

### ICT ASSOCIATION OF ST. LUCIA ACTIVITY PLAN

Targets	Activities	Responsible	Work load- Hours a week/month	Attendees	Deadline
Increase the number of members	Membership drives	Membership services officer, Programme and events officer and Communication officer	1 day per month		Start in Month 2
	Public awareness			President and Committee Members	
	Advertising				
	Recruiting ICT teachers				Start in Month 1
More young people are into ICT careers	Summer workshop	Programme and events officer Committee	2 weeks	Members	Months 7 to 8
	Expose students to technology and how it works		2 weeks		Start in Month 4
Cooperation and collaboration	Form teams to work in projects	Form a new project committee/ Vicepresident	on demand		Month 3 (to form the committee)
	Workshop to encourage team building activities to promote cohesiveness	Event Committee	10 hours each workshop	Members	Twice a year
	Social activities	Event Committee	1 a month	Members	Start in Month 1
Variable information	Members database	Membership services officer	1 month set up	-	Start in Month 1 / constant activity
	ICT Sector database	2nd Vicepresident	2months to set up	-	Start in Month 3
	Routine update (scheduled)				Once a quarter

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Funding	Prioritise projects	Executive	1 meeting	-	Months 1 & 2
	Identify funding sources				
	Apply for funding	2nd Vicepresident and his Committee			Months 2 & 3
ICT culture in SL businesses	Educational awareness (advertising, articles)	Communication Committee, members and experts	1 article per month		on going
	Cross sector consultations	Two vicepresidents	Every two month a new sector		Month 3
Dedicated staff	Hire executive director				Year 2
	Find a location				
	Division of labour and tasks				
Work ethics initiative	Provide incentives (annual awards)	Event Committee			Month 3 of Year 2
	Establish standards (code of ethics, certification, quality standards)	Executive / New education committee (to be formed)			Month 9