



NATIONAL GIS AND DATA GOVERNANCE EXPERT

INDUCTION PLAN

May 2022

MASAR implementing partners



In collaboration with



UNIVERSITY OF
BALAMAND

Induction Plan for the GIS & Planning Unit Employees

Objective:

The purpose of this induction plan is to help the Coordinators and Technicians settle into their positions at the Union of Municipalities.

The employees will manage the GIS & Planning Units and play the role of MASAR Focal Points for the project's duration.

The plan refers to getting the new employees acquainted with:

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Duration:

The duration of the plan is three consecutive days.

Start Date: __/__/____

End Date: __/__/____

Place:

..... Union of Municipalities.

Employees:

Name	Position	Union of Municipalities
(Insert NameXXX)	Coordinator	
(Insert NameXXX)	Technician	
(Insert NameXXX)	Coordinator	
(Insert NameXXX)	Technician	

Induction Plan

Activity	Description	Expected Results	Resources/Means	Duration	Responsible person	Location
Day 1						
Welcome & General Introduction	The PM will: <ul style="list-style-type: none"> Welcome the TU employees Introduction of MASAR and its pilot projects Creation of the TU within GIS and Strategic Planning Review ToR of TU and employees Discuss the expectations of ACCD from the TU and the employees Intro roadmap and role of the TU 	<ul style="list-style-type: none"> The objective of the Induction Plan is clear The expectations are discussed and assimilated 	<ul style="list-style-type: none"> Team Meeting 	<ul style="list-style-type: none"> 1 hour 	<ul style="list-style-type: none"> Enric Ibarz Corinne Sakr 	<ul style="list-style-type: none"> ACCD Office
HR/Finance	The Finance & Admin Coordinator will: <ul style="list-style-type: none"> Share & explain the ACCD contract Explain the invoicing, timesheets, etc. Discuss the code of conduct 	<ul style="list-style-type: none"> HR & Finance procedures are clear Contract signed Code of conduct signed 	<ul style="list-style-type: none"> ACCD Contract Bank Account/Details ACCD Code of Conduct ACCCD Timesheet ACCD Invoice 	<ul style="list-style-type: none"> 30 min 	<ul style="list-style-type: none"> Racha El Ali Nicole Ochando 	<ul style="list-style-type: none"> ACCD Office
Presentation of the MASAR Project & the Service Projects (SO1-SO2-SO3)	ACCD Team will: <ul style="list-style-type: none"> Present MASAR's Inception 	<ul style="list-style-type: none"> MASAR's approach is clear 	<ul style="list-style-type: none"> Simplified PowerPoint Presentation MASAR+SOs 	<ul style="list-style-type: none"> 2 hours 	<ul style="list-style-type: none"> ACCD Team 	<ul style="list-style-type: none"> ACCD Office

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	<ul style="list-style-type: none"> Discuss the MASAR's Approach Present the Progress under each Specific Objective Present the primary assessment findings/proposed solutions Conclude with the part of the GIS in each intervention and how it is cross-cutting 	<ul style="list-style-type: none"> GIS part in each SO is discussed and assimilated 	<ul style="list-style-type: none"> Interactive discussion and reflection 			
Day 2						
GIS roadmap	ACCD Team and GIS Expert will discuss in-depth: <ul style="list-style-type: none"> The mission of the TU within UoMs and MASAR The hybrid structure, the reporting mechanism, and the communication flow The complex and soft skills required from each position The team management Interpersonal skills The work planning Importance of KPIs Reporting and documentation Etc. 	Employees are initiated to Project Management <i>This learning of the component is ongoing, and it will be emphasized with the coaching of the MASAR GIS Expert</i>	<ul style="list-style-type: none"> Technical Unit ToR Coordinator ToR Technician ToR Organizational Structure 			

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GIS Road Map	<p>ACCD GIS Expert will:</p> <ul style="list-style-type: none"> • Explain the developed GIS Road Map • Explain the data governance process • Re-emphasize the importance of developing policies, guidelines, and SOPs • The roles of actors/accountability involved in the data governance • The role and the added value of the GIS volunteers and the GIS Governance Committees 	<ul style="list-style-type: none"> • Road Map Milestones are clear enough to kick off the implementation of its activities 	<ul style="list-style-type: none"> • GIS Road Map • Data Governance Road Map • GIS Manual 	<ul style="list-style-type: none"> • One day <p><i>For both PM and GIS Road Map</i></p>	<ul style="list-style-type: none"> • ACCD Team • ACCD GIS Expert 	<ul style="list-style-type: none"> • ACCD Office
Day 3						
TU consultations with the Union of Municipalities	<p>TU employees facilitate a meeting in each UoM with the mayors to:</p> <ul style="list-style-type: none"> • Present themselves and the tasks related to each position • Collect and discuss the expectations of the UoM from the GIS & Planning Unit 	<ul style="list-style-type: none"> • Formal Introduction of the TU /employees with mayors • Active interaction between Mayors and TU employees • Expectations of Mayors are discussed and collected 	<ul style="list-style-type: none"> • Meeting • List of mayors' expectations 	<ul style="list-style-type: none"> • 2 hours 	<ul style="list-style-type: none"> • TU Employees • ACCD Team • UoM and its municipalities 	<p>UoMs:</p> <p>Qaytaa</p>
Develop the startup Action Plan	<p>With the support of the GIS expert/ACCD team and in consultation with the UoM,</p>	<ul style="list-style-type: none"> • Milestones are clear 	<ul style="list-style-type: none"> • Action plan for the 1st three weeks until the 	<ul style="list-style-type: none"> • Half Day 	<ul style="list-style-type: none"> • TU Employees • ACCD Team 	<p>Mennieh</p>

Activity	Description	Expected Results	Resources/Means	Duration	Responsible person	Location
	<p>the TU employees develop a short-term action plan:</p> <ul style="list-style-type: none"> • The download of the Database Maps • The selection of the most critical policies • The development of SOPs • The outreach and data collection strategy • The communication strategy <p><i>Note that it should be a short-term action plan. The MASAR GIS Expert will modify it according to the ToR.</i></p>	<ul style="list-style-type: none"> • Action Plan validated with the UoMs 	recruitment of the MASAR GIS Expert		<ul style="list-style-type: none"> • ACCD GIS Expert • UoM and its municipalities 	