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September 21, 2016

TO: The Members of the Board

Dear Fellow Members,

Greetings from Rome!

This is to formally invite you to the 3rd Annual Leadership Conference of the Camillian Disaster Service International (CADIS), formerly known as Camillian Task Force. We have finalized the dates of this Conference, which will be on November 20 to December 1, 2016. The venue of the Conference is at the Camillian Pastoral Care Center with addresses at 81/3 Luangphang Road, Khumtong, Lat Krabang, Bangkok, Thailand with phone number +66 2 360 7852. The theme of this year's gathering of field officers and leaders of CADIS is "*Building the Resilience of Vulnerable Communities Through Innovation, Partnership Building and Networking: Sustaining Small Wins Towards Vision 2020.*" You are important in building up the Country Office of CADIS in India. Take note below your Functional Area, the Assigned Capability Development and the dates you are expected to be with us in the Leadership Conference.

Name	Functional Area	Assigned Capability Development	Dates in Attendance at the Leadership Conference
	Project Management	Participant for PMEL training	Nov. 20-Dec. 1, 2016
	Resource Mobilization	Participant for Resource Mobilization training	Nov. 20-26, 2016

Building up the Camillian Disaster Service International at the level of Country Offices in the different regions where the Camillians are is of foremost priority for us. This is the reason we highly appreciate your attendance. Attached is the detailed Schedule of the Conference. For your visas, if necessary, kind contact Fr. Paul Cherdchai at cherdchai@camillianthailand.org.

Sincerely yours,

Fr. Aristelo D. Miranda, MI
Executive Director

3rd Leadership Conference of the Camillian Disaster Service International
Organizational Capability Development in Post-Disaster Interventions in Developing Countries
(An Italian Bishops Conference-Funded Capability Development Project for Humanitarian and Development Organizations)
Camillian Pastoral Care Center
81/3 Luangphang Road, Khumtong, Lat Krabang,
Bangkok, Thailand
November 20-December 1, 2016

NOTE: CLASS 1 SCHEDULE FOR RESOURCE MOBILIZATION OFFICERS

Time	November 20 Sunday	November 21 Monday	November 22 Tuesday	November 23 Wednesday	November 24 Thursday	November 25 Friday	November 26 Saturday
7:15			Mass	Mass	Mass	Mass	Mass
7:45		Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8:30		Servant-Leadership Retreat (c/o Aris, MI & Kandy Tri)	Disasters & Post-Disaster Situationer (Fr. Aris & Marco)	Presentation of VMO & Programs of Partner Organizations (Fr. John Jay, Sr. Daisy & Kandy Tri)	Mobilizing Resources for Humanitarian and Development Interventions (Ms. Usha Menon)	Mobilizing Resources for Humanitarian and Development Interventions (Ms. Usha Menon)	Mobilizing Resources for Humanitarian and Development Interventions (Ms. Usha Menon)
10:00	Health Break	Health Break	Health Break	Health Break	Health Break	Health Break	Health Break
10:30		Servant-Leadership Retreat (c/o Aris, MI & Kandy Tri)	Vulnerability and Resilience: The Heart of our 'Presencing' (Fr. Sam)	Presentation of VMO & Programs of Partner Organizations (Fr. John Jay, Sr. Daisy & Kandy Tri)	Mobilizing Resources for Humanitarian and Development Interventions (Ms. Usha Menon)	Mobilizing Resources for Humanitarian and Development Interventions (Ms. Usha Menon)	Mobilizing Resources for Humanitarian and Development Interventions (Ms. Usha Menon)
12:00	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break
2:00		Servant-Leadership Retreat (c/o Aris, MI & Kandy Tri)	Presentation of the Camillian Disaster Service International VMO, Core Values and BSC (Fr. Aris, MI)	Presentation of VMO & Programs of Partner Organizations (Fr. John Jay, Sr. Daisy & Kandy Tri)	Mobilizing Resources for Humanitarian and Development Interventions (Ms. Usha Menon)	Mobilizing Resources for Humanitarian and Development Interventions (Ms. Usha Menon)	Mobilizing Resources for Humanitarian and Development Interventions (Ms. Usha Menon)
3:15	Health Break	Health Break	Health Break	Health Break	Health Break	Health Break	Health Break
3:30	<ul style="list-style-type: none"> • Arrival of Conference Participants & Settling In • Administrative Concerns 	Servant-Leadership Retreat (c/o Aris, MI & Kandy Tri)	Presentation of the Camillian Disaster Service International VMO, Core Values and BSC (Marco Iazzolino)	Presentation of CADIS Projects in Davao, Nepal and Vienna	Mobilizing Resources for Humanitarian and Development Interventions (Ms. Usha Menon) Evaluation & Administrative Concerns (Fr. Rocco, Marissa & Team)	Mobilizing Resources for Humanitarian and Development Interventions (Ms. Usha Menon) Evaluation & Administrative Concerns (Fr. Rocco, Marissa & Team)	Mobilizing Resources for Humanitarian and Development Interventions (Ms. Usha Menon) Closing Ceremonies for Resource Mobilization Officers (Fr. Rocco, Marissa & Team)
5:00	Break	Break	Break	Break	Break	Break	Break
5:30	Welcome Ceremonies & Orientation (Fr. John Jay, Sr. Daisy & Kandy Tri)	Concelebrated Mass (6:00 PM)	Group Sharing & Gathering of Feedbacks for VMO Improvements	Meeting of Attending CADIS Board of Directors & Executive Team with Partner Organizations	Brainstorming of Resource Mobilization Officers of CADIS Country Offices (Fr. Aris, Sam, Marco)	Brainstorming of Resource Mobilization Officers of CADIS Country Offices (Fr. Aris, Sam, Marco)	Brainstorming of Resouse Mobilization Officers of CADIS Country Offices (Fr. Aris, Sam, Marco)
7:30	Dinner Out	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
8:30	Brainstorming of Project Officers of CADIS Country Offices (Fr. Aris, Sam, Marco)	Brainstorming of Project Officers of CADIS Country Offices (Fr. Aris, Sam, Marco)	Brainstorming of Project Officers of CADIS Country Offices (Fr. Aris, Sam, Marco)	Free Time	Free Time	Free Time	Free Time

