



*Handwritten signature and date: April 17/2010*

**Annual Plan  
(July 2010 – June 2011)  
Program:  
Research & Documentation Unit**

Approved by CE: *[Handwritten signature]* 12/19/10

Objective	OVI	Activities	MOV	Output	Outcome	Time Frame	Risk/ Assumptions	Mitigation
Making knowledge accessible and usable for local partners, policy makers, advocates and development partners	Published and printed material available disseminated and uploaded on website.	Publication of 4 Quarterly Reflection	Copies of Reflection  Stock records  Goods receiving notes	4 Reflection printed	Real facts & findings of the society issues exposed	31 <sup>st</sup> July 2010	Extra tasks from other units. Urgent printing tasks may suffer the timely printing of Reflection	Follow-up of related persons for proof reading and related activities
				Women, social & political issues, violence against women, social injustice and other time to time arising issues highlighted.	Well informed media by sharing ground root issues through media.	31 <sup>st</sup> Oct. 2010		
		Preparation of monthly E-newsletter	Softcopy of e-news letter uploaded on website	Information disseminated to Community level and shared with media, highlighted the issues to community as well as to authorities	Human rights related information highlighted data and reports available as eye opener to policy maker.  Highlighted data could be a tool for policy change. <i>(Policy)</i>	31 <sup>st</sup> January 2011  31 <sup>st</sup> April 2011	Human rights related information highlighted data and reports available as eye opener to policy maker.	
				12 e newsletters uploaded	Human rights newsletters uploaded	10 th of each month	Delay in proof reading. Publisher may not able to do work in time.	Follow-up of related persons for proof reading and related
					Awaz credibility enhanced among the media. <i>(Practice)</i>		Other un planned tasks may cause delay in finalization.	



		Designing and publication of Case studies	Published reports			As data received by monitoring unit (October-December 2010)	Records from monitoring units and field offices may be delayed	Regular followups
To analyze social issues, promoting public debate and consensus building	No. of published research studies	1. Conduction of Research Study *(Southern Punjab Disparities) 2. conduction of 02 Awaz Research studies on Issues highlighted by field and program units	Filled formats of research Reports of IDI and FGDS Copies of Published Research Study Stock records	1000 copies of published research booklet Reports of research uploaded on Website	Statistics are available for bringing forward highlighted issues Grassroots realities exposed to policy makers, donors and other administrative institutes. Provided line of action to PRAP unit to conduct forums and other planned activities on the basis of findings of the research.	October 2010- June 2011  Whole year (as per requested by researchers / students)	Competent researcher may not approach	Capacity enhanced by providing proper guide line.
		Facilitating the National / international researchers	MOU with universities HR files Internship report	Well trained internees Researches conducted on different social issues				

*(Partly practice)*

