

Annual Review and Planning Meet 2016

Venue: VHAI HEAD OFFICE, New Delhi

Date: 28th September and 29th September

The Annual Review and planning meet was held for one and half day wherein all the DPO's, RPMU Staffs and Two DEO's were present. From the Head office the Executive Director, Head of finance and also finance and admin officer were present. The PR-Caritas India Director Dr. Shampa Nag had also graced the meeting by her presence along with some of the staffs from Caritas Head Office.

The meeting comprised of the yearlong activities conducted, progress and status of the activities achieved as well as the way forward plan for the upcoming year were thoroughly discussed. The meeting started with Mr. Amitabh Das RPM of North East Office had addressed the welcome note followed by a speech by Dr. Bhatnagar, Strategic Advisor and Executive Director VHAI.

Dr. P.C. Bhatnagar had explained the significance of the project and the activities as well as the importance to why being focused towards community development is important to each and every staff associated with the project. Discussions were made on the aspects that the project could flaunt about as well the areas where faults needs to be corrected for better scope and project development. Post the speech there were presentations made by DPO's about their respective DPMU's and status of the same where clearly highlighted. The DPO's were given a set of agenda for their presentations on which the DPO's had presented their presentations. The following were the agenda for the DPO Presentation.

1. Progress Update on all Indicators as per PUDR
2. Reasons for not achieving 100% on any IR (if any)
3. Month wise Graph Rise or Fall of Fever Screening.
4. Strategy to increase MBER and Surveillance
5. S.W.O.T. Analysis
6. Innovations
7. Immediate Action Plans for Quarter 1 of 2nd year

Following the DPMU presentation, the other departments also presented their facts and strategies:

Presentations by Training officer the agenda for which is as listed below:

- Analysis on Pre Test & Post Test of CHV Training
- Type of Knowledge that the CHVs have scored the least & it subsequent Plan of Action to cope
- Challenges w.r.t. the Logistics and Supply to conduct Block level training sessions
- Plans for Upcoming ASHA Training.

The presentations by BCC had the following agenda

- Quality of each Activity,
- Ways to Improve the effectiveness of the awareness,
- Innovations & Success Stories

The presentations by MIS Officer were on the following given agenda

- % of Villages per DPMU w.r.t. Average Fever Reporting Days (Category wise
- Break Up, 0-5, 5-10, 10-15, 15-20, 20 & more)of Villages per DPMU w.r.t. their Avg
- Number of Fever Reporting per month (Category wise Break Up, 0-5, 5-10, 10-15, 15-20, 20 & more)
- % of Villages per DPMU which are Inactive on an average.
- % of Incomplete and % of Wrong Treatment per DPMU
- SR Epidemiological Data (MBER, SPR, TFR etc.)

The recommendations and feedbacks post the presentations for the DPO/ BCC Officer/Training Officer/MIS officer/Finance officer are as follows:

1. DPMU should regularly communicate with RPMU
2. CHVs to be motivated for blood slide collection and find out the local mechanisms for testing
3. FS action plan to be monitored by DPO
4. If MIS issues are there, the matter should be immediately shared with the concerned person.
5. Every MPRM should have few sessions for orientation of particular topics wherein FS's need more clarification or have any concerns to share.
6. DPMU Aalo need to analyse the higher fever cases reported in the month of Sept in particular PHC area . Also analysis why few FS has reported very less number of Fever cases .
7. In case of less attendance CCMD sessions can be conducted in two session however the attendance sheet must clearly mention the date / venue of different sessions.
8. ASHA Training must be planned on an urgent basis and few batches of training can be conducted before 7th October, 2016 .
9. RPMU team can visit immediately to Kokrajhar to meet with Govt Officials for Planning and Training .
10. DPO's to submit the plan's for BCC activities and monthly plans the same zone.
11. Respective Incharge to be copied in the subject specific to the domain.
12. Mails to be acknowledged and responded.
13. DPO's needs to track the mobility of the FS's
14. Those FS's that are not very active or not doing proper works , actions to be taken against
15. The villages facing eviction needs to be soon updated
16. FS of the villages facing Eviction needs to be tracked any advances against their name needs to be returned to the office.
17. Failing to do the mentioned the DPO' would have to bear the expenses
18. DPMU reports are to be analysed through MIS and supports to be provided to the DPO/DEO for correcting the wrong entries if any.
19. The FS/CHV too needs to keep a follow up on the beneficiaries having positive cases
20. As a part of their job description it has been suggested to visit atleast 2 HH in a day and interact with beneficiary, monitor the use of LLIN, Impact of BCC activities.
21. Reports to be submitted within 7 days post completion or commencing of activities
22. DPO's need to be more dedicated and cautious while recommending any bills, vouchers or requests.
23. Each and every forms filled needs to be thoroughly checked by FS's and DEO and thereby the same to be authenticated by DPO's
24. Only the full and finally checked bills vouchers and reports are to be forwarded or sent to RPMU for further necessary actions
25. At any time any staff can be communicated for clarification or discussions related to project and its improvement irrespective of CPMU/RPMU/DPMU.
26. BCC Officer needs to be more strategic in the approach
27. More detailed plans to be planned and implemented as soon as possible.
28. More visits to be made to the respective Field areas
29. BCC Officer needs to monitor properly the quality of the BCC activities conducted and monthly plans
30. User ID and password is to be been given RPMU to see the MIS separately.
31. Organogram of the Organisation and for the Project must be available in all the respective DPMU/RPMU.

