

# Thozhi Federation- Quarterly Reports

**Time Line: April to June:**

## Activity Carried Out:

1. Governance and Compliances
2. Strengthening of Federation Meetings
3. Study Process on ICC
4. Dhvani Federation Program
5. Niranthara Lite program Training
6. Linkage networks
7. Activities done by Three months
8. Other activities

## Governance and Compliances:

Thozhi Federation have completed the documents compliances of 12A, 80G, Darpan, Pan, Registration certificate, Bye law. These are all approved by Board members. The followed the Finance documents. And finalized the Vision, Mission, Purpose and Goal.

Vision:

“Secured the unsecured women at workplace”

Mission:

- Empower the women workers by building and strengthening of the women workers association
- Capacitate the federation members to facilitate worker association
- To ensure that at least 1000 women workers get their full entitlement by strengthening 13 women workers associated by 2028.

Purpose:

To make positive changes in the lives of working women by impacting the policies and programmes and by the strengthening the civil society organization working for this cause.

Goal:

To strengthen 100 organization in Tamil Nadu.

## Strengthening of Federation Meetings:

1. Every month conducted the Secretariat Review meeting. In this meeting we have to discussed about the current process and to prepare the next month plan.
2. Directory release to Board Members and Member NGO's.

3. EC Members meeting conducted by Thanjavur on 16-05-2024. Invited the Resource Person- Mr. Annadurai, Vagai NGO. To discussed about all the below points and to get approved by the Board members. In this meeting 11 members have been participated.
- Membership Fee
  - Study on ICC survey
  - Directory details
  - Common Minimum Program
  - District visit
  - New Membership (preferably women headed)
  - Niranthra Lite Program training
  - Sub-committee
  - Planning committee
  - Finance Committee
  - Policy and Advocacy committee
  - Governance and Compliance committee
  - Resource Mobilization committee
  - CMP
  - Board Member meeting
  - Training
  - Sub-committee member training
  - Member training



4. Members Training meeting conducted by Thozhi Federation Office, Nallampalli on 27-06-2024. To Invited the Resource Person Mr. Suresh, MNI, SOCHARA, Chennai. To explained all the three-month plan completed by Thozhi and interact with the Members discussed about under the points. In this training 48 members have been participated.

1. Strengthening of Women workers and Members
2. Thematic inputs of current scenario roles and responsibilities
3. Sub-committee Orientation
4. Future plan
5. Group Process and Feedback



5. Sub-Committee Members Training conducted by Thozhi Federation Office, Nallampalli on 27-06-2024. To Invited the Resource Person Mr. Suresh, MNI, SOCHARA, Chennai. To give the orientation about the sub-committees. In this training 48 members have been participated.
  1. Goveranace and Complainces
  2. Planning committeee
  3. Finance Committee
  4. Policy and Advocacy committee
  5. Resource Mobilization committee

The committee are approved by the board members. In EC meeting we have discussed and choose special committee for Common Minimum Program.



## 6. Dhwani Review meeting with Ayyapan and Secretariat staff:

### 1. Discussion points:

- ✓ Passbook maintenance
- ✓ Membership Fee collection
- ✓ Bills and Voucher maintenance
- ✓ Status report follow up
- ✓ Websites updates spent daily 1 hour
- ✓ Niranthara lite program member selection
- ✓ SAT related documents updates
- ✓ Parameters implementation
- ✓ Report Maintenance
- ✓ Co-ordinate with the team members, board members, Dhwani.



### **Study Process on ICC:**

In this three month we have to complete the draft of Internal complaint commission. And we have to prepare many interviews format draft. Then attend the status related meeting we have learn the research methodology.

