PROPOSED WORK PLAN- CREATIVES DEVEOPLMENT GOAL FOR 2022-2023

WORK PLANS FOR THE ASSOCIATION OF WOMEN TOWN PLANNERS IN NIGERIA (AWTPN)

					NOV 2022-OCT 2023						
					1ST QUARTER (NOV-JAN)	2ND QUARTER (FEB-APRIL)	3RD QUARTER (MAY-JUL)	4TH QUARTER (AUG-OCT)			
1	COLLABORATION WITH STAKEHOLDERS AND ASSOCIATION'S MEETING	Physical or Virtual Meetings	EXCO Members,	NITP President General , All AWTPN Members, All the NITP State EXCO, Members and other identified Stakeholders							NATIONAL CHAIRMAN
1.1	CONSULTANTION WITH THE NITP PRESIDENT GENERAL	Physical& Vitrual Meetings	National Chairman and EXCO Members	National Chairman and EXCO Members	DEC-& JAN, 2022	APRIL , 2023		SEPT 2022			NATIONAL CHAIRMAN
1.2	REGULAR MEETINGS AND COLLABORATION WITH THE STATE NITP CHAIRMEN BY ALL STATE AWTPN EXCO MEMBER	Physical Meetings	All Members	National Chairman, All EXCO Members	FROM 2022-2023				As much as necessary		NATIONAL CHAIRMAN
1.3	EXCO MEETINGS	Virtual Meeting	EXCO Members,	All EXCO Members and All AWTPN Members	nov 2022	3JAN 2023	APRIL 2023	JULY 2023	SEPT 2022	Bi-montly	NATIONAL CHAIRMAN
1.4	MEETINGS WITH AWTPN STATE CHAIRMEN/GEN SECRETARIES	virtual meeting	NEC Members	All EXCO Members and All AWTPN Members	nov 2022	JAN 2023	APRIL 2023	JULY 2021	SEPT 2023	Quarterly Meetings	
1.5	GENERAL MEETING WITH LECTURE AND SUBSEQUENT GENERAL MEETINGS	virtual meeting	EXCO Members,	All EXCO Members and All AWTPN Members		FEB, 2023	MAY 2023	AUG 2023	OCT 2023	Quarterly Meetings	NATIONAL CHAIRMAN
1.6	ELECTORAL PROCESS	virtual meeting	EXCO Members,	Electoral Committee				AUG 2023		Annual General Meeting	
1.7	ANNUAL GENERAL MEETING AND ELECTION OF NEW EXCO MEMBERS	Physical Meetings	All Members	All EXCO Members and All AWTPN Members					During Annual Conferences		NATIONAL CHAIRMAN
1.8	MEETING WITH THE GOVERNORS, 1ST LADIES, MINISTERIES, HON. COMMISIONERS, SPECIAL ADVISERS	Physical Meetings	National Chairman/ 1st VC/ 2ND VC OR Representatives	All EXCO Members and All AWTPN Members					Where necessary		NATIONAL CHAIRMAN
2	REVIEW AND UPDATE OF ROLLING PLANS FOR THE OPERATION OF THE ASSOCIATION				DEC, 2022--JAN 2023						NATIONAL CHAIRMAN
2.1	PREPARATION OF STRATEGIC WORK PLAN FOR NOVEMBER 2022 TO OCTOBER 2023	Virtual Meetings	National Chairman with EXCO Members	NITP President and All AWTPN Members	DEC, 2022						NATIONAL CHAIRMAN