32. Copy of finance and project guidelines to be maintain at DPMU and RPMU level must for example the Projects Guidelines, Travel Guidelines & Finance management Guidelines.
33. Human Resource File(Contract, payroll, JD&CV, address proof, certificates, photocopies per organisation HR policy/guidelines.
34. Travel Authorization file need to be maintain at DPMU.
35. Attendance records and Time sheets needs to be maintain.
36. Meeting minutes file for review and planning meeting at DPMU.
37. Incoming and outgoing register.
38. Finance guideline should be maintained by each and every employee of the Organization.
39. Finance related supporting documents are to be properly attached with every expenses.
40. Copies of every report be it Supervisory visit by DPO/RPMU team/CPMU to be maintained and properly filed post documentation
41. Prior approval to be taken from line manager for any activities or visits.
42. Incoming and outgoing files are to be maintained against the letters/documents/courier dispatched as well as attached.
43. Timesheets are to be properly maintained by the DPO's of the staffs as well as self and so is to be timely shared at RPMU or with RPM
44. Recommendations for the salary of the staffs is to be made post checking the timesheets
45. Monthly reports are also to be shared with the Executive director.

The representatives from Caritas India, CPMU had shared their feedback and their observations from the recent OSDV to Kokrajhar.

1. The forms need to be properly maintained.
2. Use of correction pen strictly prohibited
3. Proper filling of the forms to be ensured
4. Work of each staff and volunteer is questionable and needs to be properly monitored
5. DPMU must do correct indenting at PHC level as per the guidelines of PR2.
6. DPMU must ensure treatment compliance and
7. There should be regular and thorough follow ups of the same.
8. DPO/FS/RPMU supervisory visits must be with more objective as well as with an expected outcome.
9. Reports to be maintained for each supervisory visit.
10. FS/CHV hand holding must be done to such extent that they should understand their duties.
11. ASHA trainings to be soon started soon.
12. At least 2 trainings to be started before the Festive season of Durga Puja.
13. The billings to be properly scrutinised especially by DPO
14. The responsibility is to be sensibly shared between the DPO-DEO-FS
15. Similarly proper hand holding is to be given to fro RPMU-DPMU
16. BCC Officer is to take up more charges and make more frequent Field Visits
17. Proper documentation is to be done and filing of the same to be well maintained
18. The DPO's needs to visit field and monitor activities of the FS
19. Focus on strengthening of network and relation with local CBO's and administration
20. Regular followup of activities, lie department and Updates to be shared accordingly
21. Stories from the field to be shared regularly
22. Photographs of the activities too needs to be shared regularly or as per the activities done

Overall the one and half day meeting concluded on positive notes of looking forward to bring impactful positive changes and also to achieve the targets both quality and quantitatively. Before the conclusion of the day few Staffs from CPMU had taken their time out to share and enlighten us about the organisation

and the other varied works involved in. Clips on Child marriage prevention, Tobacco control information and success that each of the highlighted projects had been able to achieve were thoroughly shared during the meet. Before leaving the office tax related information's were shared.

Some of the observations and discussions that the finance team had highlighted during the second day are listed below:

1. Copy of finance and project guidelines to be maintain at DPMU and RPMU level must for example the Projects Guidelines, Travel Guidelines & Finance management Guidelines.
2. For places where pucca bills are not available, a declaration can be used as a supporting document however the seals and signatures of Gaon Bura/Village head/Eminent members/representatives from the village need to be taken.
3. Tax related documents to be submitted by each staffs as discussed with individual staffs.
4. Bills vouchers and missing of approvals/supporting documents leads to disallowances in recent review of the PR2.
5. Systemic improvements within next three months are to be made.
6. Forms authenticity to be checked by the DPMU.
7. All settlements are to be done within 7 days of visit
8. Any advances in the names of the staffs are to be settled within one month of taking the advance for program.
9. In case of any finance related queries one can directly communicate with the concern person for clarification.
10. Timely submission of bills and completion or activities is to be ensured with proper authenticity by DPO.

With all the feedbacks given and the experiences shared the North east team thus marched out of the esteemed Head Office back to their respective zones to resume the duty and work towards achieving the ultimate goals of the project. The team feels thankful to the organisation for giving one and all the opportunity to come down and visit the head office and for giving a platform to share all the issues and concerns.



