**Implementation Report on Suggestions from Progress Report Meeting (May 07, 2024)**

This report details the suggestions made during the Progress Report Meeting on May 07, 2024, and the corresponding actions taken to implement each recommendation.

**Suggestions and Actions Taken**

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| **Suggestion** | **Action Taken** |
| **Secretariat Account Enhancements** |  |
| Option to generate a PDF of the list of participants. | Implemented the PDF generation feature for the participant list on the Secretariat Account. |
| Option to filter the “interests” of the registrants. | Added an interest filtering option for registrants on the Secretariat Account. |
| Option to filter the volunteering hours. | Included a volunteering hours filter in the Secretariat Account. |
| Option to generate a PDF of the list of participants for particular events. | Enabled the PDF generation feature for participant lists of specific events on the Secretariat Account. |
| **User Experience Improvements** |  |
| Announcement Page accessible before logging in, so volunteers can read announcements without logging in. | Created an Announcement Page accessible before logging in for volunteers to read announcements. |
| File upload options for Birth Certificate, ID, and other supporting documents in the Registration Page. | Added file upload options for Birth Certificate, ID, and other supporting documents on the Registration Page. |
| Tickable Data Privacy Consent Form in the registration process. | Add a text that notify user about accepting the terms and Data Privacy Consent Form upon clicking sign up in the registration process. |
| **International Programs Tab Enhancements** |  |
| File upload options for Birth Certificate, Curriculum Vitae, Good Moral Certificate, ID, and other supporting documents in the Registration Page. | Added file upload options for Birth Certificate, Curriculum Vitae, Good Moral Certificate, ID, and other supporting documents on the Registration Page. |
| Checkbox for “Ten Advocacy Plans” in the Registration Page. | Included a checkbox for “Ten Advocacy Plans” on the Registration Page of the International Programs Tab. |
| Upload file options for (1) Post-Program Evaluation Report, (2) Policy Brief, (3) Group Terminal Report, (4) Volunteer work, and (5) Advocacy Plan in the Post Program Obligations section of the User Account. | Added upload file options for Post-Program Evaluation Report, Policy Brief, Group Terminal Report, Volunteer work, and Advocacy Plan in the Post Program Obligations section of the User Account. |
| Option “Red Flag” beside “Approve” and “Decline” in the approval process of IP Registrants. | Introduced a “Red Flag” option beside “Approve” and “Decline” in the approval process of IP Registrants on the Secretariat Account. |
| Field “Red Flag” in the IP Beneficiaries Tab for beneficiaries tagged as Red Flag. | Added a “Red Flag” field in the IP Beneficiaries Tab for beneficiaries tagged as Red Flag in the Secretariat Account. |
| **System Enhancements** |  |
| Single Youth Passport Number system for registrants, applicable to both Volunteer Program and International Program. | Implemented a single Youth Passport Number system for registrants, applicable to both Volunteer Program and International Program. |
| Unified account system for registrants, reflecting all volunteering works and IP programs in one passport. | Established a unified account system for registrants, reflecting all volunteering works and IP programs in one passport. |
| Inclusion of both NYC and YVIP logos. | Updated the design to include both the NYC and YVIP logos. |