



ANNUAL PLANNING MEETING 2019

21-23 October 2019, IRCS NHQ

Summary and Key Action Points

About Annual Planning Meeting

- **Objective of the APM** – to jointly review the progress of the 2019 implementation plan (of various projects), identify challenges as well as success stories and plan for the next year. The APM also gives opportunity to review strategic & management matters associated with various projects
- **Participants** – project staff from 19 state branches
- **Agenda** focuses on various projects but also considers some aspects/thematic which we keep discussing about as part of overall project management, e.g. – budget management, branch development etc.
- **Methodology for APM** – participatory, group discussions, individual experience sharing, interactive learning, least use of PowerPoint presentations

Discussion & action points

Session	Discussion	Action Points
Inauguration	<ul style="list-style-type: none"> - Address by ICRC and IFRC senior management representatives - Keynote address by IRCS Secretary General 	<ul style="list-style-type: none"> - Focus on beneficiaries while planning - Volunteer is the strength of IRCS and their capacity should be strengthened - Youth & other volunteers database to be prepared by states & share with NHQ - Project fund transfer from partners (IFRC, ICRC) & NHQ need to happen timely and in a significant portion of overall budget - States to ensure timely financial & narrative reporting
Youth Led Projects	<ul style="list-style-type: none"> - Concept, strategy& logic model - Review of 2019 progress - Activities for 2020 and beyond 	<ul style="list-style-type: none"> - Plan for 2020 need to include carried forward activities of 2019 for some branches - State branches to finalize district/college/community specific activities - Linkages with govt. schemes & services (wherever applicable) - Highlighting success stories
Integration of Safer Access into IRCS interventions	<ul style="list-style-type: none"> - Progress until now - issues & challenges in taking SAF to district & field levels - Ideas for 2020 	<ul style="list-style-type: none"> - SAF is cross-cutting and need to be integrated in all the projects - Emblem awareness campaigns to be initiated at various levels

Discussion & action points

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Budget Management (including Financial Reporting)	<ul style="list-style-type: none"> - Common issues in budget & financial reporting - ways to address chronic financial reporting issues 	<ul style="list-style-type: none"> - States to increase frequency & maintain consistency for financial reporting (preference for monthly reporting irrespective of number of bills) - NHQ & partners to ensure timely transfer of funds - Efforts to be made for 80% transfer of working advance in the beginning of the year - Provide project orientation to finance staff - Salary increment for contract based project staff to be examined
Branch Development	<ul style="list-style-type: none"> - strengthening the branches (especially districts) having ICRC supported projects for better implementation & sustainability 	<ul style="list-style-type: none"> - Examine the integration of multiple projects in same - state, districts, communities - Ensure branch capacity building as integral to any project planning - Include the branch development of selected district branches (having ongoing projects) in PoA 2020
EcoSec	<ul style="list-style-type: none"> - Review of 2019 progress - estimated implementation rate for 2019 - approach and activities for 2020 - Capacity building & sustainability - Willingness of branches for continuation 	<ul style="list-style-type: none"> - Odisha & Maharashtra branches expressed willingness to continue the project & will share their proposal in coming weeks - Exploring the opportunities of inter state/cross learning for staff & volunteers - Data collection & analysis to be followed by on periodic basis - Efforts to be made for district branch capacity development

Discussion & action points

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RFL/FNS	FNS Needs Assessment in Assam & Manipur Review meeting in Tamil Nadu & west Bengal FNS focal person training 2019 RFL-FNS expansion in 2020 FNS services to refugees & delegates	<ul style="list-style-type: none"> - Orientation of volunteers between 11-15 Nov 2019 - IRCS volunteers together with staff to conduct field assessment - One day review meeting of volunteers in TN & WB on 19 & 15 Nov - Training planned in the week of 10-13 Dec - Telangana, Andaman & Nicobar & FNS needs assessment to take place in 2020 - WB & TN will continue their interventions in 2020
WatSan	Review of 2019 PoA	<ul style="list-style-type: none"> - State branch together with district branches to speed up the implementation so as to complete PoA 2019 in given time
Integration of Project Cycle Management (with Results Based Approach)	<ul style="list-style-type: none"> - How to take forward PCM learnings from recently concluded ICRC supported workshops for 25 IRCS branches - utilizing trained staff at state levels as well as national level co-facilitators 	<ul style="list-style-type: none"> - Orientation to state branch staff & management - State branches to select district branches for RBA integration & orient them - State branches to select most relevant projects/interventions to integrate RBA - Report/communicate to NHQ & <i>from NHQ to ICRC</i> - <i>Technical support & monitoring from NHQ & ICRC</i> - Further skills building for national level facilitators

Discussion & action points

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SERV	<ul style="list-style-type: none">- Brief overview of SERV & SERV scale-up- Review of 2019 progress- Presentation by state branches	<ul style="list-style-type: none">- Provide clarification on the difference & budget of SERV and SERV scale-up- Strengthen the linkages between government schemes & SERV- Sustainability of SERV program to be planned

First Aid (on next slides)

	Discussion	Action Points									
Programme overview	<p>State branches have variety of First Aid activities:</p> <ul style="list-style-type: none"> • First aid training • Commercial FA training • FA training for visually challenged and hearing • SERV MT ToT • SERV Instructor training • SERV Volunteer Training • JRC & YRC first aid training <p>Implementation Rate 80% for 2019</p>	<p>To conform a Technical Committee for:</p> <ul style="list-style-type: none"> • Technical advice and quality assurance • Developing a policy document for IRCS First Aid programme • Training tool package • Refresher training for MT based on Competency matrix • Development of SOP for FA response • Certification of the FA programme • Create a platform of experts in the field of FA 									
SERV training toolkit	<ul style="list-style-type: none"> • Agenda • Lesson plan • Pre & Post course assessment • Competency Matrix • Course evaluation (Online) • SOP/Training preparation guidelines ➤ Prerequisite ➤ Pre & Post course study materials ➤ Logistics ➤ No of participants Facilitator to Participant ratio: 1:6 	<ul style="list-style-type: none"> - Streamlining and finalize the training tool package for all 03 levels of training <table border="0" style="margin-left: 20px;"> <tr> <td>Master -ToT</td> <td>4+2</td> <td>20-25</td> </tr> <tr> <td>Instructor training</td> <td>3+2</td> <td>20-25</td> </tr> <tr> <td>Volunteer training</td> <td>2+1</td> <td>25 / 40 ?</td> </tr> </table> - M-ToT full package will be implemented in upcoming zonal training in Assam for NE states (25 Nov 2019) - 	Master -ToT	4+2	20-25	Instructor training	3+2	20-25	Volunteer training	2+1	25 / 40 ?
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Challenges /Request	2020 plan
Request for training /Manual in local language	ICRC to support the local translation via technical committee.
First Aid Materials, PPE, Visibility identity materials	ICRC will maintain the response support for operational states , in coordination with the cooperation file of ICRC.
First Aid training material (Manikin)	We will look after provision of training material aiming for consistency and quality
Retention of Volunteers	To perform activities pro reward and to appreciate the volunteers working with the IRCS FA programme.
Safety & Security (Volunteers Insurance)	To coordinate with IRCS, and IFRC to insure SERV and FA volunteers under IFRC global accident insurance.
SERV vs SERV scale up programmes	To actively pursue general understanding, harmonization and standardization of programmes, aiming to deliver impact.
Lay lecturer	No plan form ICRC, Branches are kindly requested to coordinate with State Branches conducting SJ trainings.

Thank You