ACTION PLAN 2018

ADMINISTRATION DEPARTMENT

Objectives	Activities	Indicators	Resources	Q1	Q2	Q3	Q4	How to monitor	When monitors/ frequency	Who monitors	Whom to share
To advocate for the establishment of a practical synchronized system	Cooperate with the Social Affairs Committee of the Parliament to conduct monitoring, and evaluation for 10 years' implementation of Red Cross law and proposed additional solutions: - Advocate to develop monitoring plan and data collection templates - Advocate for training on monitoring - Advocate and participate in monitoring - Advocate for consolidation of monitoring reports	Monitoring plan Data collection templates Monitoring reports	GoV grant		X (Advocate to develop)	X (Advocate for training) X (Advocate and participate)	X (Advocate for consolidation)	Interview, random check	Q4	State National Assembly Standing Committee	Fatherland front, GoV, Mass organizations
	Cooperate with other stakeholders to review VNRC system and conduct the review workshop for the implementation of Instruction no. 43 and advocate for new	Instruction from Prime Minister is issued	Gov grant					Monthly meeting	Monthly	President	Related mass organizations, Telecommunication companies, Provincial chapters Local

ACTION PLAN 2018

Objectives	Activities	Indicators	Resources	Q1	Q2	Q3	Q4	How to monitor	When monitors/ frequency	Who monitors	Whom to share
	Instruction: - Develop plan - Establish working team - Draft Instruction - Work with related stake holders on the draft - Finalize the document and submit the Prime Minister			X X	X	X					authorities
	Cooperate with Fatherland front and other mass organization to draft contents - Develop plan - Establish working team (inter-agencies) - Draft Resolution - Conduct workshop - Conduct signing ceremony	MoUs between VNRC, Fatherland front and other mass organization are signed	Gov grant	X X X	X X			Regular meeting	Monthly	Head of the organizati ons	Related mass organizations, Telecommuni cation companies, Provincial chapters Local authorities, Communist Party offices

ACTION PLAN 2018

RESOURCE MOBILZATION DEPARTMENT

Objectives	Activities	Indicators	Resources	Q1	Q2	Q3	Q4	How to monitor	When monitors/ frequency	Who monitors	Whom to share
VNRC mobilized sufficient cash and in-kind support for humanitarian activities	Design management tools	700,000 vulnerable households/ people assisted	VNRC	X				Check tools	One time	RM dept.	HQ RM dept. Social work dept. Provincial chapters
	Update and publicize database for vulnerable people/households		VNRC	X	X	X	X	Check database	Monthly	Social work dept.	RM dept. Int'l Relations Dept. Donors
	Sign MoU with partners on RC activities	100% provincial chapters have sufficient cash and in-kind for humanitarian activities		X	X	X	X	Check MoUs	Monthly	RM dept. Int'l relations depts.	RM dept. Related depts.
	Conduct income generation/fundraising services		Gov grant Partners					Check financial reports	Every 6 months	RM dept. Finance dept.	HQ, Service/subsi dized centers
	Conduct fundraising campaigns: SMS, walking, events										
To increase the understanding of RC staff at all levels on volunteer and member development	Conduct meetings on roles of members and volunteers for leaderships at all levels	The number of members and volunteers increased	Fundraising					Check reports			
	Training on RC movement for members and volunteers	The quality of volunteers and members improved	Fundraising					Check reports			

ACTION PLAN 2018

FINANCE DEPAETMENT

Objectives	Activities	Indicators	Resources	Q1	Q2	Q3	Q4	How to monitor	When monitors/ frequency	Who monitors	Whom to share
VRNC has proper structure, policies to manage and utilize its human resources to achieve objectives set under the National Assembly Resolution no 10	Develop regulations/guidelines on salary scale and allowance in compliance with job description	Approved regulations/guidelines on salary payment based on job description and capacity	Gov grant Fundraising	X	X			Check plan	Monthly	Project accountant and Head of finance dept.	Heads of HR dept., Finance dept., RM dept.,i
VNRC has sufficient human resources for humanitarian activities	Develop mechanism, guidelines… for utilizations of technical consultants and collaborators (finance, management…)	Networks of technical consultants and collaborators are established	Gov grant, VNRC Fundraising	X	X	X	X	Check plan	Quarterly	Project accountant and Head of finance dept.	Heads of HR dept., Finance dept., RM dept.,i
VNRC mobilized sufficient cash and in-kind support for humanitarian activities	Advocate for tax exemption Advocate for the allocation for management costs from fundraised money Advocate for first aid, health check and voluntary blood donation	700,000 vulnerable households/people assisted	Fundraising	X	X	X	X	Check plan	Monthly	Project accountant and Head of finance dept.	All depts..

ACTION PLAN 2018

HUMAN RESOURCES DEPARTMENT

Objectives	Activities	Indicators	Resources	Q1	Q2	Q3	Q4	How to monitor	When monitors/ frequency	Who monitors	Whom to share
VNRC has sufficient human resources for humanitarian activities	Develop appropriate job descriptions and allocate staff to proper positions	80% of staff are qualified for assigned jobs	Gov grant, VNRC	X				Check reports from program depts.. Collect feedback from staff and managers Conduct meetings with each dept.	Monthly	Inspection dept.	VNRC Leadership
	Develop mechanism, guidelines… for utilizations of technical consultants and collaborators (finance, management…)	Networks of technical consultants and collaborators are established	Gov grant, VNRC		X	X		Check database for technical consultants and collaborators	Monthly	HR dept.	VNRC Leadership and all depts
	Implement Navision Dynamic system (ERP)	Volunteers are well managed	AmCross				X	Check reports genareted from system	Quarterly	HR dept. Inspection dept.	VNRC Leadership

ACTION PLAN 2018

Objectives	Activities	Indicators	Resources	Q1	Q2	Q3	Q4	How to monitor	When monitors/ frequency	Who monitors	Whom to share
To advocate for the establishment of a practical synchronized system	Finalize and issue statues under	Statues are approved and issued by Prime Minister	Gov grant Fundraising	X				Check Decision on the issuance of Statutes		HR dept. Inspection dept and other related depts	VNRC Leadership
VRNC has proper structure, policies to manage and utilize its human resources to achieve objectives set under the National Assembly Resolution no 10	Develop restructuring plan at HQ level including departmental fuctions and staff job description	100% of staff have task/job assignments suitable for their capacity	Gov grant Fundraising	X				Conduct meetins, and collect feedbacks from leadership and all depts		HR dept. Inspection dept and other related depts	VNRC Leadership
	To develop detail job description for each position (job, capacity, gap)		Gov grant Fundraising	X	X					HR dept. Inspection dept and other related depts	VNRC Leadership
	Develop staff traiing programs		Gov grant Fundraising			X	X	Collect feedbacks from depts. Interview participants		HR dept. Inspection dept and other related depts	VNRC Leadership

ACTION PLAN 2018

Objectives	Activities	Indicators	Resources	Q1	Q2	Q3	Q4	How to monitor	When monitors/ frequency	Who monitors	Whom to share
	Implenent staff traiing/refresher programs Assign tasks		Gov grant Fundraising		X	X	X	Collect feedbacks from depts. Interview participants		HR dept. Inspection dept. and other related depts.	VNRC Leadership
	Revise/develop regulations on staff rewarding and recognition, code of conduct, organizational culture	Approved regulations on staff rewarding and recognition, code of conduct, organizational culture	VNRC Gov grant	X	X			Collect feedbacks from depts. Interview participants		HR dept. Inspection dept. and other related depts.	VNRC Leadership