

GROWING THE SERVICES OF OUR SOCIETY



STRATEGIC PLAN 2022 - 2026

Tonga Red Cross Society
PO Box 456, Nuku'alofa,
Tel: 21 360, Fax: 21 508,
E: sg@tongaredcross.to

Contents

BOARD STATEMENT	3
INTRODUCTION	4
VISION	5
MISSION	5
VALUES	6
GOALS	7
KEY AREAS & OBJECTIVES 2022 – 2026	7
STRATEGIC DIRECTION 2022 - 2026	8
PLAN 2022 - 2026	10
ANNUAL PLAN 2022	13

BOARD STATEMENT

This five-year Strategic Plan that the Tonga Red Cross Society Board, Branches Committees, staff and affiliates have put together an aspirational, as well as practical, workable and necessary, in order to address the sustainability of the Society. We found ourselves confronted with challenges of Climate change, Gender and Equality, Inclusiveness and now the very real Covid upheaval causing a worldwide pandemic. This has served as a National wake-up call to evaluate both what really matters, and how we can accomplish it.

A five-year plan with set of goals, objectives, activities and at the same time flexible enough to allow current events and emerging trends to be considered and incorporated. The Strategic Plan highlights the support that it will provide to its branch members and staff to enable them to build their capacity to achieve their goals and meet the local aspirations of our members.

The plan remain accountable in our governance objectives and activities. We also focused on building our volunteer base, as well as gender equity and social inclusion. Resource Mobilization is an essential element to incorporate, not only throughout the TRCS activities, but also with the stated purpose of coordinating with branches.

What we have started in 2021 is to build this document as testament to the need for the ability to adapt to unforeseen disruption without losing track of our priorities. As this document will guide, plans are underway to review and revise to further strengthen the integrity of the Tonga Red Cross Society, which will require us to take a good mid-term review of our ongoing strategy. We remain committed to doing whatever we can to assure the success and sustainability of the Tonga Red Cross Society.

INTRODUCTION

The Strategic Plan 2022–2026 sets out our organisation’s direction and priorities for the next five years. The plan reflects and builds upon the aspirations and accomplishments in order to shape programmes and services to meet the changing development landscape of the Tonga Red Cross Society.

The strengthening established programmes through the NDS policy and development as well as the strengthening of the Branches and the volunteer service. This plan includes activities in response to the needs created by success localization and ownership at the Branch and community levels. This plan will break new ground with activities addressing gender mainstreaming throughout our activities, as well as climate change activities and policy influencing and resource mobilization.

Successful implementation of this plan will require significant effort, not only by the TRCS team but also from our stakeholders. The Board, Secretariat, Members, Supporters, the Branches, National Ministries, Businesses as well as communities will be engaged under this five-year plan.

This five-year Strategic Plan is a tangible commitment by TRCS to be the change agents that lead those efforts in the development of our communities



VISION

TO BE THE LEADING HUMANITARIAN ORGANISATION IN TONGA THROUGH PROVISION OF PROFESSIONAL, EFFECTIVE AND QUALITY SERVICES.



MISSION

TO PREVENT AND ALLEVIATE HUMAN SUFFERING IN TONGA FOCUSING ON DISASTER MANAGEMENT, PERSONS WITH DISABILITIES, HEALTH PROMOTION AND HUMANITARIAN LAWS AND VALUES

VALUES

Management and staff of TRCS have agreed to conduct its affairs with

- **INTEGRITY**
Staff/volunteers expected to act with honesty, adherence to policies and accepted practices.
- **CARE FOR OTHERS**
Concern for others and act in a timely, professional manner at all times.
- **EFFECTIVENESS**
Achieving its objectives and its targets by optimising TRCS resources.
- **EFFICIENCY**
TRCS will be responsive and deliver its services to its clients in a timely manner.
- **RESPECT**
Staff and volunteers are to show respect to each other at work and in working with clients, community according to TRCS constitution and instructions.
- **PROFESSIONALISM**
Strict adherence to codes of best practice and ethical conduct in managing its affairs.
- **COMMITMENT**

Management and staff will focus on achieving of the Strategic Plan objectives through establishing and implementing of a Performance Management System.

GOALS

Goal 1: A professional staff who lifts the services and leadership at all times, responding well to communities and the most vulnerable and affected.

