



Annual Staff Meet and Training for Capacity Building

Theme: Leadership for the Mission

Date: 18 to 20 December, 2024

Venue: CDI Auditorium

Implemented by: Centre for Development Initiatives (CDI)



Introduction:

The “Annual Staff Meet and Training for Capacity Building” was organized in CDI from December 18 to 20, 2024 with the primary intention of enhancing the competency of the staff for effective field intervention resulting in programme effectiveness, reinforcing professionalism and collaborative learning. 61 Staff from Meghalaya, Nagaland, Mizoram, Manipur, West Bengal and Assam along with the provincial councilors for social Apostolate in the provinces participated in the training. Several eminent personalities like Rev. Sr. Christine Mynsong, MSMHC Superior General; Sr. Mary Nemi, PC, Kolkata; Sr. Shobha, CFMSS, Regional Secretary, NER Labour & Migrants Commission; Mr. Abhinash Narzary, Project Manager of NER L&M Commission; Sr. Irene Zoziemi, Research Scholar; Rev. Fr. John Paul, Procurator, Guwahati Archdiocese; Rev. Fr. Raj Kapur, Financial Administrator, Archdiocese of Guwahati; Mr. Sanatan Deka, Manager and Programme Head, Wildlife Trust of India (WTI) and Rev. Fr. V M Thomas were the resource persons for the event resulting in an enriched learning and mutual intellectual exchange. The three-day event delved into significant subject-matters such as Mission Driven Leadership, the purpose of social workers and the spiritual, being a light unto others and the less fortunate, serving with humility, compassion and love; Constitutional provisions for the Labourers; various Acts such as Payment of Wages Act 1936, The Minimum Wages Act 1948, The Sexual Harassment of Women at Workplace Act 2013 and The Child and Adolescent Labour Act 1986; effective communication, project planning, project proposal writing, reporting to donor’s expectations, financial management and the shift from economic project mode to evangelization mode in social apostolate. The attendees were awarded with Certificate of Participation and the climax was Pre-Christmas celebration, one of cheer, joy, delight, giving and receiving was enjoyed with much fanfare and festive atmosphere. Overall, the programme achieved the pre-meditated outcomes, satisfying the event objectives and goals.

Day-1

Inaugural Session

Opening Prayer:

As the warm glow of the hall enveloped the attendees, Sr. Caroline gracefully initiated the event with a heartfelt opening prayer, setting a tone of reverence and unity. The talented students of CDI captivated the audience with a mesmerizing prayer dance, their movements embodying joy and devotion.



Welcome Note: Sr. Anima Sangma then took the stage, her voice rich with warmth, as she extended a heartfelt welcome to all those gathered, ensuring everyone felt the embrace of comfort and hospitality from various mission stations. It reminded us that it was not just a gathering but a celebration of our collective achievements and a powerful reminder of what we can accomplish together.

Introduction by Sr. Lisa Elavunkal, Director of CDI:

The director acknowledged the incredible work each one of us does for the empowerment of the women and children in the villages, and rural areas as a chosen leader who inspires change just like the one who is our source of inspiration.

In this part, we learned about:

1. The challenges of Leadership: In our social work, we face hurdles such as social norms, and resistance to change.
2. Turning Challenges into Opportunities: Each Challenge we face is a chance to learn, adapt, and innovate.
3. Empowerment through Leadership: By empowering ourselves, we empower those we serve.
4. Inspiring Change: Leadership is about influence, let our passion and commitment serve as a beacon for others.
5. Call to action- Let's openly discuss our challenges in this training, together we can develop strategies.



Key Note Message by Rev. Sr. Christine Mynsong, MSMHC, Superior General:

Our works are not just about meeting the needs of the poor and marginalized but about being agents of God's mercy in a world that desperately needs healing.

1. Service as a reflection of Christ's Love: We are called, as followers of Christ, to serve with humility, love, and care.
2. Serving with humility: As social workers, missionaries, and collaborators, we are called to serve with humility.
3. Renewal of purpose through community: This annual gathering is a chance to strengthen those bonds by encouraging one another, and to recommit to the mission we have been entrusted with.
4. A Time for Renewal in Christ: This season, as we reflect on the birth of Christ, let us ask ourselves how we can embody that light in bringing hope to those who feel hopeless.
5. The Spirit of Christmas in our work: Let us carry the joy of Christmas in our hearts as we continue to serve with grace, kindness, and compassion.
6. Looking forward with hope: Let us renew our commitment to our shared mission.

