



Association for the Development of Pakistan

Monthly Report

08-2014

Association for the Development of Pakistan			August 2014	
Other Initiatives				
Initiatives	Description	Volunteers	Updates	Expected Completion Date
Media Team	The media team has overall responsibility for dissemination and promotion of activities and information.	Leads: Nabeel Shakeel, Anam Zakaria and Sabah Baxamoosa	(i) Develop a new Media Team (ii) The Nation has agreed to look into an op-ed on ADP. The task has been delegated to Nabeel Shakeel.	Sep. 2014
Knowledge Management System	To develop a tool that will capture and share key learnings from the projects evaluated by ADP every year	Lead: Tarim Wasim	On hold at this time	TBD
Fundraising	To actively raise funds to meet the funding needs of approved projects and to develop a more formal fundraising format for ADP	Leads: Tarim Wasim, Mubarak Imam, Anam Zakaria and Sabah Baxamoosa	(i) Improve communications with donors. Duty of Communications Lead. (iii) Plan fundraising events (iv) Foundation Fundraising (v) Donor receipts and letters	Ongoing
Focus on sectors	Improve ADP's knowledge in the sectors its involved in and the type of projects it funds.	Education Lead: Anam Zakaria Water Lead: Mehreen Siddiqi	To develop a framework for each of these sectors and then develop more knowledge around the sectors by researching the norms and meeting with/talking to all relevant players.	Basic strategies are complete. Fleshing them out further is ongoing.
Improve existing volunteer management system	Improve volunteer retention / engagement	Lead: Operations Manager (with support from Mehreen Siddiqi and Sabah Baxamoosa)	Establish relationships with existing and new volunteers to improve existing system	Ongoing
Experts panel	Develop a panel of experts who can provide expertise to project teams during project evaluations	Lead: Operations Manager (with support from Mehreen Siddiqi and Anam Zakaria)	Identify experts/organizations and reach out to them to see if they're willing to be on an ADP panel of experts	Ongoing
Bank account for ADP in Pakistan	To open a bank account so fundraising can be initiated in Pakistan	Lead: Mehreen Siddiqi and Anam Zakaria	Bank requires further documentation. Once that is provided, the Bank should be able to expedite the process	Sep/Oct 2014
Celebrating 10 years of ADP	To come up with different initiatives in which we can celebrate the ten year anniversary by involving all volunteers	Lead: Mehreen Siddiqi, Anam Zakaria, Sabah Baxamoosa, Anum Malik	T-shirt design for volunteers and Card design for donors have been finalised	Before the end of the year 2014
Setting up University Chapters	To contact universities for recruiting their students as volunteers	Lead: Anum Malik, Sabah Baxamoosa	Universities in Lahore have been contacted	Ongoing

Volunteers

	Total			New (this month)			Notes
	Staffed(1)	Needed(2)	Available(3)	Signups(4)	Selected	Trained	
		end of the mon	to be staffed				
Permanent Evaluation Committee	5	1	2	-	-	-	
Project Team Leads	5	1	3	-	-	-	More PTMs need to be promoted to PTLs
Project Team	15	3	90	10	2	2	Some of the signups did not respond to our introduction email. And priority is given to those who have been waiting for longer to be staffed
Site Visits	2	2	32	8	2	-	
Fundraising	-	-	-	-	-	-	
Media		-	-	0	0	0	
Other							
Total	27	7	127	18	4	2	

	February	March	April	May	Jun/July	August
Total signups	17	19	19	20	34	10
Initial Outreach - Days	2	3.1	4.3	1.75	2	2
% staffed within 30 days (as of signup)	-	-	-	20%	-	-
NPS	-	-	-	-	-	-
Promotions	0	0	0	1	0	0
New projects staffed	2	0	0	2	2	1
Number of people responding to survey for NPS						

Issues:

Need to expand our PEC / PTL pool
 Need to work on establishing a regular site visit volu

Initiatives:

Have conversations with all PTLs to determine an ac
 Move volunteers up to PTL level
 Determine whether any PTLs can be moved up to the

Key:

- (1) Actively engaged on a current project
- (2) Number of current openings or expected near-term needs
- (3) Qualified and trained volunteers that have available capacity (can include Staffed volunteers)
- (4) Total adds up to more than actual signups since people indicate multiple interests