- 1. Purpose and Frame confirmed**
- 2. Questions Draft and finalised**
- 3. Members survey completed**
- 4. Piolet study with Employees processed**

### **Objectives:**

- ❖ Current scenario on ICC implementation.
- ❖ Monitoring mechanism by the system
- ❖ Knowledge on ICC among worker transferred
- ❖ Identify gaps
- ❖ Inform system on success and Challenges

### **Purpose of the Study:**

To understand current scenario on implementation of ICC at work places specific to Leather industries in Thiruppathur district of Tamil Nadu”

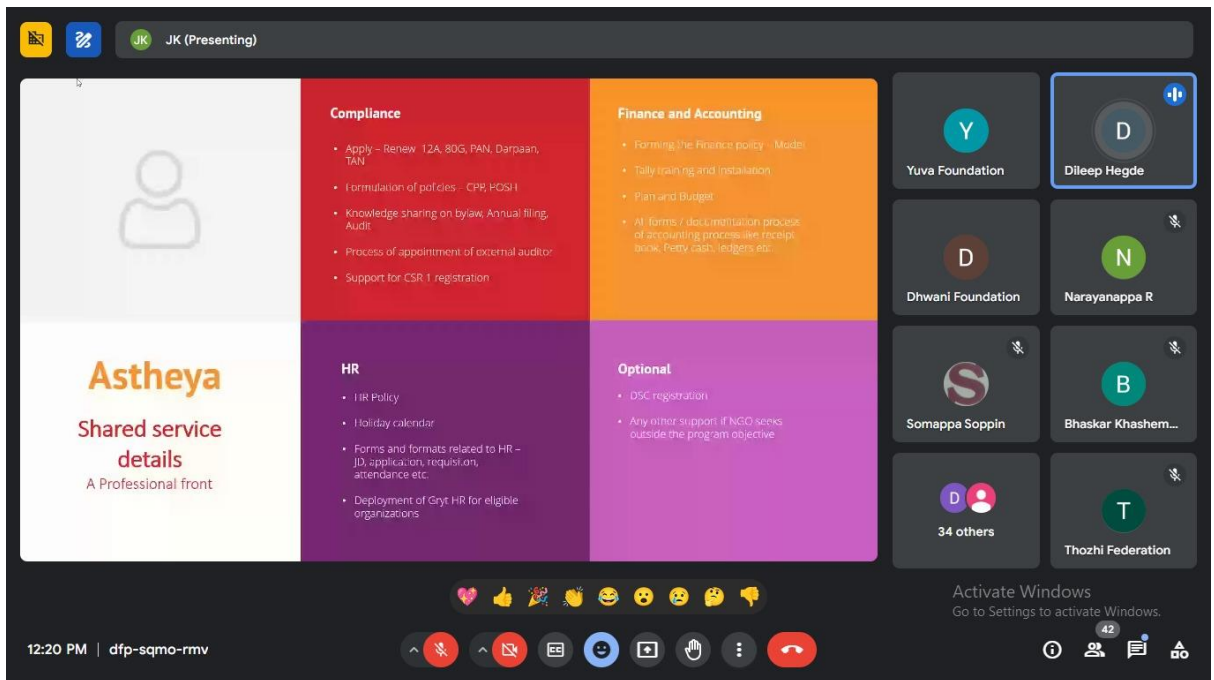
### **Goal:**

“Ensure effective implementation of ICC at work places by bridging the gaps”

