare training curriculums for NBD field workers	
5-4-3 Prepare training curriculums for UP chairpersons and members	
5-4-4 Prepare training curriculums for VC members.	
5-4-5 Prepare training curriculums for West Bengal Training	
5-5 Preparing training materials.	LMC/LMTC
5-5-1 Collect existing training materials.	
5-5-2 Produce text books.	
5-5-3 Produce audio visual materials.	

5-6 Monitoring and evaluating training outcomes.	LMTC
5-6-1 Keep record of trainings.	
5-6-2 Conduct pre and post training evaluation.	
5-6-3 Visit UCCMs and VCMs to monitor training outcomes.	
5-6-4 Keep close liaison with LMC regarding training.	
<b>Expert</b>	
1. Chief Advisor	LMC
2. Coordinator	LMC
3. Training Admin	LMTC
4. Planning/Monitoring	LMTC
5. Local Governance	LMC/LMTC
6. Rural Development	Kalihati
7. Public Health (Sanitation)	Kalihati
8. Rural Development/Woman's Participation	Kalihati





**Annual Plan of Operation: Kalihati Project Office**

Activities	GOB	4th Quarter			1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Remarks
	JICA	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter						
	Month	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	
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2-5 Participate in Upazila Development Coordination Committee.																	
2-5-1 URDO, Kalihati represents Link Model in monthly UpDCC.																	
2-5-2 Feedback UpDCC information to UCCM.																	
(not appeared on PO) Conduct Upazila JCC Meeting																	
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