



You are Invited!!

NEW—Annual Meeting Day for Cross Operations plus Tech Group Meeting—**July 29, 2009**

**A Day Dedicated to Bringing together the Operations Staff from
Finance, Grants & Contracts, Human Resources, Legal & Technology**

**George Washington University
Marvin Center
800 21st Street, NW—Washington, DC
(near Foggy Bottom Metro stop)**

**8:15—9:00 Check-in & Continental Breakfast
9:00—5:00 Sessions**

Working Together Toward Operational Excellence

The InsideNGO Annual Meeting Week will now incorporate a day where HR, Finance, Grants and Contracts, Legal and Technology professionals can come together. This day will focus on topics for mid and senior level staff.

We encourage you to experience this day with other members of your operations team. Return to your office with better practices, solutions for your operational issues, and new approaches to working together.

We have designed special cross-functional sessions, a special lunch-time roundtable, and we will be forming a new Special Interest Group.

Session Titles

Planned & Unplanned Office Shut-Downs

Audience: HR, Finance, Legal, Grants & Contracts, Technology

“Sugar or Tabasco” Ingredients for Successfully Collaborating with Program

Audience: Finance, HR, Legal, Grants & Contracts, Technology

Building Highly Effective Teams

Audience: Finance, HR, Legal, Grants & Contracts, Technology

**Moving from Parent to Partner:
Creating Global Operational Excellence**

Audience: Finance, Grants & Contracts, HR, Legal, Technology

Global Trends in NGO Law—Implications of Proliferating Challenges to Civil Society

Audience: Finance, HR, Legal, Grants & Contracts

Considering Global Information Policies—Culture of Sharing vs. Control

Audience: Finance, HR, Legal, Grants & Contracts, Technology

Operational Q&A – A Rapid Fire Mini Lunch Session

This mini lunch time session can provide answers to some nagging operational questions that face your organization.

Special Lunch-time Roundtable for Technology Attendees!!

New Special Interest Group....

For Cross-Functional Operational Managers and Directors

To register for this day and more go to www.INSIDEngo.org

Working Together Toward Operational Excellence

The Cross Operations plus Technology Day (July 29) will provide opportunities to interact with colleagues across functions from many of our member organizations. To enhance the experience, attend with members of your own operations team. Return to your office with better practices, solutions for your operational issues, and new approaches to working together.

Session Details

Planned & Unplanned Office Shut-Downs

Closing down an office after several years? Experiencing an unexpected shut down of operations? Presenters will share their procedures and experiences in both closing an office and responding to a sudden shut down. The discussion will include considerations for human resources, property, facilities, data, finance, and legal. Attendees will have the opportunity to share measures they have found effective at their organization.

Audience: HR, Finance, Legal, Grants & Contracts, Technology

“Sugar or Tabasco” Ingredients for Successfully Collaborating with Program

Is your organization’s Operations Team viewed as an obstacle to mission achievement rather than an ally and partner for Program? This session will discuss the importance of developing a “customer-service” orientation. A panel of members will discuss what has made successful collaborations between program and operations. Participants will be asked to discuss and develop best practice ideas for building internal partnerships. Written best practices will be distributed.

Audience: Finance, HR, Legal, Grants & Contracts, Technology

Building Highly Effective Teams

In this interactive session participants will work together to identify structures and procedures necessary for effective teamwork in their own organizations. In addition, obstacles to effectiveness will be considered along with strategies for overcoming them. There will also be a focus on team process, including the impact of different communication styles on how teams function.

Audience: Finance, HR, Legal, Grants & Contracts, Technology

Global Trends in NGO Law—Implications of Proliferating Challenges to Civil Society

Local governments are more frequently placing restrictions on the formation and operation of NGOs; restricting foreign funding to NGOs; placing prohibitions on the sharing of knowledge and resources across borders. These legal challenges present practical challenges to domestic and international NGO activities. This session will bring you up to date on legal trends that may effect your operations. Participants will have an opportunity to discuss approaches to facing the evolving legal landscape.

Audience: Finance, HR, Legal, Grants & Contracts

Moving from Parent to Partner: Creating Global Operational Excellence

It takes intention and effort to ensure that all offices are running efficiently and within organizational and legal parameters. Tension often exists around conducting “internal audits” in the field. Through a case study, sample assessment tools, and group discussion, participants will be provided new models for building global operational excellence.

Audience: Finance, Grants & Contracts, HR, Legal, Technology

Considering Global Information Policies—Culture of Sharing vs. Control

How does the wisdom embodied in project documents live beyond a project’s end? How do you designate and maintain your organization’s “official” records and documents? How are social networking tools impacting your information policies? Are you providing information policy guidance to your field offices and subgrantees? What critical documents need to be retained and for how long? This presentation will take a look at information and knowledge within an organization and how it is handled through its life cycle. Participants will receive sample policies and tools to utilize in assessing their current information policies.

Audience: Finance, HR, Legal, Grants & Contracts, Technology

Operational Q&A – A Rapid Fire Mini Lunch Session

Where does payroll live in most organizations? Who handles expat taxation issues? Who do HR, Legal, and Grants & Contracts report to?

This mini lunch-time session can provide answers to some nagging operational questions that face your organization.

Special Lunch Roundtable for Technology Attendees!!

If you have not had a chance to meet your fellow IT colleagues or wish to reconnect, this session will provide time to ask your peers questions, share resources, set future roundtable dates and discuss workshop topics.

New Special Interest Group....

Cross-Functional Operational Managers & Directors have unique responsibilities. InsideNGO wishes to support you through the creation of a forum where you can network with your peers. Please contact Marie McNamee (mmcnamee@InsideNGO.org) if you or someone in your organization has this role. We will launch this group at the Cross Operations Day of the Annual Meeting.