Goal 2: Grow the services of the Society building resiliency and mobilize resources that will ensure the sustainability of the TRCS.

KEY AREAS & OBJECTIVES 2022 – 2026

KEY AREAS		OBJECTIVES
1	Capacity Building & Strengthening Branches	To build the capacity and skills of Staff and empower them to deliver services of the society to the highest standards of excellence.
2	Youth and Volunteers	A strong, active and committed core volunteers who lives the spirit of volunteerism, understand their roles and always ready to engage with communities in any humanitarian disaster.
3	Health	Health services for all, moving from First Aid, to blood drive donations for emergency needs and lifesaving.
4	Disaster Management	Responsive and fully equipped team on standby with ready stock to take actions immediately in any disaster.
5	Partnership and Membership	Fully functional and strong community memberships at the branch levels as well as businesses and funding partners to support TRCS activities and sustainability.
6	Advocacy & Communication	To influence humanitarian policies and legislations that allows timely and effective response to victims of disasters and increase visibility and effectiveness of TRCS.

STRATEGIC DIRECTION 2022 - 2026

	Capacity Building & Strengthening Branches	Youth and Volunteers	Health	Disaster Management	Partnership and Membership	Advocacy and Communication
	Objective: To build the capacity and skills of Staff and empower them to deliver services of the society to the highest standards of excellence	Objective: A strong, active and committed Core volunteers who lives the spirit of volunteerism, understand their roles and always ready to engage with communities in any humanitarian disaster.	Objective: Health services for all, moving from FA to blood drive donations for emergency needs and lifesaving.	Objective: Responsive and fully equipped team on standby with ready stock to take actions immediately in any disaster.	Objective: Fully functional and strong community memberships at the branch levels as well as businesses and funding partners to support TRCS activities and sustainability.	Objective: To influence humanitarian policies and legislations that always
Milestone 1	Staff Appraisal	Recruitment of Youth and Volunteer Coordinator (HQ) and Youth and Volunteer assistants (Branches)	Recruitment of Blood Donor Coordinator	New NFI stock location for Vava'u Branch (vaha Motu)	Active participation of branch committees	Using variety of Media outlets for Community Awareness programs.
Milestone 2	Upgrade of Office Buildings & Office supplies (incl. transportation) at Branches	Volunteers recruitment (HQ & Branches)	Increase number of FA training delivered and FA kits to sell	Replenish stock supply for HQ and Branches	Development of fundraising activities for each branch.	Fostering ongoing relationship with government and non-government stakeholders.
Milestone 3	Staff Professional development and upskilling.	Program support to engage youth in RC & National activities	Planning of Health Promotion Unit	Technology Equipment to support with rapid assessment and response in times of disasters.	Recruit more members	Strengthen auxiliary role to government.
Milestone 4	Staff Recruitment (2x O.T.A staff, HR Manager for HQ & assistants for Branches).	Community outreach and awareness.	Preparation for General Elections and Possible National Unrest/Violence.	Equipping branches with proper resources and latest accurate	Community outreach	International Humanitarian Law Mapping

				information, actively respond in events.		
Milestone 5	Site survey and land assessment for New Building Complex at HQ	Strengthen and increase engagement or Youth & Volunteer coordination with Pacific RC Youth & Volunteer Network.	Promote healthy lifestyle among staff to encourage actively engaging in TRCS Community awareness programs and other activities.	Restoring Family Link Mapping.	Planning and Implementing Corporate Membership	Develop up-to-date IEC materials for COVID
Milestone 6	National Society Development Plan (BOCA Assessment Completed)		Decentralize selling FA kits to TRCS Branches.	Development of Core Team for Disaster response.	Staff and Volunteers well versed on the Resource Mobilization Policy and ToR.	Strengthen communication network with Branches
Milestone 7	Introduction Stage for Vava'u RC Shop		FA Instructor development and certification.	Identify and implementation of Climate Change goals.		Develop IEC Materials for Branches
Milestone 8	Review of services offered by TRCS to align with Values, eliminate discrimination, and increase inclusivity.			Acquiring of a Water Desalination System to Standby during drought periods.		Raise Awareness on Protection, Gender and Inclusive (PGI) for staff and Volunteers.
Milestone 9				Revising DRM Policy		Review Restore Family Link Program.
Milestone 10				Up-to-date disaster related trainings (ERT, Logs, and Shelter, PER etc.) for staff and volunteers.		Updated training for staff and Volunteers on Child Protection Policy Training.
Milestone 11				Maintenance of Boat at Ha'apai Branch.		