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November 21-December 1, 2016

NOTE: CLASS 2 SCHEDULES FOR PROJECT MANAGEMENT OFFICERS

Time	November 20 Sunday	November 21 Monday	November 22 Tuesday	November 23 Wednesday	November 24 Thursday	November 25 Friday	November 26 Saturday
7:15			Mass	Mass	Mass	Mass	Mass
7:45		Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8:30		Servant-Leadership Retreat (c/o Aris, MI & Kandy Tri)	Disasters & Post-Disaster Situationer (Fr. Aris & Marco)	Presentation of VMO & Programs of Partner Organizations (Fr. John Jay, Sr. Daisy & Kandy Tri)	<ul style="list-style-type: none"> Getting to Know You Surfacing of Expectations (Sr. Daisy, CS) 	Module 2: Designing and Facilitating the PMEL Process Session 1: PMEL Planning: Program & Project Logic (Fr. Sam, MI)	Session 5: Introduction to PMEL Framework Programs & Project (Fr. Sam, MI)
10:00	Health Break	Health Break	Health Break	Health Break	Health Break	Health Break	Health Break
10:30		Servant-Leadership Retreat (c/o Aris, MI & Kandy Tri)	Vulnerability and Resilience: The Heart of our 'Presencing' (Fr. Sam)	Presentation of VMO & Programs of Partner Organizations (Fr. John Jay, Sr. Daisy & Kandy Tri)	<ul style="list-style-type: none"> Course Overview (Fr. John Jay) Introduction to Action Planning (Fr. John Jay) Participants' Confidence Assessment (Sr. Daisy, CS)	Session 2: Continuation of PMEL Planning: Program & Project Logic (Fr. Sam, MI)	Session 6: Facilitating PMEL Process at the Community Level (Fr. John Jay)
12:00	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break
2:00		Servant-Leadership Retreat (c/o Aris, MI & Kandy Tri)	Presentation of the Camillian Disaster Service International VMO, Core Values and BSC (Fr. Aris, MI)	Presentation of VMO & Programs of Partner Organizations (Fr. John Jay, Sr. Daisy & Kandy Tri)	Module 1: Situation Analysis and Overview of PMEL Session 1: Participation, Social Learning and Empowerment in the Development Process (Fr. John Jay)	Session 3: Continuation of PMEL Planning: Program & Project Logic (Fr. Sam, MI)	Session 7: PRA Tools and Field Work Simulation Exercises (Fr. John Jay, Sr. Daisy and Kandy Tri)
3:15	Health Break	Health Break	Health Break	Health Break	Health Break	Health Break	Health Break
3:30	<ul style="list-style-type: none"> Arrival of Conference Participants & Settling In Administrative Concerns 	Servant-Leadership Retreat (c/o Aris, MI & Kandy Tri)	Presentation of the Camillian Disaster Service International VMO, Core Values and BSC (Marco Iazziolino)	Presentation of CADIS Projects in Davao, Nepal and Vienna	Session 2: Participatory Monitoring, Evaluation and Learning: Basic Concepts (Sr. Daisy) Module 1 Synthesis & Evaluation (Kandy Tri)	Session 4: Continuation of PMEL Planning: Program & Project Logic (Fr. Sam, MI)	Session 8: Management of the PMEL Process in the Community (Fr. John Jay, Sr. Daisy and Kandy Tri)
5:00	Break	Break	Break	Break	Break	Break	Break
5:30	Welcome Ceremonies & Orientation (Fr. John Jay, Sr. Daisy & Kandy Tri)	Concelebrated Mass (6:00 PM)	Group Sharing & Gathering of Feedbacks for VMO Improvements	Meeting of Attending CADIS Board of Directors & Executive Team with Partner Organizations	Evaluation & Administrative Concerns (Fr. John Jay, Sr. Daisy & Kandy Tri)	Evaluation & Administrative Concerns (Fr. John Jay, Sr. Daisy & Kandy Tri)	Team Preparations for Field Work (Fr. John Jay, Sr. Daisy and Kandy Tri)
7:30	Dinner Out	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
8:30	Brainstorming of Project Officers of CADIS Country Offices (Fr. Aris, Sam, Marco)	Brainstorming of Project Officers of CADIS Country Offices (Fr. Aris, Sam, Marco)	Brainstorming of Project Officers of CADIS Country Offices (Fr. Aris, Sam, Marco)	Free Time	Free Time	Free Time	