Response to the keynote Address: Sr. Mary Nemi, PC-Kolkata

In response, Sr. Mary beautifully captured our calling as agents of God's mercy, reminding us that our service is an extension of Christ's love. She briefed us as we gathered for the annual meet, we have the opportunity to strengthen our community bonds and renew our commitment to serving with humility and kindness



Distribution of Training Kits by the CDI Admin Staff



Session I: Legal Services to the Labourers- Sr. Shobha CFMSS, Regional Secretary-NER Labour Commission & Mr. Abhinash Narzary, Project Manager of Northeast Region)

The dignity of human labor and the protection of workers' interests are enshrined in Part III (Articles 16, 19, 23, and 24) and Part IV (Articles 39, 41, 42, 43, 43A, and 54) of the Constitution of India.

1. The Payment of Wages Act, of 1936 aims to prevent delays and undue deductions in wage payments by employers, ensuring timely payment to workers. It applies to factories, railways, and other establishments, mandating wages to be paid monthly within seven days after the wage period. The Act outlines permissible deductions, such as fines, absences, and loan recoveries.

2. The Minimum Wages Act, of 1948 distinguishes between salary and wages: salary is a fixed, consistent monthly payment for skilled positions, while wages vary based on hours worked, typically for semi-skilled or unskilled labor. The Act's primary objective is to ensure that all workers receive at least the minimum wage set for their specific job.





Act, 2013 asserts a woman's legal right to a safe workplace, ensuring equality and freedom from discrimination.

3. The Maternity Benefit Act, 1961 (MBA) regulates the employment of women in various establishments before and after childbirth, ensuring they receive maternity benefits for childbirth, miscarriage, or pregnancy-related sickness.

4. Women are entitled to 26 weeks of maternity benefit for their first two children (8 weeks before and 18 weeks after delivery) and 12 weeks for a third child (6 weeks before and 6 weeks after).

5. The Sexual Harassment of Women at Workplace

THE CHILD AND ADOLESCENT LABOUR (PROHIBITION AND REGULATION) ACT, 1986

Under the Child and Adolescent Labour (Prohibition and Regulation) Act, 1986, anyone who employs or allows a child to work in violation of the Act faces punishment of imprisonment for a minimum of three months, potentially extending to one year, along with a fine ranging from ten thousand to twenty thousand rupees, or both.



Session II: Effective Communication: Sr. Irene Zoziemi MSMHC, Research Scholar -ADBU, Social Communication: Effective communication: Builds trust with clients, ensures an accurate understanding of their needs, facilitates collaboration, prevents misunderstandings, and empowers clients to share their stories and solutions.

Role of Media in Effective Communication: Raising awareness of social issues includes advocacy, education, building trust, promoting inclusivity, influencing policy through media, and empowering communities by sharing their stories. Professionalism in Work: Professionalism in the workplace entails competence, accountability, reliability, ethical behavior, respect, adaptability, and effective communication. Professional reporting: It involves maintaining confidentiality by anonymizing client details, presenting facts objectively and without bias, and ensuring transparency by clearly distinguishing between facts and interpretations.

Group Exercise

1. How can public awareness contribute to mitigating forced labour and human trafficking?

Response:

1. Raising public awareness will empower vulnerable groups to recognize the negative impacts of forced labor and human trafficking.
2. This will enable victims to communicate their issues effectively to stakeholders and navigate legal avenues, even when facing economic challenges.
3. By fostering public awareness, communities can remain alert to potential issues, empowering them to respond proactively and effectively to challenges they may face.



2. How can a labourer or domestic worker get access to legal aid? (New Hope)

Response:

1. Creating awareness and assisting the domestic worker.
2. Collaboration with District Legal Service Authority (DLSA) (e.g). providing free lawyers to fight for the case, free legal consultation, etc. when required.
3. Providing pamphlets and booklets on basic legal rights and laws
4. Networking with ONE STOP CENTRE.

2. How can a labour or domestic worker get access to legal aid? (GFW and Manos)

Response:

1. Raising awareness during group meetings on topics including legal documents, rights, and actions.
 2. Provide the contact number for emergency situations, along with the helpline numbers we previously shared.
 3. Hold a closed meeting to identify cases.
- Narration of one case reported in Tura city.