PLAN 2022 - 2026

2022	2023	2024	2025	2026
Recruit 2x O.T.A staff to fill in while 2x staff enter TIOE.	Continuous Capacity Building and Staff Development.	Capacity Building and Staff Development	Capacity Building and Staff Development.	TRCS focal points actively engaging at RC Networks, regional and international forums in line with RC activities.
3 Branches complete BOCA	Recruitment: Blood Donor Assistant.	DM to facilitate & plan more trainings for staff & volunteers in preparation for disasters.	Review trainings for staff and volunteers in relation to Disaster Management.	Capacity Building and Staff Development.
Recruitment: Youth & Volunteer Coordinator at HQ and Y&V assistants (Branches)	Review of the O.T.A Program.	New Billboard for HQ and Branches.	Review and Upgrade electronic communication devices to use in times of disasters.	Decentralization of FA kit sales to the Branches.
Capacity Building and professional development	Mapping, Planning & Acquiring technological resources to assist with Disaster Management activities, assessments and recording.	Increase activities for Dissemination and Communication programs.	Increase dissemination and communication outreach activities to the communities and stakeholders.	Review annual fundraising activities for the Society to maximise opportunity for greater income.
Improving communication and fostering relationship between coordinators, OICS & Branch committees.	Medical evacuation of Staff and Volunteers from Outer Island to Main Island.	Foster relationship with variety of stakeholders to increase TRCS visibility.	Increase sale of FA kits and FA trainings by 10% from previous year.	Review RM Program.
Participate in marking International Days.	Engaging Branches in marking International Days.	Increase sale of FA kits & FA trainings by 10% from previous year.	Review and Implement fundraising activities to help generate more income for the society.	Continuous awareness and outreach programs to the community.
Red Cross Annual Fundraising activity.	Renew TRCS Satellite.	Recruitment of Health Promotion Officer.	Review DM Program.	Volunteer recruitment.
Providing FA training to RSE workers prior to	Dissemination Program to smaller islands.	Review & Implement fundraising activities to help generate more	Continuous Membership Drive.	Nurturing relationship with related humanitarian stakeholders.

departing for RSE work overseas.		non-earmarked income for the society.		
Increase number of FA instructors	Increase Corporate Membership	Upgrade Financial Sustainability training for staff & volunteers.	Awareness and outreach programs to the communities.	Membership Drives.
IHL Mapping	Implement Long-Term fundraising activity (HQ & Branches)	Review Health Program.	Establishment of small committee for Vahe Lulunga – Ha’apai.	To identify an FA instructor for each zone at Ha’apai.
Business Planning & Training for staff.	Increase sale of FA kits & FA Training for staff.	Certified O.T.A Program at Vava’u Branch.	New Building Complex at HQ opening	Establishment of small committee for ‘Out Mu’omu’a in Ha’apai.
Complete site survey and Land Assessment for New Building Complex at HQ	Commence Building of the new Complex at the HQ.	Identify new NFI stock location at Vava’u – Hihifo.	Monitoring review of Strategic Plan	Identify new NFI stock location in Lofanga – Ha’apai.
Resubmission of Building Budget for HQ	Submit Building Plan & Budget for HQ.	Continuous Membership Drive.	Commence building of ‘Eua rental premises for resource mobilization opportunity.	HQ New building house all RM activities.
Identify new NFI stock location for Vava’u.	Upgrade existing building for Vava’u Branch.	Awareness and Outreach programs to the communities.		Evaluation of Strategic Plan
Membership Drive.	Continuous Membership Drive.	Establishment of small committee for ‘Uiha & Felemea – Ha’apai.		
Volunteer recruitment across branches and HQ.	Acquiring of Boat for Vava’u Branch.	Branch Committee Election.		
Decentralize selling FA kits at TRCS Branches.	Increase ToT FA facilitators for Vava’u.	O.T.A Ha’apai Centre in Operation.		
Maintenance for Ha’apai Branch’s boat.	Recruitment for Vava’u: O.T.A & Disaster Management assistant.	Laying Foundation for New Building Complex (HQ)		
Replenish stock supplies for all TRCS stock warehouse and containers.	New NFI stock location for Vava’u – Hahake District.	Mid-term Review of Strategic Plan		

