

TASK LIST – RELAF 2016

N°	TASK	DATE OF COMPLETION	RESPONSIBLE
1.	Elaborate and adopt a Strategic Plan for RELAF.	End of February 2016	Comité Ad Hoc/Conférence
2.	Elaborate and adopt a Communication Plan for RELAF.	End of March 2016	Regional Secretary, Regional Team, Conference
3.	Elaborate a Communication Plan for District and the Delegation	As soon as possible	Visiteur et Conseil
4.	Constitute a list of persons for the Regional services ... Identify the necessary profiles ...	Permanent	General Councilor, Visitors/President of the Delegation.
5.	Establish a project management protocol for CARLA.	As soon as possible	Responsible for CARLA Projects, Regional Team and Secretariat Solidarity and Development.
6.	Have a project management policy in Districts and the Delegation.	As soon as possible	Visitor/President and Bursar of District/Delegation.
7.	Hire an intern for CARLA.		General Councilor and Regional Team
8.	Obtain recognition as an NGO or Association for Districts that do not have it yet.		Visitor/President
9.	Register by OAPI our institutional image for its preservation and protection.		General Councilor, Visitor Central Africa
10.	Carry out an external audit and begin to submit a debt payment plan to the Region.	As soon as possible	Visitor and Bursar of Antananarivo District
11.	Carry out an audit of accounts for the payment of debts to the Region.	As soon as possible	President and Bursar of the Delegation
12.	Reflect and adopt a policy of solidarity among the Districts and the Delegation of RELAF.	2016 November Conference	RELAF Conference
13.	Check if an official document expressing the will of Mozambique Sector to connect with the Region in the long or short term.	As soon as possible	General Councilor, Regional Secretary
14.	Organize formation for Community Directors on personal and community Annual Plan/Project, on catechesis, ethics of the Lasallian educator and Vocation Ministry.	As soon as possible	Responsible AMEL, Regional TEAM and Conference
15.	Finalize the Calendar for the Pastoral Visit of the Superior General.	As soon as possible	General Councilor with the Superior General as well as Visitors/President
16.	Establish a Committee for the project of creating a Lasallian university.		General Councilor and RELAF Conference.

17.	Continue the reflection on the project of creating a Lasallian University.		Ad Hoc Committee, General Councilors, RELAF and IALU
18.	Contact the Congo Brazzaville Bishop who should restart his project to collaborate with the Institute.	As soon as possible	Visitor of Congo and the General Councilor
19.	Send the District Child Protection Protocol/Policy to the Regional Secretariat.	Before March 2016	Visitor/President
20.	Send to the Regional Secretariat information about Visa requirement to Madagascar.	Before March Conference 2016	Visitor Antananarivo
21.	Obtain the necessary information for the elaboration of a Regional Directory.	Before March 2016	Regional Secretary
22.	Identify animators for CLAF 2016.		General Councilor and Visitor of West Africa District
23.	Prospect on the initiative of social actions St. Miguel Scholasticate		General Councilor and Saint Miguel Director
24.	Examine the situation of CELAF	February 2016	CELAF Executive Committee
25.	Examine whether it is necessary to continue to hold the Conference for the French Speaking Zone.	2016 November Conference	RELAF Conference
26.	Set up a Committee for the delocalization of the Regional House	2016	RELAF Conference
27.	Call for Volunteers for mission beyond borders.	2016	General Councilor
28.	Create or strengthen a significant work: apostolic work without borders.	2016 November Conference	RELAF Conference

Task completion indicators

	Already done
	Being done
	Not yet done
	No information