ANNEX 5 – NEP WORK PLAN 2006-07 AND SUBMISSION OF PROJECT DELIVERABLES

#	ACTIVITY	2006										2007				
		M	A	M	J	J	A	S	O	N	D	J	F	M	A	M
1	Advertise for and hire and orient new staff															
2	Move to new offices															
3	Condensed version of ESP 2006-2010 document and ESSP 2006-10 review document															
4	Design training to increase member understanding of ESP/ESSP documents and review process															
5	1st Member trainings on understanding ESP document															
6.	Meetings to solicit member feedback on ESP/ESSP															
7.	Compile Member comments on ESP/ESSP for presentation at ESSP review															
8.	Website design and launch															
9.	Design and deliver training on documentation tools and techniques															
10.	Recruit new members/increase membership by 10%															
11	Undertake Research on member activities															
12.	Write Education NGO Report															
13	Design and publish newsletter															
14	Review Research proposals and choose research groups.															
15.	Provide training to members doing research projects															
16	Support member research projects															
17	Produce Policy and Procedures Manual for NEP															
18.	Design and implement new monitoring mechanisms for member contact and program evaluation tools															