

VIFA Proposal for 2015 event

Title	Team building event
Origin	Vietnam IATSS Forum Alumni (VIFA) Association
Beneficiaries	Vietnam IATSS Forum Alumni
Partners	IATSS Secretariats and Coordinators
Duration	2 day period, 31 st Oct – 1 st Nov of 2015
Budget	2,500 USD including car renting, meals, accommodation, seminar, others
Theme	<p>Theme project: major issues to be discussed,</p> <ul style="list-style-type: none"> - What can IATSS benefit from alumni and vice versa? - Promoting the IATSS Forum to the broader community (communication strategies) - 2015 activity reviews & 2016 activity plan - Alumni strategic development plan 2020. <p><i>Teambuilding activities will be integrated into the whole 2-day program</i></p>
Priority Issue	Strengthening a stronger tie among alumni members and identifying alumni's wide interests
Goal	<ul style="list-style-type: none"> - Creating the stronger network between the alumni members and set of alumni's common interests are identified - Identifying key strategic development issues for VIFA Association - Promoting the Forum to the wider range of potential candidates to make the stronger alumni association, in every field of socio economic in the near future. - Setting some community-oriented projects to come to practice.
Objective(s)	<ul style="list-style-type: none"> - Wider alumni network with the number of active members around 30 - Finalizing short-term and long-term alumni development plans (to be presented at 8th IAM) - Introducing the VIFA board of management officially to the members - Holding the regular meeting of alumni every quarter of the year
Location	V Resort, Hoa Binh Province (2 hours travel from Hanoi)
Activities	<ul style="list-style-type: none"> - Team building activities - Seminar on 04 key issues (as per Project theme) - Evening party
Action Needed	<ul style="list-style-type: none"> - Notify to the alumni members - Schedule and plan for activities, with the help from the event company
M & E Plan	The VIFA board of member and IATSS Secretariats will reach mutual consent with commitment of rights and obligations for the next 3 years.
Project Team	<ul style="list-style-type: none"> - Mr. Nguyen Canh Binh, General Secretariat - Mr. Pham Xuan Hoan, President of VIFA - Mr. Vo Quang Toan, Vice President of VIFA

Signature:



Pham Xuan Hoan
President,
Vietnam IATSS Forum Alumni Association
Hanoi, Vietnam

Details of Estimated Budget
(VIFA team building)

No	Item Breakdown	Budget Request	Purpose	Remark
1.	Transportation cost	US\$300	for meeting in a location	30 seat bus
2.	Meals	US\$900	For members in 2 days	10 USD/meal/person
3.	Accommodation	US\$600	For 1 night, 15 (double rooms)	40USD/room/night
4.	Seminar	US\$400	Costs for conference room and projector.	
5.	Mini Alumni Gala Night	US\$150	Costs for venue, sound & light systems	
6.	Refreshment	US\$100	For tea, coffee during seminar break times	
7.	Handouts and other contingency	US\$50	For printing of seminar handouts and additional costs that may occur.	
	Total	US\$2,500		