

## Decisions

1. All the teams should **upload Goals** (self-explanatory write up with physical and financial details). Separate tables should be prepared on the same page for different fund sources (NRLM, State Plan fund etc.) – Monday, **3<sup>rd</sup> July**, by evening

The team should ensure that goals are self- explanatory and minimum in number i.e. even a person who is from outside Kudumbashree system should be able to read and understand the details of each goal from the website.

2. **District wise allotment of each program should be prepared and uploaded** (modified version, based on the latest financial allotment to teams) by MIS team **on 4<sup>th</sup> July**, by evening. Also, one more column on the pending payments for the last financial year (district wise; and total) should be uploaded
3. **Weekly expenditure statement should be uploaded** in this template on every Saturday evening.
4. All the teams should conduct a brainstorming session (may include other team members also) in small groups and **prepare Vision/ Ideas for 13<sup>th</sup> plan period** (That is, ideas/ vision for the next 4 years). They should **read Approach Paper to 13<sup>th</sup> Plan, prepared by Planning Board (Page 201 to 214)** before start of brainstorming exercise. All such vision/ ideas **should be converted to action plan and scheme in future.**

These ideas should be uploaded on the website (Web team to create a section “13<sup>th</sup> Plan Vision”) before Wednesday, **5<sup>th</sup> July**, by evening.

5. All the staff should read Standard Operating Procedure circular and do the needful as per the circular. A summary of action points as per this circular are
  - a. Upload details of progress of **Goals** on or before **5<sup>th</sup> of every month**
  - b. Upload details of **Task Monitoring on 1<sup>st</sup> and 15<sup>th</sup> of every month**
  - c. Upload events/ circulars/ photos/ media/ news etc. in website regularly
  - d. For PRM, **ensure that districts upload data in tables.** The team **should review most important points in PRM** within the stipulated time
  - e. In addition to review of major programs, a small list of **‘TO DO’ for next one month also should be presented in PRM** and minutes of PRM (comments/ decision by ED during the presentation and approved ‘TO DO’ points) should be **uploaded within one hour after discussion in PRM is over.** (web team should create a section in website for minutes of PRM, team wise)

6. All the teams should ensure that **Tasks are completed on or before the deadline.** Necessary follow up should be done by the team to ensure that task (allotted by ED, on a weekly basis) is completed
7. All the program managers/ assistant program managers/program officers should be ready to **write daily diary from July 1** onwards
8. **10:30 A.M. to 2:30 P.M. on Thursday, 6<sup>th</sup> July, all the teams should present their goals and vision** (13<sup>th</sup> plan) to others (using the uploaded data/ details in the website). Maximum time allowed is 10 minutes per team for presentation and 5 minutes for discussion
9. New state program managers will join on 12/7/2017. **Director should arrange seats for at least 20 new officers**
10. **Willingness of volunteering demonstrated by CDS and participation of CDS/ ADS/ NHG in public projects of government** should be a condition for disbursement of grants/ financial assistance. All the teams should include this in the assessment criteria of NHG/ criteria for selection of NHG/ ADS/ CDS for financial assistance.
11. 13<sup>th</sup> Plan – in addition to suggested vision/ goals, Planning board wants details like physical targets/ achievement in numbers, number of employment generated etc. The team should work towards developing the same after the vision/ goal is approved.
12. (added) All the state program managers/ assistant state program managers **should take up small projects for Kudumbashree.** ED will float projects on 6<sup>th</sup> July and the officers should select one project before 10<sup>th</sup> July
13. (added) ME team should upload ME Monitoring (allotment of one group of ME to state program managers / assistant program managers/ all who are interested) before 4<sup>th</sup> July
14. (added) Director should upload details of district in charge proceedings in the website before 4<sup>th</sup> July
15. All should work as a team to make a difference to the poor people!

High thinking, innovative ideas, timely action and quality output requested from all. Thanks!

Sd/-

Executive Director