1. How education as a tool can bring social change in the context of tea garden areas? (Shelter)

Response:

1. Transform their mindset regarding superstitious beliefs.
2. Can achieve their ambitions and escape poverty.
3. Eliminate the illiteracy rate.
4. Improving our livelihood not only enhances our own well-being but also serves as an inspiration to others, creating a positive ripple effect in the community.

Session III: Project Planning by Rev. Fr. John Paul Procurator - Guwahati Archdiocese

Key funding sources include INGOs, foundations, governmental agencies, UN organizations, and faith-based groups like MISSIO and Church in Need, supporting women's empowerment, religious freedom, and education initiatives.

1. To secure funding, it's essential to identify suitable agencies, meet eligibility criteria, develop comprehensive proposals, engage in networking, and maintain transparency and accountability.
2. Finally, projects should address education, health, livelihoods, and marginalized groups while adhering to safeguarding policies to protect vulnerable individuals.



Conclusion

The day was exceptionally informative, starting with an inspiring inaugural session that outlined the program's objectives. Everyone took part in three sessions led by seasoned professionals, covering relevant topics and showcasing innovative practices. These interactive sessions allowed us to learn, engage in discussions, and deepen our understanding. The diverse perspectives fostered a rich learning environment and encouraged networking, enhancing professional connections. Overall, the engaging content and expert facilitation made each session productive, equipping attendees with valuable knowledge and tools for their work.

Day-2



Session IV: Church's Social Work Orientations and Economic Implications by Rev. Fr. Raj Kapur, Administrator, Archdiocese of Guwahati

The session commenced with an exploration of why the Church engages in social matters, emphasizing that Christ's mission was not only to address physical needs but also the social needs of individuals. The speaker referred to the historical context of 1891, when industrialization led to the exploitation of workers, and Pope Leo XIII had to intervene to address the social issues of the time.

Seven key themes from Pope Leo XIII's 1891 Encyclical which is known as Rerum Novarum that was written to promote the rights of worker are:

1. **Life and Dignity of the Human Person:** Pope Leo XIII affirmed that life is an inalienable right. No work or system should compromise the dignity of a person. Human life is sacred, and any practice that threatens life, such as exploitation in the
2. **Workforce Should be Abolished:** This message stresses the need for respect for human dignity in all aspects of life.
3. **Call to Family, Community, and Participation:** The Pope emphasized that the family is the foundation of society, and marriage and family life should be protected. Social work, such as

marriage and family counseling, is crucial to ensuring the well-being of individuals. A stable family structure promotes community life and social cohesion.

4. **Rights and Responsibilities of Workers:** Pope Leo XIII highlighted the right of workers to fair wages, health care, and nutritious food. Workers must contribute to the growth of society and are responsible for working honestly. The Pope underscored that the rights of workers should be respected beyond the legal framework, calling for a more ethical and just social structure.
5. **Preferential Option for the Poor and Vulnerable:** The concept of vulnerability was discussed, highlighting that it extends beyond physical vulnerability to include those dependent on others for sustenance. The principle aligns with India's constitutional provision for the inclusion of marginalized communities in welfare schemes. The Church calls for equal opportunities for the poor and downtrodden.
6. **The Dignity of Work and Workers' Rights:** In contrast to the caste-based division of labor in India, Pope Leo XIII rejected any system that diminishes the dignity of workers based on their occupation or social status. The Pope emphasized workers' rights to form unions and to own private property, ensuring their economic security and ability to innovate.
7. **Solidarity:** Solidarity was defined as the shared experience of pain and joy among members of society. The Church's call for solidarity echoes in the support extended by European nations to Africa and Asia, which have historically been deprived of basic comforts. The speaker noted Pope Paul's challenge: "If you want peace, work for justice," highlighting the importance of addressing social justice to achieve lasting peace.
8. **Care for God's Creation:** Pope Leo XIII also pointed out about ecological responsibility in 1891, a notion that gained greater prominence later in society. The Church's commitment to environmental care is inseparable from its social mission. The speaker emphasized that the Church's work in social justice and evangelism is interconnected, and social work contributes to the broader mission of spreading God's love.

The speaker also highlighted significant changes in accounting systems in the past eight years of him working in the field, leading to greater responsibility and accountability. NGOs have been scrutinized for their effectiveness, with a call for them to ensure their projects genuinely benefit those in need. Social workers must be vigilant in using resources effectively and must remain focused on the project's mission and goals. He also mentioned that social work is described as requiring immense mental strength, as it can be emotionally and mentally draining. However, the speaker emphasized that those who choose social work are motivated by a deep sense of empathy for others. The joy and transformation they bring to individuals and society are their rewards. By making a positive impact, social workers contribute to the creation of a more just society.

