

ANNEX 2 Plan of Operation

Activities	LMC	LMTCC(WTD)	Kalihati	Meherpur	Titash
1. Union Development Officers and Organizers					
1-1 Recruiting UDOs and Os					
1-2 Placing UDOs and Os in the command of BRDB					
1-3 Training UDOs and Os					
2. Union Coordinating Committees					
2-1 Organizing Union Coordinating Committee (UCC).					
2-2 Facilitating collaboration among stakeholders at UCC.					
2-3 Setting notice boards and notifying information.					
2-4 Training the participants of UCCM.					
2-5 Participate in Upazila Development Coordination Committee.					
3. Village Committees					
3-1 Organizing Village Committee (VC).					
3-2 Promoting organization of women's group under VC.					
3-3 Promoting planning for small-scale infrastructure projects (VC scheme).					
3-4 Implementing VC scheme					
3-5 Promoting NBD field workers' visit of VC Meeting					
3-6 Training VC.					
4. Operational System					
4-1 Strengthening the Link Model Cell (LMC)					
4-2 Preparing institutionalization of the Link Model under the initiative of LMC.					
5. Human Resource Development System					
5-1 Preparing training facilities.					
5-2 Finalizing training plans.					
5-3 Recruiting trainers.					
5-4 Preparing training curriculums.					
5-5 Preparing training materials.					
5-6 Monitoring and evaluating training outcomes.					

Plan of Operation: Link Model Training Center: LMTC (Women Training Institute: WTI)

Activities	Schedule																								Remarks
	2005			2006			2007			2008			2009			2010									
	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	
1. Union Development Officers and Organizers																									
1-3 Training UDOs and Os																									
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																									
2. Union Coordinating Committees																									
2-4 Training the participants of UCCM.																									
2-4-1 Conduct training for NBD field workers.																									
2-4-2 Conduct training for UP chairpersons and members																									
2-4-3 Conduct UCC exchange program																									
2-4-4 Conduct UCCM review workshop																									
3. Village Committees																									
3-6 Training VC/MB																									
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																									
5. Human Resource Development System																									
5-1 Preparing training facilities																									
5-1-1 Improve office, class rooms, hostels, kitchen, and other facilities a																									
5-1-2 Develop cooperation and coordination with LMTC(WTI) staff																									
5-2 Finalizing training plans																									
5-2-1 Review Training Guide prepared by PRDP Phase I																									
5-2-2 Prepare 5 year training plan and annual training plans																									
5-3 Recruiting trainers.																									
5-3-1 Develop network with BRDTI, BAU, BARD, RDA, and other institutes																									
5-3-2 Prepare resource persons inventory.																									
5-3-3 Recruit trainers for each training.																									
5-4 Preparing training curriculums																									
5-4-1 Prepare training curriculums for UDOs and Os																									
5-4-2 Prepare training curriculums for NBD field worker:																									
5-4-3 Prepare training curriculums for UP chairpersons and member:																									
5-4-4 Prepare training curriculums for VC members																									
5-5 Preparing training materials																									
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																									
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																									

Note : 1st quarter is April to June, 2nd quarter is July to September, 3rd quarter is October to December and 4th quarter is January to March

Plan of Operation: Kalihati Project Office

Activities	Schedule																								Remarks
	2005			2006			2007			2008			2009			2010									
	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	
2. Union Coordinating Committees																									
2-1 Organizing Union Coordinating Committee (UCC) in 8 unions.																									
2-1-1 Conduct Union Preliminary Survey.																									
2-1-2 Organize Union Orientation.																									
2-2 Facilitating collaboration among stakeholders at UCC in 12 unions.																									
2-2-1 Hold monthly UCC Meetings (UCCMs).																									
2-2-2 UDOs and Os visit stakeholders regularly.																									
2-3 Setting notice boards and notifying information.																									
2-3-1 UCC decides locations to set up notice boards.																									
2-3-2 Set up notice boards.																									
2-3-3 Maintain notice boards and renew information regularly.																									
2-4 Participate in Upazila Development Coordination Committee.																									
2-4-1 URDO, Kalihati represents Link Model in monthly UpDCC.																									
2-4-2 Feedback UpDCC information to UCCM in 12 Unions																									
3. Village Committees																									
3-1 Organizing Village Committee (VC).																									
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.																									
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 scheme).																									
3-3-1 Motivate VCs to prepare project proposals to submit to UCC.																									
3-3-2 Keep liaison with concerned departments regarding micro-infrastructure																									
3-4 Implementing VC scheme																									
3-4-1 UCC reviews and selects project proposals by VCs.																									
3-4-2 UCC establishes Project Implementation Committee (PIC) to manage projects.																									
3-4-3 Assist VCs to prepare detailed design and cost estimate for selected projects.																									
3-4-4 Implement projects																									
3-5 Promoting NBD field workers' visit of VC Meeting																									
3-5-1 Closely follow-up UCCM resolutions for facilitating NBD's VC visit.																									
3-5-2 Monitor NBD's VC visit.																									

Note : 1st quarter is April to June, 2nd quarter is July to September, 3rd quarter is October to December and 4th quarter is January to March.

