

IHS Alumni International
 Action Plan May 2010 - April 2012
 Stavoren, 30 May 2010

No	Aspect	Outcome	Activities	Tools/ How?	*W/**P				Resp	Resources	Funds	Ct /C	
					1	2	3	4					
1	<i>SET UP AND BASICS</i>												
1,1	Board	Board organisation and main set up and planning issues	Rules and regulations on election of the board	Revision on member rules and contributions						IK, JH			
			Finalization of board selection and decision making							IK			
			Framework	Revise framework							IK, JH		
			Fulfillment of Action Plan	Check tasks and times							JH		
				Monitoring and Evaluation							JH		
			Celebration of IHS AI anniversary: March 1st (and every two years coincide with the WUH)	Posting on Facebook and develop "looking back and forward" report							JH, MF		
1,2	Alumni involvement and encourage participation	Search for alumni and encourage participation	Database maintenance and upgrade	Update email addresses						ARO, all	Staff		
			Reach more email addresses							ARO, all			
			Registration on FB and LinkedIn							ARO, all	Staff		
			Through research and calls done to local associations							JH	Phone calls		
			Through research by current participants in their own countries							ARO, advisor, all			
			Analyze alumni database							JH	Phone calls		
			Utilize LinkedIn and FB							JH			
			Call honorary member & staff							JH			
			Call local alumni association							JH			
			Obtained result from alumni survey							ARO			
			Analyze alumni survey result							ARO, all			

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1,3	Local Associations	Encourage creation and improvement of local alumni associations	Permanent communication with local associations and support them	Communicate alumni survey result					ARO	Intern in AR	IHS		
				Membership	Identify IHS VIP alumni					Aro, all			
				Identify honorary member					IK, JH				
				Select honorary member					IK, JH				
				Administer active members					ALL,				
				Develop membership requirements and benefits such as email address and bussiness card					IK, ARO				
	Local Associations	Encourage creation and improvement of local alumni associations	Permanent communication with local associations and support them	Revive list of active local association Asia: MF Latin America: JH Africa: IK Europe : MV					ALL				
				Put in new (remove dormant) members					Local Associati ons				
				Identify key/ committed alumni					Local Associati ons				
				Involve new/ fresh alumni					Local Associati ons				
				Foster communication and exchange between local association					JH				
				Provision information to establish a local association					JH, ARO				
				Review local associations guidelines Regional/ local meetings are organized	Review guidelines					JH, ARO			
					Provision of staff kit on organizing local meetings/ activities					ARO			
					Develop video message by IHS AI for regional meetings					JH, ARO			

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			Regional/ local short courses are supported	Provision of support to organize refresher course or seminar					ARO, MJ			
1,4	Relations with IHS	Build mutual relationship	Establish and feed relationship permanently	Secure minimum budget and administration support					IK			
				Discuss, finalize and signed IHS AI Workplan with budget and admin support clearly stated					IK			
		Build advisor status on behalf alumni to courses and research activities	Discuss and finalize the role of IHS AI on IHS program development in representative function						ARO, advisor			
			Build the advisor position of IHS AI and establish both in the IHS AI Framework and the IHS						ARO, all			
		Current Participants	Publish articles on stay in NL						Jeanet, Alina, Mansee			
			Organize 5 meetings in a year, the schedule should be integrated into course schedule						Advisor, ARO			
			Organize visiting alumni to provide lecture on their work and exchange with current participants						Advisor, ARO	Travel grant		
<u>2 SERVICES</u>												
2,1	Professional		Job and training opportunities are identified and utilized	Post jobs opportunities on LinkedIn and FB					ALL			
				Encourage the network to post job opportunities on LinkedIn and FB					ALL			
				Communicate of IHS project involvement by alumni locally					ARO			Tc

