

ICOM Annual Activity Plan 2024

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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Objective 1: Institutions are more transparent

1. Institutions proactively disclose information and disclose information on RTI requests	Activity: Conduct RTI training programs for Institutions	*Conduct RTI training workshop (Addu Atoll) *Conduct RTI workshop for Male' based institutions.		* Conduct RTI training workshop (HA.Atoll)	* Conduct RTI training workshop (L.Atoll and Sh.Atoll)	*RTI workshop for Male' based Ios & RC.	*RTI training for senior management* Conduct RTI training workshop	* Conduct RTI training workshop (GA.Atoll)	*RTI workshop for Male' based Ios & RC. Conduct RTI training workshop	*RTI training (Online)	*RTI workshop for Male' based Ios & RC.	*RTI training for senior management	*RTI workshop for Male' based Ios & RC.	
	Activity: Collaborative Development Program	*CDP Trip to Fuvahmulah *CDP Trip to Sh.Atoll	CDP Program - *CDP Trip to M.Atoll						Evaluation of CDP Program					
	Activity: Assess the implementation of RTI among institutions.		RTI Evaluation	RTI Evaluation	RTI Evaluation	RTI Evaluation	Finalizing Report - RTI Evaluation	Report Publishing - RTI Evaluation						
	Activity: Monitoring proactive disclosure			Launching of Monitoring project report.	Focus on selected 4 institutions to assist them to achieve 100% proactive disclosure	Focus on selected 4 institutions to assist them to achieve 100% proactive disclosure	Focus on selected 4 institutions to assist them to achieve 100% proactive disclosure	Focus on selected 4 institutions to assist them to achieve 100% proactive disclosure	Focus on selected 4 institutions to assist them to achieve 100% proactive disclosure	Focus on selected 4 institutions to assist them to achieve 100% proactive disclosure	Focus on selected 4 institutions to assist them to achieve 100% proactive disclosure	Focus on selected 4 institutions to assist them to achieve 100% proactive disclosure	Focus on selected 4 institutions to assist them to achieve 100% proactive disclosure	
	Activity: Onboard Ios and review committee to Mahoali portal			Onboard IOs and RC members from 5 institutions	Onboard IOs and RC members from 5 institutions	Onboard IOs and RC members from 5 institutions	Onboard IOs and RC members from 5 institutions	Onboard IOs and RC members from 5 institutions	Onboard IOs and RC members from 5 institutions	Onboard IOs and RC members from 5 institutions	Onboard IOs and RC members from 5 institutions	Onboard IOs and RC members from 5 institutions	Onboard IOs and RC members from 5 institutions	Onboard IOs and RC members from 5 institutions
	Activity: Annual report data collection	Annual Report Data Collection	Annual Report Data Collection	Update the website and IO list in accordance with the information from annual report.	Update the website and IO list in accordance with the information from annual report.									Send request to submit annual report

Objective 2: Public hold State Institutions accountable

2. Public are aware of the right to request info from State Institutions	Activity: Increase public awareness regarding RTI through an effective media campaign.			Preparering concept paper of the media campaign	administrative work on campaign activities	launching of awareness campaign activities	Awareness campaign activities	Awareness campaign activities	Awareness campaign activities	Awareness campaign activities	Awareness campaign activities	Awareness campaign activities	Awareness campaign activities
	Activity: Celebrate 10 years of RTI in Maldives							* Panel discussion to celebrate 10 years of RTI in Maldives.	RTI symposium	RTI Day Celebration			
	Activity: Planning Radio and TV Program on general public awareness				Participating TV/Radio programs to promote RTI			Participating TV/Radio programs to promote RTI		Participating TV/Radio programs to promote RTI		Participating TV/Radio programs to promote RTI	
	Activity:News letter			Publish a quarterly newsletter			Publish a quarterly newsletter			Publish a quarterly newsletter			Publish a quarterly newsletter
	C17:P17												

Objective 3: Institutional systems and mechanisms for RTI are strengthened

3. Institutional systems and mechanisms for RTI are strengthened	Activity: Develop Guidelines				Develop a proactive disclosure guideline for institutions.				guidelines on exemptions			guidelines on exemptions	
	Activity: Develop Record Management & Information Classification Standard					Preparatory works for Record Management & Information Classification standard	Develop Record Management & Information Classification standard	Develop Record Management & Information Classification standard	Develop Record Management & Information Classification standard	Finalize Record Management & Information Classification standard		Implementation of RM	
Objective 4: increase efficiency of ICOM													
4. Building a better institution								Implement Performance Appraisal		Updating job structure of ICOM	HR software upgarde	ICOM Strategic Action Plan	Uptading SOPs of ICOM departments