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**COORDINATION OF HOSTING A NATIONAL AFRICA PUBLIC SERVICE DAY
(APSD) CELEBRATION 20 – 23 JUNE 2016 AT OSHAKATI IN OSHANA REGION**

PROJECT PLAN

Overview Project – 2016 APSD Celebrations	Strategic objectives	Outcome of project
From April 2016 to the week of 23 June 2016, there is only about 50 days to coordinate hosting of the APSD Celebration which will be hosted by the Oshana Regional Council at Oshakati	To celebrate the Africa Public Service Day during 20 - 23 June 2016.	High-level Conference for OMAs/RCs and SOEs during the 20 th – 23 rd June 2016.

PROJECT TEAM

1. Maurice Likukela Deputy Director DPSM
2. Abner Axel Xoagub Deputy Director DPSM
3. Saima shaanika Deputy Director OPM
4. Maureen Hansen Chief Human Resources Policy Analyst DPSM
5. Willibarth Haraseb Chief Human Resources Policy Analyst DPSM
6. Risto Nakanyala Human Resources Policy Analyst DPSM

THE NEED OF 2016 APSD CELEBRATION PROJECT PLAN

The main aim of this Project Plan is to outline the work of coordinating the hosting of 2016 APSD Celebrations at Oshakati in Oshana Region by the Oshana Regional Council.

SCOPE OF 2016 APSD CELEBRATION PROJECT

VISION:	To bring together OMAs/RC and SOEs for formal sharing of information and networking.
OUTCOMES:	Formal reflection on the functions of the Public Service by recognising and make knows its and contributions to the citizens.
THE THEME:	The Theme of 2016 APSD Celebration will be known, only after the result of the ongoing consultations between the APSD Celebration service champions is adopted by the AU.
OBJECTIVES:	To coordinate the hosting of 2016 APSD Celebrations.

DELIVERABLES

1. THE THEME OF 2016 APSD CELEBRATION

- 1.1. Consultations with other service champions (Tanzania and Ghana) and African Union Specialised Technical Committee (AU-STC) on Public Service, Local Governance, Urban Development and Decentralization.
- 1.2. Inform the Permanent Secretary, Right Hon. Prime Minister, Right Hon. Deputy Prime Minister and Hon. Deputy Minister.
- 1.3. Identification and invitation of Political Leadership and distinguished guests.
- 1.4. Prepare key note speeches.

2. PUBLIC/MEDIA RELATIONS

- 2.1. Invitation of the Honourable members and distinguished guests
- 2.2. Meetings with OMAs/RCs
- 2.3. Reactivation of a Website for 2016 APSD Celebration
- 2.4. Advertise the 2016 APSD Celebration in the newspapers
- 2.5. Interviews on Namibia Broadcasting Corporation (NBC) Good Morning Namibia on 2016 APSD Celebration.
- 2.6. Handling the public and media, protocol, publications, presentations, videos and exhibition.

3. PLANNING 2016 APSD CELEBRATION

- 3.1. OSHANA REGIONAL Council ORGANISING COMMITTEE (ORCOC)- Governor, Chief Regional Officer, Oshakati Town Major, Police Commissioner, Namibia Broadcasting Corporation, senior management of Offices Ministries Agencies, Church Leaders, and Leaders of Non-Government Organisations etc.
- 3.2. **BRANDING 2016 APSD CELEBRATION:** Share the Theme of 2016 APSD Celebration, create a logo and slogan to represent 2016 APSD Celebration in Namibia, put together team of presenters and speakers, entertainers, publicity and sponsors, conform dates, design logo and determine administration process, determine the Master of Ceremony and put together all documents and presentations.

Time-constrain

- 3.3. CREATE A MASTER PLAN: establish venues, logistics & catering management (contracts, permits, insurance, etc.), speakers/presenters (identifying, confirming, logistics & management), Activities/entertainment, and Publicity/promotion (online & off-line, e.g. web page & online promotion; events calendars; printed programs; media relations; signage; social media, etc.), registrations and sponsor/partner management.
- 3.4. ADMINISTRATIVE PROCESSES - Keep track of the execution of planning, registration, budget, guest and speakers lists, etc.?

