

ICO Updates

August 2018



Learning from the past experience immediately after assuming the role of INF Nepal Executive Director initiated and suggested of having INF Nepal Central Office (ICO) updates for better intra communication in organization which keeps staff updated with latest progress and developments. The very first effort of this monthly ICO update is to keep informed staff about what is going on at ICO.

ICO:

- A plan and process for INF Nepal Fundraising and Promotional team will be initiated at Central Office to oversee overall organizational funding and organisation's promotion.
- Communication Team will be relocated from Nepal Country Office (NCO) Kathmandu to INF Nepal Central Office Pokhara in September 2018 to make communication function more effective and inbuilt it in INF Nepal.
- Discussion is going on about strengthening and practicing organisational values and effective team building.
- Central Executive and Coordination Team (CECT) is changed in to Strategic Management Committee (SMC) and it's PSFP has been approved by 72nd Extraordinary Board meeting held on 20th August 2018.

Reason for change:

- ❖ To bring the senior leadership (mainly the directors) of the organisation together for the common purposes to achieve the vision of INF Nepal.
- ❖ To focus and exercise on the long term strategic planning of the organisation.
- ❖ To ensure right focus, concentrate on the strategic management issues and monitor high level performance of the organisation through high level performance indicators.
- ❖ To support Board to focus more on the vision, mission and governance NOT on the operational and management issues.
- ❖ To recommend organizational policies to the Board and ensure its effective implementation.
- ❖ To enable Sub-Committees/Management Committees with appropriate authority and accountability.

- As at end of July the total number of INF Nepal staff is 325 among which 60% are male and 40% are female.
- Staff work satisfaction survey will be carried out in the month of September to find out the ways to enhance job satisfaction and staff motivation.
- The HR-application software has been implemented at Central Office. This will be implemented in Hospitals and Clusters soon. This software is useful for HR personal information, online leave request and approval, travel order request and approve, medical claim and many more.
- Staff attendance system has been centralized to monitor staff movement.
- KoBo Toolbox orientation will be conducted at Cluster offices on September 2018. This application is used for data collection which assists M & E and reporting.
- Expat Visa renewal and new applications are in high priority to fill major posts. Currently it has moved from SWC to respective Ministries.

| Staff composition by Ethnicity & Religion is as follows: | | | | | |
|---|------------|------------|-----------------|------------|------------|
| Ethnicity | No. | % | Religion | No. | % |
| Brahmin/Chhetri | 177 | 54 | Christian | 114 | 35 |
| Janjanti/Adibasi | 94 | 29 | Hindu | 204 | 63 |
| Dasnami | 6 | 2 | Buddhist | 5 | 2 |
| Dalit | 34 | 10 | Muslim | 2 | 1 |
| Madhesi | 14 | 4 | Total | 325 | 100 |
| Total | 325 | 100 | | | |

Community:

Community Development Review Report has come and major issues to be considered are in addressing process. Discussion among SMC member will be organized on 4th September and sharing among Managers will be on 5th September.

Health:

- The PSFP of Health Services Strategic Committee (HSSC) has been revised and approved by Board on 20th August 2018.
- Review of Shining Hospital Banke and Surkhet will be started from 14th September by Howard Green to analyze and asses the need and effectiveness of hospitals, find cross cutting issue with Community work.

August Meetings:

- A. HSSC meeting was held on 13th August 2018.
- B. CECT meeting was held on 14th August 2018.
- C. 72nd Extraordinary Board meeting was held on 20th August 2018.

Upcoming Meetings:

- A. Community Review sharing meeting on 4 –5 September at Central Office in Pokhara.

- B. Audit Committee Meeting on 25th September at GP Complex, Pokhara.
- C. INB meeting on 26th September at GP Complex, Pokhara.
- D. Annual General Assembly on 27th September at GP Complex, Pokhara.
- E. HSSC meeting on 24th September at GP Complex, Pokhara.
- F. SMC meeting on 23rd September at Central Office.
- G. CDMC meeting on 17-18 September at Central Office.



INF Nepal Board appreciated seven retired staff of GP, Surkhet Shining Hospital and Jumla Community Cluster with a farewell program during its 72nd meeting.

- Some major changes will occur in overall organization's structure as a result of the Community Development Review and Health (Mid-West) Review. The findings and recommendations of both the reviews will be analyzed and addressed in time.
- Central office is working on how it can strengthen and support Community and Health work of INF Nepal.
- Plan and restructuring is ongoing therefore transition still persists within the organization.

Thank you.