Acquiring of a Water Desalination system for standby during drought seasons.	Volunteer recruitment.	Planning for 'Eua rental premises for resource mobilization activity		
Monitoring Review of Strategic Plan	Establishment of a small committee for the Ha'apai smaller islands: target for Ha'ano Island.			
Office Maintenance for 'Eua Branch	Replenish stock supply.			
	Recruitment at Ha'apai: part-time staff.			
	Plan for O.T.A Centre to operate in Ha'apai Island: staff recruitment			
	Appointment of HR Manager.			
	Monitoring Review of Strategic Plan			

ANNUAL PLAN 2022

1 Key Area		CAPACITY BUILDING and STRENGTHENING BRANCHES												
1.1 Objective		To build the capacity and skills of staff and empower them to deliver												
1.2 Activities		Responsibility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1.2.1	O.T.A staff training and upskilling	O.T.A Coordinator	Yellow			Yellow			Yellow		Yellow			
1.2.2	Update Staff on TRCS Policies (HR & FM)	SG / FC	Yellow											
1.2.3	Follow-up Business consultancy for First Aid	SG / RM	Yellow											
1.2.4	Assessment and standard for all staff	SG		Red										
1.2.5	Staff recruitment 2x (O.T.A Centre HQ)	O.T.A Coordinator / SG		Yellow										
1.2.6	CBF (Capacity Building Fund) Application	RM		Yellow										
1.2.7	Completion of 2021 Annual Report	SG / all Coordinators / FC			Yellow									
1.2.8	Staff appraisal	SG/FC/Coordinators				Red				Red				Red
1.2.9	Planning Gala Dinner/Red Cross Ball	RM Committee			Yellow									
1.2.10	Fundraising and Commemorating Red Cross Day (HQ, Vava'u, Ha'apai & 'Eua)	SG / Prog. Coordinators					Red							
1.2.11	First Aid Instructors Development and Certification	Health Coordinator					Yellow							
1.2.12	Deliver Financial Sustainability training at Branch level (Ha'apai, Vava'u & 'Eua)	RM					Green	Blue	Purple					
1.2.13	Team Building (Strengthening coordination, communication & good leadership)	RM						Yellow						
1.2.14	Annual Fundraising Event (Gala Dinner/Red Cross Ball)	RM Committee								Yellow				
1.2.15	Planning and Budgeting Training (Coordinators + OICs to connect virtually)	FC/RM										Red		
1.2.16	Collate & Revise staff feedback on capacity development trainings and plan for future capacity building activities.	RM										Yellow		
1.2.17	Translate HR and FM into Tongan Language	SG											Yellow	
1.2.18	TRCS shop planning	RM Committee			Yellow									
1.2.19	Finalizing Building Scan & Design (HQ)	SG												Yellow
1.2.20	Resubmission of Building Budget (HQ)	SG												Yellow

	National Office		Vava'u Branch		Ha'apai Branch		'Eua Branch		HQ & Branches
--	-----------------	--	---------------	--	----------------	--	-------------	--	---------------






