**NALAS Task Force on**

**ASSOCIATION DEVELOPMENT**



# SHADOWING REPORT

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| Applicant Association |
|  |
| Association Name: |  |
| Participant Name: |  |  |  |
| Participant Job Title: |  | Department: |  |
| Contact Phone: |  | Email: |  |
| Date: |  |  Shadowing period: |  |
| Report submitted by: |  |  |  |
|  |
| Objectives |
|  |
| Model: [ ]  Model 1 – Learning good practices [ ]  Model 2 – Sharing knowledge and experienceAreas of exchange:

|  |  |
| --- | --- |
| Advocacy :[ ]  Policy development[ ]  Committee structure[ ]  Cooperation with the GovernmentServices :[ ]  Training[ ]  Legal Advice[ ]  Consultancy[ ]  Capacity building programs[ ]  E-government[ ]  Research[ ]  Networking | Association’s strengthening:[ ]  PR/communication **Project management**[ ]  Fundraising[ ]  Internal Management[ ]  IT[ ]  HR[ ]  International Cooperation[ ]  EU integration[ ]  Leadership[ ]  Strategic Planning[ ]  Financial Management[ ]  Income generationOther:       |

**Objectives of the Shadowing:**

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| Achievements  |

**Detailed Agenda of the Shadowing:**

**Key results of the Shadowing (what has been achieved?):**

 *Note: Please insert photos from the shadowing (if any)*

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| Follow up |

**How you are going to implement the knowledge gained in the next 6 months?**

**Any suggestions you would like to make to NALAS Shadowing Program?**

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| Financial Report/Request for reimbursement  |

*Note: Please provide all the original invoices/receipts for the payments made:*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Items** | **Unit** | **No of units** | **Cost per unit** | **Total costs** | **To be reimbursed by NALAS** | **LGAs contribution** |
| 1 | Accommodation |  |  |  |  |  |  |
| 2 | Per diem |  |  |  |  |  |  |
| 3 | Travel (using [www.viamichelin.com](http://www.viamichelin.com)) |  |  |  |  |  |  |
| **TOTAL** |  |  |  |

**BANK DETAILS:**

Bank Account holder:

Address:

ID or Business Number:

Fiscal number:

**BENEFICIARY’S BANK:**

Account Number:

Name of Bank:

Branch of bank:

Swift Code: