2018 NNNGO Annual Report Plan

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| Lead: Oyindamola |
| **Objective**: Provide information to critical stakeholders on NNNGO 2018 activities and milestones. |
| **Audience:** Regulators, Donors, Multilaterals, INGOs, NNNGO members, General Public, Executive and Legislative Arm of Government |
| **Report Format:** Printed piece, video, online (pdf), web text, postcard with links to online version, infographics. |
| **Circulation:** Email, post, social media, SMS, website. |

**What major achievements were achieved in 2018 on**:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CF** | **OSIWA** | **Lifeline** | **CR** | **PACFAH** | **ICNL** | **Membership** | **Website** | **Social Media** |
| Adeola | Chidinma | Tobi | Oyin | Oyin | ED | Tim | Timi | Ife |

**How many organisations attended our annual gathering in February**? **Information to be supplied by Chdinma**

|  |  |  |
| --- | --- | --- |
| No of organisations attending | From how many States of the Federation | From how many regions/geo-political zone. |

**Publications/Videos:**

|  |  |  |
| --- | --- | --- |
| Title of publications (Oyin) | Number of downloads on website (Timi) | Number of organisations receiving publication via email (Tim) |
|  |  |  |

**Website/Social Media**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| How many page views on our website per page (Timi) | How many FB impressions (Ife) | How many engagements (Ife) | How many people saw our videos on FB? (Ife) | What is our SEO performance on Google for 2018 (Timi) |
|  |  |  |  |  |

**Membership**: **Information supplied by Tim**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No of members as at 2018 December | Number per region? | Average no of new applications per day. | How many benefited from trainings/workshops? | How many were supported one-on-one? |
|  |  |  |  |  |

**Finances: Information supplied by Tim**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Income in 2018 | Source (Grant, Membership, In-Kind) | Annual budget | Actual Expenditure | Year-on-year revenue growth. |
|  |  |  |  |  |

Important activities and deadlines:

|  |  |  |  |
| --- | --- | --- | --- |
| Activity | Key responsible | Deadline | Remarks |
| Content submission | All | 15th Dec | The above metrics to be submitted to Oyin for compilation into one document using the table above. |
| Key achievements linked to strategic pillar | ED | 20th Dec |  |
| Income and expenditure account | Tim | 25th Dec |  |
| Collation of photographs | Timi | 15th Dec | Pics collated from our pool of pictures and free online stocks. |
| First rough draft of report for review and editing | ED/Oyin | 25th Dec |  |
| First rough draft of design for review | Timi | 27th Dec |  |
| Design proofing, feedback and approval | ED | 2nd Jan |  |
| Final design based on comments | Timi | 7th Jan |  |
| Video content | Oyin | 10th Jan | Video developed with Doodle using key metrics in annual report. Content will also be used for infographics and postcard |
| Infographics and post card design | Timi | 13th Jan |  |
| Printing | Timi | 15th Jan |  |
| Cover email and letter | Oyin | 15th Jan |  |
| Circulation | Tim, Tobi | 18th Jan |  |