2.2	UPDATE AND REPRESENTATION OF THE REVIEWED AWTPN BYE-LAW	Virtual Meetings	National Chairman, All EXCO Members	National Chairman, All EXCO Members and All State Cordinators	DEC 2023						NATIONAL CHAIRMAN
2.3	PROCESSING FINAL AAPPROVAL FOR AWTPN BYE-LAW	National EXCO Meeting (NITP)	National Chairman, All EXCO Members	National Chairman, All EXCO Members and All State Cordinators		JAN, 2023					NATIONAL CHAIRMAN
3	CONTRIBUTION FOR OFFICE ACCOMMODATION FOR THE OPERATION OF THE ASSOCIATION	Abuja	National President NITP	The National Chairman (AWTPN), 1st Vice and 2nd Vice	JAN , 2023						NATIONAL CHAIRMAN
3.1	PROVISION OF ASSOCIATION OFFICE SPACE WITHIN THE NATIONAL SECRETARIAT COMPOUND	Abuja	National President NITP	National Chairman, All EXCO Members	MARCH, 2023						NATIONAL CHAIRMAN
3.2	INTERIOR DECORATION OF OFFICE ACCOMMODATION	Abuja	National President NITP	National Chairman, All EXCO Members			JUNE, 2023				
4	EDUCATIONAL ADVANCEMENT AND CAPACITY BUILDING	VENUE/ REGION /STATE	ACTION BY	SUPPORTS FOR IMPLEMENTATION	FROM 2022-2023						NATIONAL CHAIRMAN
4.1	BI-YEARLY LECTURE/ TRAINING	VITURAL DURING GENERAL MEETING	The National Chairman (AWTPN)	The National Chairman, 2nd Vice Chairman and Asst. General Secretary	FEB 2023						NATIONAL CHAIRMAN
4.2	TRAINING AND RE- TRAINING OF MEMBERS THROUGH WORKSHOPS AND SEMINARS AT THE NATIONAL LEVEL.	Lagos State	The National Chairman (AWTPN)	Zonal Adviser, State Coordinator and Entire Members of AWTPN	FEB 2322				During National General Meetings		NATIONAL CHAIRMAN
4.3	TRAINING AND RE- TRAINING OF MEMBERS THROUGH WORKSHOPS AND SEMINARS AT STATE CHAPTERS.	At each State Levels	State Chairman and EXCO Members	Zonal Adviser, State Coordinator and Entire Members of AWTPN	FROM 2022-2023				During States the General Meetings		NATIONAL CHAIRMAN
4.4	REPRESENTATIONS AT LOCAL AND INTERNATIONAL SEMINARS AND CONFERENCES	Local and International Levels	The National Chairman (AWTPN), 1st Vice and 2nd Vice	Zonal Adviser, State Coordinator and Entire Members of AWTPN	FROM 2022-2023						NATIONAL CHAIRMAN
4.5	WORLD WOMEN'S DAY CELEBRATIONS (MARCH, 8TH)	Local International Levels	The National Chairman (AWTPN), 1st Vice and 2nd Vice	Zonal Adviser, State Coordinator and Entire Members of AWTPN		MARCH, 2023			The Chairman may assign this responsibility		NATIONAL CHAIRMAN
4.6	WORLD URBAN FORUM (JUNE 8TH)	International Levels	The National Chairman (AWTPN), 1st Vice and 2nd Vice	Zonal Adviser, State Coordinator and Entire Members of AWTPN			JUNE, 2023		The Chairman may assign this responsibility		NATIONAL CHAIRMAN

4.7	WORLD HABITANT DAY (OCTOBER 8TH)	Local Levels	The National Chairman (AWTPN), 1st Vice and 2nd Vice	Zonal Adviser, State Coordinator and Entire Members of AWTPN				OCT, 2023	The Chairman may assign this responsibility		NATIONAL CHAIRMAN
4.8	WORLD TOWN PLANNING DAY (NOVEMBER 8TH)	Local Levels	The National Chairman (AWTPN), 1st Vice and 2nd Vice	Zonal Adviser, State Coordinator and Entire Members of AWTPN				NOV, 2023	The Chairman may assign this responsibility		NATIONAL CHAIRMAN
4.9	COUNCILLING AND TRAINING DURING MCDPC FOR AWTPN	At the MCDPC Programmes	The National Chairman (AWTPN), 1st Vice and 2nd Vice	Zonal Adviser for each State	FROM 2022-2023				At the MCDPC Programmes		NATIONAL CHAIRMAN
5	CONTINUOS AWARENESS CAMPAIGN ON THE ROLE OF PROFESSIONAL WOMEN TOWN PLANNERS IN THE BUILT ENVIRONMENT;	VENUE/ REGION /STATE	ACTION BY	SUPPORTS FOR IMPLEMENTATION	FROM 2022-2023						NATIONAL CHAIRMAN
5.1	CONTITNUOUS PUBLICITY CAMPAINGTHROUGH ALL MEDIA	National EXCO and All State Chapters	The National Chairman (AWTPN)	National EXCO and All State Chapters	FROM 2021-2023						
5.2	CONTINOUS TOUR TO MEDIA HOUSE TO SENSITIZE THE PUBLIC ON THE VISION, MISSION AND AGENDA OF THE ASSOCITAION BY ALL STATE CHAIRMEN AWTPN	All State	National and State Chairman and EXCO Members	Zonal Adviser, State Coordinator and Entire Members of AWTPN	JAN 2023-OCT 2023						NATIONAL CHAIRMAN
5.3	BRAND AND REBRANDING OF AWTPN IMAGE	National EXCO and All State Chapters	National EXCO and All State AWTPN Chairmen	All Members	FROM JAN-JULY 2022						NATIONAL CHAIRMAN
5.4	QUARTERLY PRODUCTION OF E-JOURNALS, E-NEWSLETTER AND E-ALBUM FOR THE ASSOCIATION	National EXCO and All State Chapters	National PRS	National EXCO and All State AWTPN Cordinator and All Members		APRIL 2023		OCT 2023		Quarterly	NATIONAL CHAIRMAN
											NATIONAL CHAIRMAN
6	TECHNOLOGY ADVANCEMENTIN DATABASE FOR THE ASSOCIATION	VENUE/ REGION /STATE	ACTION BY	SUPPORTS FOR IMPLEMENTATION	DEC,2021-APRIL 2022						NATIONAL CHAIRMAN
6.1	CAPTURING AND COLLATION OF MEMBERS DATA	National EXCO and All State Chapters	National Gen Secretary	National EXCO and All State AWTPN Cordinator and All Members	NOV2021 -APRIL 2022						NATIONAL CHAIRMAN
6.3	REGULAR REVIEW OF MEMBERSHIP INFORMATION TO CAPTURE THE NEWLY FEMALE INDUTEES	Website to interface with the whole Nation and International Countries	National PRS and the Consultant	EXCO Members, Zonal Adviser and State Cordinator	CONTINUOSLY						NATIONAL CHAIRMAN
											CHAIRMAN
7	INCLUSIVENESS AND INNOVATION IN PLANNING ACTIVITIES	VENUE/ REGION /STATE	ACTION BY	SUPPORTS FOR IMPLEMENTATION			FROM 2022-2023				NATIONAL CHAIRMAN