The session concluded with a reflection on a quote from Pope Francis: "The fragrance of a rose is not for yourself, but for others." This highlights the selflessness inherent in social work, where the impact is meant to benefit others and contribute to the common good. This session reinforced the Church's deep involvement in social work, emphasizing that its mission is not only spiritual but also social and economic, aiming to bring about a just and equitable society.



Session V and VI: Project Plan Building by Sanatan Deka, Manager and Program Head, Wildlife Trust of India (WTI)

Sessions II and III focused on the key elements of project planning, with an emphasis on the processes, methodologies, and strategic approaches required to design effective projects. The discussions revolved around the importance of clear goals, evidence-based planning, and the integration of scientific knowledge into project activities. The sessions also included practical

exercises to reinforce these concepts.

The first part of the session began with an introduction to the Wildlife Trust of India (WTI) and its broad operational scope. WTI operates in diverse environments, ranging from deep oceans to mountain tops, with a particular focus on promoting sustainable livelihoods. The speaker highlighted that WTI's approach is designed to provide insights into conservation and sustainable development efforts.

A key example shared was the rescue of a rhino calf in 2002 during a flood. The calf had been separated from its mother, and the rescue effort highlighted the need for conservation initiatives in India. The session also touched on the challenges faced by wildlife during the Boro's fight for autonomy, which led to the endangerment of many species. However, with the formation of the Bodoland Autonomous Council in 2003, there was hope for the conservation of the Manas region, particularly the rhino population. The subsequent project to reintroduce rhinos into Manas was presented as a successful example of conservation in action. The session stressed the importance of clear project objectives. The original goal of conserving Manas evolved over time into a broader vision of "Greater Manas," with an expanded focus on the entire ecosystem. The speaker emphasized the importance of retaining focus on the primary objective, especially as the project scope expands. A video was shown to demonstrate how deer were successfully rescued and rehabilitated in the Manas National Park. The speaker encouraged participants to reflect on the video, noting key factors such as initiative, risk-taking, teamwork, effort, and thorough planning that contributed to the project's success.



The third session delved deeper into the intricacies of project planning, focusing on the preparation of proposals. The speaker highlighted that CSR (Corporate Social Responsibility) funds are an essential resource for projects with clear objectives and measurable outcomes. Before writing a proposal, the session emphasized the importance of gathering scientific proof or evidence. Comprehensive studies and surveys are essential to build a strong case for any project. For example, WTI was recognized as the first organization to successfully rehabilitate the clouded leopard, illustrating the significance of evidence-based approaches. The speaker also stressed that every project must have a well-defined exit strategy. It is crucial to plan for the long-term sustainability of the project and to set clear indicators for both input and output. The speaker provided examples of how to set milestones and measure progress using indicators.

An exercise was conducted on proposal writing, using the training of weavers and safe drinking water resources available in Bodoland Territorial Region (BTR) as an example. The key takeaways from the exercise were:

- The project title should be clear and precise.
- The project summary should outline the problem in detail, supported by scientific proof and data.
- The proposal must be based on a strong understanding of the problem, with specific objectives and goals.
- Gather data from reputable sources, such as relevant research institutions.
- The importance of including women who mainly work in the household and vulnerable groups was highlighted.
- Including case studies in proposals is essential to demonstrate real-world relevance and impact.



The speaker emphasized that proposals should always be backed by scientific evidence. A solid proposal must demonstrate a clear understanding of the issue at hand, supported by data and case studies. The impact of the project is crucial, as it directly correlates with the goals and outcomes of the project. The session also stressed that while proposals may be based on assumptions, the indicators must be practical and measurable.

In conclusion, the session highlighted the essential components of effective project planning, from setting clear goals and objectives to gathering scientific evidence and defining indicators for success. Emphasis was placed on the importance of proper preparation and research to ensure that projects are impactful and sustainable. By applying these principles, project proposals can be more focused, data-driven, and capable of attracting funding and support. The practical exercises helped participants gain a better understanding of the proposal writing process and the need for clear, evidence-backed planning to ensure the success and impact of any project.

