



Association for the Development of Pakistan

Monthly Report

10-2014

Association for the Development of Pakistan		October 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.	Oct. 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, Mubarik 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. Fundraising plans in Pakistan delayed because of bank account.
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 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	T shirts and Thank you cards to be sent to active volunteers and selected donors	Lead: Mehreen Siddiqi, Anam Zakaria, Sabah Baxamoosa, Anum Malik	T-shirts have been made and Card design has been finalised. Logistics and lists for distribution is being 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	Email already sent to LUMS.	On hold because of fundraising delays till next year
Recruiting young professionals through alumni networks	To contact LUMS and IBA alumni	Lead: Anum Malik, Mehreen Siddiqi	Request for email to be sent to alumni network has been made	Ongoing
Sector Strategy Teams for Water and Education	To recruit qualified volunteers to be part of our sector team	Lead: Anum Malik, Mehreen Siddiqi, Anam Zakaria, Sabah Baxamoosa	An email and recruitment form has been sent to all volunteers	Ongoing

Dastak (General Mailing List through CC)	Volunteer Spotlight	Meet ups	Strategic	Emails to All Volunteers	Emails to Donors
10/2: Nabeel's article on ADP, Small teams. big impact	Neha Hassan	Lahore Meet Up, 3rd October	Website revamp project - first mock approval	Highlights from the board meeting	Donor update and gathering addresses for donor gifts
10/3 Fundraising update on PRES			Donor dashboard	Recruiting analysts for sector strategy teams	
10/20: Issue focus volunteering				Smart giving in October	Smart giving in October