7.1	NETWORKING AND PARTNERSHIP WITH ALLIED/SISTER PROFESSIONAL BODIES	Physical Meetings	National EXCO and All State AWTPN Cordinator	The Zonal Advisers and State Cordinator (AWTPN)			FROM 2022-2023				NATIONAL CHAIRMAN
7.2	PARTICIPATORY ROLE AT ALL LEVELS OF PHYSICAL PLANNING	Physical Meetings	National EXCO and All State AWTPN Cordinator	The Zonal Advisers and State Cordinator (AWTPN)			FROM 2022-2023				NATIONAL CHAIRMAN
8	VULNERABILITY SURVEY AND WELFARE OF MEMBERS	State by State assessment, collation and recommendations/ Advise	The Co-opted Welfare Officer, Zonal Advisers and State Cordinator (AWTPN)	The Zonal Advisers and State Cordinator (AWTPN)			FROM 2022-2023				NATIONAL CHAIRMAN
9	ETHICAL CONDUCTS, PROFESSIONALISM LECTURE/ COUNCILLING,	Physical at All State	The Zonal Advisers and State Cordinator (AWTPN)	SUPPORTS FOR IMPLEMENTATION			FROM 2022-2023				NATIONAL CHAIRMAN
10	SUSTAINABLE MENTORSHIP PROGRAMME	VENUE/ REGION /STATE	ACTION BY	SUPPORTED FOR IMPLEMENTATION			FROM 2022-2023				NATIONAL CHAIRMAN
10.1	SENSITIZATION OF GIRL CHILD ON THE OPPORTUNITIES IN URP PROFESSION. BY OTHER ZONES	Physically in other States	1st & 2nd Vice Chairman and North and East Adviser	The Zonal Advisers and State Cordinator (AWTPN)					Physical Interactive Sessions		NATIONAL CHAIRMAN
10.2	CONTINOUS STRATEGIC MENTORING OF THE YOUNG TOWN PLANNERS	WESTERN ZONE- Physically in Lagos State	The National Chairman (AWTPN), and State Cordinator	The Zonal Advisers and State Cordinator (AWTPN)			MAY 2022				NATIONAL CHAIRMAN
10.3	SUBSEQUENT STRATEGIC MENTORING OF THE YOUNG TOWN PLANNERS	Physically in other States	1st & 2nd Vice Chairman and North and East Adviser	The Zonal Advisers and State Cordinator (AWTPN)			JAN-2022 –NOV 2023		Physical Interactive Sessions		NATIONAL CHAIRMAN
11	SOURCES OF FUND	AMOUNT									NATIONAL CHAIRMAN
11.1	AWTPN MEMBERSHIP ANNUAL LEVY										NATIONAL CHAIRMAN
a	FELLOW	5,000	FIN. SEC & TREASURER				FROM 2022-2023				NATIONAL CHAIRMAN
	COPERATE MEMBERS	3,000	FIN. SEC & TREASURER				FROM 2022-2023				NATIONAL CHAIRMAN
11.2	FREE WILL DONATIONS	BY THE MEMBERS AND WELL WISHERS	FIN. SEC & TREASURER				FROM 2022-2023				NATIONAL CHAIRMAN
11.3	SPONSORSHIP	BY THE MEMBERS AND WELL WISHERS	FIN. SEC & TREASURER				FROM 2022-2023				NATIONAL CHAIRMAN
11.4	INTERNATIONAL GRANT	BY THE INTERNATIONAL ORGANIZATIONS	FIN. SEC & TREASURER				FROM 2022-2023				NATIONAL CHAIRMAN