Session VII: Mission Driven Leadership (MDL) by Sr. Lisa Elavunkal, Director, CDI

The session on Mission Driven Leadership (MDL) began with an engaging discussion on leadership evolution, focusing on the journey from transactional to transformational to transcendent leadership. The core of this discussion was, understanding the concept of "mission."

The speaker mentioned that a mission is about giving dignity to people's lives, helping the unempowered. It involves not only personal growth but also helping others to grow, thereby fulfilling a greater purpose. It was emphasized that we must understand our personal and collective mission in life. The mission should glorify God through selfless acts, such as saving souls. Participants were encouraged to view leadership in the context of MDL, where things like time and material needs are secondary to the mission itself. The session highlighted the lives of



great leaders like Mother Teresa, Nelson Mandela and Mahatma Gandhi. Mother Teresa's mission-driven life was portrayed as a model for true leadership. Her work was not about accumulating wealth or personal recognition but about serving others, particularly the poor, sick, and elderly. The participants were encouraged to embody this spirit of mission by prioritizing service to others over material gains. Mahatma Gandhi's famous quote, "Until every Indian is clothed, I refuse to wear a shirt," was cited as an example of someone deeply committed to their mission, refusing personal comfort for the sake of a greater cause.

The practical aspect of MDL was addressed by urging participants to identify their personal mission. A leader's mission should not be complicated but clear and simple, much like the mission of Mother Teresa and others who have dedicated their lives to a higher cause. Additionally, the sisters of Mother Teresa were used as an example of leaders who focused on caring for people specifically children, the sick, and the elderly rather than frivolous things like flowers.

The session concluded with a focus on the commitment required in MDL. It was emphasized that no task is too big if we have a clear mindset and unwavering commitment to the mission. Everyone has a task to fulfill, and with clarity of purpose and dedicated effort, these tasks can be accomplished.



Session VIII: Reporting to the Donor's Expectations by Mr. Nirmal Singha, Project Lead, CDI

The session focused on the significance of project reporting, particularly the process and expectations involved in reporting to donors. The main objective was to provide an understanding of different types of reports and the importance of meeting donor expectations in project reporting. The session began with an exploration of what "report" and "reporting" mean, to which it was

mentioned that reporting is defined as the process of gathering, analyzing, and presenting information and a report is the compilation of information that is put together for a specific purpose.

Different types of reporting were discussed in detail:

- **Informative Reporting:** Provides straightforward information without much analysis.
- **Analytical Reporting:** Includes statistical data and analysis to interpret the information.
- **Investigative Reporting:** Involves information obtained through investigation or research.
- **Descriptive Reporting:** Describes information in detail.
- **Progress Report:** Tracks and reports the progress of a project or activity.
- **Explanatory Reporting:** Provides explanations on specific points or issues.
- **Financial Reporting:** Focuses on the financial aspects of the project or Organization.
- **Compliance Reporting:** Ensures the project or organization meets legal or regulatory requirements.
- **Technical Reporting:** Deals with the technical aspects or details of a project.
- **Narrative Reporting:** Offers a narrative or story about the program or project.
- **Annual Reporting:** Typically refers to the reporting done at the end of the financial year.

Importance of Project Reporting

The session highlighted the importance of project reporting, which serves several purposes such as:

1. **Transparency:** Ensures donors, stakeholders, and the government is informed about the use of funds and the impact of the project. There has to be clear and open communication regarding project status.
2. **Accountability:** Regular reports hold staff and teams accountable for achieving project goals and deliverables. Ensures that the project is held accountable to donors, stakeholders, and the **community**.
3. **Monitoring and Evaluation:** Tracks project toward goals, identifying successes and areas for improvement. Helps assess the progress and effectiveness of the project.
4. **Donor Relationship:** Provides updates to donors, showing how their contributions are making a difference. Builds trust and a good relationship with donors through regular updates.
5. **Stakeholder Engagement:** Helps keep internal and external stakeholders informed, ensuring ongoing support and alignment with the NGO's mission. Keeps all stakeholders informed and engaged in the project's activities.
6. **Impact Assessment:** Reports demonstrate how the project is making a difference in the community or target population. Measures the outcomes and impact of the project over time.

Types of Project Reports: The session elaborated on the types of project reports that are crucial for keeping donors and stakeholders informed:

1. **Progress Report:** Document ongoing project activities and milestones.
2. **Financial Report:** Detail the financial status, including budgeting and expenditures.
3. **Final Report:** Provide a comprehensive overview of the project once it is completed, including outcomes and impact.