## Dhwani Federation Programs:

1. We have attended the many meeting in online to discuss about weekly updates, status updates

S.NO	Meetings	Date	TIME
1.	Online-Call with federation leaders	April 3	3.30 PM to 4.30 PM
2.	Online-call with secretariat Thozhi	April 8	12.45 PM to 1.00 PM
3.	Workshop at Bangalore	April 22,23,24	9.30 AM to 5.00 PM
4.	Online-Discussion on vision, Mission and purpose of the federation	May 2	12.45 PM to 1.15 PM
5.	Online-Discussion on vision, Mission and purpose of the federation	May 3	10.30 AM to 11.00 AM
6.	Online- GRAMM meeting	May 15	3.00 PM to 4.00 PM
7.	Online- OD training from Niranthara Lite program	May 16	11.00 AM to 12.00 PM
8.	Online-call with federation status report	May 17	3.30 PM to 5 PM
9.	Online-Discussion with the NGO's Federation on the Purpose	May 20	5.00 PM to 6.00 PM
10.	Online-Workshop discussion with CEO	May 22	12.30 PM to 1.30 PM
11.	Offline- workshop at Bangalore	May 23,24	9.30 AM to 5.30 PM
12.	Online-Discussion on status report	May 31	4.00 PM to 5.30 PM
13.	Google meet-Thozhi federation with EC members and Membership NGO	June 3	4.00 PM to 5.30 PM
14.	Online- Status of website information	June 12	2.30 PM to 3 PM
15.	Offline- EC Member Meeting at Thanjavur	June 16	10.00 AM
16.	Offline- Dharmapuri district Members NGO meeting at Nallampalli	June 18	10.00 A.M to 1.00 P.M
17.	Online- Discussion with Federation CEOs about Sub-committee formation	June 18	3.30 PM to 4.30 PM
18.	Offline Training- Niranthara lite program training for Admin	June 20	10.00 AM to 5.30 PM
19.	TOT Training	June 21	10.00 A.M to 5.00 P.M
20.	Online Meeting-Weekly Meeting with Dhwani foundation	June 26	11.00 A.M to 12.30 P.M
21.	Offline Review Meeting with Ayyapan with Secretariat team	June 26	11.00 A.M to 4.30 P.M
22.	Online meeting with status report	June 26	5.00 A.M to 5.30 P.M
23.	Member training Meeting and Sub-committee Meeting conducted by Thozhi federation	June 27	10.00 A.M to 4.30 P.M



2. First interactive workshop with secretariat team members in Bangalore, conducted by Dhvani Foundation on April 22,23,24<sup>th</sup> 2024. To Participated the secretariat team members. (Secretary, CEO, Policy and Advocacy Executive, Board Member)

- Introduction to Dhvani work
- Goals and purpose of Federation
- Roles of the Secretariat
- Modules and parameters
- Group presentation on parameters and SAT scores
- Group presentation on preparing a status report.



3. The Second interactive workshop with secretariat team and board members in Bangalore, conducted by Dhvani Foundation on May 23,24<sup>th</sup> 2024. To Participated

the secretariat team members. (Secretary, CEO, Policy and Advocacy Executive, Board Member)

- Secretariat profile
- Members Organization details
- Parameters implementation
- Vision-mission statements
- Status report topics-Research methodology
- Discuss about the Board meeting, sub-committee training, member training meeting.



## **Niranthara Lite Program Training:**

DATE : 20&21th June 2024

VENUE: BANGALORE

### **DAY-1**

Training No : 01

Date : 20-06-2024

Name of the Training : Niranthara Lite Program

Time : 10.00 A.M to 5.00 P.M

Venue : Don Bosco Provisional House, Bangalore

### **INTRODUCTION:**

The Dhvani Foundation have to Organised the Entire Training Program. In Thozhi Federation, 3 Members, P. Jayavarshini (Admin Executive), Nagalakshmi, (Vice President), Mr. Palanivelsamy (Member NGO) had to Participated in the Niranthara Lite Program. The Niranthara team have to introduced about the Niranthara. And every federation had to introduced in the training.

### **DISSCUSSION:**

#### **1<sup>st</sup> Session:**

1. Introduction to Organisation development
2. Communication and Readiness
3. Introduction about the LMS (Learning Model System)
4. Activities of Organisation Development – Member Service Program
5. Alignment of Parameter
6. Introduction to SAT
7. Setting Up Process- selection

Then detailed explain the TAN, under the act of 23AC. The Income Tax Registration is must important to all organisation. Then the organisations have to file ITR above the income of 2.5 lakhs. The Niranthara lite have to play the video about the Running a good NGO. The first training only the Base-line of Niranthara Lite program.

#### **2<sup>nd</sup> Session:**

Each Federation have to present one topic, The Thozhi have to select the topic of Governance: Board Members Meeting. They give only 3 minutes; we have prepared the content then present the topic. In this session we have to trained the time limit and how to explain the content within the time. Then each member how to split their time and

coordinating each other's. Finally, we have to give score to all the federations and give the feedback suggestion about the Participants.