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			Provision of support and sharing experience	Organize coaching to link participant and alumni					MF			
				Identify and develop pool of expertise					MF			
				Contact alumni in NL and active members to participate to coach & involve in pool of expertise					MF			
			Establishment of "alumni help alumni" project	Develop proposal and budget					ARO		External	
2,2	Academic		Scholarship, PhD and courses opportunities are identified and utilized	Post information on LinkedIn and FB					ALL			
			Provision of support and sharing experience	Publish article on further education (i.e PhD stories) on website					JH, Diana, Mansee			
			Establishment of joint publication	Explore joined research publication with alumni & staff					IK, JH	External volunteer		
				Identification of medium for publication (digital? Blog?)					IK			
2,3	Social	Recognition of IHS Alumni	IHS Alumni Day is organized	Develop TOR for IHS Alumni Day 2011 that include dinner, more staff and alumni					ARO, Advisor	Travel grant, dinner package		
				Develop format framework for IHS Alumni Day					MF			
			Provision of IHS AI Kit	Design, create and distribute pin for active members					ARO			
				Decide on alumni certificate					ARO, all			
			Communication amongst alumni is maintained	Put social news in newsletter and blog (i.e news on wedding, children, moving, etc)					MF			
				Update Facebook social posting					ALL			

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				Collection and archieve of alumni photos			█		ARO			
				Database services on batch mates	█	█	█	█	ARO, MF			
				Birthday greetings using SO tool	█				ARO			
				Foto and video competition		█			MF			
2,4	Cross-Aspects	Recognition of IHS as leading international knowledge institute in urban management	Award for outstanding work in urban field	Identification of stakeholders involved				█	IK		External	
				Develop proposal				█				
				Call for nomination				█				
				Organize award session				█				
3	<u>OPERATIONAL</u>											
3,1	Finance	Resources are mo	Fundraising	Identification of possible funds by organization to apply for (EUR, Nuffic (NAA), Embassies, Hivos, Corcaid, NCDO)	█				IK, ARO			
				Identify needs for & write proposals/ requests		█			IK, ARO			
			Budgeting	Refine budget plan for March 2010 - Feb 2012	█				IK			
				Secured and define budget to be raised	█				IK			
				Prioritization of budget	█				IK			
			Treasuring	Guard expenses together with IHS Finance	█				IK			
			Sponsorship	Resource mobilisation to companies (real estate), municipalities, ministries, donors			█		Ik			
			Membership Fee	Define and develop membership arrangement				█	IK			

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3,2	Communication	Communication with alumni is established and maintained	Administration of active members	Send welcome to IHS AI greetings					JH				
				Respond alumni@ihs.nl					ARO				
				Answer questions and proposals					IK				
			Newsletter	Publish regularly					ARO, JH, MF				
			Active members are engaged	Send personal invitation to contribute to FB, LinkedIn, Blog, Newsletter						MF			
				Send personal invitation to contribute to selection committee						IK			
				Send personal invitation to engage in meeting and program advisory						JH			
				Send personal invitation to engage in organizing project (proposal development)						JH			
		Send invitation to engage in devision making process							IK				
		IHS AI activities are informed		www.ihs.nl is used as platform for IHS AI	Put in iFrame on www.ihs.nl					MF			
					Create email address for each member and general					IK, ARO			
			Enhance the visibility of LInkedIn and FB on www.ihs.nl							MF, ARO			
			Press release for events							MF			
			Put mission and objective							MF			
				State relationship with EUR Alumni Association					MF				
				Check on EUR					MV, ARO				

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			IHS AI website/ blog is created	Develop IHS AI web/ blog		2			MF, ARO				
			Alumni Newsletter is distributed	Printed copies			3		IK				
		Visibility of IHS AI	Campaign on "Linking Urban Professionals"	Write statements		1			MF				
		Communication with external stakeholders are established	Stakeholders are identified	Create and publish motto					JH				
				Identify international associations/ network related with urban professionals		2	2	2	2	Advisor, current participants			
				Identify relevant alumni associations in NL		2	2	2	2	MV, MF			
			IHS AI is introduced	Create introduction package consist of description, short framework and action plan				2	2	MF, ARO			
			IHS AI is linked with relevant stakeholders	Link as member				3	3	Advisor, current participants			
				Link as exchange possibility with academic and research institutions and NGO as partners				3	3				

***W/When:**

- 1/First Semester: May 2010 - Oct 2010
- 2/Second Semester: Nov 2010 - April 2011
- 3/Third Semester: May 2011 - Oct 2011
- 4/Fourth Semester: Nov 2011 - April 2012

****P/Priority:**

-  High Priority
-  Medium Priority
-  Low Priority

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