Reporting Tools and Techniques: The speaker also highlighted reporting tools and techniques:

1. **Manual Reporting:** Traditional method of compiling reports by hand or basic tools.
2. **Donor Reporting Tools:** Specific platforms or tools used for reporting to donors, which may include templates or digital systems designed to streamline reporting.

Meaning of Output, Outcome, and Impact: The terms output, outcome, and impact were explained. He explained that output refers to the immediate deliverables or products of a project. Outcome is the short to medium-term result of the project's activities. Impact refers to the long-term effects, which may not be immediately visible.

Best Practices for Effective Project Reporting: The session provided guidelines for best practices in project reporting to ensure accuracy and effectiveness. He stressed on the importance of clear reporting timelines, use visuals and simple language, focus on impact, be transparent and honest, tailor reports for different audiences, automate reporting processes and feedback mechanisms.

Reporting to Donor's Expectations: The importance of meeting donor expectations was emphasized. The key points covered included, why reporting to donors is crucial, donors rely on project reports to understand how their funds are being used and the outcomes achieved. Clear and thorough reporting helps strengthen trust and continues funding support.

Understanding Donor's Expectations: Donors expect timely, clear, and accurate information, along with detailed insights into project progress, finances, and impact.

Key Components of a Good Donor Report: These include clear objectives, detailed financial tracking, progress against milestones, challenges faced, and a transparent discussion of outcomes and impact.

He also shared a sample of Final Report. A sample of final report (from FDWA) was shared, demonstrating how to structure a comprehensive project report that meets donor expectations. The example provided clear sections for progress towards goals, challenges faced, and final outcomes. He also gave some points for the Field Animators to help them understand and enhance their work. Such as, taking good and clear picture while updating the activity in the groups, and narrating the activity in short and precisely. He had also advised them to refrain from sharing information or uploading the project related information and pictures on the personal social media.

In conclusion, the session on reporting highlighted the crucial role that effective reporting plays in maintaining transparency, accountability, and positive relationships with donors. It emphasized the need for clarity, consistency, and a comprehensive approach to meeting donor expectations through well-structured reports. Participants were encouraged to adopt these best practices and ensure that their project reports align with the requirements of donors, ultimately leading to successful project outcomes and sustained donor engagement.

Day- 3

Session IX: From Economic Project Mode to Evangelisation Process Mode of Social Apostolate & Session X: Challenges of Project Implementation by Rev. Fr. VM Thomas SDB

The session began with a recap of the previous day's discussions, presented by Ms. Bokali Kasho. Following the recap, Sr. Rincy introduced Fr. VM Thomas, the resource person for the day. Fr. Thomas commenced his session by presenting a metaphor of a pyramid, illustrating various levels of learning and the corresponding methodologies for effective teaching and development.



He displayed the following scripture verse on the screen:

- 1 Peter 1:2: "Put your trust in nothing but the grace that will be given to you. May His grace be multiplied to you!!"

The session included a reflection on faith-based organizations, emphasizing their holistic role in promoting social development compared to other non-faith-based organizations. Fr. Thomas provided examples of faith-based educational institutions and hospitals, highlighting their contributions to society across the country. He stressed that faith-based organizations focus on the development of humanity, regardless of an individual's faith.

Hope Experiment and Discussions

Fr. Thomas shared a powerful experiment involving rats to illustrate the concept of hope:

- **Experiment:** In a bucket of water, rats can swim for a maximum of 15 minutes before giving up. However, when the rats were given food and rest for 3 hours, they swam for up to 30 hours the next time, driven by the hope of receiving food.

Discussion Question: What is the relevance of this experiment to faith-based workers and organizations?

Participants reflected on the importance of providing hope to those in difficult circumstances:

- Hope to the hopeless.
- Building trust to ensure that individuals can keep swimming.
- Supporting people so they can continue striving for survival.

Fr. Thomas emphasized that the journey of development involves challenges such as temptations, failures, deprivations, and obstacles. He referenced the situation in Manipur to show how faith-based organizations have been more successful in helping people overcome conflicts. He concluded that despite our varied backgrounds and experiences, the common mission of faith-based organizations is the integral development of marginalized communities.