### **3<sup>rd</sup> Session:**

The team have to explain the Niranthara Parameters. Compliance, Governance, Finance and Accounts, Human Resource, Leadership and Strategy, Marketing, Fundraising and donor management, Program Management.

They explained all parameters in baseline. And all Federations with all Members NGO's have to complete all the 75 parameters.

Then finally give one assignment for next day, to prepare the 3 slides for federation profile, Vision, Mission, Federation Program and also Members services details.

### **CONCLUSION:**

The all session for useful to all the federation. And they explained all the Base-line of Niranthara Lite Program. Then they Maintain the time limit and engaged with the sessions.



**DATE : 21-06-2024**

**VENUE: BANGALORE**

## **DAY – 2**

### **4<sup>th</sup> Session:**

That day started with small recall of the yesterday session. And started with Niranthara Lite Program PPT. They give the template to prepare the PPT for our federation. Then also created a one app for all Niranthara lite Program participants. They have to give one course app, login user ID and password. If any details have to upload in the app itself.

### **5<sup>th</sup> Session:**

#### **Federation works:**

1. Vision, Mission (put banner) in the federation office
2. Members Directory
  - i. Re-Analysis the worksheet, Budget, Board details, Experience and others.
  - ii. Need and Assessment recheck
  - iii. Minutes of meeting (sub-committee, Board meeting, Member training)  
Photos or Short video
3. Budget, including (Attendance, Photos, Minutes, Expenditure)
  - i. Board Meeting – Rs. 5000 (Quarterly once) The budget fixed only the Resource Person.
  - ii. Sub-committee meeting – Rs. 5000 (Quarterly once)
  - iii. Members Training -Rs. 730 For only per Organisation
4. Dhvani meeting,
  - i. Secretariat team : 2 Months once
  - ii. Board team : 3 Months once
5. Parameters (6 Modulus, 172 parameters), SAT scores
  - i. Implementation, Assessment then upload the documents (Evidence)
6. Organization Development – Niranthara lite program selection based on,
  - i. **Below 2 lakhs – Niranthara Dhriti**
  - ii. **3 Lakhs to 25 lakhs – Niranthara lite program**
  - iii. **25 lakhs above – Others Niranthara related program**
7. Communication website (Board members, Secretariat team Photos, Bio-data updated), Donate page.

8. Fundraising (Government program, CSR, Retailed system)
9. Facebook creation for all 65 Members NGO's
10. Documents for Advocacy: ICC and other 3 support documents
11. Marketing colander (Banner, visiting card, etc...) templet they providing
12. In Mid- September the federation have to completed the 89 parameters.
13. In the Member training we have to collect the fundraising Rs. 200 per person
14. Membership Fee Rs. 1000
15. To prepare 5 readymade concepts for federation fundraising (proposal
16. They Arrange state level expert support for each federation
17. Tally (Kunjan MSI software)

## **5<sup>th</sup> session:**

### **Program Model Canvas**

1. Beneficiaries
2. Initiatives
3. Buy in from stakeholders
4. Channels for Deployment
5. Key activities
6. Key resources
7. Key Partnership
8. Income/Budget
9. Expenditure
10. Impact

## **CONCLUSION:**

The all session for useful to all the federation. And they explained all the Base-line of Niranthara Lite Program. Then they Maintain the time limit and engaged with the sessions.

After the training we have discussed about the member selection comes under the Niranthara lite program. And we have to discussed with the Member training and Board members.



### **Linkages with:**

Government, Peoples Health Movements, Dhvani Network.

### **Activities done by these 3 Months:**

1. Members Directory completed
2. ICC survey
3. Maintaining Monthly reports
4. Monthly review with secretariat team members
5. Attending the meetings
6. Membership Fee finalised
7. Sub-committee formation
8. Website creation
9. Board Meeting
10. Sub-committee meeting
11. Members Training meeting
12. Admin filings
13. Submitted Accounting Policy
14. Sub committee report in Head Sub-committee
15. Members Interview format completed.

### **Other Activities:**

- Right to Health TRG
- Strengthening of worker association