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NOTE: CLASS 2 SCHEDULES FOR PROJECT MANAGEMENT OFFICERS

Time	November 27 Sunday	November 28 Monday	November 29 Tuesday	November 30 Wednesday	December 1 Thursday	December 2 Friday	December 3 Saturday	
7:15	Travel to Field Work Sites		Travel to Field Work Sites	Mass	Mass	Mass	Mass	
7:45		Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	
8:30	Field Work (Kandy Tri, Sr. Daisy & Fr. John Jay)	Free Time	Triangulation/Cross Validation and Joint Analysis with Project Site Stakeholders (Kandy Tri, Sr. Daisy & Fr. John Jay)	Module 3: Strengthening PMEL Practices Session 1: PMEL and Organizational Learning (Fr. Sam, MI)	Preparation of Action Plan (Kandy Tri, Sr. Daisy & Fr. John Jay)	Presentation of Participatory Evaluation Report to RGS Sisters in Pattaya & Sriracha (Kandy Tri, Fr. Rocco & Fr. Sam)		
10:00			Health Break	Health Break	Health Break	Health Break	Health Break	Health Break
10:30			Triangulation/Cross Validation and Joint Analysis with Project Site Stakeholders (Kandy Tri, Sr. Daisy & Fr. John Jay)	Session 2: Capacity and Capability Learning for PMEL (Fr. Sam, MI)	Presentation of Action Plans (Kandy Tri, Sr. Daisy & Fr. John Jay)			
12:00		Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break	
2:00		Free Time	Travel back to Camillian Pastoral Care Center	Session 3: Mobilizing Resources for PMEL (Marco & Fr. Aris) Module 3 Synthesis and Evaluation (Kandy Tri)	<ul style="list-style-type: none"> • Course Synthesis and Evaluation • Participants' Confidence Assessment Closing Ceremonies (Kandy Tri, Sr. Daisy & Fr. John Jay)			
3:15		Health Break	Health Break	Health Break	Health Break	Health Break	Health Break	Health Break
3:30		Back to Camillian Pastoral Care Center			Module 4: Action Planning Preparation of Action Plan (Kandy Tri, Sr. Daisy & Fr. John Jay)	CADIS Executive Team Meeting & Assessment with Attending Board Members (Bro. Ignacio & Fr. Aris)		
5:00		Break	Break	Break	Break	Break	Break	Break
5:30		Free Time	Team Processing, Complimentary Data Analysis & Planning for Next Day of Field Work (Kandy Tri, Sr. Daisy & Fr. John Jay)	Team Reflection and Performance Evaluation, Surfacing Key Insights and Lessons from the Field Experiences and Writing of Draft Participatory Project Evaluation Report	Preparation of Action Plan (Kandy Tri, Sr. Daisy & Fr. John Jay)	CADIS Executive Team Meeting & Assessment with Attending Board Members (Bro. Ignacio & Fr. Aris)		
7:30		Dinner	Dinner	Dinner	Dinner	Dinner Out	Dinner	Dinner
8:30				Free Time	Free Time	Free Time	Free Time	