4. DURING THE EVENT

- 4.1. Set up of sitting arrangements and equipment
- 4.2. Arrival of invited Honourable members distinguished guests
- 4.3. Showcasing and presentations
- 4.4. Floor management

5. EVALUATION

- 5.1. Evaluation Forms
- 5.2. Place Presentations on the website
- 5.3. Write to thank presenters
- 5.4. Compile Report
- 5.5. Share the report

COMMUNICATION PLAN DURING THE APSD 2016 PROJECT

STAKEHOLDERS	CONTENT	RESPONSIBLE	MODE	FREQUENCY
Deputy Prime Minister	Project Milestones – APSD Theme, invited guests, speeches and programme.	Project Leader	Emails and presentations of theme, draft Speeches and Draft Programme.	To be announced
OPM Senior Management	Project Progress. Milestones, costs, issues, risks, changes.	Project Leader	Project status Reports	Weekly
OMAs/RCs & Partners	Project Progress. Milestones, issues, risks, changes etc.	Project Members	Project status Reports	Weekly
Oshana Regional Councils Organising committee.	Project Progress. Milestones, costs, issues, risks, changes etc.	Project Members	Project status Reports	Weekly

Project Team	Project Progress. Milestones, costs, issues, risks, changes etc.	Project Leader	Project status Reports	Daily
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RESPONSIBILITY MATRIX							
#	Deliverable	Maurice	Maureen	Risto	Resources	Time Frame	duration
1.	THE THEME OF 2016 APSD CELEBRATION						
a)	Consultations with other service champions (Tanzania and Ghana) and African Union Specialised Technical Committee (AU-STC) on Public Service, Local Governance, Urban Development and Decentralization.	P	S	S	Normal	April 2016	21 days
b)	Inform the Permanent Secretary, Right Hon. Prime Minister, Right Hon. Deputy Prime Minister and Hon. Deputy Minister.	P	S	S	Normal		
c)	Identification and invitation of Political Leadership and distinguished quests.	P	S	S	Normal		
d)	Prepare key note speeches.	P	S	S	Normal		
2.	PUBLIC/MEDIA RELATIONS						
a)	Invitation of the Honourable members and distinguished guests	S	P	S	Normal	May 2016	20 days
b)	Meetings with OMAs/RCs	S	P	S	Normal		
c)	Reactivation of a Website for 2016 APSD Celebration	S	P	S	Normal		

d)	Advertise the 2016 APSD Celebration in the newspapers	S	P	S	Normal		
e)	Interviews on Namibia Broadcasting Corporation (NBC) Good Morning Namibia on 2016 APSD Celebration	P	S	S	Normal		
f)	Handling the public and media, protocol, publications, presentations, videos and exhibition.	P	S	S	Normal		
3.	PLANNING 2016 APSD CELEBRATION						
a)	OSHANA REGIONAL Council ORGANISING COMMITTEE (ORCOC)- Governor, Chief Regional Officer, Oshakati Town Major, Police Commissioner, Namibia Broadcasting Corporation, senior management of Offices Ministries Agencies, Church Leaders, and Leaders of Non-Government Organisations etc.		S	P	Normal	April 2016	
b)	BRANDING 2016 APSD CELEBRATION: Share the Theme of 2016 APSD Celebration, create a logo and slogan to represent 2016 APSD Celebration in Namibia, put together team of presenters and speakers, entertainers, publicity and sponsors, conform dates, design logo and determine administration process, determine the Master of Ceremony	S	P	S	Normal		

	and put together all documents and presentations.						
c)	CREATE A MASTER PLAN: Venue, logistics & catering management (contracts, permits, insurance, etc.), speakers/presenters (identifying, confirming, logistics & management), Activities/entertainment, Publicity/promotion (online & off-line, e.g.,: web page & online promotion; events calendars; printed programs; media relations; signage; social media, etc.), registrations and sponsor/partner management.	P	S	S	Normal		
d)	ADMINISTRATIVE PROCESSES - Keep track of your planning, registration, budget, guest and speakers lists, etc.?	S	P	S	Normal		
4	DURING THE EVENT						
a)	Set up of sitting arrangements and equipment	S	S	P	Normal	June 2016	
b)	Arrival of invited Honourable members distinguished guests	S	S	p	Normal		

c)	Showcasing and Presentations	S	S	P	Normal		
d)	Floor management	P	S	S	Normal		
5	EVALUATION						
a)	Evaluation Forms	S	S	P	Normal	July 2016	
b)	Place Presentations on the website	S	S	p	Normal		
c)	Write to thank presenters	S	P	S	Normal		
d)	Compile Report	S	P	S	Normal		
e)	Share the report	S	P	S	Normal		