1.2.21	National Society Development Plan follow up and BOCA	RM/SG	Yellow															
1.2.22	Appointment of Deputy SG and assigning HR Assistant	SG			Yellow													
1.2.23	Upgrade Office Equipment for branch level ONLY: Printer, Chairs & Tables	OIC / SG		Red														
1.2.24	Planning & Mapping for Vava'u Shop	Vava'u Committee / OIC Vava'u		Green														
1.2.25	Acquire transportation for office use	Vava'u Committee / OIC Vava'u						Green										
1.2.26	Upgrade Office building (fencing for Vava'u Branch)	Vava'u Committee / OIC Vava'u							Green									
1.2.27	Plan, Map & confirm new location for NFI stock container (Vava'u - Vahe motu)	Vava'u Committee / OIC Vava'u					Green											
1.2.28	O.T.A Centre survey at Branch Level	OICs							Red									
1.2.29	Upgrade boat equipment for Ha'apai Branch	FC/RM/OIC HA'APAI							Blue									
1.2.30	Install kitchen unit for 'Eua Branch	FC/RM/OIC 'EUA			Purple													
1.2.31	Financial Sustainability & Resource Mobilization Planning for 'Eua branch	RM/OIC 'EUA			Purple													
1.2.32	Branch Committee Orientation	SG/COMMS	Blue		Purple													
1.2.33	Acquire Water desalination system for Ha'apai Branch to standby during	SG/FC/OIC HA'APAI										Blue						
1.2.34	Improve Internal Communication within Branch level, Branch and HQ	NATIONAL BOARD/SG	Red															
1.2.35	Annual Planning for next year	SG																Red
1.2.36	Implementation of GR Project	RM	Yellow															
2 Key Area		YOUTH AND VOLUNTEERS																
2.1 Objective		A strong, active and committed core volunteers who lives the spirit of																
2.2 Activities		Responsibility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
2.2.1	Youth and volunteer recruitment and register.	DMO	Yellow		Blue			Green		Purple								
2.2.2	Join the DMO and First Aid Team in the CO	DMO	Yellow															
2.2.3	Week 2 and Week 4 of every month - Friday (ONLY) Youth engage in sports activities at HQ	DMO	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow
2.2.4	Week 3 of every month, Friday (ONLY) First Aid Training in HQ and Outer Island Office	DMO	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow

Yellow	National Office	Green	Vava'u Branch	Blue	Ha'apai Branch	Purple	'Eua Branch	Red	HQ & Branches
--------	-----------------	-------	---------------	------	----------------	--------	-------------	-----	---------------






2.2.5	Logistic Training (Online Training) for 2 Days - Available for Youth in HQ and outer branches) - Week 1	Logistic Officer / DMO		Yellow													
2.2.6	Recruitment of Youth and Volunteer Coordinator	SG/DMO			Yellow												
2.2.7	Quarterly Meeting for Youth Volunteer Committee (Week 4 - Online Meeting 1xDay (Hosts to alternate between HQ and branches)	DMO			Red			Red		Red		Red		Red			
2.2.8	IM Training (1 Day in Tongatapu - Wk 1)	DMO				Yellow											
2.2.9	Youth Day 12th Aug (1 Day Program)	DMO								Yellow							
2.2.10	Youth Camp - 'Eua Branch to host (3x Days Camp - 5 Reps from the Youth Committees of each Branch to participate)	DMO/'Eua OIC															Red
2.2.11	Volunteer Day for each Branch	DMO/OICs															Red
2.2.12	Volunteer Orientation	DMO		Purple		Blue											
2.2.13	Youth & Volunteer Assistant recruitment (Branch level)	SG/DMO			Brown												
2.2.14	Climate Change Advocacy Planning	Comms/DMO								Yellow							
3	Key Area	HEALTH															
3.1	Objective	Health services for all, moving from First Aid, to drive for blood donations															
3.2	Activities	Responsibility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
3.2.1	Recruitment of Blood Donor Officer	SG/Health Coordinator		Yellow													
3.2.2	De-centralization of community-based FA to branches	Health Coordinator		Red	Red	Red			Red	Red	Red	Red	Red	Red			
3.2.3	NS's First Aid curriculum reviewed as per the 2020 IFARG	Health Coordinator		Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow						
3.2.4	Develop and distribute FA activity and services flyer and leaflet.	Health Coordinator/Comms		Red	Red	Red	Red										
3.2.5	Conduct out-reach and awareness program to schools and communities	Health Coordinator		Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red		
3.2.6	Promote Senior & Community FA via Radio/TV program	Health Coordinator/Comms			Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow			
3.2.7	Replenish and renew First Aid resources and equipment (IT resources, FA training materials, Stationery etc)	Health Coordinator			Yellow	Yellow	Yellow										
3.2.8	Re-order FA kits	Health Coordinator			Yellow	Yellow	Yellow										

Yellow	National Office	Green	Vava'u Branch	Blue	Ha'apai Branch	Purple	'Eua Branch	Red	HQ & Branches
--------	-----------------	-------	---------------	------	----------------	--------	-------------	-----	---------------

