

ARMENIAN YOUNG LAWYERS ASSOCIATION

DEVELOPMENT PLAN

APRIL 2013

1. FINANCIAL SUSTAINABILITY

ISSUE 1.1

Lack of grant projects as sources of financing

ACTIVITY 1.1.1

Organization of trainings on grant writing skills for AYLA Board members, heads of offices and members (optional).

PERSON(S) RESPONSIBLE

AYLA Board member Robert Grigoryan

AYLA Fundraiser Edward Manukyan

Experts

TERMS

By July 2013

ACTIVITY 1.1.2

Utilization of the potential of volunteers (e.g. volunteers of “Deps Hayk” Project) in the fundraising process

PERSON(S) RESPONSIBLE

AYLA Fundraiser Edward Manukyan

Heads of AYLA Regional Offices and Centers

Volunteers

TERMS

Regularly during 2013

ACTIVITY 1.1.3

Preparation and submission of new grant applications

PERSON(S) RESPONSIBLE

AYLA Fundraiser Edward Manukyan

Heads of AYLA Regional Offices and Centers

Members and volunteers

TERMS

Regularly during 2013

ACTIVITY 1.1.4

Raising of membership fee collection indicators

PERSON(S) RESPONSIBLE

AYLA members

TERMS

Regularly during 2013

2. PROGRAMS AND SERVICES

ISSUE 2.1

Publicizing of AYLA activities, passiveness of PR

ACTIVITY 2.1.1

Shooting of a film about AYLA

PERSON(S) RESPONSIBLE

AYLA President

Journalists and Operators

TERMS

01.05.-01.10.2013

ACTIVITY 2.1.2

Publicizing and right presentation of past projects of AYLA and their results

PERSON(S) RESPONSIBLE

Project Manager,

Coordinators of Regional Offices and Centers,

Iravaban.net

TERMS

Regularly during 2013

ACTIVITY 2.1.3

Official presentation of three websites of AYLA - ayla.am, shpak.am, iravaban.net

PERSON(S) RESPONSIBLE

AYLA President,

AYLA PR Manager

TERMS

By 01.07.2013

ISSUE 2.2

Lack of new ideas, new projects and services

ACTIVITY 2.2.1

Organization of trainings on grant writing skills for AYLA Board members, heads of offices and members (optional).

PERSON(S) RESPONSIBLE

AYLA Board member Robert Grigoryan

AYLA Fundraiser Edward Manukyan

Experts

TERMS

By July 2013

ACTIVITY 2.2.2

Study of international and local experience, exchange of experience

PERSON(S) RESPONSIBLE

AYLA President Karen Zadoyan

AYLA Board members

TERMS

Regularly during 2013

ACTIVITY 2.2.3

Submission of new projects, ensuring variety of donors

PERSON(S) RESPONSIBLE

AYLA President Karen Zadoyan

AYLA Fundraiser Edward Manukyan

Persons responsible of Regional Offices

TERMS

Regularly during 2013

ACTIVITY 2.2.4

Utilization of the potential of volunteers (e.g. volunteers of “Depi Hayk” Project) in the fundraising process, allocation of a special position (LSD Coordinator)

PERSON(S) RESPONSIBLE

AYLA Fundraiser Edward Manukyan

LSD Coordinator

Heads of AYLA Regional Offices and Centers

Volunteers

TERMS

Regularly during 2013

ISSUE 2.3

Lack of knowledge of foreign languages

ACTIVITY 2.3

Teaching of English language

PERSON(S) RESPONSIBLE

Head of the Committee on Legal Education and Information Karen Qocharyan

TERMS

Regularly during 2013

3. HUMAN RESOURCES

ISSUE 3.1

Lack of trainings and seminars for AYL Staff

ACTIVITY 3.1.1

Teaching of English language and computer skills

PERSON(S) RESPONSIBLE

AYLA President Karen Zadoyan

Head of the Committee on Legal Education and Information, Human Resources Manager Karen Qocharyan

Expert of internal monitoring and evaluation

TERMS

31.12.2013

ACTIVITY 3.1.2

Training on Time Management

PERSON(S) RESPONSIBLE

AYLA President Karen Zadoyan

Head of the Committee on Legal Education and Information, Human Resources Manager Karen Qocharyan

TERMS

31.12.2013

ACTIVITY 3.1.3

Training on communication skills with beneficiaries

PERSON(S) RESPONSIBLE

AYLA President Karen Zadoyan

Head of the Committee on Legal Education and Information, Human Resources Manager Karen Qocharyan

Coordinators of Centers,

Advocates

TERMS

31.12.2013

ACTIVITY 3.1.4

Training on self-defense and security rules

PERSON(S) RESPONSIBLE

AYLA President Karen Zadoyan

Head of the Committee on Legal Education and Information, Human Resources Manager Karen Qocharyan

AYLA Board Member Marat Atovmyan,

Head of AYL Leisure Club Sona Harutyunyan

TERMS

31.12.2013

ACTIVITY 3.1.5

Regular organization of professional trainings

PERSON(S) RESPONSIBLE

AYLA President Karen Zadoyan

Head of the Committee on Legal Education and Information, Human Resources Manager Karen Qocharyan

Expert of internal monitoring and evaluation,

Coordinators of Centers,

Advocates

TERMS

31.12.2013

ISSUE 3.2

Active flow of AYLA cadres

ACTIVITY 3.2.1

Identification of reasons, analysis and prevention

PERSON(S) RESPONSIBLE

AYLA President Karen Zadoyan

Head of the Committee on Legal Education and Information, Human Resources Manager Karen Qocharyan

Expert of internal monitoring and evaluation,

TERMS

31.12.2013

ACTIVITY 3.2.2

Review policy of financial means

- Right and proportionate allocation of salaries, terms and responsibilities in employment contracts
- Respective means for the improvement of employment conditions.

PERSON(S) RESPONSIBLE

AYLA President Karen Zadoyan

Head of the Committee on Legal Education and Information, Human Resources Manager Karen Qocharyan

Expert of internal monitoring and evaluation,

TERMS

31.12.2013

ACTIVITY 3.2.3

Review policy of financial means

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- Respective means for the improvement of employment conditions.

PERSON(S) RESPONSIBLE

AYLA President Karen Zadoyan

Head of the Committee on Legal Education and Information, Human Resources Manager Karen Qocharyan
Expert of internal monitoring and evaluation,

TERMS

31.12.2013

ISSUE 3.3

Passiveness in disseminating AYLA Policies among the Staff

ACTIVITY 3.3.1

Ensuring publicity of internal discipline and rules of ethics

PERSON(S) RESPONSIBLE

AYLA President Karen Zadoyan

Head of the Committee on Legal Education and Information, Human Resources Manager Karen Qocharyan

TERMS

31.12.2013