Integral Development and Quality

Fr. Thomas discussed the need for quality in Centre Development Initiatives (CDI), stressing values such as transparency, integrity, accountability, and responsibility. He urged that organizations should not just focus on completing projects, but on accomplishing their mission effectively.

He cited the example of South Korea, where 95% of people are skilled, leading to international opportunities. In contrast, India has only 5% skilled workers. He encouraged participants to adapt to change in order to stay relevant and effective, drawing attention to the evolving nature of technology and work environments.

Vision, Integrity, and Leadership

The session delved into leadership qualities, particularly the importance of vision and the mindset shift required for overcoming challenges. Fr. Thomas suggested that individuals need to believe in themselves, create opportunities, and change their circumstances rather than relying on external factors. He used the analogy of a flower and an animal, where both depend on their environment, but humans have the capacity to create environments. He also emphasized the need for integrity and empathy in social transformation, stating that effective leadership requires communication, accountability, and responsibility in achieving goals.

The “World is Flat” Concept

Fr. Thomas introduced the concept from Thomas Friedman's book, "The World is Flat", explaining that technological advancements, access to information, and financial resources have made the world interconnected. He argued that the same technology available in developed countries is now accessible globally, turning the world into a “global village.” He connected this idea to CDI by explaining that faith-based organizations need to understand and leverage these global changes to have a wider impact.





The STEEP Model

Fr. Thomas elaborated on the STEEP Model—Social, Technological, Economic, Ecological, and Political—explaining that these factors are interconnected and influence the effectiveness of development work. He highlighted the importance of advocacy and networking to scale up development initiatives, stressing that these are essential for influencing policy and bringing about social change.

Evangelization and Human Development

The session included a discussion on the relationship between evangelization and human development, underscoring that both go hand in hand in fulfilling the purpose of work, which is the integral development of human society. Fr. Thomas also reflected on the biblical story of Moses' doubts and the lessons that can be drawn from his experience, such as:

- Trusting in God's grace.
- God never abandoning His people.
- God making a way in difficult circumstances.

Fr. Thomas concluded the session by emphasizing the importance of adapting to change and staying committed to the mission, even when faced with opposition or obstacles. He used the analogy of a frog in a pot to illustrate the danger of not adapting: if the frog does not jump out as the heat increases, it will ultimately die. This story reinforced the need for change and growth to ensure survival and success. The session ended with a discussion on how to sustain oneself in the face of challenges, with Sr. Lisa highlighting the importance of local resource mobilization and corporate social responsibility (CSR) funding. Fr. Thomas closed with a reminder that development is not just about resources but about creating impact through hard work, vision, and faith.

The vote of thanks was given by Ms. Sarah, bringing the session to a close at 1:05 PM.

Session XI: Financial Reporting by Sr. Teresa Salemthangi, the Assistant Director of CDI

The session on Financial Management was conducted by Sr. Teresa Salemthangi, the Assistant Director and Finance Head of CDI. In her insightful session, Sr. Teresa emphasized the core principles of financial management, highlighting its critical role in ensuring the effective management of project financial resources.



She explained that Financial Management involves the careful monitoring, controlling, protecting, and reporting of financial resources. The primary aim is to plan, organize, and oversee all financial activities to ensure proper allocation and utilization of funds. Financial Accounting, on the other hand, is the process of recording, maintaining, and reporting the financial transactions that reflect the organization's financial standing clearly and accurately.

Sr. Teresa also discussed the vision and mission of CDI:

Mission: CDI is committed to empowering the poor and marginalized, particularly women, girls, and children. The goal is to restore human dignity through sustainable development, with a special focus on promoting justice, love, and unity in society.

Objectives of Financial Management:

Sr. Teresa outlined the objectives of financial management at CDI, which are essential for maintaining transparency and accountability: Streamlining accounting practices to meet legislative and executive requirements. Ensuring the effective utilization of funds, making sure all financial resources are used efficiently and appropriately.

Financial Reporting Guidelines:

The session also covered the procedures for preparing financial reports, ensuring accurate and proper documentation:

- **Reporting Format:** All reports must be submitted in the prescribed format, with a clear distinction between FC (Foreign Contribution) and local expenses.
- **Proper Billing:** All bills must be official, and any voucher exceeding 5,000 must be signed with a revenue stamp.
- **Cash Transactions:** Sr. Teresa stressed the importance of minimizing cash transactions. If unavoidable, cash transactions should not exceed 10,000, and two bills should be provided if the amount exceeds that limit.
- **Record Keeping:** Ensure that all bills are copied and kept in the office, and maintain a cash book for all transactions.