3.2.9	FA curriculum adapts and implement COVID-19 safety measures	Health Coordinator																
3.2.10	Build branch volunteer capacity in community-based FA	Health Coordinator / OICs																
3.2.11	Recruit and train new quality FA volunteers	Health Coordinator																
3.2.12	On-going implementation of FA activities combined with ERT training and other Health awareness prog.	Health Coordinator																
3.2.13	Develop and implement NSs FA policy	Health Coordinator																
3.2.14	Create instructor pathway	Health Coordinator																
3.2.15	Conduct professional development for all FA team at all branches	Health Coordinator																
3.2.16	Implement community-based FA in selected communities through branches	Health Coordinator																
3.2.17	Conduct a refresher FA training for all TRCS HQ staff ONLY .	Health Coordinator																
3.2.18	Planning & Mapping for Health Promotion Unit	SG/Health Coordinator																
3.2.19	Monitor and evaluate FA action plan of the community	Health Coordinator																
3.2.20	Commemoration of World First Aid Day.	Health Coordinator																
3.2.21	Preparation and Planning for Possible National Violence	Health Coordinator/SG/Comms/																
3.2.22	Plan the sale of FA kits to Vava'u	Health Coordinator/OIC Vava'u																
3.2.23	De-centralization of FA kit sales to branches	Health Coordinator/OICs/FC																
3.2.24	Certified FA Trainers for HQ & Branches	Health Coordinator																
4 Key Area		DISASTER MANAGEMENT																
4.1 Objective		Responsive and fully equipped team on standby with ready stock to take																
4.2 Activities		Responsibility																
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec					

	National Office		Vava'u Branch		Ha'apai Branch		'Eua Branch		HQ & Branches
---	-----------------	---	---------------	--	----------------	---	-------------	---	---------------

4.2.1	DM Cyclone Preparedness (Week 2-1xWk DM design and print Disaster Materials - Leaflets)	DMO	Yellow															
4.2.2	Community outreach (CO) (Disaster & FA Awareness)	DMO	Yellow	Green			Purple								Blue			
	Wk4: 1xday CO per 2 communities @ Western District)	DMO	Yellow															
	Wk2: 1xday CO per 2 communities @ Eastern District)	DMO		Yellow	Yellow	Yellow												
4.2.3	Refresher of CORE TEAM on Disaster and FA - 2xdays on Wk3	DMO		Yellow														
4.2.4	Stock Count/Maintenance and Replenish if need.	Logs/DMO/OICs			Red			Red				Red						
	Wk4: 2xdays - Log & 2xvolunteers TBU	Logs/DMO/OICs			Yellow													
	Wk3: Branch OICs & volunteers to carry out activity and submit to Log Officer	Logs/DMO/OICs				Yellow												
	Wk4: 2xdays for Nomuka Island: Log Officer [DMO&FA will conduct CO in Nomuka for 1xday]	Logs/DMO/OICs					Yellow											
	Wk4: 2xdays for Ha'afeva Island-Log Officer: [DMO& FA will conduct CO in Ha'afeva for 1xday]	Logs/DMO/OICs					Yellow											
4.2.5	ToT for the Core Team (2xdays only for HQ)	DMO			Yellow													
4.2.6	Debrief Cyclone Season: 1xday: Meeting with District/Town Officers and relevant stakeholders in HQ and outer islands (Wk1 or Wk2)	DMO					Red											
4.2.7	Logistic Training for volunteers	Logs/DMO																
	Wk3: 2xdays training: HQ	Logs/DMO					Yellow											
	Wk3: 2xdays training: 'Eua Island	Logs/DMO							Purple									
	Wk3: 2xdays training in Ha'apai Island	Logs/DMO								Blue								
	Wk1: 2xdays training in Vava'u Island	Logs/DMO									Green							
4.2.8	Review DRM Policy (Review Questions)	DMO						Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow				
4.2.9	Shelter Training for Staff and Volunteers in Tonga: 5xdays Online Training: Wk3 / include branches	DMO/Logs						Red										

	National Office		Vava'u Branch		Ha'apai Branch		'Eua Branch		HQ & Branches
---	-----------------	---	---------------	--	----------------	---	-------------	---	---------------

