

NLU Report Format

All NLUs will produce a short report about their operation and programmes. Attached is a report outline for NLU which is an easier format on the reporting and identifying areas that they would require PIANGO support and activities for institutional strengthening. We would like the draft report of your NLU to be with PIANGO by July so we can compile an overall report.

1. NAME OF NLU: _____
2. DATE OF ESTABLISHMENT: _____
3. DATE OF REGISTRATION: _____

GOVERNANCE

4. CURRENT NO. OF THE BOARD OF DIRECTORS: _____
5. CHAIR/PRESIDENT (name): _____
6. VICE CHAIR/VICE PRESIDENT: (name) _____
7. TREASURER: (name) _____
8. SECRETARY: (name) _____
9. OTHER MEMBERS: (names) _____
10. COMMENCEMENT OF CURRENT TERM OF OFFICE: (month/year)

11. END OF CURRENT TERM OF OFFICE (month/year)

- | 12. PLEASE TICK AS APPROPRIATE. Does the NLU | Yes | No | Being worked on |
|---|-----|----|-----------------|
| (a) have legally registered in your country | ? | ? | ? |
| (b) have a constitution | ? | ? | ? |
| (c) have documented policies, procedures, manual for administration | ? | ? | ? |
| (d) have a minute book for Board minutes | ? | ? | ? |
| (e) have a Strategic Plan | ? | ? | ? |
| (f) have a Policies and Procedures manual for its financial system | ? | ? | ? |

13. TOTAL NUMBER OF MEMBERS AFFILIATED TO YOUR NLU: _____
List, full contact addresses.

14. Describe programme areas that address Capacity Building

15. Describe your information showing strategies.

16. Describe efforts to improve stakehold relations with government, with donors, with affiliates and other NGOs.

17. List 5 (five) challenges faced by your NLU in relation to national affiliates.

18. List 5 (five) areas how PIANGO can best strengthen and serve your NLU.

19. List 5 (five) training areas on Capacity Building that would be needed by the NLU and affiliates.

20. List 5 (five) training areas on Capacity Building and Institutional Strengthening that can strengthen your NLU and national affiliates.

I look forward to receiving feedbacks on the documents attached.

Vinaka



Cema Bolabola
Executive Director