Salary and Travel Vouchers:

Sr. Teresa provided specific guidelines for processing Salary and Travel Bills:

- **Salary Voucher:** Salaries should be transferred through the bank, and the salary voucher must be submitted on time. Revenue stamps should be affixed to salary vouchers, and no overwriting or corrections should be made. Ensure that the salary details are verified with colleagues before preparing the voucher. Any deductions should be clearly stated, and the total must be countersigned by the coordinator.
- **Travel Bill:** Travel expenses should also be transferred via the bank, and a travel form must be submitted along with supporting documentation. Travel bills must be duly filled and signed by both the coordinator and the payee. Incomplete travel forms will not be accepted.
- **Program Bills:** Sr. Teresa reminded the staff that the funds received by CDI are Foreign Contributions, and strict adherence to billing requirements is necessary:
- **Legitimate Bills:** Only proper bills are accepted. Katcha bills (informal or handwritten receipts) are not acceptable unless they are stamped and signed by the shopkeeper.
- **Bill Requirements:** Bills must include the shop's name, GST number (if applicable), and the correct transaction details. Use proper receipts from shops that accept bank transactions, Google Pay, or RTGS.
- **Adhering to Budget:** Do not exceed the budgeted amount. All funds should be spent in accordance with the original budgeted purpose, and unnecessary expenditures should be avoided.

- **General Accounting Principles:** Sr. Teresa emphasized key accounting principles for maintaining transparency: Every requisition made for the program requires prior Director's approval. Monthly financial reports must be submitted by the last day of each month via email, with the hard copy submitted by the 5th of the following month. Maintain separate books of account for each department or program.

The cash book should be updated daily, with a clear chronological order of transactions and a brief description of each payment. Always ensure that expenses are posted under the correct account heads, and acknowledge the receipt of funds when received by CDI.

Sr. Teresa concluded her session by acknowledging the huge contributions made by all staff members to the organization over the past year. She reminded everyone to remain faithful and truthful in their financial management responsibilities, as these are the most sacred qualities in fulfilling the organization's mission. She encouraged the staff to continue with dedication and gratitude, ensuring that CDI remains a steward of resources, faithful to its mission of empowering marginalized communities, and always working towards building a society based on justice and love. Sr. Teresa's session was a timely reminder of the importance of maintaining high standards of financial integrity and responsibility in all aspects of the organization's operations.

After the break

The Valedictory Session was led by Sr. Teresa Salemthangi, who began by warmly welcoming the Guest of the Day, Mother General Rev. Sr. Christine Mynsong, and all the participants present. Sr. Teresa then invited Mr. Nirmal and Mr. Lalboi to present a recapitulation of the 3 days Training Program. The duo provided a comprehensive summary of the training, highlighting the key takeaways and insights from the three days of sessions.



Following the recap, the session proceeded with sharing of learnings from the project representatives. Each representative shared their learnings in great detail, reflecting on the knowledge and skills they had gained during the training. Their presentations offered an in-depth look at how the training had impacted their respective projects and personal development.

The program continued with a vibrant cultural performance, featuring dance and songs in celebration of the Advent Christmas. The participants embraced the spirit of the season, adding a festive touch to the event. To conclude the session, Christmas gifts and Certificates of Participation were distributed to all attendees, as a token of appreciation for their active participation throughout the training program. The certificates acknowledged their commitment to learning and the valuable contributions they made during the sessions. The event was a fitting conclusion to a successful and enriching three-day training program, fostering a sense of community and shared purpose among the participants.



Conclusion

The programme was intellectually stimulating, emotionally charged and socially uplifting. The attendees gained relevant expertise ushering in incremental level of confidence for intervention in the current field of social developmental works which the organization is engaged in. By doing this, the organization has once again showcased its commitment to improve the lives of the marginalized and the downtrodden, reflecting its willingness to sharpen its faculties and address its shortcomings for greater intervention efficiency. The future is secured in the fact that the organization is willing to be flexible and innovative in the face of continuous and often confounding challenges. Overall, the event was a preparation for the forthcoming future in which the current gaps and challenges were addressed.

PHOTO GALLERY

New Hope Staff



Manos Unidas Staff



Shelter Project Staff



Missio & LJJ Staff



All Project Staff



Global Fund for Women Staff



