

## KWID ACTIVITIES AND DATES WHEN THEY WERE IMPLEMENTED

No.	Activity	Dates
1.	Change Project Workshop	23 <sup>rd</sup> March 2020
2.	Project Proposal Writing Workshop	6 <sup>th</sup> May 2020
3.	Local Subsidy Inception Meeting	15 <sup>th</sup> July 2020
4.	Conduct a 1-day workshop to review the Finance Policy	13 <sup>th</sup> August 2020
5.	Facilitate a 1-day workshop with 2 KWID staff and 1 board member to review the Human Resource policy	14 <sup>th</sup> August 2020
6.	Conduct three (3) quarterly board meetings	21 <sup>st</sup> August 2020, 18 <sup>th</sup> November 2020
7.	Conduct two days' workshop to review the strategic plan and the constitution	10 <sup>th</sup> – 11 <sup>th</sup> September 2020
8.	Internal working group to draft the board manual	17 <sup>th</sup> – 18 <sup>th</sup> September 2020
9.	Conduct Staff talks	20 <sup>th</sup> November 2020
9.	Conduct a 2 days' workshop with board members on their roles and mandate and discussion of the Board manual	21 <sup>st</sup> – 22 <sup>nd</sup> September 2020
10.	E-Learning Training on Resource Mobilisation	21 <sup>st</sup> September to 14 <sup>th</sup> November 2020
11.	Proposal writing workshop (by GIZ advisors)	9 <sup>th</sup> November 2020
12.	Training in and drafting financial plan (by GIZ advisors)	10 <sup>th</sup> November 2020
13.	Conduct one (1) annual meeting in each of the 4 branches	23 <sup>rd</sup> – 30 <sup>th</sup> November 2020
14.	Conduct one (1) staff retreats for team building, bonding and motivation	13 <sup>th</sup> December 2020
15.	Conduct one (1) annual general meeting (AGM)	15 <sup>th</sup> , 17 <sup>th</sup> , 18 <sup>th</sup> & 19 <sup>th</sup> December 2020