



LTEG Plan of Action October 2011 – November 2012

WHAT?	WHO?	WHEN?
PPs 2012 - layout - spreading	- Laure - Marta	30.10.2011 31.10.2011
PPs 2013 - regional WGs appendixes (see Note 1): a) Abya Yala b) MIDI c) Africa d) Asia Int	- Marta - Manu - Michael - Sarah/Maria	February 2012
Long Term Database - including bilateral projects - update public interface a) adding dates to on-line descriptions b) add .pdf descriptions for download c) “set country” when searching projects - internal updates: a) customized vacancies list b) MIDI assesses MIDI evaluations c) automatic reminders for evaluations	Philippe & Sarah	January 2012 December 2011 December 2011 January 2012 February 2012 February 2012 February 2012
Vacancies list every 6 weeks	Sarah	ongoing
Visibility - web page a) administrator b) assess/create members' area and/or wiki (logins: ltvcoord, activist & steering) c) set up FAQ in “members' area” d) sharing documents * preparation (training) toolkit (for groups and individuals) * mentors' toolkit (draft) * LTV PPs, manuals * LTEG (SG) minutes e) new content & welcome page - facebook fan page - “Did you know that...?” a) evaluations b) infosheet c) resend Database edition d) sending volunteers outside of SCI e) additional topics	Sandro Sandro and Philippe Sandro/Philippe (tech.) Marta/Snezhi (content) Sandro/Philippe (tech.) Michael, Larissa, SG Manu, Virginie, Maria, Larissa SG SG Marta Magda Sarah Marta Sarah, Philippe Marta Magda	ongoing December 2011 January 2012 December 2011 March 2012 March 2012 December 2011 ongoing January 2012 ongoing November 2011 December 2011 January 2012 December 2011 After January 2012

Assessing volunteers' handbook update	Marta, Sarah	April 2012
Survey (bilateral) LTV South exchanges	Manu (first steps) SG (complete if possible)	November 2011 February 2012
Emergency procedures	Larissa, Magda	January 2012
Upon arrival checklist	Larissa, Michael	December 2011
PLOT 2012 (6 th -10 th Nov 2012) - content - find host - grant application	Maria, Katya, Tatiana, Ozan, Magda SG SG	January 2012 December 2011 01.02.2012
LTEG AM 2012 (9 th -11 th Nov 2012) - content - find host - grant application	SG SG SG	September 2012 20.10.2011 24.10.2011
Participation in ICM 2011	? (see Note 2)	December 2011
Participation in NSPM 2012	2 activists	October 2012
POT 2012 - prepare to reapply on Nov 1st just in case - call for prep-team, selection - call for participants, selection - trainers & implementation	SG SG SG, prep-team Magda, prep-team	22.10.2011
POT 2013 - find host - grant application	Hanna, Sarah Marta, Sarah	December 2011 01.02.2012

Note 1: What LTEG suggests to include in the “regional appendix”:

- volunteers' preparation
- which branches can participate in the exchange
- what conditions apply for a hosting fee
- if there is a ceiling for the fees
- what is missing in the general PPs for the vol exchange in the region

Note 2: Waiting for the call for participants. Depending on who is attending “anyway” LTEG will decide whether to send an extra participant or not.